

**TEHACHAPI VALLEY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING**

**Date: January 17, 2023**

**Place: Tehachapi Valley Healthcare District Office  
116 W E Street**

**Tehachapi, CA 93561**

**Time: 10:00 AM**

Teleconference available ~ 351-888-6527

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**AGENDA**

**I. CALL TO ORDER**

**II. FLAG SALUTE**

**III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

This time is reserved for persons to address the Board of Directors on matters not on the agenda over which the District has jurisdiction. Time is limited to 3 minutes per speaker. The Board of Directors can take no action on your presentation. Any person desiring to speak on an item on the agenda will be given an opportunity to do so prior to the Board of Directors acting on the item.

**IV. CONSENT AGENDA**

The following items are considered routine and non-controversial by District Staff and may be approved by one motion. If a member of the Board or audience wishes to comment or ask questions on an item, it will be moved to New Business or Reports.

**A. Approval of Minutes**

- |   |       |
|---|-------|
| 1. Board Meeting, 11/15/2022                                | Tab 1 |
| 2. Receive and File, Special Board Meeting 1/3/2023         | Tab 2 |
| 3. Receive and File, Community Outreach Committee 10/11/22  | Tab 3 |
| 4. Receive and File, Finance Committee, 11/09/22            | Tab 4 |
| 5. Receive and File, Strategic Planning Committee, 10/13/22 | Tab 5 |

**V. OLD BUSINESS**

- |  |       |
|--|-------|
| A. BOD Appointed New Officers and their Committee's for 2023 | Tab 6 |
|--|-------|

**VI. NEW BUSINESS**

- |   |       |
|---|-------|
| A. Review 115 West E. St. Plans                   | Tab 7 |
| B. Resolution to Revise Financial Signatory Cards | Tab 8 |
| C. Review TVHD Emergency Action Plan              | Tab 9 |

**VII. REPORTS**

- |   |        |
|---|--------|
| A. Adventist Health Tehachapi Valley Update – Edward Martin | Tab 10 |
|---|--------|

VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

IX. ADJOURNMENT

**NOTICE TO THE PUBLIC**

**PUBLIC COMMENT PERIOD FOR REGULAR MEETINGS**

Members of the public may comment on any item on the agenda before the Board takes action on it. The public may also comment on items of interest to the public that is within the subject matter jurisdiction of the Board; provided, however, the Board may not take action on any item not appearing on the agenda unless the action is otherwise authorized by law. Any person addressing the Board will be limited to a maximum of three (3) minutes so that all interested parties have an opportunity to speak.

**COPIES OF PUBLIC RECORDS**

All writings, materials, and information provided to the Board for their consideration relating to any open session agenda item of the meeting are available for public inspection and copying during regular business hours at the Administration Office of the District at 116 W E St., Tehachapi, California.

**COMPLIANCE WITH ADA**

This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the Americans with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (Cal. Gov't Cod. § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting, should contact the Executive Office during regular business hours by phone at 661-750-4848, or in person at the District's Administrative Office at 116 W E St., Tehachapi, California.

# Tab 1

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BOARD MEETING MINUTES

11/15/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
BOARD OF DIRECTORS MEETING

**MINUTES**

116 W E Street  
Tehachapi, CA 93561

November 15, 2022

Conference Call # 351-888-6527

10:00am

**Board Present:** Mike Nixon, Christine Sherrill, William Steele, Duane Moats, Carl Gehricke

**Staff Present:** Caroline Wasielewski, CEO; Lisa Hughes, Business Manager; Scott Nave, Legal Counsel

**I. CALL TO ORDER**

Chair Mike Nixon called the meeting to order at 10:00 am

**II. FLAG SALUTE**

**III. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**

A welcome to the Board of Directors from prospective Board member Lydia Chaney.

**IV. CONSENT AGENDA**

A. Approval of Minutes

- |   |       |
|---|-------|
| 1. Board Meeting. 9/19/22                                   | Tab 1 |
| 2. Receive and File, Community Outreach Committee, 9/13/22  | Tab 2 |
| 3. Receive and File, Community Outreach Committee, 10/11/22 | Tab 3 |
| 4. Receive and File, Finance Committee, 9/14/22             | Tab 4 |
| 5. Receive and File, Finance Committee, 10/12/22            | Tab 5 |
| 6. Receive and File, Strategic Planning Committee, 9/15/22  | Tab 6 |
| 7. Receive and File, Strategic Planning Committee, 10/13/22 | Tab 7 |

Consent Agenda Approval

**MSA: STEELE/SHERRILL;5-0; APPROVED**

**V. OLD BUSINESS**

A. Community Garden at 115 W E Street Update

CEO Wasielewski displayed drawings composed 4-Creeks, an architectural firm, showing potential rooms and offices that will be included in the community



resource center. Programs that will be included and need space are: cooling center, clean air, evacuation center, storage areas, public bathrooms, offices to be leased, meeting areas for local groups and a large auditorium, conference area that could house 200 people.

