

## MEMORANDUM

TO: Distribution

FROM: B. Gray

DATE: June 1, 2008

RE: CEPD continuity working sessions held the weekend of 5/31 – 6/1 2008

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Over the weekend of 5/31 – 6/1 2008, working sessions were held in the CEPD offices to address the issue of ensuring CEPD continuity while faced with the loss of the current CEPD Administrator.

The participants in the working sessions were:

Rene Miville, CEPD Board Chairman  
Mike Mullins, CEPD Board Member  
Sherrill Sims, CEPD Board Member  
Lisa Armbruster, Coastal Management consultant  
Bob Gray, Sr. Management Consultant, Partners in Progress, Inc.

The objectives of the working sessions were:

- To identify, as completely as possible, the set of CEPD Administration functions that were performed by the former CEPD Administrator and which must be resourced to ensure continuity of those functions.
- To determine, for each of the CEPD Administration functions identified as part of the first objective, the timeframe in which an action needs to be taken relative to that function so as to minimize risk to CEPD continuity. The timeframe designations are:
  - S – Short Term – an action must be taken within the next two weeks (from 6/1/2008)
  - M – Medium Term – an action must be taken after the next two weeks but before three months (from 6/1/2008)
  - L – Long Term – an action must be taken sometime after the next three months but before 12 months (from 6/1/2008)
  - O – Ongoing – the function is currently resourced and being adequately performed
- To develop a short term continuity plan that addresses the actions that must be taken within the next two weeks. The plan must describe the action to be taken, the deliverable expected, the target completion date and the resource responsible for performing the action.
- To identify any other actions that need to be included in the short term continuity plan to ensure CEPD continuity

Through a series of brainstorming drills and some structured and unstructured analysis exercises, the working session participants accomplished all of the objectives, as demonstrated by the content of, and attachments to, this memo.

The first attachment is a Microsoft Excel spreadsheet entitled "CEPD Business Continuity Plan 06012008" detailing the CEPD short term continuity plan. Each row in the spreadsheet contains the following information about one of the actions that must be taken within the next two weeks to ensure CEPD continuity:

- Action # - a unique numeric identifier of the action
- Action Description – an explanation of the action to be taken
- Initial Target Completion Date – the date by which the action is projected to be completed, as of 6/1/2008
- Current Target Completion Date – if, at some point in the future, it becomes evident that the target completion date has to be revised, the most current projection of that target completion date will be recorded in this column. The current projections are that the Initial Target Completion Dates are the most current.
- Responsibility – this column contains the name of the party(ies) responsible for performing the action.
- Deliverable Description – an explanation of the expected product resulting from the completion of the action.
- Interfacing Organizations – a list of any organizations with which the party(ies) responsible for performing the action must liaise.
- Status – this cell is color coded such that:
  - green indicates the performance of the Action is on track and expected to be completed by the Current Target Completion Date
  - yellow indicates that there are some potential issues that may impact the completion of the Action by the Current Target Completion Date
  - red indicates that there are serious issues that will definitely delay the completion of the Action, and have an adverse effect on CEPD continuity
- Status and Progress Description – this field will contain an audit trail comprised of dated descriptions of activity that has taken place relative to the action and any issues arising that may impact the completion of the action.

Bob Gray was assigned the task of following up with all responsible parties twice a week for the next two weeks, obtaining status and progress information (and any attachments) from them, updating the CEPD Continuity plan spreadsheet with that information, then distributing the updated spreadsheet to the distribution list.

The second attachment is a Microsoft Word document that details the set of CEPD Administration functions that was defined during the 5/31 – 6/2 working sessions, annotated to indicate whether the function requires action in the short, medium or long term (or is being handled in an ongoing manner), and sorted into the following four categories:

- Coastal Management functions
- Financial and accounting functions
- Office Management functions
- Relationship Management functions

Although all of the actions on the short term continuity plan should be reviewed by the CEPD Board members, there are a couple of particular issues that were identified during the working sessions that need to be highlighted in this cover memo:

- Some Board members have heard that South Seas is planning on reversing the current parking lot easement that was granted to CEPD. Mike Mullins will provide the CEPD attorney with the signed agreement between South Seas and CEPD about the easement so that the attorney can review it and provide an opinion about options that are open to CEPD. Mike will ensure that the Board discusses the issue and its ramifications once the attorney has provided an opinion.
- A perusal of the files in the CEPD offices turned up some issues such as delinquent charges and some invoices that do not appear to be connected to CEPD official business. A determination needs to be made as to whether or not there is a need to engage a forensic accountant to delve into this issue in more detail.
- There is an action being taken to determine if there is a local Public Notice required, relative to the upcoming CEPD Board Elections, and if so to publish a Public Notice so that it conforms to that requirement. The CEPD Attorney has stated that there is no state requirement for a Public Notice. Mike Mullins will follow up with the Lee County Board of Elections supervisor to ascertain whether there is a local requirement.

One of the action items in the short term CEPD continuity plan is to determine what the next steps are relative to enhancing the plan to encompass actions that need to be taken in the medium and long terms, as well as how to resource the CEPD Administration functions on an ongoing basis.