Town of Wellfleet-Finance

Pandemic (COVID-19)

Continuity of Operations Plan (COOP)
Town of Wellfleet Finance
Emergency Plan for Continuity of Business

Mission: Purpose and Scope

*Mission: To ensure the finances of the Town are managed properly and guide other departments in this area. Process payments for vendors and personnel.*

- The Town of Wellfleet Finance Department established an emergency plan to ensure continuity of business operations based on essential functions, personnel and priorities.
- The Finance Department has identified the Essential Functions and the Recovery Time Objectives (RTO) of those essential functions.
- The Finance Department has identified the Essential Personnel to perform those essential functions as well as the key backup personnel to perform those functions in the absence of the primary personnel.
- The Finance Department has set the Order of Succession for Management in the absence of key personnel.

I. Applicability

- The Finance Department will execute this plan in the event of an emergency shut down of the Town from storms, pandemics, or other disasters.

II. Definitions

- Essential Functions: Critical functions of the Finance department that are essential to support the Town’s financial viability.
- Essential Personnel: Critical staff to continue the operations of the department’s Essential Functions in a prolonged emergency situation.
- Order of Succession: Personnel identified in the event the Department Head is unable to fulfill their role for whatever reason, the management of the department will fall to their successors.
- Purchases: Town expenditures for business continuity.
- Emergency Procurement: Purchases made specifically for the emergency situation that reach 30B thresholds.
III. Essential Functions

- The Essential Functions are considered the critical functions of the department and how long they can be down before the consequences of the Town, employees or the public become unacceptable.

<table>
<thead>
<tr>
<th>Critical Function</th>
<th>Maximum time this function can be down</th>
<th>Employee(s) necessary to this function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>0 days</td>
<td>1</td>
</tr>
<tr>
<td>Cash Flow</td>
<td>2 weeks</td>
<td>1</td>
</tr>
<tr>
<td>Bill Payment</td>
<td>2 weeks</td>
<td>1</td>
</tr>
<tr>
<td>Accounting</td>
<td>4 weeks</td>
<td>1</td>
</tr>
<tr>
<td>Procurement</td>
<td>2 weeks</td>
<td>1</td>
</tr>
</tbody>
</table>

- Payroll
  - The most critical function of our finance department
  - Back up personnel identified and will have basic training to perform a payroll without exceptions
  - Payroll adjustments will be processed once we return to business as usual

- Cash Flow
  - The Town maintains a sufficient cash reserve to cover payroll
  - Back up personnel identified and have cross training
  - Deposits will be processed when possible and will resume to normal process when we return to business as usual

- Bill Payment
  - In the event of a prolonged shut down bill payment may be suspended to ensure sufficient cash reserves

- Accounting
  - Accounting personnel has been identified as a backup to several critical functions
  - These services can sustain a longer down time

- Procurement
  - In the event of a prolonged shut down, all purchases will require a purchase order and pre-approval by Finance
  - Emergency procurement may become necessary

IV. Essential Personnel

- The Essential Personnel are based the positions and the critical functions of the department. This does not have to be the employees that perform this function every day.
If we have to go down to a barebones operation, who is absolutely essential to performing this function? Consider who is cross trained to do what. The chart is a guideline and each emergency will be based on a case by case scenario.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Critical Function(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miriam Spencer</td>
<td>Treasurer, Payroll/Benefits Coordinator</td>
<td>Cash Flow, Bill Payment, Payroll Processing, Banking</td>
</tr>
<tr>
<td>Gene Ferrari</td>
<td>Town Accountant</td>
<td>Payroll Accounting, Bill Payment</td>
</tr>
<tr>
<td>Jane Tesson</td>
<td>Assistant Accountant</td>
<td>Backup for: Payroll Accounting, Bill Payment</td>
</tr>
<tr>
<td>Dan Hoort</td>
<td>TA/Chief Procurement Officer</td>
<td>Emergency Procurement</td>
</tr>
<tr>
<td>Mike Trovato</td>
<td>ATA/Procurement Officer</td>
<td>Backup for: Emergency Procurement</td>
</tr>
</tbody>
</table>

V. Order of Succession
The personnel identified in the event the Department Head is unable to fulfill their role for whatever reason, the management of the department will fall to their successors.

VI. Purchases
If the Town is forced to close for an extended period of time it may become necessary to stop all non-emergency or required purchases to preserve cash reserves for payroll
  - Required purchases may include but are not limited to: Utilities, Contractual, Employee Reimbursements
- All purchases will require pre-approval by finance and must be put on a Purchase Order regardless of the dollar amount

VII. Emergency Procurement
Goods & Services

MGL30B, Section 8. Whenever the time required to comply with a requirement of this chapter would endanger the health or safety of the people or their property a procurement officer may make an emergency procurement without following that requirement. An emergency procurement shall be limited to only supplies or services necessary to meet the emergency and shall conform to the requirements of this chapter to the extent practicable under the circumstances. The procurement officer shall make a record of each emergency as soon after the procurement as practicable, specifying each contractor’s name, the amount and the type of each contract, a listing of the supply or service provided under each contract, and the basis for determining the need for an emergency procurement.

The procurement officer shall submit a copy of this record at the earliest possible time to the state secretary for placement in any publication established by the state secretary for the advertisement of procurements.
Emergency procurement for construction, MGL c.149: In qualifying emergency situations certain public construction procurement laws may be waived under MGL c.149, Section 44(A)(4) or the advertising requirement may be waived under MGL c149, Section 44(J)(6). In order to implement these waivers written authorization must be obtained from the Division of Capital Asset Management & Maintenance (DCAMM), and the Town is required to follow the procedures outlined by DCAMM. Even though an emergency waiver may be granted, the Town is still responsible for enforcing the requirements of prevailing wage, bonding and DCAMM contractor certification is required for emergencies estimated to cost $150,000 or more.

Emergency procurement for public works, MGL 30,39M: A written waiver of the public notice requirements from DCAMM must be requested and obtained [MGL c. 149, Section 44J(6)]. Quotes must be solicited.