There is still a potential partnership with Mountain Pathways that would add an additional 5000 Square foot building to the footprint. The board reviewed, and agreed that progress is being made. They look forward to the next set of drawings that show a draft rendering of the building.

## **VI. NEW BUSINESS**

### FY22 Audited Financials

Auditor Rick Jackson reported to the board the findings of the FY22 Audit. He went through the impact of the refinanced bonds that decreased the burden to taxpayers. He also reviewed the net totals of income and expenses for the fiscal year. There were no items out of order and no additional questions from the Board. Director Moats made a motion to approve the FY22 Audited Financial Report. Director Gehricke seconded the motion, and it was approved 5-0.

**MSA; MOATS/GEHRICKE; APPROVED 5-0**

## **VII. REPORTS**

### **A. Adventist Health Tehachapi Valley Update**

Edward Martin, president of Operations of Adventist Tehachapi Medical Center, thanked the board on the cooperation and teamwork with the successful approval of Measure X. He announced that both Adventist Health and TVHD had overcome a challenge and the community will be better off for it. Director Nixon commented that the strength of this ongoing relationship between entities is also what helped Measure X get approved without a special election.

### **B. CEO Report**

CEO Wasielewski went over the CEO Report in the Board packet beginning with the financial portion. For the month of October, total cash in was \$127,379 and total expenses came in at \$159,343. Looking at the 12-month numbers, expenses and wages are right on budget. The Administrative review included district activities, listed in the Board packet, since the last board meeting in August. There were no questions from the Board.

**Board of Director Travel**  
None

**VIII. BOARD COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**  
None

**IX. ADJOURNMENT**  
Meeting adjourned at 10:36 AM

Minutes approved by: \_\_\_\_\_

# Tab 2

SPECIAL BOARD MEETING MINUTES

1/3/2023

TEHACHAPI VALLEY HEALTHCARE DISTRICT

SPECIAL BOARD MEETING

January 3, 2023

116 W E Street

Tehachapi, CA 93561

6:30 PM

Board Members Present: Duane Moats, Carl Gehricke, Mike Nixon, Lydia Chaney

Staff Present: Lisa Hughes, Business Manager

Public Present: Claudia Elliott, Edward Martin, Joshua Pierce

Recorded and transcribed by: Lisa Hughes, Business Manager

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

- I. CALL TO ORDER  
Director Mike Nixon, called the Special Board Meeting to order at 6:30pm
- II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA  
None
- III. **OPEN SESSION**
  - A. BOD Elected New Officers for 2023  
Mike Nixon – President  
Bill Steele – VP  
Lydia Chaney – Secretary  
Duane Moats – Treasure  
Carl Gehricke - BOD
  - B. BOD appointed New Committee Members for 2023  
Community Outreach – B. Steele, L. Chaney  
Finance Committee – D. Moats, C. Gehricke  
Strategic Planning – M. Nixon, B. Steele
  - C. Wasielewski Consulting Agreement  
All agreed on CW Consulting six months, at \$65.00 an hour, no more than 40 hours a month to bill.
- IV. Reports
  - A. Adventist Health  
Edward Martin, stated it has been a busy month with 60-80 patient a day are being seen for either COVID or RSV conditions.
- V. **CLOSE SESSION**



A. Personnel Appointment – CEO

All BOD agreed Peggy Mendiburu was the best fit for TVHD CEO

VI. ADJOURNMENT

Meeting was adjourned at 8:00PM

# Tab 3

COMMUNITY OUTREACH MINUTES

10/11/2022

Tehachapi Valley Healthcare District  
Community Outreach Committee Meeting  
Minutes  
October 11, 2022  
116 W E Street, Tehachapi, CA  
12:00 PM

**I. CALL TO ORDER**

Director Steele called to order the regular meeting of the Community Outreach Committee at 12PM on July 12, 2022, in the TVHD Office.

**II. ROLL CALL**

Directors William Steele, Christine Sherrill; Lisa Hughes, Business Manager and Caroline Wasielewski, CEO; Amanda Danlovich from Adventist Health. Two members of the public attended.

**PUBLIC COMMENTS**

Chris and Coral Holland were present at the meeting and introduced themselves to the committee. They moved here 10 months ago and are excited to learn more about the community, other collaborative alliances, and how they can contribute their time Mr. Holland has a Consulting Group and is currently working with St. Malachy's Church and the Bear Valley Police Department. The Committee welcomed them.

**III. APPROVAL OF MINUTES**

The September 13, 2022, meeting minutes from were approved, unanimously, by the committee.

