



agency for persons with disabilities
State of Florida

GULF COAST CENTER CLOSURE ACTION PLAN

*Michael S. Mayfield, Center Administrator
Shelly Brantley, APD Director*

OPERATIONAL GOALS

GOAL #1 – OPERATIONS

Organize and implement closure activities according to schedule while keeping residents safe and providing active treatment. Activities will emphasize successful discharge of residents.

GOAL #2 – ADMINISTRATIVE SERVICES

Organize and implement closure activities that will promote successful transition and placement of Gulf Coast Center staff and address budget issues associated with closure.

GOAL #3 – PHYSICAL PLANT

Organize and implement closure activities for transitioning the physical plant of Gulf Coast Center.

GOAL #4 – PLANNING

Organize and implement closure planning activities for Gulf Coast Center.

OPERATIONS GOAL #1

Organize and implement closure activities according to schedule while keeping residents safe and providing active treatment. Activities will emphasize successful discharge of residents.

Champion: David Phelps

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.1: DEVELOP PLAN TO CLOSE 60 BEDS DURING FISCAL YEAR 05/06 AT GULF COAST CENTER

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.1.1	Identify individuals for discharge fiscal year 05/06.	Phelps	7/01/05	10/31/05		
1.1.2	Provide choice education for all residents and families/guardians emphasizing closure.	Community Inclusion Specialists	7/01/05	6/30/06		
1.1.3	Interview families to determine requests for fiscal year 05/06 placements.	Community Inclusion Specialists	8/01/05	10/30/05		
1.1.4	Establishment and oversight by GCC of bi-weekly transition meetings.	Phelps	3/15/05	Ongoing		
1.1.5	Prepare and send Discharge Packages to identified areas for placement.	Community Inclusion Specialists	10/30/05	12/31/05		
1.1.6	Train one GCC staff to prepare cost plans for area review.	Human Services Program Analyst (Area 8)	11/15/05	11/15/05		
1.1.7	Prepare and evaluate cost plans for individuals leaving fiscal year 05/06.	Phelps	12/01/05	3/31/06		
1.1.8	Establish a discharge timetable for consumers based on funding.	Phelps	9/18/05	1/02/06		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.2: DETERMINE AREA NEEDS FOR 05/06 AND ASSIGN RESPONSIBILITY FOR OUT OF STATE RESIDENTS

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.2.1	Prepare interstate compact referrals for residents with family out of state who wish to have their loved one transferred.	Phelps Lavoie	7/01/05	Ongoing		
1.2.2	Assess areas' staffing needs for fiscal year 05/06 until closure.	Area Program Administrators	1/01/05	Ongoing		
1.2.2(a)	Establish area office Transition Teams as needed.	Area Program Administrators	7/15/05	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.3: COMPLY WITH ALL INVOLUNTARY ADMISSION AND APPOINTMENT OF GUARDIANSHIP COURT ORDERS DURING THE CLOSURE PHASE DOWN.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.3.1	Initiate dialogue about transfer process with attorneys for guardian advocates, Probate Division of Lee County Clerk of Court, Office of the Public Defender and the Public Guardianship Programs.	Kaskie	3/15/05	7/01/05		Meetings/conferences held with Public Defender, Lee County Public Guardian Office, Guardian Advocates, Attorney Lisa Spader, Dade County Public Guardian Office and Charlotte County Public Guardian Office.
1.3.2	Educate staff at the Office of the Public Defender and Public Guardianship Programs about the transfer process.	Kaskie	4/01/05	7/01/05		Meetings/conferences with Lee County Clerk of Courts (Probate Division), Public Defender, Judge, and Florida State Guardianship Association.
1.3.3	Develop system with the Office of the Public Defender that defines the notice and documentation required for transfer.	Kaskie	4/01/05	10/01/05	5/19/05	Forms developed.

