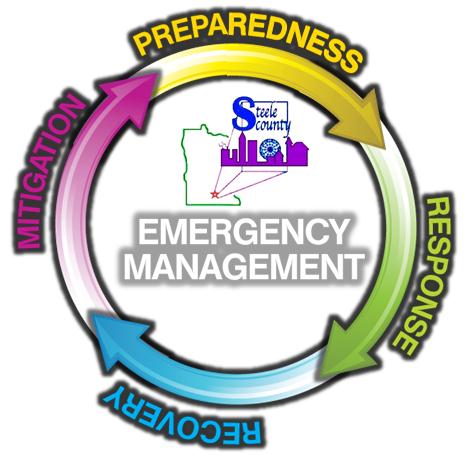


Steele County

Continuity of Operations Plan



Adopted: 00 00 0000

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1. **Introduction**

Steele County is committed to maintaining essential operational services to the public, staff, and facilities. Steele County has operations that must be performed, or rapidly and efficiently resumed, in an emergency. While the impact of an emergency cannot be predicted, planning for operations under such conditions can mitigate the impact of the emergency on our citizens, staff, facilities, and our mission. To that end, Steele County has prepared a Continuity of Operations (COOP) plan. This COOP plan establishes policy and guidance to ensure the execution of the essential functions for Steele County in the event that an emergency at the department or in its service area threatens or incapacitates operations and/or requires the relocation of selected personnel and functions.

COOP is an effort within an organization to ensure that its essential functions continue to be performed during a wide range of disasters until normal operations can be resumed. Today’s threat and hazard environment and the potential for no-notice emergencies, including natural hazards, technological hazards, cyber, pandemics, and man-made hazards, have increased the need for robust continuity capabilities and planning across all levels of government and the private sector. An organization’s and community’s resiliency is directly related to the effectiveness of its continuity capability. The continuity capability outlined in this document promotes the organization to continue its essential functions across a broad spectrum of emergencies.

1. **Purpose**

The purpose of this plan is to re-establish critical operations in the event of a disaster or emergency which causes normal operations to altar. This plan also identifies critical operations along with essential staff to be called upon when an emergency happens.

The capability to prepare for, respond to and recover from emergencies affecting Steele County’s operations is dependent upon the proficiency and well-being of its employees and the clarity of its leadership. To ensure the capability to support employees and contractors, system users, emergency responders, local and regional emergency management agencies, and the general public during emergencies, Steele County has adopted this COOP plan.

This COOP plan describes how Steele County will sustain the capability to perform essential functions during and after a disruption of internal operations whether caused by severe weather, other natural, man-made disasters, cyber, pandemic or malicious/terrorism attack.

The goal is to continue or resume the immediate essential functions within 12 hours of an event and maintain those functions for up to 30 days or until normal operations can be resumed. The purpose of this document is to ensure that a capability exists to continue the essential functions of the Steele County across a wide range of potential disasters. This plan provides a framework to direct and guide appropriate actions that would be taken to continue the agency’s essential functions and achieve an orderly agency recovery/reconstitution from emergency situations.

The objectives of a continuity of operations plan include:

* Ensuring that an organization can perform its essential functions under all conditions.
* Reducing the loss of life and minimizing property damage and loss
* Executing a successful order of succession with accompanying authorities in the event a disruption renders that organization’s leadership unable, unavailable or incapable of assuming and performing their authorities and responsibilities of office.
* Reducing or mitigating disruptions to operations.
* Ensuring there are facilities from which organizations can perform essential functions.
* Protecting personnel, facilities, equipment, records and other assets critical to the performance of essential functions in the event of a disruption.
* Achieving the organization’s timely and orderly recovery and reconstitution from an emergency.
* Ensuring and validating continuity readiness through a dynamic and integrated continuity test, training and exercise program and operational capability.

1. **Applicability and Scope**

Due to today’s changing threat environment, this plan is designed to address an “all hazards” approach to emergencies. The intent of the plan is not to be hazard specific but more operational specific. Steele County believes that there shall be a consistent approach to planning for emergencies and this document is to be used as the standard across the county.

An organization’s continuity of operations plan is implemented when an organization loses access to a facility, loses services due to a reduction in the workforce, or loses services due to equipment or systems failure. Steele County is susceptible to a multitude of natural, technological, and man-made disasters. These disasters, depending on their scope and magnitude, have the ability to damage the organization’s facility, reduce the available workforce, and/or cause equipment and systems failure. The specific hazards Steele County is susceptible to are outlined in the latest Steele County risk assessment. A list of these hazards is included in Appendix H. This plan is applicable to all organization staff, departments, partners, and suppliers. Personnel working for Steele County would be responsible for complying with this COOP plan.

The organization may also utilize an Emergency Response Plan (ERP), Occupant Emergency Plan (OEP), or some other document that is intended to ensure the safety of personnel in the event of an incident inside or immediately surrounding an organization’s building. While ensuring the safety of all organization personnel is a critical element of COOP planning, the ERP or OEP is a standalone document that is distinct from the COOP plan. The plans may be implemented simultaneously and are intended to supplement each other.

The scope of this plan is to address the actions that would be taken and the resources that would be needed to operate the Steele County’s continuity capability. The plan is scalable and flexible depending on the needs of the incident.

|  |  |
| --- | --- |
| **Responsibility** | **Position** |
| Update COOP plan annually. | *COOP Coordinator, COOP Committee, Department Head,* |
| Update telephone rosters monthly. | *Human Resources* |
| Review status of vital files, records, and databases. | *Records Specialist, IT* |
| Conduct alert and notification tests. | *Emergency Management* |
| Develop and lead COOP training. | *Emergency Management* |
| Plan COOP exercises. | *Emergency Management* |

1. **Assumptions**

Planning requires assumptions based on statistics, history, behavior patterns and likely future trends. The following assumptions were made as consideration for Steele County’s COOP plan:

* A hazard may occur with little or no warning and may escalate quickly.
* Hazard characteristics may differ by probability, magnitude, warning time and duration.
* Hazards may have cascading effects that may require their own unique approaches for continuity of operations.
* Hazards may damage the organization’s facility, reduce the available workforce, and/or cause equipment and systems failure.
* Hazards may adversely impact the organization’s ability to continue performing its essential functions and provide support to outside organizations and jurisdictions.
* The vulnerability of the organization depends on the probability of a continuity event occurring and the impact the event could have the organization’s ability to operate.
* Current employees, outside personnel and resources located beyond the affected area will be available as necessary to continue essential functions.
* When the COOP capability is activated, the organization will implement the predetermined framework outlined in this plan utilizing trained and equipped personnel.
* The organization will provide operational capability within 12 hours of the event and be able to continue essential functions for 30 days or until normal operations can be resumed.

1. **Authority and Reference**

The Steele County Administrative policy identifies that each critical unit of operations must have Continuity of Operations Plan (COOP). This policy is consistent with State and Federal governmental agencies who have also been required to develop plans to ensure that critical operations are maintained during an emergency.

1. **Essential Functions**

The essential functions are Steele County’s functions and activities that must be continued under any and all circumstances. These essential functions may be performed on a day to day basis but also include those essential functions that are performed during an emergency including the responsibilities outlined in the Steele County Emergency Operations Plan (EOP). The below chart identifies Steele County’s essential functions. The below functions were prioritized into four categories: Immediate, Necessary, Important, Postponed and Extended.

* Immediate priority functions are those functions that must be continued without interruption or resumed within 12 hours from a disruption.
* Necessary priority functions are those functions that must resumed within 12 hours to 5 days following a disruption.
* Important priority functions are those functions that must be resumed within 6 days to 30 days following a disruption.
* Delayed priority functions are those functions that can be delayed for 30 days or more.

This prioritization is based on multiple factors or priorities that all influence how quickly the essential function must be performed. These priorities include:

* Whether the essential function is directly tied to ensuring life safety
* How quickly the essential function would need to be resumed
* Whether other essential functions depend on the essential function being completed
* How severe the impact of not conducting or delaying the performance of the essential function would be
* Whether the essential function is involved in multiple critical processes and services
* How high of a priority the essential function is for management

| Priority | Essential Function | Number of Essential Personnel | Equipment and Systems | Vital Records and Databases | Supplies |
| --- | --- | --- | --- | --- | --- |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. | Click here to enter text. |  |  |  |  |

In this section you will identify the essential personnel within your department. Look at each essential function and identify at least 3 individuals who may be called upon in an emergency to maintain said operation. Once you have identified the personnel then assign a team leader. It is recommended to assign personnel by function. In the notes section indicate who your team leader and your Continuity team leader is.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department/Name** | **Position Title** | **Home Phone** | **Cell Phone** | **Alt Phone** |
|  | Primary |  |  |  |
|  | Secondary |  |  |  |
|  | Tertiary |  |  |  |

1. **Concept of Operations**

It is the responsibility of local and county governments to ensure the performance of essential services. Additionally, Steele County’s resiliency is directly related to the effectiveness of its continuity capability. The following sections outline the continuity capability for the Department and are designed to be an operational framework for all hazards that initiate a continuity of operations response.