**IV. REPORTS**

A. Adventist Health

Amanda Danlovich reported that she gave some Covid-19 home tests to the Salvation Army for distribution. She also reported that the Behavioral Health Initiative program is going strong.



**B. Outreach Updates**

CEO Wasielewski and Business Manager Lisa Hughes reported on the various outreach opportunities coming up. October 22<sup>nd</sup> will be the Coat Drive at Salvation Army. TVHD is a donation drop-off location and Lisa Hughes will be helping at the event. Also on that day is a community event for helping and serving, coordinated by Tehachapi Vineyard Church. TVHD will be represented by Lisa Hughes. The next Houchin Blood Donation event is Wednesday, November 2<sup>nd</sup>. TVHD is a sponsor. Ms. Wasielewski and Ms. Hughes will be volunteering.

**V. OLD BUSINESS**

**A. Community Garden**

Ms. Hughes assisted in setting up a garden bed with the Tehachapi Humanitarian Group, as headed up by Madeline Ruebush. Ms. Hughes will be the Healthcare District's representation in the garden events and funding.

**VI. NEW BUSINESS**

**A. Breakfast With Santa**

CEO Wasielewski and Business Manager Hughes are going to stuff stockings for the Breakfast with Santa event on Saturday December 3. The Rotary Club is organizing and needed local groups to volunteer to fill homemade stockings with little goodies for kids. TVHD will be filling 100 stockings.

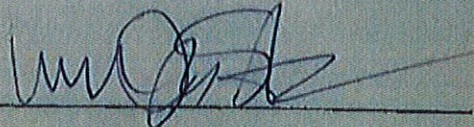
**VII. BOARD COMMENTS NOT APPEARING ON THE AGENDA**

None

**VIII. ADJOURNMENT**

Director Steele adjourned the meeting at 12:21 PM

Minutes approved by: \_\_\_\_\_

  
William Steele



# Tab 4

FINANCE COMMITTEE MINUTES

11/9/2022



TEHACHAPI VALLEY HEALTHCARE DISTRICT  
FINANCE COMMITTEE MINUTES

November 9, 2022

116 W E Street

Tehachapi, CA 93561

12:30 PM

Board Members Present: Duane Moats, Carl Gehricke

Staff Present: Caroline Wasielewski, CEO; Lisa Hughes, Business Manager

Recorded and transcribed by: Caroline Wasielewski, CEO

Approval:  Date: 1-13-2023

COMMITTEE ACTIONS AND DIRECTIONS SHOWN IN CAPS AND BOLD

I. CALL TO ORDER

Director Moats called the Finance Committee Meeting to order at 12:30 PM

II. PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA

None

III. APPROVAL OF MINUTES

October 12, 2022, MINUTES Approved by Gehricke/Moats/ Committee

IV. REPORTS

A. Finance Reports October 2022

CEO Wasielewski reported on cash flow, checks written and expenses for the month of October. Cash in was higher than usual due to the accumulation of past 2 months of Kern County deposits. The check register was at \$66,553.88, with \$13,983.88 of it being operating expenses. The remainder was part of the budgeted expenses for the 115 W E Street project. October cash in was \$110,734.17 with total operating expenses at \$24,124.13. Net income was a positive \$89,556.82. Bank account balances were reviewed. Total cash is at approximately \$9,400,000. Director Moats after reviewing the Wells Fargo account activity noticed an unauthorized debit of \$145.00. He asked that Business Manager Ms. Hughes contact the bank and open a case.

B. American Express

CEO Wasielewski reviewed and had back up for all AMEX purchases for the month of October, reviewed by Committee.

C. Petty Cash

Petty cash expenses for October were detailed and discussed.

V. OLD BUSINESS

None

VI. NEW BUSINESS

FY22 Draft Audit

The committee reviewed the draft version of the audit of financial statements. There were a few edits that the committee requested to have the auditor, Rick Jackson, make. The changes included changing the category 'net patient services revenue' to 'net services revenue' and adding a footnote to explain the inclusion of \$300,000 grant as other revenue on page six. The committee approved the audited financials with the recorded edits and it will be forwarded to the full board for approval.

VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA

VIII. ADJOURNMENT

Meeting was adjourned at 12:53 PM

# Tab 5

STRATEGIC PLANNING COMMITTEE MINUTES

10/13/2022

TEHACHAPI VALLEY HEALTHCARE DISTRICT  
STRATEGIC PLANNING  
MINUTES  
October 13, 2022  
12:30 pm

**Board Members Present:** Christine Sherrill, Mike Nixon

**Staff Present:** Caroline Wasielewski, CEO

**Guest Present:** None

**Transcribed by:** Recorded and Transcribed by Caroline Wasielewski, CEO

**Approval:** Mike Nixon **Date:** Jan 12, 2023  
Mike Nixon, Chair

**COMMITTEE ACTIONS AND DIRECTION SHOWN IN CAPS AND BOLD**

- I. **CALL TO ORDER**
- II. **PUBLIC COMMENTS ON ITEMS NOT APPEARING ON THE AGENDA**  
None
- III. **APPROVAL OF MINUTES**
  - A. September 15, 2022  
**APPROVED by committee; SHERRILL/WASIELEWSKI**
- IV. **NEW BUSINESS**
  - A. Community Center Preliminary Plan Review – 4 Creeks – Will Ruoff  
4-Creeks sent drawings for the Community Center. There are examples of offices, classrooms, and a large auditorium. The Committee should review and at the next meeting, Mr. Ruoff will be available for questions. Then the Committee will decide how many offices, meeting rooms, classrooms to include in the center. Also, will determine what size large room to include. Ms. Wasielewski has sent the drawings to Melissa Stockton, CEO of Mountain Pathways. Waiting on a response for what the vision is for their footprint. Director Nixon requested Ms. Wasielewski to get the plans copies for each member of the Board.



**V. OLD BUSINESS**

**A. TVHD Emergency Plan – Phase 1**

CEO Wasielewski presented the committee with a list of community groups and their contacts that would be advantageous to form mutual aid agreements with. The Committee determined that TVHD's part in an Emergency Preparedness plan would be that of central communication, coordinating center and using the new Community Center Facility. After reviewing the list, the committee advised that letters of introduction and intention to form agreements should be sent to each group. Ms. Wasielewski will attempt to attend any public meetings that take place. Director Nixon asked that the suggestion be made that this new consortium of preparedness groups run a tabletop drill, in about six months, that would be an example of what happens in a localized emergency or disaster. Ms. Wasielewski will delve deeper into the Action Plan and Checklist for the next meeting.

**VI. REPORTS**

None

**VII. BOARD COMMENTS ON BUSINESS NOT APPEARING ON THE AGENDA**

None

**VIII. Adjournment**

The meeting adjourned at 1:21 pm



# Tab 6

BOD NEW OFFICERS AND THEIR COMMITTEES

## **BOD OFFICERS FOR 2023**

**PRESIDENT – Mike Nixon**

**VP - Bill Steele**

**Secretary - Lydia Chaney**

**Treasurer - Duane Moats**

**BOD - Carl Gehricke**

## **BOD COMMITTEES**

**COMMUNITY OUTREACH – Bill Steele, Lydia Chaney**

**FINANCE COMMITTEE – Duane Moats, Carl Gehricke**

**STRATEGIC PLANNING - Mike Nixon, Bill Steele**

# Tab 7

REVIEW 115 WEST E. ST. PLANS

## Lisa Hughes

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**From:** Will Ruoff <willr@4-creeks.com>  
**Sent:** Wednesday, January 4, 2023 4:10 PM  
**To:** Lisa Hughes  
**Subject:** [External] Re: [External] Checking in  
**Attachments:** Tehachapi Valley Site Plans - 221215.pdf

**Categories:** URUGUE, REVIEW, KEEP

**EXTERNAL MESSAGE:** Use caution when clicking links or attachments

Sure thing Lisa,

Here is what I sent Caroline originally:

"Per the Municipal Code, the City is really trying to emphasise having buildings face the street. Because of this, they have implemented a 50' front setback for all parking areas. This means that your current parking lot does not comply with the City's code. The diagram on the first page shows the allowable building area for both the parking lot and for the building.

I did speak with a planner with the City and they are willing to let you keep the parking lot in its current location but they would much rather see a nice building on the corner of E street and Curry Street rather than a large parking lot.

I am not sure why originally you wanted to keep the parking lot in its current location but the current parking lot is laid out extremely efficiently. Additionally, during construction, that parking lot would likely become the staging area for construction and it would have to get re-paved anyway. All that being said, I am not convinced leaving the parking lot in its current location is the best option for the site but I might be missing something so please let me know!

Since there are a few locations where parking could go on site, we have put together 2 different site plans / floor plan options together for you to look at. Option A is what we had talked about originally where the building is placed in the location of the old building. Option B is the option where the building faces the street and has more of a street presence to it."

I also attached the diagrams for you and your team to review as well. I would love your feedback so we could start creating a three dimensional model of the building so you can really visually see the building rather than just looking at a floor plan! That being said, I don't want to pressure you into anything since you are going through a transition! Just let me know when things settle down a bit so we can move the project forward.