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.3: COMPLY WITH ALL INVOLUNTARY ADMISSION AND APPOINTMENT OF GUARDIANSHIP COURT ORDERS DURING THE CLOSURE PHASE DOWN.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.3.4	Review Guardianship Court Orders of all residents and make sure they include a provision for the Guardian to have power over the client's abode and habilitation when necessary.	Kaskie	4/01/05	10/01/05		Being reviewed as part of each resident's legal transfer process.
1.3.5	Review Guardianship Court Orders of all residents to remove references of funds being held in Gulf Coast Center Trust Fund Accounts.	Kaskie	4/01/05	10/01/05		Court orders modified as part of each resident's legal transfer process.
1.3.6	Initiate proceedings and obtain court orders to transfer jurisdiction of the involuntary admission court files for out of county transfers.	Kaskie	7/01/05	6/30/10		
1.3.7	Assist Gulf Coast Center staff and Public Guardianship Programs in identifying guardians for residents who are moving out of Lee County.	Kaskie	4/01/05	6/30/10		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.4: DEVELOP PROVIDERS TO MEET THE NEEDS OF THE RESIDENTS OF GULF COAST CENTER.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.4.1	Establish an internal team to train on Medicaid Waiver services.	Area Program Administrators	7/01/05	8/31/05		
1.4.2	Translate current ICF services and supports to Wavier services for individuals projected to leave FY 05/06.	Phelps	5/01/05	6/30/05	6/13/05	Completed
1.4.3	Determine area of choice for discharge for all GCC consumers projected to leave FY 05/06. This will be done during the triage process on a yearly basis.	Lavoie	5/01/05	6/30/05	6/13/05	Completed
1.4.4	Establish forum for sharing ongoing needs and timetable for provider development by area.	Phelps	6/27/05	6/27/05	6/27/05	Completed
1.4.5	Monitor provider development to ensure it meets established timelines.	Area Program Administrators	7/01/05	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.5: MAINTAIN LICENSE AND CERTIFICATION (PROGRAMMATIC).

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.5.1	Meet with representatives from the Tallahassee and Area Offices from the Agency for Health Care Administration (AHCA) to review the phase down/closure plan of Gulf Coast Center.	Central Office Mayfield Phelps Williams	7/01/05	12/01/05		
1.5.2	Develop plan for increased oversight of remaining facilities to ensure compliance with regulations.	Williams Phelps	7/01/05	12/01/05		
1.5.2(a)	Identify qualified staff to interpret regulations to conduct oversight reviews.	Williams	12/02/05	12/30/05		
1.5.2(b)	Identify innovative ways of training staff (video, on-the-job, computer assisted).	Williams	7/01/05	7/31/05		
1.5.2(c)	Review materials for comprehension and sensitivity.	Williams	8/01/05	8/15/05		
1.5.2(d)	Ensure videotapes of AIDS, Fire Safety, Behavior Analysis, Signs and Symptoms, Physical and Nutritional Management, HIPAA, Rights and Abuse, and Psychotropic Medication training are available.	Williams	8/16/05	8/30/05		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.5: MAINTAIN LICENSE AND CERTIFICATION (PROGRAMMATIC).