It ought to be recognized that every situation will present diverse and unique challenges, complexities, and requirements. It should be recognized that this plan functions to provide guidance and should not be rigidly applied to every disaster or pre-planned event. The continuity event may necessitate that the specific details, tasks, assignments, and provisions contained in this plan be modified to effectively continue operations with the current situation.

This section outlines both the actions to take when the plan is implemented as well as the logistics support and resource requirements needed to implement and activate the plan.

1. **Phase I**
2. **Activation**

This phase starts with the occurrence of a trigger that may necessitate the activation of continuity operations. Activities that are performed in this phase include:

• Evaluating the situation and deciding whether to activate your organization’s continuity capability

• Alerting and notifying all organization personnel of the continuity event

• Notifying county leadership of the disruption

• If necessary, relocating to an alternate site

• If necessary, devolving

• Accounting for all personnel needed to perform the essential functions

• Identifying available leadership within the organization

1. **Decision Process**

There are four main triggers that may prompt the need to activate the department’s continuity capability. These four triggers include:

• Losing access to the facility (in part or in whole),

• Losing services due to human caused terror situation,

• Losing services due to a reduction in the workforce, and

* Losing services due to equipment or systems failure.

After one or multiple of these triggers have been reached, the Department Head, or his or her designee, will decide to activate the continuity of operations capability and determine the appropriate continuity response actions. Below is a decision matrix that may be utilized to support the decision-making process for continuity activation.

|  |  |  |
| --- | --- | --- |
| Decision Matrix for Continuity of Operations Plan Implementation | | |
|  | Work Hours | Non-Work Hours |
| Event with Warning | * Is the threat aimed at the facility or its surrounding area? * Is the threat aimed at agency personnel? * Are employees unsafe remaining in the facility and/or area? | * Is the threat aimed at the facility or its surrounding area? * Is the threat aimed at agency personnel? * Who should be notified of the threat? * Is it safe for employees to return to work the next day? |
| Event without Warning | * Is the facility affected? * Are personnel affected? * Have personnel safely evacuated, or are they sheltering-in-place? * What are instructions from first responders? * How soon must the organization be operational? | * Is the facility affected? * What are instructions from first responders? * How soon must the organization be operational? |

1. **Alert, Notification, and Implementation Process**

In the event that a disaster has occurred, contact will have to be made with all personnel from the Department. Contact information from all the organization’s personnel including cell numbers, home numbers, primary email, alternate email, personal e-mail addresses and home addresses will be managed using the already established notifications systems. These notification systems include the use of the Steele County Everbridge Emergency Notification System.

An attempt will be made to contact specific organization staff necessary to maintain the essential functions, continuity personnel, of Steele County via home or cell phone numbers. If contact cannot be made, a(an) Steele County representative should try to make physical contact with that specific individual at his/her place of residence. An attempt will also be made to notify noncontinuity personnel of the organization’s status as well as the organization’s expectations for them.

1. **Alternate Facilities**

The department functions may be relocated to pre-screened and pre-approved alternate facilities because the primary facility is unavailable. Where necessary, memoranda of understanding should be executed with the alternate site managers and updated annually. Alternate facility is an operating site with sufficient space, equipment, infrastructure systems and logistical support to maintain operations for 30 days. Alternate facilities should provide:

• Sufficient space and equipment.

• The capability to perform essential functions within 12 hours and up to 30 days.

• Reliable logistical support, services and infrastructure systems

• Consideration for health and safety for personnel

• Interoperable communications

• Computer equipment and software

• Badge/Security access

|  |  |
| --- | --- |
| Primary Alternate Facility | |
| Location of Alternate Site | Public Works Facility |
| Point of Contact Steele | Mark Rysavy |
| Phone Number | (507) 444-767 |
| Alternate Number |  |
| Complete Address of Site | 3000 Hoffman Drive NW |
| Equipment on Site | Network Connection |
| Support Staff Contact Information (AV, IT, Telecoms, facilities, security, etc.) |  |

1. **Phase II**
2. **Continuity Operations**

During this phase, the organization will be accounting for all organization personnel; performing essential functions; establishing communications with supporting organizations and supported organizations, customers, and stakeholders; and preparing for the reconstitution of the organization.

1. **Orders of Succession**

Identified Orders of Succession are an essential part of a continuity program to ensure that personnel know who assumes the authority and responsibility of the Department leadership if that leadership is incapacitated or becomes otherwise unavailable during a continuity situation. See Appendix B – Orders of Succession

1. **Delegation of Authority**

Delegations of Authority provides dispersed personnel with the authority to make key decisions during a continuity situation where the primary decision maker is not available. Predetermined Delegation of Authority will take effect when an emergency situation disrupts normal channels of direction and control and ends when the Department is able to reestablish those channels. See Appendix C – Delegations of Authority

1. **Critical Systems and Vital Records**

Vital records are those electronic and hardcopy documents, references, files that are needed to support the essential functions. Critical applications include information systems and data management software and equipment that support accessing and maintaining your vital records. Additionally, any record that would disrupt the organization’s operations and information flow, cause considerable inconvenience, or require replacement or recreation at considerable expense may be considered vital records. Identifying, protecting, and ensuring access to these records and applications enables the performance of essential functions and the reconstitution to normal operations. These documents include any emergency or continuity operating documents and rights and interest records (e.g. the protection of the legal and financial rights of individuals who are directly affected by your organization’s activities).

There are three categories of records to be reviewed and prioritized, then transferred (either hard copy or electronic media) to an Alternate location:

* Emergency operations records.
* Legal/financial records.
* Records used to perform security preparedness functions and activities.

To safeguard these critical applications and vital records, back up mechanisms and redundancies are in place. See the below information and chart for the measures taken. Additionally, Steele County utilizes anti-virus and host-based intrusion prevention software to protect all staff computers.

Back up mechanisms for accessing the organization’s vital records include having identified vital documents pre-positioned at an alternate site and remote access to the organization’s drive. Steele County is able to remotely access the organization’s drive. When a department is is experiencing trouble accessing the drive remotely, personnel should contact the IT Department for assistance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Vital File, Record, or Database | Form of Record  (e.g. electronic, hardcopy, both) | Pre-positioned at Alternate Site | Hand Carried to Alternate Site | Backed up at a Third Location |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Interoperable Communications**

The interoperable communications section should identify available and redundant critical communication systems that are located at the alternate facility. These systems should provide the ability to communicate within the organization and outside the organization and should provide interoperable communications as follows:

* Capability commensurate with an agency’s essential functions
* Ability to communicate with essential personnel
* Ability to communicate with other agencies, organizations, and customers
* Access to data and systems
* Communications systems for use in situations with and without warning
* Ability to support COOP operational requirements
* Ability to operate at the alternate facility within 6 hours, for 24 hours a day and for up to 30 days
* Interoperability with existing field infrastructures

Identify the types of communication that will be needed. In most major emergencies cell phones become limited; identify a list of communication. Identify the person or persons with whom you will be communicating with about essential functions. Identify your lead communications liaison and work with Emergency Management.

1. **Devolution**

The devolution section should address how an organization will identify and conduct its essential functions in the aftermath of a worst-case scenario, one in which the leadership and workers are incapacitated. The organization should be prepared to transfer all of their essential functions and responsibilities from the department’s primary operating staff and facilities to other employees and facilities.

In the event that the Steele County’s leadership, personnel designated to perform essential functions, primary facility and continuity facilities are unavailable, the essential functions will fall back on the local city fire department and law enforcement until Steele County Emergency Management may reassume their performance.

1. **Phase III Reconstitution**
2. **Process**

Reconstitution is the process by which organizational personnel resume normal operations from the original or replacement facility. It embodies the ability of an organization to recover from an event that disrupts normal operations and consolidates the necessary resources so that the organization can resume its operations as a fully functional entity. Reconstitution involves transitioning from continuity status to normal operations after the disruption, coordinating and planning for reconstitution regardless of the level of disruption and outlining the procedures for a smooth transition from a relocation site to a restored facility.

