



Emergency Operational Checklist for Emergency CEO Succession

Personnel

INFORMATION	LOCATION / MAINTAINED BY	NOTES
Required Clearances for Interim CEO/Executive Team, if not already employed by SAY	Lisa Bridges, Associate VP of People and Workplace Culture: lbridges@saysandiego.org	Required prior to working: • Federal background check; • State background check; • Community Care Licensing approval; • Vaccinations
Staff Roster	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org	Also available on SharePoint. ADP (see below) is also a source of employee census and info.
Payroll Vendor	Rocio Hernandez, Payroll Manager: rhernandez@saysandiego.org	Rocio is on Jane's team: jane@saysandiego.org
Job Descriptions	Human Resources Dept. Lisa Bridges, Associate VP for People and Workplace Culture: lbridges@saysandiego.org	This would be for all current job descriptions except for the CEO. CEO job description is part of contractual relationship with CEO has with the board of directors; records are kept for the board by the CFO.
Human Resources: Other Contracts Including: Legal Employee Health Plans	Steven Soltman Soltman & Wattles, LLP ssoltman@slfesq.com Joe Connaughton Quarles (formerly Paul, Plevin, Sullivan and Connaughton) Joe.connaughton@quarles.com	Employment law expertise, charged a discounted rate per hour. Employment law general matters, provide two hours per month pro bono



Emergency Operational Checklist for Emergency CEO Succession

INFORMATION	LOCATION / MAINTAINED BY	NOTES
Workers Comp	Employee health plans are managed by Marsh McClennan: Elicia David: elicia.david@marshmma.com Sharp Health Plan (medical): Policy #19915 Kaiser Permanente (medical): Policy #124104 Guardian (dental and vision): Policy #00463465	
403(b) Plan	Worker's compensation plan is managed by March McClennan: Sara Bennett sara.bennett@marshmma.com Berkshire Hathaway, Cynthia Paulsen: cpaulsen@bhhc.com Plan assets are held by The Standard, Julio Rivera: julio.rivera@standard.com GRP Financial, Plan Advisors, Jason Jeskey: jason.jeskey@hubinternational.com	
Employee Handbook	Human Resources Dept. Lisa Bridges, Associate VP for People and Workplace Culture: lbridges@saysandiego.org	Also accessible on SharePoint.



Emergency Operational Checklist for Emergency CEO Succession

Board

INFORMATION	LOCATION / MAINTAINED BY	NOTES
D&O: Contact information	Acrisure (formerly Michael Ehrenfeld Company) Eric Ehrenfeld: eehrenfeld@acrisure.com	Hold D&O, General Liability, Cyber Liability, Umbrella Policy, Molestation Coverage
Board Roster	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org	Also posted on the private board portal.

Finance & Fund Raising

INFORMATION	LOCATION / MAINTAINED BY	NOTES
Financials: Budget	Jane Drover, CFO: jane@saysandiego.org	
Financials: Cash Flow	Jane Drover, CFO: jane@saysandiego.org	
Bank information	Torrey Pines Bank Ciro Villa, Senior Director, Relationship Manager: cvilla@torreypinesbank.com	Hold the operating account (checking), line of credit and sweep account (money market)
Investment Account/Reserves information	Wealth Advisors, Callan Capital Ryan Callan: ryan@callancapital.com	Account is held at Charles Schwab
Required Signature Approvals	Jane Drover, CFO: jane@saysandiego.org	Required: • Bank Accounts • Investment Accounts • Checks • Contracts • Claims for Billing



Emergency Operational Checklist for Emergency CEO Succession

INFORMATION	LOCATION / MAINTAINED BY	NOTES
Financial policies (signing, reserves, separation of duties, etc.)	Jane Drover, CFO: jane@saysandiego.org	
Government Reporting / Filing (Key Dates)	Jane Drover, CFO: jane@saysandiego.org • 1099s processed internally, mailed and e-filed by 1/31 annually • IRS Form 990, CA FTB Form 199 and CA Attorney General Form RRF-1, prepared by independent audit firm and filed by 5/15 annually • CA Secretary of State Statement of Information, due 8/31 in years ending in odd numbers • City of San Diego, Business Tax, due 5/1 annually • County of San Diego, Property Tax Exemptions, due 2/28 annually • County of San Diego, Fictitious Business Name, current expiration date 11/28/2028	Audit and Tax preparation: Aldrich Advisors Bobby LaCour: rlacour@aldrichadvisors.com
Funder/Grant Reporting (Rolling Dates)	Branka Duknic, Director, Grants Management: Branka.duknic@saysandiego.org	Branka reports to Mary, below
Funding events/Funding Strategy	Mary Baum, Associate VP, Philanthropy: mbaum@saysandiego.org	Mary reports to Joe Buehrle, VP Strategy and Development. jbuehrle@saysandiego.org

Emergency Operational Checklist for Emergency CEO Succession

Information Technology

INFORMATION	LOCATION / MAINTAINED BY	NOTES
Network Administrator	Ben Mortensen, IT Director: bmortensen@saysandiego.org Our domain name is registered with Network Solutions. The domain renews in December each year.	Ben reports to Jane the CFO: Jane@saysandiego.org
Web hosting: Vendor and contract	Joe Buehrle, VP, Strategy and Development: jbuehrle@saysandiego.org Website host: GoDaddy, renews annually in April. We pay monthly.	
Email hosting: Vendor and contract	Ben Mortensen, IT Director: bmortensen@saysandiego.org	Hosted by Microsoft
Cloud software (e.g. Office 365, Dropbox, SharePoint, etc.)	Ben Mortensen, IT Director: bmortensen@saysandiego.org	Hosted by Microsoft

Facilities

INFORMATION	LOCATION/MANAGEMENT	PASSWORD #
Buildings: Management	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org Viewridge: DJR Myrose Owner, Linda Paine, Sylmar Property Management Mid-City: San Diego State University Research Foundation (SDSURF) Military FRC: Lincoln Military Housing Office Dingeman: City of San Diego Property, SAY owns the physical building	
Buildings: Maintenance	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org Viewridge: In House Mid-City FRC: SDSURF	



Emergency Operational Checklist for Emergency CEO Succession

INFORMATION	LOCATION/MANAGEMENT	PASSWORD #
	Military FRC: In House Dingeman: In House	
Contracts/Leases	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org Viewridge: Expires 12/31/2025 Mid-City FRC: Expires 3/31/2026 Military FRC: No Expiration Date Dingeman: Expires 6/30 annually	
Outsourced services Equipment Security Storage Trash/Junk Removal Shredding	Allie Lindsley, Senior Manager, Administration: alindsley@saysandiego.org Viewridge Security: Able Patrol & Guard FRC Security: Guard West Security Records Storage: Certified Records Management Viewridge Trash Service: Waste Management Viewridge & FRC Shredding: Green Shredding Viewridge Pest Control: 4-Points Pest Management Viewridge Cleaning Service: Sierra Building Care Dingman Cleaning Service: Queen Cleaning Viewridge Alarm: ADT Dingeman Alarm: Bay Alarm Viewridge HVAC Maintenance: Ontario Refrigeration CBT Offsite Storage: A-1 Self Storage Alvarado Road	