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.5.2(e)	Ensure implementation of training programs.	Williams	9/01/05	Ongoing		
1.5.2(f)	Monitor training programs.	Williams	9/01/05	Ongoing		
1.5.2(g)	Implement review/monitoring as per schedule.	Williams	9/01/05	Ongoing		
1.5.2(h)	Distribute findings from monitoring.	Williams	9/15/05	Ongoing		
1.5.2(i)	Implement corrective action activities as needed.	Phelps Williams	9/16/05	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.6: COORDINATE REDUCTION OF SERVICES AS THE GULF COAST CENTER PHASES DOWN.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.6.1	Complete needs assessment in terms of discharge plan for FY 05/06, FY 06/07, FY 07/08, FY 08/09 and FY 09/10.	Phelps	1/02/06	4/01/06		
1.6.2	Identify those services that can be provided off site for FY 06/07.	Phelps	1/02/06	4/01/06		
1.6.2(a)	Identify those services that can be provided off site for FY 07/08.	Phelps	1/02/07	4/01/07		
1.6.2(b)	Identify those services that can be provided off site for FY 08/09.	Phelps	1/02/08	4/01/08		
1.6.2(c)	Identify those services that can be provided off site for FY 09/10.	Phelps	1/02/09	4/01/09		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.7: CLOSE AN ADDITIONAL 60 BEDS DURING FISCAL YEAR 06/07.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.7.1	Identify individuals for discharge fiscal year 06/07.	Phelps	7/01/06	10/31/06		
1.7.2	Provide choice education for all residents and families/guardians emphasizing closure.	Community Inclusion Specialists	7/01/06	6/30/07		
1.7.3	Interview families to determine requests for fiscal year 06/07 placements.	Community Inclusion Specialists	8/01/06	10/30/06		
1.7.4	Establishment and oversight by GCC of bi-weekly transition meetings.	Phelps	3/15/06	Ongoing		
1.7.5	Prepare and send Discharge Packages to identified areas for placement.	Community Inclusion Specialists	10/30/06	12/31/06		
1.7.6	Prepare and evaluate cost plans for individuals leaving fiscal year 06/07.	Phelps	12/01/06	3/31/07		
1.7.7	Establish a discharge timetable for consumers based on funding.	Phelps	9/18/06	1/02/07		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.8: CLOSE AN ADDITIONAL 60 BEDS DURING FISCAL YEAR 07/08.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.8.1	Identify individuals for discharge fiscal year 07/08.	Phelps	7/01/07	10/31/07		
1.8.2	Provide choice education for all residents and families/guardians emphasizing closure.	Community Inclusion Specialists	7/01/07	6/30/08		
1.8.3	Interview families to determine requests for fiscal year 07/08 placements.	Community Inclusion Specialists	8/01/07	10/30/07		
1.8.4	Establishment and oversight by GCC of bi-weekly transition meetings.	Phelps	3/15/07	Ongoing		
1.8.5	Prepare and send Discharge Packages to identified areas for placement.	Community Inclusion Specialists	10/30/07	12/31/07		
1.8.6	Prepare and evaluate cost plans for individuals leaving fiscal year 07/08.	Phelps	12/01/07	3/31/08		
1.8.7	Establish a discharge timetable for consumers based on funding.	Phelps	9/18/07	1/02/08		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.9: CLOSE AN ADDITIONAL 60 BEDS DURING FISCAL YEAR 08/09.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.9.1	Identify individuals for discharge fiscal year 08/09.	Phelps	7/01/08	10/31/08		
1.9.2	Provide choice education for all residents and families/guardians emphasizing closure.	Community Inclusion Specialists	7/01/08	6/30/09		
1.9.3	Interview families to determine requests for fiscal year 08/09 placements.	Community Inclusion Specialists	8/01/08	10/30/08		
1.9.4	Establishment and oversight by GCC of bi-weekly transition meetings.	Phelps	3/15/08	Ongoing		
1.9.5	Prepare and send Discharge Packages to identified areas for placement.	Community Inclusion Specialists	10/30/08	12/31/08		
1.9.6	Prepare and evaluate cost plans for individuals leaving fiscal year 08/09.	Phelps	12/01/08	3/31/09		
1.9.7	Establish a discharge timetable for consumers based on funding.	Phelps	9/18/08	1/02/09		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

1.10: CLOSE AN ADDITIONAL 45 BEDS DURING FISCAL YEAR 09/10.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
1.10.1	Identify individuals for discharge fiscal year 09/10.	Phelps	7/01/09	10/31/09		
1.10.2	Provide choice education for all residents and families/guardians emphasizing closure.	Community Inclusion Specialists	7/01/09	6/30/10		
1.10.3	Interview families to determine requests for fiscal year 09/10 placements.	Community Inclusion Specialists	8/01/09	10/30/09		
1.10.4	Establishment and oversight by GCC of bi-weekly transition meetings.	Phelps	3/15/09	Ongoing		
1.10.5	Prepare and send Discharge Packages to identified areas for placement.	Community Inclusion Specialists	10/30/09	12/31/09		
1.10.6	Prepare and evaluate cost plans for individuals leaving fiscal year 09/10.	Phelps	12/01/09	3/31/10		
1.10.7	Establish a discharge timetable for consumers based on funding.	Phelps	9/18/09	1/02/10		

Administrative Services

Goal #2

Organize and implement closure activities that will promote successful transition and placement of GCC staff and address budget issues associated with closure.