Reconstitution is a five-step process:

* Notify all personnel that the threat or actual emergency no longer exists.
* Provide instructions for the resumption of normal operations.
* Supervise the orderly return to the normal operating facility.
* Report agency/department status, as appropriate.
* Conduct an after-action review (AAR) of continuity operations and develop a corrective action plan based on the AAR.

1. **Human Resources**

From initial notification about a continuity event through reconstitution, the <ORGANIZATION > Department will support all staff.

The <ORGANIZATION > Department will:

* Contact and account for all staff.
* Notify all continuity personnel, may also be referred to as the emergency relocation group (ERG), of their activation and expected actions;
* Notify all noncontinuity personnel, may also be referred to as non-ERG staff, of the continuity event and their expected actions.
* May provide guidance to all staff on individual emergency preparedness actions that can be taken to prepare themselves and their families.
* Communicate Steele County human resource guidance for emergencies such as pay, leave, and other human resources flexibilities.
* Communicate any known available emergency assistance.

1. **Roles and Responsibilities**

All Steele County employees have a role in the organization’s COOP effort. In addition, all county employees may be called upon to assist with the response and recovery effort of a disaster. Therefore, all Steele County staff will:

* Stay informed about the incident
* Provide needed contact information to receive alerts sent from Steele County
* Follow the directions from leadership that guide the COOP response
* Assist with COOP plan development, maintenance, testing, training and exercises
* Notify supervisor or department head of changes in your contact information.

Steele County Leadership will:

* Activate the COOP capability and direct the COOP response and recovery effort
* Ensure all human resource matters are addressed including all employee communications
* Maintain the Everbridge Emergency Notification contact lists to communicate with <ORGANIZATION’S > employees
* Ensure COOP plan development, maintenance, testing, training and exercises

1. **Test, Training, and Exercises**

An effective test, training, and exercise (TT&E) program facilitates the validation of an organization’s continuity capabilities and its ability to perform essential functions during any emergency. Training familiarizes leadership and staff with the procedures and tasks they should perform when executing continuity plans and conducting essential functions. Tests and exercises serve to assess and validate all the components of continuity plans, policies, procedures, systems, and facilities used to ensure continuance of essential functions and identify areas of improvement.

* Plan Training- Each staff member shall be trained on their role within this plan. This shall be completed within 60 days of the plan approval. An annual review shall be completed with each staff member thereafter.
* Plan Exercise- Annually, the plan shall be exercised through a “functional/full-scale” activation. This will ensure that each employee knows their responsibilities within the plan and the back-up systems properly work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of training** | **Training Date** | **Completed Exercise (Y or N)** | **Notes and Key Participants** |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |
| \* |  |  |  |

Appendix A

***After Action Report (AAR).*** A structured review and analysis of what happened, why it happened, and how it can be done better for the project, training or event.

***Continuity of Operations (COOP) Plan.*** An action plan that provides for the immediate continuity of essential functions of an organization at an alternative facility for up to 30 days in the event an emergency prevents occupancy of its primary facility.

***Disaster Recovery Plan (DRP).*** The DRP applies to major, usually catastrophic, events that deny access to the normal facility for an extended period. Frequently, DRP refers to an IT-focused plan designed to restore operability of the target system, application, or computer facility at a relocation site after an emergency.

***Emergency Relocation Group (ERG).*** Predesignated principals and staff who move to a relocation site to continue essential functions in the event that locations are threatened or incapacitated. The ERG comprises Advance Team plus Emergency Personnel.

***Emergency Relocation Site (ERS).*** A remote alternative facility to which the ERG moves to continue essential functions in the event that traditional work sites are incapacitated.

***Essential functions*.**  Essential functions are those functions, stated or implied, that are required to be performed by statute or Executive order, or other functions deemed essential by the heads of principal organizational elements (i.e., administrators, office directors, and division directors).

Appendix B

Order of Succession

Each department completes this template to ensure a continuous leadership structure. Orders of Succession should be deep enough to respond to the impact of an event where essential services are expected. The order should be written and revert to the original leadership when conditions return to the pre-event status. When feasible, Administration should consider successors located in other geographical areas to avoid successors being affected by the same disastrous event.

# Order of Succession

|  |
| --- |
|  |

| Position Title | Successors |
| --- | --- |
|  | 1. |
| 2. |
| 3. |
|  | 1. |
| 2. |
| 3. |

**Appendix C**

**Delegation of Authority**

Each department completes this template to ensure the authorities for making policy determinations and decisions at the administrative level are accomplished seamlessly. Delegations should be deep enough to respond to a major event. Contact information should include cell, home, and work phone along with home and work email. Delegations should be written and revert to the original designee as soon as possible following the event.

# Delegation of authority

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Official (Title)** | **Designated Successors (Title)** | **Conditions** | **Program Responsibility** |
|  | 1. |  |  |
|  | 2. |  |  |
|  | 3. |  |  |
|  | 1. |  |  |
|  | 2. |  |  |
|  | 3. |  |  |
|  | 1. |  |  |
|  | 2. |  |  |
|  | 3. |  |  |

**Appendix D**

**Maps and Evacuation Routes**

**This appendix should provide maps, driving directions, and available modes of transportation from the primary facility to the alternate location. Evacuation routes from the primary facility should also be included.**

Insert information here.

**Appendix E: Department Impact Form**

**(Use During COOP Activation)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Steele County Department:** | | | |  | | | | | **ID:** | | |  |
| **Department Function Steele:** | | | |  | | | | | | | | |
| **Department Function Manager:** | | | |  | | **Title:** | |  | | | | |
| **Department Function Description:** | | | | | | | | | | | | |
| **Does this function have to be performed at a specific time of the day/week/month/year?**  **🞎 Yes 🞎 No if yes, what is the requirement?** | | | | | | | | | | | | |
| **Can this function be performed for a time at a reduced level of efficiency?**  **🞎 Yes 🞎 No if yes, for how long and at what level?** | | | | | | | | | | | | |
| **How long can this function be unavailable before impacting the overall business?**  **\_\_\_\_\_\_\_\_\_ hours/days/weeks/months** | | | | | | | | | | | | |
| **Does this function depend on any particular technology (hardware and/or software)?**  **🞎 Yes 🞎 No if yes, please describe?** | | | | | | | | | | | | |
| **Does this function depend on any services or products provided by outside suppliers?**  **🞎 Yes 🞎 No if yes, please check type of supplier: 🞎 Sole 🞎 Major 🞎 Many Alternatives** | | | | | | | | | | | | |
| **For every unit of time that this function is unavailable quantify the following:** | | | | | | | | | | | | |
| **Unit of time** | **Direct Financial Loss** | | | **Legal Compliance Impact** | **Impact on Customer Confidence** | | **Loss of Supplier Confidence** | | | | **Damaged Public Image** | |
| **1 hour** |  | | |  |  | |  | | | |  | |
| **4 hours** |  | | |  |  | |  | | | |  | |
| **1 day** |  | | |  |  | |  | | | |  | |
| **2 days** |  | | |  |  | |  | | | |  | |
| **1 week** |  | | |  |  | |  | | | |  | |
| **2 weeks** |  | | |  |  | |  | | | |  | |
| **What legal compliance issues would be created?** | | | | | | | | | | | | |
| **Describe the impact on customer/employee confidence:** | | | | | | | | | | | | |
| **Describe the loss of supplier confidence created:** | | | | | | | | | | | | |
| **Describe the damage that would be caused our public image:** | | | | | | | | | | | | |
| **What critical documents are created, used or stored by this department function:** | | | | | | | | | | | | |
| **Document Steele** | | | **Purpose** | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| **List the non-IT related equipment that is vital to this department function:** | | | | | | | | | | | | |
| **Equipment Steele** | | | **Purpose** | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
|  | | |  | | | | | | | | | |
| **Rate this function’s importance to the overall operation of this department on a scale of 1 to 5 (1 being the least important and 5 being the most important):**  **🞎 1 🞎 2 🞎 3 🞎 4 🞎 5** | | | | | | | | | | | | |
| **Completed by:** | |  | | | | | **Date:** | | |  | | |

**Example of Building Operations Department COOP**



**Individual Initial COOP for County Departments**

(next page)