Best,  
Will

On Wed, Jan 4, 2023 at 3:13 PM Lisa Hughes <[lughes@tvhd.org](mailto:lughes@tvhd.org)> wrote:

Hi Will,

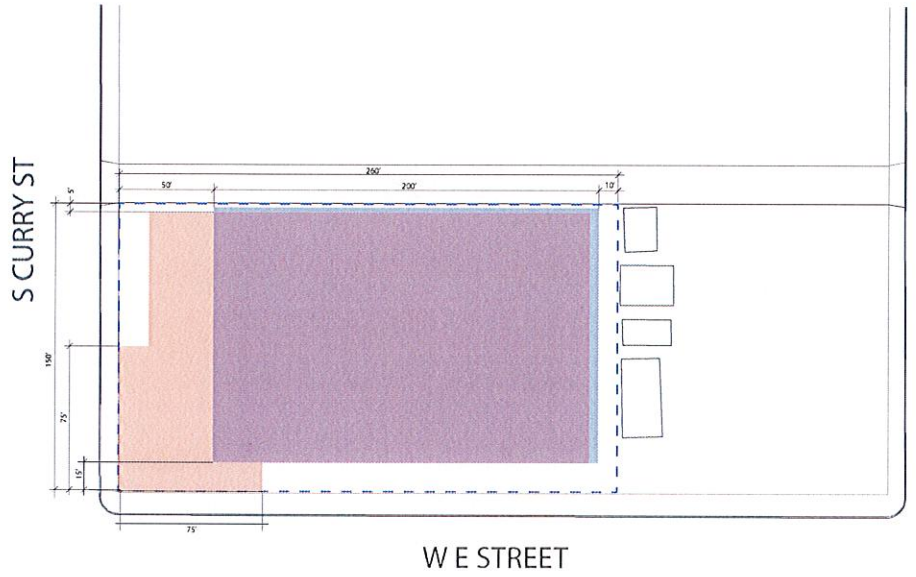
Yes, we're still upset with her for moving 😞 but I have her number and new address..