Champions: Sue Holland & Larry Ragsdell

**GULF COAST CENTER
CLOSURE ACTION PLAN**

2.1: DEVELOP STRATEGY TO MINIMIZE LAYOFFS WHILE MAINTAINING ADEQUATE STAFFING LEVELS

Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.1.1	Maintain vacancies by hiring OPS employees upon attrition as needed for FY 06/07.	Ragsdell	7/01/06	6/30/07	
2.1.1(a)	Maintain vacancies where possible. Consider filling with OPS or overlaps if not part of continuing residual workforce.	Ragsdell	7/01/07	6/30/08	
2.1.2	Create biweekly internal reports to project anticipated vacancies due to retirement or other known reasons.	Ragsdell	4/01/06	Ongoing	
2.1.2(a)	Monitor internal reports data.	Ragsdell	4/01/06	Ongoing	
2.1.2(b)	Project anticipated vacancies.	Ragsdell	4/01/06	Ongoing	
2.1.3	Review feasibility of alternative service delivery, i.e., outsourcing, in certain areas.	Holland	10/01/05	12/01/05	
2.1.3(a)	Provide alternative service delivery, as applicable.	GCC EMT	7/01/06	Ongoing	
2.1.4	Review feasibility of collocating or relocating areas/departments and consolidate service delivery.	GCC EMT	10/01/06	6/30/09	
2.1.5	Provide notice to employees on Workers Compensation who have reached maximum medical improvement and are unable to return to regular duties.	Ragsdell Cockrill	7/01/05	Ongoing	

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.1: DEVELOP STRATEGY TO MINIMIZE LAYOFFS WHILE MAINTAINING ADEQUATE STAFFING LEVELS

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.1.5(a)	Initiate job transition assistance.	Ragsdell	7/01/06	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.2: IMPLEMENT AGENCY WORKFORCE TRANSITION PLAN

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.2.1	Develop projection of position reductions for phase down/closure as related to resident census.	Holland Mayfield	2/01/06	6/01/06		
2.2.2	Develop and implement Comparative Merit by Class for FY 06/07	GCC EMT	6/30/06	6/01/07		
2.2.2(a)	Develop and implement Comparative Merit by Class for FY 07/08	GCC EMT	6/30/07	6/01/08		
2.2.2(b)	Develop and implement Comparative Merit by Class for FY 08/09	GCC EMT	6/30/08	6/01/09		
2.2.2(c)	Develop and implement Comparative Merit by Class for FY 09/10	GCC EMT	6/30/09	6/01/10		
2.2.3	Maintain ongoing contact with local employers, the Agency for Workforce Innovation Representatives, other State Agencies, etc.	Ragsdell	7/01/05	Ongoing		
2.2.4	Provide assistance with Application/Resume updates/education vouchers.	Ragsdell	1/01/07	1/01/10		
2.2.5	Enter information into statewide Workforce Transition Database.	Ragsdell	7/01/06	Ongoing		
2.2.6	Notice affected employees of layoff.	Ragsdell	7/01/06	6/15/10		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.3: ASSIST STAFF IN OBTAINING OTHER EMPLOYMENT						
Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.3.1	Identify Preliminary Workforce Transition Representatives.	Ragsdell	3/01/06	4/30/06		
2.3.2	Develop and implement Training/Orientation Module for representatives.	Ragsdell	5/01/06	5/15/06		
2.3.3	Assign affected individuals to teams.	Ragsdell	6/01/06	Ongoing		
2.3.4	Utilize information from action step 2.2.2 to assist staff in finding other job opportunities utilizing the Department of Management Services Employee Transition Plan.	Ragsdell	6/01/07	Ongoing		
2.3.4(a)	Utilize information from action step 2.2.2(a) to assist staff in finding other job opportunities utilizing the Department of Management Services Employee Transition Plan.	Ragsdell	6/01/08	Ongoing		
2.3.4(b)	Utilize information from action step 2.2.2(b) to assist staff in finding other job opportunities utilizing the Department of Management Services Employee Transition Plan.	Ragsdell	6/01/09	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.3: ASSIST STAFF IN OBTAINING OTHER EMPLOYMENT

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.3.4(c)	Utilize information from action step 2.2.2(c) to assist staff in finding other job opportunities utilizing the Department of Management Services Employee Transition Plan.	Ragsdell	6/01/10	6/30/10		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.4: DEVELOP EMPLOYEE COMMUNICATION PLAN						
Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.4.1	Develop articles for publication in newsletter.	Holland	7/01/06	Ongoing		
2.4.2	Provide employee updates through Town Hall meetings.	Ragsdell	7/01/06	Ongoing		
2.4.3	Solicit participation and assistance of AFSCME and FNA Representatives.	Wilson	7/01/06	10/1/06		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.5: PROVIDE BUDGET PROJECTIONS FOR CLOSURE WORK GROUPS