DEPARTMENT:  **Administration**

SERVICE PRIORITIES

The County Administrator is the administrative head of Steele County and is responsible for the overall management of county operations and for carrying out all decisions, policies, ordinances, and resolutions of the Board of Commissioners. The administrator reports directly to the board and acts as a liaison between the board and its staff.  The Administrator also serves as the Public Information Director for the County.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Communications to staff, media, public, commissioners and other entities | 1 | Yes |
| 1 | Operations and personnel decisions | 1 | Yes |
| 2 | Process Mail | 1 - Asst | Yes |
| 2 | Website Communication | 1 - Asst | Yes |
| 2 | Facebook Communication | 1 - Asst | Yes |
| 2 | Answer telephone calls – Main switchboard | 1 - Asst | No |
| 2 | Prepare policies and action items for County Board meetings | 1 | Yes |
| 2 | Develop and advance policy, program and project initiatives | 1 | Yes |
| 3 | Assist with Annual Organizational meeting | 1 | Yes |
| 3 | Assist in the preparation of the annual budget | 1 | Yes |
| 4 | Strategic planning/implementation | 1 | No |
| 4 | Complete Warrant Requests: landfill | 1 - Asst | Yes |
| 4 | Authorize and process bills for payment | 1 | Yes |
| 4 | Control visitor badges and board room remotes | 1 - Asst | No |
| 4 | Order Supplies for Administrators office | 1 - Asst | Yes |
| 4 | Research projects for Board Action | 1 | Yes |
| 4 | Review Data on Website and Facebook | 1 - Both | Yes |
| 4 | Maintain Calendar and Room Reservations | 1 - Asst | Yes |
| 4 | Coordinate yearly Fee Schedule | 1 - Asst | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Scott Golberg/Administrator | 507-456-8954 | 507-444-7431 |
| 1 | County Board Chair | Varies | Varies |
| 2 | County Board Vice Chair | Varies | Varies |
|  |  |  |  |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office Extension | Mobile |
| Computer | Desktop - Office | Surface - Mobile |
| MS Office | Computer - Desktop | Laptop-Mobile |
| Steele County Network | Server – Admin Building |  |
| Internet |  |  |
| Internet Browser | Computer |  |
| Steele County Website | Server Room – Admin Center | Revize – Off site |
| Facebook | Web |  |
| Mail Machine | Office – Admin Cntr |  |
| Kronos | Web Based - Cloud |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

* Need to designate a deputy Administration for backup

Completed by: Date:

Scott Golberg \_\_\_03/16/2020\_\_\_\_\_

DEPARTMENT: **Assessor**

SERVICE PRIORITIES

The County Assessor is charged with annually valuing and classifying all of the real property in Steele County. The State Legislature sets property tax policy and mandates property assessment procedures. County Assessor’s operate under the guidance of the Minnesota Department of Revenue. The goal is to provide the taxpayers of Steele County with an accurate and uniform tax base that is defensible in Minnesota Tax Court.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 3 | Annual Assessment Process and Valuations. Land reconfigurations (Splits, Combines, Plats) | 3 | Yes |
| 3 | Mandated Physical Inspection: Quintile  Collect property characteristics data. Physically inspect all properties once every five years | 5 | Yes, through the use on on-line imagery and ESRI tools this mandate would have to be waived by the State with numbers less than full staff. |
| 3 | Mandated reporting to the DOR. (PRISM) | 1 | Yes |
| 3 | Work in conjunction with local jurisdictions and property owners to provide for statutory local boards of Appeal and Equalization. | 1 | Yes |
| 4 | Provide property owners and commercial professionals with on-line assessment data. | 1 | Yes |
| 4 | Annually classify property according to use. | 3 | Yes |
| 4 | Administer and apply Homestead exclusion for qualifying property owners. Customer Service, electronic CRV processing. | 1 | Yes, no counter service and applications utilizing mail. |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations.

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | William Effertz, Assessor | 507 456-9202 | 507 444 7445 |
| 1 | Tyler Diersen, Asst Assessor | 507 456-7464 | 507 444 7442 |
| 2 | Steven Halverson, Appraiser | 507 684 2902 | 507 444 7437 |
| 3 | Lacy Standke, Asmt Tech | 507 213-3448 | 507 444-7438 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office | Mobile, |
| Computer | Desktop - Office | Laptop-Mobile |
| MS Office | Computer - Desktop | Laptop-Mobile |
| Internet | Web based |  |
| Steele County Network | Server – Admin Building |  |
| Vanguard CAMAvision | SQL Server database C:\ProgramData\Microsoft\Windows\Start Menu\Programs\Vanguard Appraisals\CAMAvisionM08 |  |
| Power 7 Tax System | Server Room – Admin Center C:\ProgramData\Microsoft\Windows\Start Menu\Programs\IBM i Access for Windows |  |
| Laredo | SCACFidlar |  |
| ECRV | Internet |  |
| Application Extender | SCACAPPX |  |
| Kronos | Web Based - Cloud |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

Completed by: Date:

William Effertz \_\_\_\_3/16/2020\_\_\_\_

DEPARTMENT: **Auditor**

SERVICE PRIORITIES

The Auditor's office handles the calculation of property tax rates, delinquent taxes, property transfers, and county ditch administration, issues the following miscellaneous licenses: auctioneers, liquor, tattoo, transient merchants, and peddlers. This office is responsible for the internal county functions of payroll, accounts receivable/payable, and recording of commissioner minutes and elections.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter Option? |
| 2 | Payroll/W-2's/ACA | 2 | Partial |
| 2 | Accounts payable/receivable/1099's | 2 | Partial |
| 2 | Deed Transfers | 1 | Partial |
| 3 | Tax Calculation | 2 | Partial |
| 3 | Elections | Depends on what stage | No |
| 3 | Tax Settlements | 1 | Partial |
| 3 | Delinquent Tax Collection/Tax Forfeiture | 2 | Partial |
| 3 | Maintain County Board Minutes, Resolutions, etc. | 1 | Partial |
| 4 | Ditch Administration | 1 | Partial |
| 4 | Various Licenses and other misc. duties | 1 | Partial |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Laura Ihrke / Auditor | 507 213-6030 | 507-444-7414 |
| 1 | Brenda Blood / Chief Deputy | 507-456-3423 | 507-444-7415 |
| 2 | Cathy Piepho / Treasurer | 507-456-1589 | 507-444-7422 |
| 3 | Kortney Miller / Payroll | 507-251-5987 | 507-444-7440 |
| 4 | Nancy Grtiz | 507-455-0795 | 507-444-7412 |
| 5 | Karen Winter | 507-601-7933 | 507-444-7418 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office Extension | Mobile |
| Computer | Office Desktop | Laptop-Mobile |
| MS Office | Computer - Desktop | Laptop-Mobile |
| Internet | Web based |  |
| Steele County Network | Server – Admin Building |  |
| Kronos (Payroll) | Web Based - Cloud |  |
| IFS (Account Payable) | Web Based – Hosted in Server Room – Admin Cntr |  |
| AS400 (Acct Rec, Tax, Deeds) | Server Room – Admin Center |  |
| SVRS (Elections) | Web Based - State |  |
| DOC(Elections) | Web Based - State |  |
| Laredo (Deeds) | SCACFidlar |  |
| ECRV (Deeds) | Internet |  |
| Simplefile (Deeds) | Web based |  |
| EPN (DocRouter) (Deeds) | Web based |  |
| Application Extender | SCACAPPX |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

* Work load and tasks are dependent on the time of year.

Completed by: Date:

Laura Ihrke \_\_03-16-2020\_\_\_\_

DEPARTMENT: **Community Corrections**

SERVICE PRIORITIES

The mission of Steele County Community Corrections is to enhance the safety citizens by facilitating and promoting adherence to evidence based and restorative practice. Our Vision is to reduce recidivism within our Criminal Justice System. Our goal is to work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change amongst the people we work with. Our department conducts investigations with regard to any person as may be required by the court before, during, or after hearings or trials, to furnish the court with information to assist as may be required. Our Agents supervise probationers and supervised releasees that are ordered to supervision by the court or released back to the community from a Minnesota correctional facility. Our agents utilize evidence-based interventions and practices with the goal of offender rehabilitation and public safety. We are currently located at 631 N. Cedar Avenue in downtown Owatonna, MN.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Bail Evaluations- Bail evaluations are completed on defendants per Minnesota Statute 629.74 and is the responsibility of the adult supervision unit. | 2 | Yes |
| 1 | Pre-trial Monitoring - SCRAM Program/EHM Monitoring - This program provides supervision and monitoring to adult defendants ordered to EHM and REAM. This service is primarily provided and monitored by the department but may also be referred out to an outside vender. | 1 | Yes- Can be completed within the community. |
| 2 | Pre-Sentence Investigations (Adults)/Pre-Disposition Investigations (JV)/Sentencing Guidelines Worksheets (Adult/EJJ) | 4 | Yes |
| 2 | Adult Sex Offender Supervision- Adult Sex Offenders will be supervised according to policy. | 1 | Yes |
| 2 | Adult High and Very High-Risk Clients- Adult clients will be supervised according to policy. | 5 | Yes |
| 2 | Adult Drug Court- Adult Drug Court clients will be supervised according to policy and program procedures. | 1 | Yes |
| 2 | Juvenile Sex Offender Supervision- Juvenile sex offenders will be supervised according to policy | 1 | Yes |
| 2 | Juvenile High and Very High-Risk Clients- Juvenile clients will be supervised according to policy | 1 | Yes |
| 3 | Business and Computer Needs- The Administrative Assistants in the Intake Unit will continue to provide assistance to the department management team as well as the adult and juvenile probation agents within the department. If available, they will enter data into CSTS as well as provide administrative assistant reception duties, collection of payments, processing of departmental invoices and warrants, fulfilling BCA TAC duties, completion of BCA Record checks, and completing claims for revenue recapture. | 1 | Yes, with certain accommodations. |
| 4 | Adult Medium and Low Risk Client Supervision- Adult clients will be supervised according to policy | 1 | Yes |
| 4 | Juvenile Medium and Low Risk Client Supervision- Juvenile clients will be supervised according to policy | 1 | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Timothy Schammel/ Director | 507-676-7752 | 507-444-7725 |
| 1 | Stephen Rick/ Asst. Director | 507-475-3519 | 507-444-7759 |
| 2 | Travis Ernste/ Probation Officer III | 507-271-4736 | 507-444-7760 |
| 3 | Jennifer Tonjum/ Probation Officer III | 507-210-0174 | 507-444-7724 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| CSTS | Network |  |
| S3 | Internet |  |
| BCA Portals | CJDN |  |
| NDEX | CJDN |  |
| MNCIS | Network |  |
| MGA | Internet |  |
| E-Filing System | Internet |  |
| SCRAMnet | Internet |  |
| CODNA | Internet |  |
| ICOTS | Internet |  |
| JIDS | Internet |  |
| POR Database | CJDN |  |
| MyBCA Database | CJDN |  |
| IFS | Internet |  |
| Revenue Recapture | Internet |  |
| U:, S:, T: Network Drives | Network |  |
| Watchguard and/or Cisco VPN | Network |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Motorola APX 800 MHz Radios
* Microsoft TEAMS
* Fax

Other Comments or Considerations?

Completed by: Date:

Timothy Schammel / Director \_\_03/19/2020\_\_\_\_

Completed by: Date:

Stephen Rick / Assistant Director \_\_03/19/2020\_\_\_\_

DEPARTMENT: Court Administration

SERVICE PRIORITIES

The objectives of this Plan are to formalize and document the business continuity and disaster recovery policies and procedures of the Minnesota Judicial Branch (MJB) and to provide guidelines to resume time-sensitive business operations and resources. The Business Continuity Plan addresses the logical flow of events in responding to major disruptions in IT services, business functions and technology infrastructure. Specifically, this plan includes the events to:

a. Continue/resume time-sensitive business operations for the critical and essential business functions.

b. Activate the resumption and support of those services. (The chain of command, identifying who pulls the trigger and manages the resumption support.)

c. Provide the ability to initiate restoration procedures of critical computer processing and data communications capabilities quickly following a declared disaster.

d. Define how the MJB will communicate and coordinate with the Recovery Teams.

e. Identify the staff assigned to implement resumption support (Recovery Teams) and their responsibilities.

f. Restore critical operating systems, application systems, IT infrastructure and telecommunications according to the recovery time objectives.

g. Achieve each of the above objectives in a timely, efficient, and cost-effective manner.

h. Return to a permanent operating environment.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).

2. Services that need to be reestablished within a few days.

3. Activities that can be disrupted temporarily (a few days or weeks)

4. Activities that can be suspended during an emergency (6-8 weeks).

=

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 2 | Court Hearings | 4 | Yes |
| 2 | Court Administration | 7 | Yes and No |
| 3 | Customer Service Counter | 1 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| 1 | Robin Hoesley, Court Administrator | 507-456-9215 | 507-686-7022 |
| 2 | Angie Hutchins, Deputy District Administrator |  | 507-722-7252 |
| 3 | Hon. Joseph Bueltel, District Court Judge |  | 507-686-7026 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| MNCIS | Electronic | No |
| Microsoft Office | Electronic | No |
| Adobe Acrobat | Electronic | No |
| Computers | Electronic | No |
| FTR | Electronic | No |
| eFile & eServe | Electronic | No |
| Odyssey Task Manager | Electronic | No |
| Zoom | Electronic | No |
| Minnesota Judicial Branch Website | Electronic | No |
| VoIP Phones/Fax | Electronic | No |
| Courtnet | Electronic | No |
| Jury Program | Electronic | No |
| Sharepoint | Electronic | No |

Communications

* VoIP Office Teleephone
* Faxing
* Cellular Telephones
* Email
* Text Messaging
* Zoom

Other Comments or Considerations?

Completed by: Date:

Robin Hoesley \_\_10-13-2020\_\_\_\_

DEPARTMENT: County Attorney

SERVICE PRIORITIES

The County Attorney's office is the chief prosecutor of the court in criminal proceedings. The office serves as legal advisor to the Grand Jury, examines witness in the presence of the Grand Jury, issues subpoenas to bring witness before the Grand Jury, and prepares indictments for the Grand Jury.

The County Attorney's office represents interest of the County in jail proceedings and civil actions, provides opinion and advice to the County Board of Commissioners and the County offices. This office represents interest of the County in the collection of the support and determination of paternity, also for judicial commitment of people for mental illness.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Respond to law enforcement and human services calls for advice/consultation; consult with County departments/officials and review in-custody cases to determine if arrestees should be held in jail | County Attorney and Chief Deputy | Yes |
| 2 | Review and charging of new criminal cases, review of emergency child protection matters, review of acute adult protection matters | Attorneys, paralegal and legal assistants | Yes |
| 2 | Victim services | Victim Service Coordinator | Yes |
| 3 | Personal appearances in court | Attorneys | No |
| 3 | Review and consultation of non-urgent matters | Attorneys | Yes |
| 4 | Non-essential committee meetings | Attorneys | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| 1 | Dan McIntosh-County Attorney | 507-475-0868 | 507-444-7787 |
| 2 | Christy Hormann-Chief Deputy | 507-456-8736 | 507-444-7778 |
| 3 | Sasha Henning-Asst Atty II | Click here to enter text. | 507-444-7776 |
| 4 | Julia Forbes-Asst Atty II | Click here to enter text. | 507-444-7786 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| PbK case management | Web-based | NA |
| MNCIS state court records | Web-based | NA |
| Westlaw – legal research | Web-based | NA |
| E-Charging-BCA portal | Web-based | NA |
| Phone | Office Extension | Mobile |
| Computers | 2 employees with desktop-only | 9 employees with tablets or laptops |
| MS office | Installed on all devices |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

Completed by: Date:

Daniel A. McIntosh \_April 28, 2020\_\_

DEPARTMENT: Emergency Management

SERVICE PRIORITIES

The objectives of this plan are to maintain and prioritize essential functions during a wide range of disasters. Steele County Emergency Management (SCEM) focuses on the supporting of County operations and residents. SCEM focuses on hazards, emergency situations, and disasters. SCEM will utilize four main methodologies:

1. Preparation: planning for emergency actions through plan development and education while securing the resources to support them.
2. Mitigation: reducing exposure to probable and potential loss during hazard events.
3. Response: leading and coordinating activities after an incident occurs, using time-sensitive actions to save lives and property.
4. Recovery: restoring infrastructure, economic, and social life back to normal.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter Option? |
| 1 | Communications to staff, media, public, commissioners and other entities | 1 | Yes |
| 1 | Operations and personnel decisions | 1 | Yes |
| 1 | Website Communication | 1 | Yes |
| 2 | Strategic planning/ implementation | 1 | Yes |
| 3 | Authorize and process bills for payment | 1 | Yes |
| 3 | Prepare policies and action items for county board meetings | 1 | Yes |
| 3 | Develop and advance policy, program, and project initiatives | 1 | Yes |
| 4 | Assist in the preparation of the annual budget | 1 | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Mike Johnson | 507-456-0513 | 507-444-2454 |
| Second | Tom Karnauskas | 507-384-1501 | 507-444-9133 |
| Third | Megan Norbeck | 651-895-2772 | 507-214-7953 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Emergency Management website | Online | None |
| WEBEOC- HSEM | Online | None |
| Emergency Operations Plan | Online | EOP book at Fire Hall |
| iPad- Disaster Assessment | Megan Norbeck |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* Campfire

Other Comments or Considerations?

