

Management Committee

Meeting date: November 12, 2014

For the Metropolitan Council meeting of December 10, 2014

Subject: Adoption of the Continuity of Operations Policy, 1-5

District(s), Member(s): All

Policy/Legal Reference: Continuity of Operations Policy 1-5

Staff Prepared/Presented: Kathy Matter, Business Continuity Program Manager, 651-602-1653 & Lisa Belland, Business Continuity Projects Lead, 651-602-1605

Division/Department: Regional Administration – Information Services

Proposed Action

That the Metropolitan Council adopt the Continuity of Operations Policy to guide the organization in the development, exercising, and maintenance of continuity of operations plans that address an unexpected, catastrophic disruption of the services to the region.

Background

In early 2014, the Metropolitan Council issued a Program Evaluation and Audit addressing the Council's Business Continuity program, adherence to established business continuity practices, and its adequacy in addressing continuity risks. One of the audit's recommendations was the development of policies and procedures for the Business Continuity Program. There are no previous policies or procedures that address continuity of operations planning at the Metropolitan Council.

Rationale

The Continuity of Operations Policy provides a foundation to establish and continuously improve the organizational resilience of the Metropolitan Council and to reduce the potential severity, financial impacts, and service recovery time frames of a catastrophe. The Business Continuity Program Office will provide leadership, guidance, and management for all aspects of continuity of operations planning.

Funding

There may be funding implications as Metropolitan Council divisions and departments identify and recommend recovery strategies as they build continuity of operations plans. In the event there are funding requirements related to continuity of operations, they will be addressed within the operating budget.

Known Support / Opposition

Council Senior Staff supports this policy. There is no known opposition.