

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, Aug 22, 2022
10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:00 a.m., Monday, August 22, 2022, by Chair Kopitzke. In attendance from member counties were:

Big Stone: Commissioner Backer (virtual attendance, non-voting)
Cottonwood: Commissioner Appel
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Nissen
Lincoln: absent
Lyon: Commissioner Sanow
Mahnommen: Commissioner Ahmann
Marshall: Commissioner Miller
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz
Norman: absent
Pipestone: Hollingsworth
Pope: Commissioner Lindor
Redwood: Commissioner Wakefield
Renville: Commissioner Fox
Steele: absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Salberg
Wadena: Commissioner Weyer
Wilkin: Commissioner Folstad
Yellow Medicine: Ron Antony

Commissioner Nissen moved to approve the agenda with additions of TNT info in the Director's update and moving of the auditor presentation to the beginning of the financial update. Commissioner Fox seconded the motion and all members voted aye, motion carried.

Commissioner Hollingsworth moved to approve minutes of the July 25, 2022 meeting. Commissioner Meyer seconded the motion and all members voted aye, motion carried.

The Auditor team from Baker Tilly were present via zoom to review audit findings. Commissioner Metz moved to approve the 2021 Financial Audit. Commissioner Weyer seconded the motion and all members voted aye, motion carried. Commissioner Kopitzke extends a thank you to all Stevens County and CPT staff who helped with the audit.

Mike Koehler presented and reviewed the Financial Report. Commissioner Johnson moved to approve the July 2022 Financial Report. Commissioner Nissen seconded the motion and all members voted aye, motion carried.

Warrants were presented. Commissioner Salberg moved to approve warrants from July 21, 2022 through August 11, 2022. Commissioner Meyer seconded and all members voted aye, motion carried.

Mike Koehler gave the Development Director's Update. Samantha Deseth has resigned her position in Financial Technical Support. The Tax Support Specialist position has been filled with the new employee beginning September 6, 2022. 296 hours were completed on the tax rewrite this past month with additional hours spent on rework items. Some counties are testing the CAMA portion of the tax rewrite and the public facing side is ready for testing by counties as well. The Program Temporary Interface (PTFs) upgrade will be completed the weekend of August 27. The Mid-state group has decided on a solution for TNT reporting brought on by a statute change and will be put in place.

Joel Flaten provided the Executive Director's Update. He is excited to be working with the great staff at CPT and is working to get to know them. His focus at this time will be on taking the administrative items from Mike and working on employee reviews. Work has begun on the 2023 preliminary budget.

Chair Kopitzke gave the Executive Committee Update. Buttweiler's Do-All has assessed the roof of the Morris Electronics building. It is made of corrugated metal with a tar over coat. They provided an estimated cost to replace (amount needs to be confirmed) and/or if proper maintenance is performed the remaining life on the roof is approximately 10 years. Discussion followed. Commissioner Antony moved to proceed with the current committee to proceed with negotiating the purchase of the building. Commissioner Sanow seconded the motion and all members voted aye, motion carried.

There was some discussion on this the current schedule for the Joint Powers Board meetings of monthly. At this time the schedule will remain in place with the issue being revisited sometime in the new year.

Commissioner Backer stated there are no updates from the Personnel Committee. Commissioner Johnson moved to accept Ms. Deseth's resignation with thanks. Commissioner Neumann seconded the motion and all members voted aye, motion carried. Commissioner Nissen moved to backfill the Financial Technical Support position. Commissioner Lindor seconded the motion and all members voted aye, motion carried.

There are no updates from the Software Administration Committee.

The next meeting of the board will be September 26 at 10:00 a.m.

Hearing no further business Chair Kopitzke called for adjournment at 11:12 a.m.

Chair – Bob Kopitzke