* Work load and tasks are dependent on the time of year.
* Full copy of COOP is available at (insert hyperlink to full copy here).
* Alternate location site:

Public Works Facility: Mark Rysavy- (507)-444-7670

Completed by: Date:

Tom Karnauskas 10/28/2020

Department: Facilities

SERVICE PRIORITIES

Provide a safe and healthy work environment for all levels of County services.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Provide a safe and healthy work environment for all levels of County services. | 3 | No |
| 1 | Maintain County Buildings to ensure efficient and effective operation for all levels of County services. | 4 | No |
| 1 | Power to Building | 3 | No |
| 1 | HVAC Restore | 3 | No |
| 1 | Safety Alarms online | 2 | No |
| 2 | Maintain County Fleet Vehicles | 1 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Jake Rysavy/Facilities Director | 507-390-3217 |  |
| 1 | Steve Kasper/Maint. Tech. | 507-213-1708 |  |
| 2 |  |  |  |
|  |  |  |  |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| BAS (Building Automation System) | Each building has their own (See IT) |  |
| Phone | Office Extension and Mobile |  |
| Radios 800 MHz | Portable – (Tower Signals) |  |
| Computer | Office |  |
| Steele County Network | Server – Admin Building |  |

Communications

* Landline Office Telephones
* Motorola APX 800 MHz Radios
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

* Need to work towards a third Successor
* Need Mobile Computer

Completed by: Date:

Jake Rysavy \_\_3/19/20\_\_\_\_\_\_

DEPARTMENT: Finance

SERVICE PRIORITIES

The Finance Department prepares financial statements as required for annual audits and monthly financial reports for the County Commissioners’ review, prepares the annual County budget along with the County Administrator, prepares the necessary documents when the County issues bonds and processes the payroll functions of the County.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 2 | Payroll | 1 | Yes |
| 3 | Prepare county budget and levy | 2 | Yes |
| 4 | Preparation of financial statements | 1 | Yes |
|  |  |  |  |
|  |  |  |  |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Cathy Piepho/Finance Dir | 507-456-1589 | 507-444-7422 |
| 1 | Jon Walstrom/Fin. Analyst | 507-456-5452 | 507-444-7428 |
| 2 | Laura Ihrke/County Auditor | 507-213-6030 | 507-444-7414 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office Extension and Mobile | Mobile |
| Computer | Desktop - Office | Surface - Mobile |
| MS Office | Computer - Desktop | Laptop-Mobile |
| Internet | Web Based |  |
| Integrated Financial System (IFS) | Web Based – Hosted in Server Room – Admin Ctr |  |
| OpenGov | Web Based |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Completed by: Date:

Cathy Piepho \_\_\_3/17/2020\_\_\_\_

DEPARTMENT: Four Seasons Centre

SERVICE PRIORITIES

The Four Seasons Centre is dedicated to providing its user groups and guests a clean facility and safe environment for dry floor events, as well as ice related activities.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | The Four Seasons Centre becomes site of Mass Dispensing in situation of an emergency. | As many as needed | Possibly |
| 3 | All ice activities. (Ice activities can be postponed a few days/weeks the we However, if it is past a few weeks, the tough decision will have to be made about keeping the ice in or shutting down the refrigeration plant and taking the ice out. | 4 Full Time 4–6 Part Time | No, other than arena manager revising ice schedules. |
| 4 | All Dryfloor activities. All dryfloor activities can be canceled or postponed to a later day. | 4 Full Time and 2 – 4 Part Time | No, other than arena manager revising schedules |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Steve Schroht / Director | 507-390-4647 | 507-451-1093 |
| 1 | Sean Benz / Assist. Director | 507-363-6338 | 507-451-1093 |
| 2 | Chad Staska / Maintenance Worker | 507-456-2391 | 507-451-1093 |
| 3 | Brian Bogen / Maintenance Worker | 507-456-4653 | 507-451-1093 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Ice Plant / Resurfacers | Four Seasons Centre |  |
| Skidloaders / Floor Scrubbers / Shop Vacs etc to take ice out quickly | Four Seasons Centre | Hwy Dept / Buildings and Grounds |
| All other required / necessary equipment | Four Seasons Centre |  |

Communications

* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

Need to consider purchasing a portable generator to serve the Four Seasons Centre and other County Facilities if needed in an emergency. Right now there is no backup power source for the Four Seasons Centre

Completed by: Date:

Steve Schroht 3/18/2020\_\_\_\_\_\_\_\_\_

DEPARTMENT: Geographic info Systems

SERVICE PRIORITIES

The Geographic Information Systems (GIS) office is responsible for creating, operating and managing Steele County’s enterprise GIS platform. This platform delivers insightful spatial analytics to aid decision support via maps, apps, dashboard, etc. Located in the lower level of the admin building the GIS office aims to provide GIS resources to assist business workflows and public outreach

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Maintain an accessible enterprise GIS platform to support all essential county services deemed priority 1 (Internal Support) and emergent public outreach/crowd sourcing | 1-2 (GIS/IT Staff) | Yes |
| 1 | Create and deliver geospatial content (location info, layers, maps, apps, dashboards, etc.) to support all essential county services deemed priority 1 (Internal Support) and emergent public outreach/crowd sourcing | 1 | Yes |
| 2 | Maintain an accessible enterprise GIS platform to support external services and internal support for county services deemed priority 2 | 1 | Yes |
| 2 | Create and deliver geospatial content (location info, layers, maps, apps, dashboards, etc.) to support all external services and internal support for county services deemed priority 2 | 1 | Yes |
| 3 | Provide GIS support for all county services deemed priority 3 | 1 | Yes |
| 4 | Provide GIS support for all county services deemed priority 4 | 1 | Yes |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Nick Flatgard/ GIS Coordinator | 507-381-1148 | 507-444-7489 |
| 1 | Rubin Seifert/Owatonna GIS | 715-529-4545 | 507-774-7320 |
| 2 | Travis Swanberg/Waseca Co GIS | 218-851-3043 | 507-835-0513 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| ArcGIS Enterprise | County IT infrastructure | ESRI Cloud (ArcGIS Online) |
| ArcGIS Pro | GIS Coordinator laptop |  |
| SCACSQL02\GIS - SQL Server | Server Room – Admin Cntr |  |
| SCAC10 (Project files) | Server Room – Admin Cntr |  |
| MS Office | GIS laptop - Mobile |  |
| Steele County Network | Server – Admin Building |  |

Communications

* Landline Office Telephones
* Email
* Text messaging
* Microsoft TEAMS

Other Comments or Considerations?

Completed by: Date:

Nick Flatgard \_\_ 3/17/2020

DEPARTMENT: Highway

SERVICE PRIORITIES

The Highway Department is responsible for the construction and maintenance of over 377 centerline miles of road including 132 bridges. Programming of road and bridge construction includes project scheduling, surveys, design, right-of-way acquisition and contract administration. Routine County Highway maintenance includes snow and ice control, surface repairs, drainage repairs, and traffic management (signing/signalization).