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.5.1	Develop spreadsheet for all budget categories to project and forecast for FY 05/06.	Holland	7/01/05	7/31/05		
2.5.1(a)	Prepare monthly analyses of actual costs vs. projections in each category for FY 05-06.	Holland	7/31/05	6/30/06		
2.5.1(b)	Submit recommendations to EMT for corrective action on any anticipated budget shortfalls for FY 05/06.	Holland	7/31/05	11/15/05		
2.5.2	Develop spreadsheet for all budget categories to project and forecast for FY 06/07.	Holland	7/01/06	7/31/06		
2.5.2(a)	Prepare monthly analyses of actual costs vs. projections in each category for FY 06/07.	Holland	7/31/06	6/30/07		
2.5.2(b)	Submit recommendations to EMT for corrective action on any anticipated budget shortfalls for FY 06/07.	Holland	7/31/06	11/15/06		
2.5.3	Develop spreadsheet for all budget categories to project and forecast for FY 07/08.	Holland	7/01/07	7/31/07		
2.5.3(a)	Prepare monthly analyses of actual costs vs. projections in each category for FY 07/08.	Holland	7/31/07	6/30/08		
2.5.3(b)	Submit recommendations to EMT for corrective action on any anticipated budget shortfalls for FY 07/08.	Holland	7/31/07	11/15/07		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.5: PROVIDE BUDGET PROJECTIONS FOR CLOSURE WORK GROUPS

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.5.4	Develop spreadsheet for all GCC budget categories to project and forecast for FY 08/09.	Holland	7/01/08	7/31/08		
2.5.4(a)	Prepare monthly analyses of actual costs vs. projections in each category for FY 08/09.	Holland	7/31/08	6/30/09		
2.5.4(b)	Submit recommendations to EMT for corrective action on any anticipated budget shortfalls for FY 08/09.	Holland	7/31/08	11/15/08		
2.5.5	Develop spreadsheet for all GCC budget categories to project and forecast for FY 09/10.	Holland	7/01/09	7/31/09		
2.5.5(a)	Prepare monthly analyses of actual costs vs. projections in each category for FY 09/10.	Holland	7/31/09	6/30/10		
2.5.5(b)	Submit recommendations to EMT for corrective action on any anticipated budget shortfalls for FY 09/10.	Holland	7/31/09	11/15/10		
2.5.6	Identify service areas to outsource in order to maximize approved operating budget for FY 06/07.	Holland	10/01/06	11/15/06		
2.5.6(a)	Identify service areas to outsource in order to maximize approved operating budget for FY 07/08.	Holland	10/01/06	12/31/06		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

2.5: PROVIDE BUDGET PROJECTIONS FOR CLOSURE WORK GROUPS

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
2.5.6(b)	Identify service areas to outsource in order to maximize approved operating budget for FY 08/09	Holland	10/01/06	Ongoing		
2.5.7	Create staffing spreadsheet to monitor budget and position activity.	Holland	5/01/06	5/31/06		
2.5.8	Project associated cost savings to maximize operating budget based upon outsourcing initiatives defined by the EMT.	Holland	7/01/06	Ongoing		

***Physical Plant
Goal #3***

Organize and implement closure activities for transitioning the physical plant of GCC.

