

**Minutes of the Administrative Continuity Workshops  
of the  
CAPTIVA EROSION PREVENTION DISTRICT**

starting

**Tuesday, July 1, 2008 @ 3 p.m.**

Captive Community Center  
11550 Chapin Lane, Captiva, FL 33924

Workshops for Administrative Continuity were set at the Special meeting of June 25, 2008 for: July 1st, 3rd, 8th and 10th at 6 p.m. This time was later changed from 6 p.m. to 3 p.m. Meetings were also set for July 4th, 5th and 6<sup>th</sup> at 10 a.m. to accommodate consultants Partners in Progress.

**July 1, 2008**

Minutes from Special Meeting of the CEPD on July 1, 2008. It was properly noticed and posted.

In attendance: Sherrill Sims, Mike Mullins, Dave Jensen and Doris Holzheimer

Commissioner Mullins announced Kelsey had sent an email saying she would be absent and would like us to discuss her continued involvement with the CEPD. He updated us on previous conversations and indicated:

Repeated coaching on assigned tasks

The continuity plan should drive the work

Kelsey was concerned she was not part of the development of the plan

The Financial Books are not in order for the district. They were not kept accurately. Russ would like to be an advisor going forward and have the accounting done by someone else. He has not informed the board that the books were not kept accurately. There were discussions about alternative ways to move forward and reconcile the books. It was agreed that the capital fund had greater urgency for reconciliation than the annual budget.

We discussed how Ring Central works and what information we are receiving. Steve Grilz came in the office and installed a new email address for Commissioner Holzheimer. Her previous address was faulty and did not function.

A locksmith came and made keys to the CEPD office and building for each commissioner

We had some discussion of the Administrative work for the district which will be input to the weekend sessions with Bob Gray.

Respectfully submitted,  
Doris Holzheimer  
Secretary

**July 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>, 2008**

From July 3<sup>rd</sup> through July 6<sup>th</sup>, 2008, a number of working sessions were held in the CEPD offices to focus on CEPD continuity. The specific topics of those working sessions were:

- Resourcing the CEPD Coastal Management, Financial Administration and Clerical Administration functions
- Developing an approach to reconciling the CEPD Capital Projects and Ad Valorum ledgers
- Updating and enhancing the CEPD Continuity Workplan
- Developing a strategy for a CEPD "paperless office"

Although there was no room in the schedule to pursue them, two additional topics kept cropping up in the working sessions and will be pursued in the future:

- CEPD Disaster Recovery
- Formalization of CEPD Board of Commissioners job descriptions, orientation program and orientation package

The participants in the working sessions (although not all participants attended every working session) were:

- D. Holzheimer
- D. Jensen
- R. Miville
- M. Mullins
- S. Sims
- K. Angstadt
- A. Considine
- B. Gray

The results of those working sessions are attached to this e-mail, as follows:

- Draft Strategy for Resourcing CEPD Functions 080709.doc – this document describes the results of the working sessions that were held to focus on resourcing the CEPD Coastal Management, Financial Administration and Clerical Administration Functions
- CEPD Business Continuity Plan 080710-02.xls – this file contains the CEPD Business Continuity Workplan spreadsheet, updated as of 7/6/2008
- General Ledger Clean Up 20080706 – this memo describes the approach that was developed during the working session that focused on reconciling the CEPD Capital Projects and Ad Valorum ledgers

(Prepared by Partners in Progress, please see attachments for Resourcing CEPD Functions, Continuity Plan and General Ledger Clean Up)

### **July 3, 2008**

In attendance: Commissioner Sims, Commissioner Mullins, Commissioner Holzheimer, Commissioner Jensen, Bob Gray (Partners in Progress), Ann Considine (Partners in Progress), Kelsey Angstadt (Assistant Administrator)  
Session started at 3 p.m. and adjourned at 6:30 p.m.

### **July 4, 2008**

In attendance: Commissioner Mullins, Commissioner Sims, Commissioner Holzheimer, Commissioner Miville, Bob Gray, Ann Considine, Kelsey Angstadt  
Session started at 10 a.m. and adjourned at 5:00 p.m.

### **July 5, 2008**

In attendance: Commissioner Mullins, Commissioner Sims, Commissioner Holzheimer, Commissioner Miville, Bob Gray, Ann Considine, Kelsey Angstadt  
Session started at 10 a.m. and adjourned at 5:30 p.m.

**July 6, 2008**

In attendance: Commissioner Holzheimer, Commissioner Mullins, Bob Gray, Kelsey Angstadt  
Session started at 1:30 p.m. and adjourned at 5 p.m.

**July 8, 2008**

In attendance: Commissioner Mullins, Commissioner Sims, Commissioner Holzheimer, Commissioner Jensen, Kelsey Angstadt  
Session started at 3 p.m. and adjourned at 4:15 p.m.

It was decided that documentation from Partners in Progress was being waited for.

Commissioner Mullins and Holzheimer looked for Minutes for 2006; Commissioner Holzheimer found some in her email.

Discussion concerning the agenda for the July 9, 2008 meeting took place.

Discussion concerning Commissioner Miville's statement concerning Blind Pass at the Captiva Community Panel meeting took place.

A conference call was placed to Russ Baker, accountant, and a meeting was set up with him for the following Saturday to discuss budgeting and TRIM compliance.

A call was placed to TRIM compliance.