

SYN. NO. \_\_\_\_\_

AGN. NO. \_\_\_\_\_

MOTION BY SUPERVISOR MICHAEL D. ANTONOVICH

FEBRUARY 25, 2003

**BUSINESS CONTINUITY PROGRAM**

On July 2, 2002, the Board of Supervisors approved my motion to direct the Chief Information Office, Chief Administration Office/Office of Emergency Management, Internal Services Department, and Auditor-Controller to develop a countywide Business Continuity Program. The plan would include standards for County departments to ensure the delivery of critical County services. Service priorities and resource assessments would also be identified.

On February 18, 2003, the Chief Information Office released the requested report. The report corroborated that there is no coordinated County effort to restore critical services. Departments with plans did not test them regularly. Existing plans focused on information technology recovery, and not on business processes. And, there were no identified priorities for service restoration.

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MOTION

Molina \_\_\_\_\_

Yaroslavsky \_\_\_\_\_

Knabe \_\_\_\_\_

Antonovich \_\_\_\_\_

Burke \_\_\_\_\_

I, THEREFORE, MOVE that the Board of Supervisors implement the initial actions outlined for a Countywide Business Continuity Program, which include:

- 1) **Instruct all Department/District Heads to** participate in the development of their component of a Countywide Business Continuity Program that is tested and validated annually; **APPROVED ON THE MEETING OF 2-25-03**
- 2) Establish a County Business Steering Committee, **chaired by the Chief Administrative Officer's Office of Emergency Management with support from the Chief Information Officer, the Director of Internal Services and the Auditor-Controller**, that will oversee the development, implementation, and maintenance of the Program; **APPROVED ON THE MEETING OF 2-25-03**
- 3) Approve the acquisition or internal development of software for the management and maintenance of departmental plans;
- 4) **Authorize the Chief Information Officer to** secure a consultant to help develop the framework for documenting and maintaining the Business Continuity Program; and
- 5) **Authorize use of \$400,000** in identified Information Technology Fund money for the acquisition or internal development of software and consulting services to initiate the Business Continuity Program.

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