CHAMPION: RAYMOND NEWMAN

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.1: TO PROVIDE MAINTENANCE, HOUSEKEEPING AND GENERAL SERVICES ACTIVITIES TO SUPPORT THE SCHEDULED CLOSURE OF IDENTIFIED BUILDINGS FOR FY 07/08.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.1.1	Obtain building closing schedule from the Operations Work Group.	Newman	12/30/06	1/14/07		
3.1.2	Develop a comprehensive plan for residential movement resulting from building closures.	Anderson	4/01/07	6/30/07		
3.1.3	Ensure all residential property has been removed once the building has been closed.	Anderson	7/01/07	6/30/08		
3.1.4	Perform final housekeeping functions to ensure the building is clean and sanitized.	Anderson Mendez	7/01/07	6/30/08		
3.1.5	Inventory state property in vacant buildings (i.e., washers, dryers, microwave ovens, refrigerators, dishwashers, chairs, beds) and evaluate their condition.	Elyard	7/01/07	6/30/08		
3.1.6	Allocate state equipment if needed in other areas throughout the Center.	Elyard	10/01/07	10/01/08		
3.1.7	Develop a program to monitor supply orders on buildings that are scheduled to be closed.	Elyard	7/01/07	7/30/07		
3.1.7(a)	Implement a program to monitor supply orders on buildings that are scheduled to be closed.	Elyard	8/01/07	6/30/08		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.1: TO PROVIDE MAINTENANCE, HOUSEKEEPING AND GENERAL SERVICES ACTIVITIES TO SUPPORT THE SCHEDULED CLOSURE OF IDENTIFIED BUILDINGS FOR FY 07/08.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.1.8	Ensure that all surplus supplies are returned to the central inventory.	Elyard	7/01/07	6/30/08		
3.1.9	Ensure that all mechanical, electrical and telephonic devices, when feasible, are deactivated in the vacant buildings.	Anderson	10/01/07	6/30/08		
3.1.10	Conduct monthly checks of vacant buildings to ensure structural integrity.	Anderson	10/01/07	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.2: TO PROVIDE MAINTENANCE, HOUSEKEEPING AND GENERAL SERVICES ACTIVITIES TO SUPPORT THE SCHEDULED CLOSURE OF IDENTIFIED BUILDINGS FOR FY 08/09.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.2.1	Obtain closing schedule from the Operations Work Group.	Newman	12/30/07	1/14/08		
3.2.2	Ensure all residential property has been removed once the building has been closed.	Anderson	7/01/08	6/30/09		
3.2.3	Perform final housekeeping functions to ensure the building is clean and sanitized.	Anderson Mendez	7/01/08	6/30/09		
3.2.4	Inventory state property in vacant buildings (i.e., washers, dryers, microwave ovens, refrigerators, dishwashers, chairs, beds) and evaluate their condition.	Elyard	7/01/08	6/30/09		
3.2.5	Allocate state equipment if needed in other areas throughout the Center.	Elyard	10/01/08	10/01/09		
3.2.6	Develop a program to monitor supply orders on buildings that are scheduled to be closed.	Elyard	7/01/08	7/30/08		
3.2.6(a)	Implement a program to monitor supply orders on buildings that are scheduled to be closed.	Elyard	8/01/08	6/30/09		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.2: TO PROVIDE MAINTENANCE, HOUSEKEEPING AND GENERAL SERVICES ACTIVITIES TO SUPPORT THE SCHEDULED CLOSURE OF IDENTIFIED BUILDINGS FOR FY 2008-09.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.2.7	Ensure that all surplus supplies are returned to the central inventory.	Elyard	7/01/08	6/30/09		
3.2.8	Ensure that all mechanical, electrical and telephonic devices, when feasible, are deactivated in the vacant buildings.	Anderson	10/01/08	6/30/09		
3.2.9	Conduct monthly checks of vacant buildings to ensure structural integrity.	Anderson	10/01/08	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.3: TO PROVIDE MAINTENANCE, HOUSEKEEPING AND GENERAL SERVICES ACTIVITIES TO SUPPORT THE SCHEDULED CLOSURE OF IDENTIFIED BUILDINGS FOR FY 09/10.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.3.1	Obtain closing schedule from the Operations Work Group.	Newman	12/30/08	1/14/09		
3.3.2	Ensure all residential property has been removed once the building has been closed.	Anderson	7/01/09	6/30/10		
3.3.3	Perform final housekeeping functions to ensure the building is clean and sanitized.	Anderson	7/01/09	6/30/10		
3.3.4	Inventory state property in vacant buildings (i.e., washers, dryers, microwave ovens, refrigerators, dishwashers, chairs, beds) and evaluate their condition.	Elyard	7/01/09	6/30/10		
3.3.5	Allocate state equipment if needed in other areas throughout the Center.	Elyard	10/01/09	6/30/10		
3.3.6	Ensure that all surplus supplies are returned to the central inventory.	Elyard	7/01/09	6/30/10		
3.3.7	Ensure that all mechanical, electrical and telephonic devices, when feasible, are deactivated in the vacant buildings.	Anderson	10/01/09	6/30/10		
3.3.8	Conduct monthly checks of vacant buildings to ensure structural integrity.	Anderson	10/01/09	6/30/10		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.4: DETERMINE THE USE OF VACANT BUILDINGS DURING THE PHASEDOWN.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.4.1	Prepare a decision memo to address the short and long term use of the GCC buildings and grounds.	LaTourelle Nelson	7/01/05	10/01/05		
3.4.2	Develop an action plan based on the decision made in 3.4.1.	LaTourelle	1/01/06	Ongoing		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.5: MAINTAIN LICENSE AND CERTIFICATION (PHYSICAL PLANT).