SURVEYING | STRUCTURAL | CIVIL | PLANNING | ARCHITECTURE

# Tehachapi Center Healthcare District




PREPARED BY 4CREEKS



- LEGEND
- PROPERTY LINE
  - ALLOWED BUILDING AREA
  - ALLOWED PARKING AREA



ARCHITECTURE  
PLANNING  
CIVIL  
STRUCTURAL  
SURVEYING


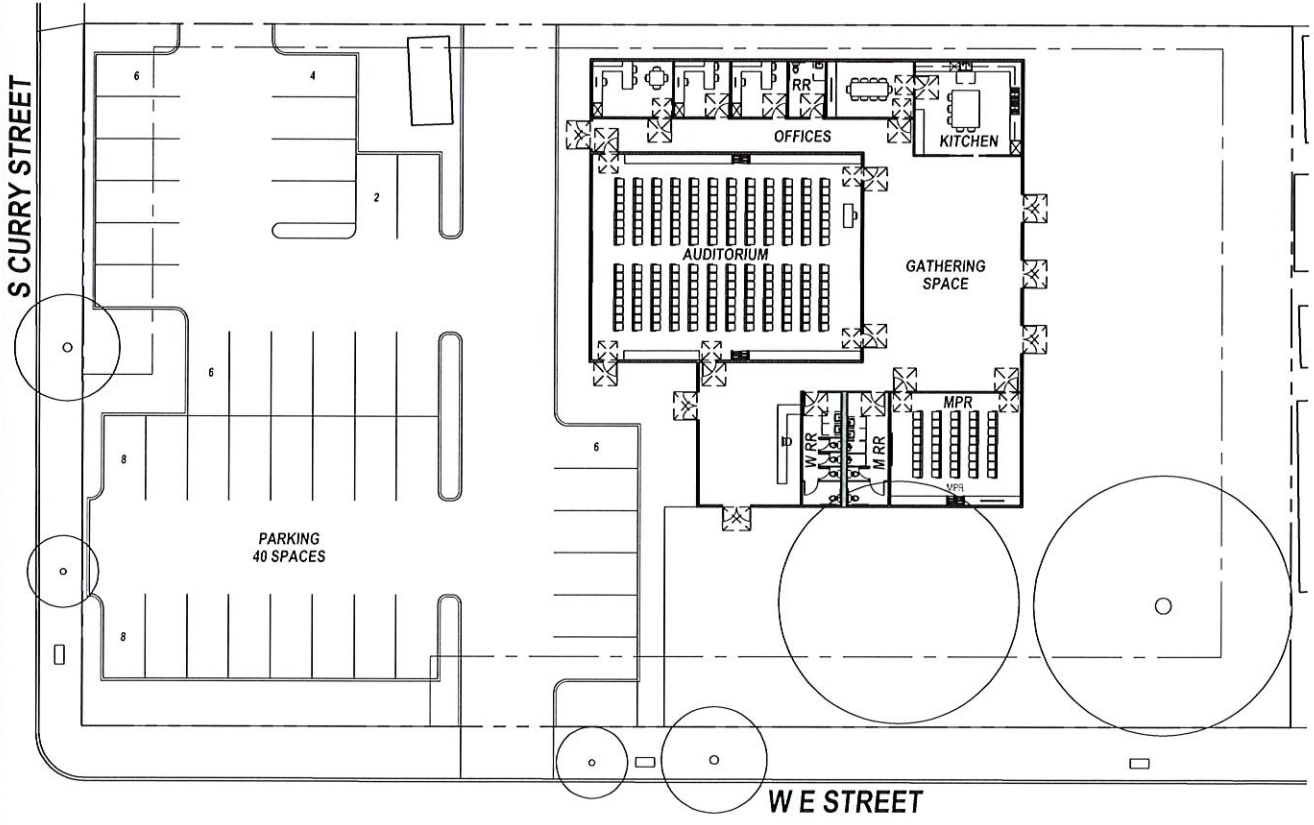


**4CREEKS**  
605 Santa Rosa Street,  
San Luis Obispo, CA

805.904.4394  
info@4-creeks.com  
www.4-creeks.com

SET NOT FOR  
CONSTRUCTION


For planning purposes  
only, do not scale drawings

# SITE PLAN A


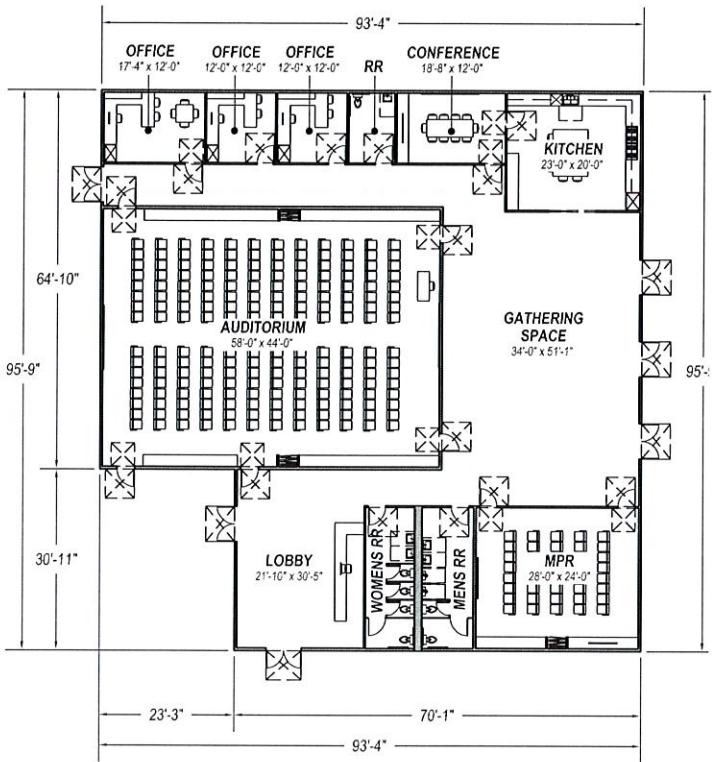
SCALE 1:20

ARCHITECTURE | PLANNING | CIVIL | STRUCTURAL | SURVEYING




**4CREEKS**  
 605 Santa Rosa Street,  
 San Luis Obispo, CA  
 805.904.4394  
 info@4-creeks.com  
 www.4-creeks.com

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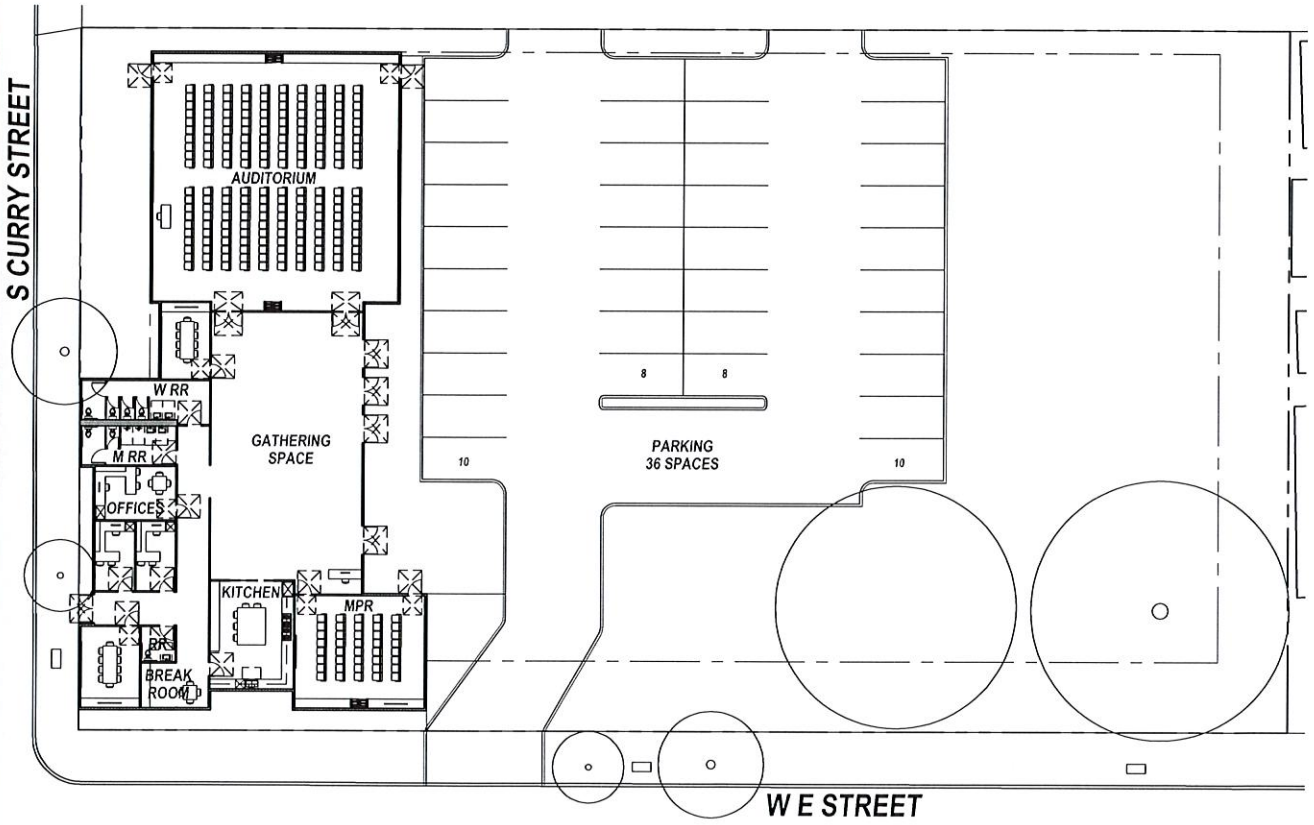
**FLOOR PLAN A**  
 SCALE 1/16"=1'-0"