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be reestablished within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Snow & Ice Control | 14 | No |
| 1 | Emergency Road Maintenance/Repair: Stop/Yield signs down, signals inoperable, debris in roadway, storm damages, washouts, sinkholes, road closures | Signs:2, Tree:4, Storm:14 | No |
| 2 | Construction Inspection, Bridge Inspection, Payroll & Accounting (P&A) Functions, Transportation Permitting, Engineering Support, Fuel Inventory, Warning signs down | P&A:1, Other: 2-4 | P & A: Yes Other: No |
| 3 | Project Development (PD), Non-Emergency Highway Maintenance/Repair | PD:1 Other: 2-4 | PD: Yes Other: No |
| 4 | Access Permits, Counter Service, Responding to drainage & other non-urgent complaints | 2 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

County Engineer

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Greg Ilkka / County Engineer | 507-686-0112 | 507-444-7671 |
| 1 | Paul Sponholz / Assistant County Engineer | 507-475-2253 | 507-444-7672 |
| 2 | Kevin Lindquist / Maintenance Supervisor | 507-676-6069 | 507-444-7570 |

Assistant County Engineer

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Paul Sponholz / Assistant County Engineer | 507-475-2253 | 507-444-7672 |
| 1 | Marta Grieman / Project Engineer | 507-676-8131 | 507-444-7677 |
| 2 | Doug Jensen / Engineering Technician III | 507-475-2590 | 507-444-7674 |

Maintenance Supervisor

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Kevin Lindquist / Maintenance Supervisor | 507-676-6069 | 507-444-7570 |
| 1 | Jerry Wencl / Working Foreman | 507-676-6917 | 507-444-7571 |
| 2 | Josh Andrist / Senior Mechanic | 507-273-6706 | 507-444-7572 |
| 3 | Chris Deml / Highway Sign Technician | 507-461-7478 | 507-444-7575 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office Extension | Mobile |
| Computer | Desktop - Office | Surface - Mobile |
| MS Office | Computer - Desktop | Laptop-Mobile |
| Internet Browser | Computer |  |
| Fuel Island Phoenix Software | Collection of PLCs and screens -Public Works |  |
| Time | Hosted |  |
| New Roads Accounting Software | Server Room – Admin Center |  |
| Radios 800 Mhz | Portable – (Tower Signals) |  |
| Steele County Website | Server Room – Admin Center | Revize – Off site |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* 800 Mghz Radio

Other Comments or Considerations?

Completed by: Date:

Greg Ilkka \_ \_3/17/20

DEPARTMENT: MN Prairie

SERVICE PRIORITIES

The objectives of this plan are to maintain and prioritize essential functions during a wide range of disasters.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be re-established within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks)

|  |  |  |  |
| --- | --- | --- | --- |
| **Priority** | **Service** | **Minimum Staff** | **Telecommuter Option** |
| 1 | Responding to child protection emergency situations. MNPrairie has an on call system which has one supervisor and one social worker on each week. This covers evening time (4:30 pm to 8:00 am), weekends, and holidays to meet the mandatory response for child protection reports. Law enforcement has the on call number and communicates with MNPrairie staff during this time. | 1 supervisor 1 social worker | Currently the 2 staff are able to respond by phone. If there is a placement, then at least 1 staff must physically respond. |
| 1 | Adult protection follow up – Level 1 response priority (Emergency Protective Services) w/in 24 hours | 1-2 |  |
| 1 | Commitment response |  | Yes, but requires an interview with the person |
| 1 | Mental health crisis |  |  |
| 1 | Child Protection staff must meet with a child(ren) and family members within 24 hours of a report that meets the level of investigation (i.e. sex abuse, egregious harm, facility report). Investigations are typically completed with law enforcement. | A minimum of 1 social worker outside of business hours. | All child protection staff typically work in the office so this would need to be reviewed. |
| 1 | Maintaining computer system access for all staff, up to and including support of remote work | 2 IT staff | Yes |
|  |  |  |  |
| 2 | Child protection assessment social workers are required to meet with the child(ren) and family members within 5 calendar days of the report. The contacts typically occur during business hours. Social Workers are expected to work around the family’s schedule. Ongoing Child Protection requires frequent and consistent contact with families with safety concerns. Our Child Welfare Services: Children’s Mental Health, Parent Support Outreach, Child Care Licensing, and Non-emergency Child Foster Care Licensing would need to be reestablished within a few days. | Needs to be evaluated based on caseload sizes and time. | Child Protection work is done with team decision making. Ability to do consult via SKYPE would be necessary. |
| 2 | Expedited SNAP up to 5 days | 1-2 | Yes |
| 2 | EA funding request | 1-2 | Yes |
| 2 | Emergency Medical Needs | 1-2 | Yes |
| 2 | Issuance of EBT cards | 3 (1 per site) | No |
| 2 | Receiving apps and scheduling interviews for eligibility programs | 3 (1 per site) | Yes |
| 2 | Security access for all state computer programs-we currently have a matrix that is at least 2 deep for each program | 1 | Yes |
| 2 | Child Support Warrant Hearings | 1 | Yes |
| 2 | Adult Protection – Level 2 Response Priority – within 72 hours | 1-2 | Yes, for paperwork may need to see client in the field |
| 2 | If a child is placed in a non-licensed related home, there is the ability to do an Emergency License for Relative Foster Care. This process must be initiated within 72 hours of the child(ren) being placed in the home. If the child(ren) is placed by an Emergency Protective Custody order and hold initiated by law enforcement., the agency is required to be in front of a judge within 72 hours of the placement. | Emergency licensing requires at least 1 licensor. Every placement decision should include a supervisor and at least 1 social worker. | The home does need to meet specific fire marshal codes. A walk through of the home by an experienced licensor would be2 best. |
| 2 | MnCHOICES Assessments – specifically those with urgent/safety needs1 | 1 | Yes |
| 2 | Emergency Guardianship petitions – usually related to adult protection | 1 | Yes |
|  |  |  |  |
| 3 | Accounting: payroll | 2 | Yes |
| 3 | Accounting: payable | 2 | Yes-mostly |
| 3 | Accounting: receivables | 1 | Yes |
| 3 | Accounting: Social Welfare Fund | 1 | No |
| 3 |  |  |  |
| 3 | Adult & Disability SS: MnCHOICES reassessments to keep funding for existing services active. | 1 | Yes |
| 3 | Adult & Disability SS: Returning phone calls from clients and associated follow-up | ? | Yes |
| 3 | Adult & Disability SS: Service authorizations/data entry | 1 | Yes |
| 3 | IHCA: Eligibility & Child Support: Eligibility Intake | 7 | Yes |
| 3 | IHCA: Eligibility & Child Support: Eligibility Processing | 4 | Yes |
| 3 | IHCA: Eligibility & Child Support: Child Support Intake | 1-2 | Yes |
|  |  |  |  |
| 3 | Office Support: Sorting and delivering mail | 3 (1 per site) | No |
| 3 | Office Support: Processing faxes | 1 | Yes |
| 3 | Office Support: Scanning documents | 3 (1 per site) | Maybe |
| 3 | Office Support: Processing telecommuter mail | 1 | No (unless remote printer & stamps) |
|  |  |  |  |
| 4 | Adult & Disability SS: Social Security Applications | 1 | Yes |
|  |  |  |  |
| 4 | IHCA: Eligibility & Child Support: Fraud Prevention Investigation Referrals | 2 | Yes for eligibility worker |
| 4 | IHCA: Eligibility & Child Support: Fraud Prevention Investigation Referrals | 1 | No for FPI investigator |
| 4 | IHCA: Eligibility & Child Support: Eligibility overpayments | 1 | Yes |
| 4 | IHCA: Eligibility & Child Support: Child Support Legal Work | 1-2 | Yes |
| 4 | IHCA: Eligibility & Child Support: Child Support Enforcement | 1-2 | Yes |
|  |  |  |  |
| 4 | Office Support: Processing returned mail | 1 | Maybe |
| 4 | Office Support: Printing business cards | 1 | No |
| 4 | Office Support: Creating packets – CAF, MA, Licensing | 1 | No |
| 4 | Office Support: Public assistance verification requests | 1 | Maybe (need remote printer & stamps) |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Successor** | **Program Area** | **Name/Title** | **Contact Cell Phone** | **Contact Desk phone** | **Contact Personal Cell** |
| 1 | Agency-wide | Jane Hardwick, Exec Director | 507-951-8501 | 507-923-2907 | 507-271-8600 |
|  | 2 | Cathy Skogen, Mgr IHCA, Eligibility & Child Support | 507-923-6056 | 507-923-2928 | 507-273-3126 |
|  | 3 | Kevin Venenga, Mgr Accounting | 507-421-6812 | 507-923-2916 | 507-421-6812 |
|  |  |  |  |  |  |
| 1 | Accounting | Kevin Venenga, Mgr Accounting | 507-421-6812 | 507-923-2916 | 507-421-6812 |
|  | 2 | Shelley Koen, Supervisor | 507-202-0859 | 923-2913 | 507-202-0859 |
|  | 3 | Mary Wacek, Supervisor | 507-838-0857 | 431-5611 | 507-440-0105 |
|  |  |  |  |  |  |
| 1 | Admin/OSS | Jane Hardwick, Exec Director | 507-951-8501 | 507-923-2907 | 507-271-8600 |
|  | 2 | Beth Christesen, OSS Supervisor | 507-676-1442 | 431-5602 | 507-210-5819 |
|  | 3 | Kristin Ferris, Exec Asst | Coming | 923-2910 | 507-226-5064 |
|  | 4 | Kris Jackson, Exec Asst/Operations Analyst | 507-461-5817 | 431-5608 | 507-451-9538 |
|  |  |  |  |  |  |
| 1 | Adult & Disability SS | Tara Reich, Mgr Adult & Disability Social Services | 507-676-1197 | 507-431-5741 | 507-456-8210 |
|  | 2 | Heather Johnson, Mgr | 507-363-0646 | 507-923-2926 | 507-272-1135 |
|  | 5 | Hope Johnson, Supervisor | 507-838-2443 | 837-6671 | 651-269-2477 |
|  | 6 | Devin Laiho, Supervisor | 507-838-5243 | 431-5739 | 763-647-9505 |
|  | 4 | Chad Ramaker, Supervisor | 507-923-5218 | 923-2950 | 507-513-8287 |
|  | 3 | Brandon Smith, Supervisor | 507-456-4224 | 431-5761 | 319-404-2657 |
|  |  |  |  |  |  |
| 1 | Child & Family SS | Heather Johnson, Mgr Child & Family Social Services | 507-363-0646 | 507-923-2926 | 507-272-1135 |
|  | 4 | Christie Bausman, Supervisor | 507-923-1582 | 923-2963 | 507-358-5255 |
|  | 3 | Billie Frantesl, Supervisor | 507-676-3273 | 431-5712 | 320-291-3883 |
|  | 2 | Wendy Morton, Supervisor | 507-461-0978 | 837-6672 | 507-461-0978 |
|  |  |  |  |  |  |
| 1 | IHCA: Eligibility & Child Support | Cathy Skogen, Mgr IHCA, Eligibility & Child Support | 507-923-6056 | 507-923-2928 | 507-273-3126 |
|  | Eligibility |  |  |  |  |
|  | 2 | Jeremy Allen, Supervisor Eligibility | 507-923-6350 | 507-923-2937 | 507-358-9963 |
|  | 3 | Linda Johnson, Supervisor Eligibility | 507-461-0862 | 507-837-6629 | 507-461-0862 |
|  | 4 | Michael Pegg, Supervisor Eligibility | 507-461-2132 | 507-431-5641 | 612-239-5161 |
|  | Child Support |  |  |  |  |
|  | 2 | Joan Scholljegerdes, Supervisor Child Support | 507-456-4529 | 507-431-5621 | 507-456-8565 |
|  | 3 | Amy Martinez, Supervisor Child Support Enforcement, Data Practices Official | 507-363-1606 | 507-837-6696 | 507-363-1606 |