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.5.1	Develop preventive maintenance protocol to ensure compliance with regulations and codes.	Anderson	1/01/05	1/01/05	1/01/05	Completed
3.5.2	Develop implementation schedule for ensuring compliance with physical plant and life safety regulations.	Newman Anderson	1/01/05	1/01/05	1/01/05	Completed
3.5.3	Implement monitoring schedule for physical plant/life safety.	Newman Anderson	7/01/05	6/30/10		
3.5.4	Distribute findings from monitoring physical plant/life safety.	Newman Anderson	7/01/05	6/30/10		
3.5.5	Implement corrective action as needed.	Newman Anderson	7/01/05	6/30/10		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

3.6: FINAL FACILITY CLOSEOUT ISSUES (PHYSICAL PLANT).

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
3.6.1	Inventory state vehicles and evaluate their condition and coordinate their redistribution to other entities.	Elyard	1/01/09	7/31/10		
3.6.2	Ensure that all telephone and mobile telephone services are terminated.	Newman	7/01/08	12/31/10		
3.6.3	Ensure that all data services (T1 line) is terminated.	Newman	12/31/10	12/31/10		
3.6.4	Ensure that all P-Cards or other charge accounts are inventoried, turned in and terminated as appropriate.	Holland	7/01/05	12/31/10		
3.6.5	Ensure that all ID Cards, Car Passes and Decals are returned or accounted for.	Dauphin	7/01/05	12/31/10		
3.6.6	Ensure that all postal services are discontinued and that all mail is forwarded to the appropriate agency or party.	Holland	12/01/10	12/31/10		
3.6.7	Ensure that all fiscal, administrative and resident records are archived in accordance with the applicable operating procedure.	Elyard	7/01/10	9/30/10		

PLANNING
GOAL #4

Organize and implement closure
planning activities for GCC.

CHAMPION: GERI WILLIAMS

***GULF COAST CENTER
CLOSURE ACTION PLAN***

4.1: PROVIDE TECHNICAL ADVISORY ASSISTANCE FOR CLOSURE WORK GROUPS.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.1.1	Set up GCC LAN site specifically for closure.	Kirgan	12/01/05	3/01/06		
4.1.2	Obtain list of Work Group and Sub-Work Group members, identifying Team Leaders.	Williams	1/24/05	2/01/05	2/01/05	Completed
4.1.3	Set up meeting with all participants to provide overall purpose of the Work Groups.	Mayfield	2/01/05	2/01/05	2/01/05	Completed
4.1.4	Record engagement in weekly champion updates to Tallahassee.	Millican	3/14/05	Ongoing		
4.1.5	Collect Work Groups initial draft Action Plans.	Williams	2/15/05	4/22/05	4/15/05	Completed
4.1.5(a)	Review Work Groups Action Plans.	Mayfield Williams	4/22/05	4/26/05	4/26/05	Revised
4.1.5(b)	Revise Action Plans.	Williams	4/26/05	4/27/05		Ongoing
4.1.6	Coordinate creation of one initial master draft Action Plan for GCC.	Williams Kirgan	4/27/05	4/27/05	4/26/05	Completed
4.1.7	Revise draft Action Plan and submit to Center Administrator.	Williams	4/27/05	4/27/05	4/27/05	Completed
4.1.7(a)	Submit initial draft Action Plan to APD for review.	Mayfield	4/28/05	4/28/05	4/27/05	Completed
4.1.7(b)	Finalize initial draft from feedback received from APD.	Mayfield	6/20/05	6/20/05		
4.1.8	Resubmit draft Action Plan for final APD review.	Mayfield	6/21/05	6/21/05		
4.1.9	Approve final Action Plan.	APD	4/30/05	6/28/05		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

4.1: PROVIDE TECHNICAL ADVISORY ASSISTANCE FOR CLOSURE WORK GROUPS.

	Action Step	Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.1.10	Publish Final Action Plan.	Williams Kirgan	7/01//05	7/08/05		
4.1.11	Assist Work Groups in establishing performance indicators.	Holland Cockrill Asimakopoulos	7/08/05	8/30/05		
4.1.12	Monitor Work Groups' performance.	Williams	7/01/05	Ongoing		
4.1.12(a)	Meet and provide feedback to Champions weekly to ensure updates are posted, progress is on schedule, etc.	Williams	7/01/05	Ongoing		

GULF COAST CENTER CLOSURE ACTION PLAN

4.2: DEVELOP AND IMPLEMENT REPORTING AND MONITORING SYSTEM(S).