SURVEYING | STRUCTURAL | CIVIL | PLANNING | ARCHITECTURE



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# SITE PLAN B


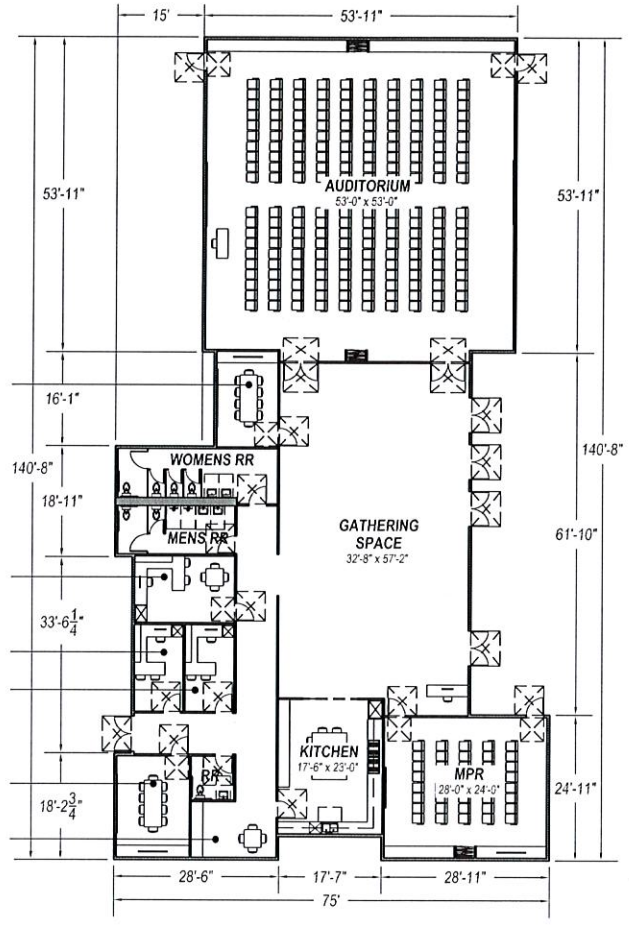
SCALE 1:20

ARCHITECTURE | PLANNING | CIVIL | STRUCTURAL | SURVEYING



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SET NOT FOR CONSTRUCTION  
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**FLOOR PLAN B**  
 SCALE 1/16"=1'-0"

# Tab 8

RESOLUTION TO REVISE FINANCIAL SIGNATORY CARDS



# Tab 9

REVIEW TVHD EMERGENCY ACTION PLAN

## Tehachapi Valley Healthcare District Emergency Action Plan

**Introduction:** The goal is for Tehachapi Valley Healthcare District (TVHD) to become a central location used for command center communication and resource deployment in the event of a community emergency or natural disaster. Healthcare District facilities will be used by and for the community in partnership with local agencies and groups.

