

COMMISSION FILE NO: 16-135-10 **DATE INTRODUCED:** October 10, 2016

INTRODUCED BY: Executive Director (Signature on File in the Office of the Commission)

REFERRED BY COMMISSION CHAIRPERSON TO: Policy, Finance, and Personnel Committee

RELATING TO: Adoption of Commission Policy 1-73.27, Business Continuity Plan, and Revision of Commission Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions

SUMMARY:

The Commission is requested to adopt the attached proposed Commission Policy 1-73.27, Business Continuity Plan.

Further, the Commission is requested to adopt the attached proposed amendment to Commission Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions.

Under the direction of the Executive Director, a Business Continuity Plan was developed to ensure the District's operations are performed with minimal disruption during a crisis.

Business Continuity Plan objectives are to:

- Minimize operational disruption in the event of a catastrophic loss;
- Restore services to the widest extent possible after an incident as quickly as possible;
- Avoid confusion during a crisis;
- Reduce downtime and associated costs;
- Perform mission essential functions; and
- Ensure management has adequate tools to cope with the fluid nature of a catastrophic loss.

ATTACHMENTS: **BACKGROUND** ☐ **KEY ISSUES** ☐ **RESOLUTION** ☒
FISCAL NOTE ☐ **S/W/MBE** ☐ **OTHER** ☒ Commission Policies 1-73.27 and 1-77.47

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COMMITTEE ACTION: _____ **DATE:** _____

COMMISSION ACTION: _____ **DATE:** _____

SUMMARY (Cont'd)

Adoption of Commission Policy 1-73.27, Business Continuity Plan, and Revision of Commission Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions

The proposed new Commission Policy 1-73.27, Business Continuity Plan, authorizes the Executive Director to declare an emergency and invoke the Business Continuity Plan. This policy allows the Executive Director, in the event of a catastrophic loss of normal operations, to relocate operations, retain additional staff, and contract for goods and services, all on an expedited basis. Current Commission Policies do not necessarily permit the degree of flexibility needed in the event of a total and immediate loss of functionality as a District.

The proposed revision to Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions, authorizes the Executive Director to assign employees tasks that are outside their established job description or department as needed to support continuing District operations. It also authorizes the Executive Director, upon activation of the Business Continuity Plan, to fill temporary positions as may be necessary to alleviate the effects of emergency situations determined by the Executive Director to be detrimental to efficient District operations. The Executive Director will report to the Commission monthly relative to the creation of temporary positions throughout the duration of the Business Continuity Plan.

RESOLUTION

Adoption of Commission Policy 1-73.27, Business Continuity Plan, and Revision of Commission Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions

RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that Commission Policy 1-73.27, Business Continuity Plan, is adopted, as shown in the attached policy.

FUTHER RESOLVED, by the Milwaukee Metropolitan Sewerage Commission, that the amendment to Commission Policy 1-77.47, Authorizing the Executive Director to Create Temporary Positions, is adopted, as shown in the attached revised policy.