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.2.1	Review G. Pierce Wood and Community of Landmark monitoring tools.	Williams	12/11/04	12/15/04	12/15/04	Completed
4.2.2	Design format for internal reporting and monitoring system.	Williams	8/15/05	10/17/05		
4.2.2(a)	Approve monitoring system.	EMT Work Group	10/31/05	10/31/05		
4.2.3	Train staff how to use system.	Williams	11/01/05	11/15/05		
4.2.4	Implement system.	Williams	12/01/05	1/01/06		
4.2.5	Monitor system, provide feedback, and report to internal stakeholders.	Williams Kirgan	1/01/06	Ongoing		
4.2.6	Adopt COL design format for external reporting and monitoring.	Williams Kirgan	10/01/05	10/15/05		
4.2.6(a)	Develop content for web site.	Williams Kirgan	12/01/05	12/01/05		
4.2.6(b)	Create intranet web site.	Kirgan	12/01/05	12/15/05		
4.2.6(c)	Design site.	Kirgan	12/16/05	1/01/06		
4.2.6(d)	Submit request for approval to GCC EMT, Center Administrator, and APD management to place site on Intranet.	Kirgan	1/02/06	1/05/06		
4.2.7	Establish and maintain independent Intranet web site.	Kirgan	1/06/06	Ongoing		
4.2.7(a)	Approve Intranet site.	EMT APD	1/06/06	1/31/06		
4.2.7(b)	Test site.	Kirgan	2/01/06	2/24/06		

***GULF COAST CENTER
CLOSURE ACTION PLAN***

4.2: DEVELOP AND IMPLEMENT REPORTING AND MONITORING SYSTEM(S).

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.2.7(c)	Publish site.	Kirgan	2/25/06	3/15/06		
4.2.7(d)	Update site monthly.	Kirgan	4/1/06	Ongoing		
4.2.8	Develop a monthly status report that will be distributed to APD every month.	Williams	3/15/06	4/07/06		
4.2.8(a)	Submit monthly report through EMT to APD Senior Management.	Williams	4/01/06	Ongoing		
4.2.9	Monitor system, provide feedback, and report to internal and external stakeholders.	Williams	4/01/06	Ongoing		
4.2.9(a)	Monitor system and provide monthly feedback.	Williams	4/01/06	Ongoing		

GULF COAST CENTER CLOSURE ACTION PLAN

4.3: DEVELOP AND IMPLEMENT COMMUNICATION PLAN.

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.3.1	Draft State Communication Plan.	Howell	7/01/05	10/01/05		
4.3.1(a)	Submit draft State Communication Plan to the Central Office.	Howell	10/01/05	10/01/05		
4.3.1(b)	Finalize Communication Plan.	Howell	10/01/05	10/08/05		
4.3.1(c)	Approve final Communication Plan.	Brantley	10/08/05	11/08/05		
4.3.2	Produce information kit.	LaTourelle	7/01/05	8/01/05		
4.3.3	Draft/send letter to send to stakeholders announcing closure.	LaTourelle	7/01/05	8/01/05		
4.3.3(a)	Mail letters to stakeholders.	Millican	8/01/05	8/10/05		
4.3.4	Host initial town hall meeting to publicize closure of GCC.	Mayfield	12/04/04	12/04/04	12/04/04	Completed
4.3.5	Develop and maintain spreadsheet of RSVPs, attendance at Town Hall Meetings.	Millican	12/04/04	12/04/04	1/10/05	Completed
4.3.6	Develop draft Communication plan, which will include quarterly newsletters, memos, flyers, Town Hall Meetings, Bridges to Opportunity Meetings, web site, hotline, and feedback mechanism.	Williams Phelps	7/01/05	10/01/05		
4.3.7	Establish and dedicate a telephone line to be used as a hotline for comments, complaints, feedback, etc.	Mayfield	10/01/04	12/04/04	10/01/04	Completed

***GULF COAST CENTER
CLOSURE ACTION PLAN***

4.3: DEVELOP AND IMPLEMENT COMMUNICATION PLAN.

Action Step		Lead Person	Implementation Date	Target Completion Date	Completion Date	Status
4.3.8	Develop newsletter format.	Kirgan Holland	7/01/05	10/01/05		
4.3.8(a)	Publish newsletter, determine performance indicators and post status on web site.	Kirgan	12/01/05	1/03/06		
4.3.9	Present Communication Plan to the Executive Management Team/Executive Council and other recipients.	Williams	10/12/05	10/12/05		
4.3.9(a)	Implement Communication Plan.	Williams	10/12/05	Ongoing		