**Succession/Decision Making Authority**

This section should identify orders of succession and decision-making authority for key positions within MNPrairie.

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| SSIS | State | n/a |
| MGA, eFile | State, County | n/a |
| MAXIS, MMIS, EBT, MN-ITS | State | n/a |
| EDMS | Local on-prem (at this time) | n/a |
| Servers-various | IT office in Steele Co | Back-up server, Dodge Co |
| SSIS | State | n/a |

Communications

Remote service (Call-em-all <https://www.call-em-all.com> ) to contact our staff within 5 minutes of a recorded message at a number of their choosing.

Other Comments or Considerations?

Completed by: Date:

Kris Jackson 03/18/2020\_\_\_

DEPARTMENT: Public Health

SERVICE PRIORITIES

Promote wellness, prevent disease and protect the health of individuals, families, and communities.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).

eServices that need to be re-established within a few days.

1. Activities that can be disrupted temporarily (a few days or weeks)
2. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Immunizations related to any incident will take priority; all others are postponed | 1 – or all as appropriate | No |
| 1 | Major focus of Health Dept. activities, Increase activity to appropriatelyintervene in all incidents | Varies | Yes |
| 1 | Continue to provide services to high priority clients | 21 | No |
| 2 | Suspend re-certification process unless their annual is due; WIC vouchers are placed on E-card; WIC need state provided computer, Web based | 5 | Yes-partial |
| 5 | Suspend investigations unless life threatening; suspend permitting and inspections. | 1 | No |
| 5 | Suspend all walk-in services, no health promotion or health education not related to incident | 2 | No |
| 5 | Suspend CM/CC- Only allow LTC of citicial persons for immediate safety. Reassessments and minimal requirements. Follow Health Plans. Suspend activities except for high risk situations. | Varies | Yes-partial |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Primary | Amy Caron, Director | 507-676-5407; 507-301-5395 | 507-444-7665 |
| 1 | Amber Aaseth, Asst. Director | 612-202-0451 | 507-444-7658 |
| 2 | Lisa Waypa, Family Health Lead | 507-390-4988 | 507-444-7654 |
| 3 | Melissa Kofstad, Adult Health Lead | 507-461-1400 | 507-444-7635 |
| 4 | Tonia Miller, Office Lead | 507-213-3037 | 507-444-7651 |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Phone | Office Extension | Mobile |
| Computer | Office Desktop | Laptop-mobile |
| Microsoft Office | Computer- Desktop | Laptop- mobile |
| Internet | Web based |  |
| Steele County VPN | Web based | None |
| Kronos (Payroll) | Web based | None |
| PHDOC |  |  |
| Printer |  |  |
| Facebook/social media | Web based |  |
| Steele County Website | Server Room- Admin Center | Revize- off site |

Communications

* Everbridge System for communications to all staff.
* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* Vidyo

Other Comments or Considerations?

Completed by: Date:

Amy Caron 04/23/2020\_\_\_\_\_

DEPARTMENT: Sheriff’s Office

SERVICE PRIORITIES

The objectives of this plan are to maintain and prioritize essential functions during a wide range of disasters. Steele County Emergency Management (SCEM) focuses on the supporting of County operations and residents. SCEM focuses on hazards, emergency situations, and disasters. SCEM will utilize four main methodologies:

1. Preparation: planning for emergency actions through plan development and education while securing the resources to support them.
2. Mitigation: reducing exposure to probable and potential loss during hazard events.
3. Response: leading and coordinating activities after an incident occurs, using time-sensitive actions to save lives and property.
4. Recovery: restoring infrastructure, economic, and social life back to normal.

Priority Definition

1. Services that remain uninterrupted (services that are not closed on a weekend or holiday).
2. Services that need to be re-established within a few days.
3. Activities that can be disrupted temporarily (a few days or weeks)
4. Activities that can be suspended during an emergency (6-8 weeks).

|  |  |  |  |
| --- | --- | --- | --- |
| Priority | Service | Minimum Staff | Telecommuter  Option? |
| 1 | Public Safety, protection of life and property, security of crime scenes and disaster areas, investigations, patrolling the county | n/a | Yes and No, depends on situation |
| 1 | Armer System Operations- 800mhz Radios | 1 | No |
| 1 | Operation of 154 bed detention center | 47 | No |
| 1 | MDC’s, public safety alert systems, phones, computers | 1 | No |
| 2 | Records, gun purchase permits, conceal permits, custody reports | 1 | No |

SUCCESSION

This section should identify orders of succession to key positions within your department. Orders should be of sufficient depth (at least three) to ensure the organizations ability to manage and direct its essential functions and operations

|  |  |  |  |
| --- | --- | --- | --- |
| Successor | Name/Title | Contact- Cell Phone | Contact- Desk Phone |
| Sheriff | Lon Thiele | 507-390-4000 | 507-444-3815 |
| Jail Admin | n/a | 507-676-0847 | 507-444-7080 |
| Chief Deputy | Scott Hanson | 507-456-3055 | 507-444-3819 |
| Sergeant | n/a | 507-456-6853 |  |

CRITICAL SYSTEMS

This section should identify the departments’ critical systems necessary to perform essential functions and activities. Must have secure internet connection.

|  |  |  |
| --- | --- | --- |
| System | Current Location | Other Location |
| Armer System | Law Enforcement Center | None |
| Detention Center | 2500 Alexander St. SW., Owatonna, MN 55060 | None |
| Radios/Cells/MDC’s |  |  |
| EOC Trailer |  | None |
| Continuity of Operations Plan | Electronic/Printer |  |
| Drive/Server | Electronic |  |
| Insurance Contracts |  |  |
| Personnel Records | Electronic/Printer |  |

Communications

* Landline Office Telephones
* Cellular Telephones
* Email
* Text messaging
* Microsoft TEAMS
* Campfire

Other Comments or Considerations?

* Work load and tasks are dependent on the time of year.
* Full copy of COOP is available at (insert hyperlink to full copy here).
* Alternate location site:

Steele County 4 Seasons (Upper Floor)

Scott Goldberg: 507-444-7431

Completed by: Date:

Lon Thiele 10/28/2020\_\_\_\_