### Pre-Disaster Action Steps:

1. Provide emergency planning education on website.
2. Plan and execute an Emergency Preparedness and Disaster Exhibition Event.
3. Make contact and attend meetings of local agencies and groups on the Call Sheet.
4. Form mutual aid agreements to strengthen the emergency response in Tehachapi.
5. Plan and execute a tabletop drill involving members of the community and their respective groups.

### Notification Action Steps:

1. Once notified of an emergency, TVHD will ensure that the district office will be available for set-up as a command center.
2. Agencies and groups that have agreed to partner with TVHD will begin to open communications.
3. Appropriate parties will occupy the district office. Set up for any public needs will take place.
  - a. Evacuation area
  - b. Food distribution
  - c. Equipment charging stations
  - d. Meeting rooms
4. Connection of generators will commence if necessary.

### TVHD Ongoing Responsibilities:

1. Communication between agencies, groups, and hospital.
2. Ensure safety of any public on district property
3. Keep track of emergency updates, make available to entire team
4. Document all resources used

<b>Group</b>	<b>Contact</b>	<b>Email/ Phone</b>	<b>Area of Jurisdiction</b>
Bear Valley Emergency Preparedness Advisory Council	Greg Suttles, Chief of Police, Director of Public Safety	dsuttles@bvcsd.org, 661-821-3239	Bear Valley
Greater Tehachapi Valley Community Emergency Response Team	David Shaw, Communication Lead	tehachapicert@gmail.com	Bear Valley, Alpine Forest, Golden Hills, City of Tehachapi, Old West Ranch, Sand Canyon
Stallion Springs CERT	Dominque Dieken, Coordinator/ David Burt, Asst Coord.	stallionspringsCERT1@gmail.com windwarddb@gmail.com	Stallion Springs
City of Tehachapi	Corey Costello	661-822-220 Ext. 121/ ccostelloe@tehachapicityhall.com	City of Tehachapi
Tehachapi Unified School District	Stacey Larson-Everson	661-822-2100/ severson@teh.k12.ca.us	Tehachapi
Tehachapi Police Department	Chief Kent Kroeger	661-822-2222	City of Tehachapi
Adventist Health Medical Center-Tehachapi	Edward Martin	661-771-8600	Tehachapi-93561



Tehachapi Valley Healthcare District  
CONTINUITY PLANNING

**Phase I - Activation Checklist**

Phase I Activation – Alert/Notification and Relocation	
Item	Task
1	Receive notification of emergency - Activate Phone Tree
2	If necessary, conduct evacuation - Decision to be made by community leaders
3	Account for all groups/ members
4	If necessary, contact Emergency Responders (Fire, Police, EMS)
5	Ensure that employee health and safety measures are put into effect - Discussion with Hospital
6	Contact Building Maintenance for shutting down utilities to limit further damage
7	Direct and assist emergency personnel as required- Use Entity Contact List
8	Notify Executive Management and activate Continuity Plan as necessary -
9	If necessary, Invoke Orders of Succession
10	Initiate notification of all staff including continuity community leaders
11	Convene Divisional meeting at assembly area or other pre-determined site.
12	Assemble supporting elements required for re-establishing and performing essential functions at continuity facility location: (Community Resource Center) or (116 WE Street) <ul style="list-style-type: none"> <li>▪ Establish over all operational objectives</li> <li>▪ Prioritize MEFs and set Recovery Time Objectives (RTOs)</li> <li>▪ Identify critical staffing requirements and health/safety concerns</li> <li>▪ Identify critical resource requirements</li> <li>▪ Identify communication concerns <ul style="list-style-type: none"> <li>- IT &amp; T-Comm.'s Systems and equipment</li> <li>- Required Vital files, records and databases</li> </ul> </li> <li>▪ Discuss the Public and Employee Information message</li> </ul>
13	Assemble remaining documents required for performance of all other essential functions to be performed at the alternate facility location
14	Notify all support agencies and critical contacts of the activation.
15	Prepare designated communications and other equipment for relocation
16	Take appropriate preventive measures to protect other communications and equipment that will not be relocated
17	Make computer connectivity and phone line transfers to designated alternate facility
18	Ensure go-kits are complete and ready for transfer
19	Continuity personnel begin movement to continuity facility
20	Evaluate the safety of the selected continuity facility prior to deployment
21	Develop and deliver status report
22	Notify remaining staff and appropriate agencies of movement to continuity location

