

**COUNTIES PROVIDING TECHNOLOGY  
EXECUTIVE BOARD  
Monday, October 23, 2023  
9:00 a.m.**

Members Present: Chair Kopitzke, Stevens; Vice Chair Paul Johnson, Meeker; Commissioner Hollingsworth, Pipestone; Commissioner Lindor, Pope; Commissioner Kramer, Renville; Commissioner Antony, Yellow Medicine; joining midway through Commissioner Drietz, Lincoln.

Also in attendance Vicki Knobloch-Kletscher, Mike Koehler, Gwen Gillespie, Heidi Roiland.

Additional items to the agenda, 1-week vacation bank for two new employees, discussion of job descriptions, discussion on the new ESST law. Motion by Commissioner Paul Johnson to approve the agenda as amended, seconded by Commissioner Antony; A roll call was taken and all members voted aye, motion carried.

Minutes of September 25, 2023 JPB Meeting were reviewed. Motion by Commissioner Holmen to approve the minutes with a request to edit the large paragraph into bullet points, seconded by Commissioner Lindor; A roll call was taken and all members voted aye, motion carried.

The Financials were presented by Mike Koehler. Motion by commissioner Paul Johnson to approve the September financials as presented, seconded by Commissioner Holmen. A roll call was taken and all members voted aye, motion carried.

The warrants for September 21 through October 12, 2023 were presented for review. Motion by Commissioner Kramer, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried.

An update was provided by the Personnel committee. Motion by Commissioner Holmen to approve the hiring of Julie Bruns and Susie Hanson as Technical Support Specialist's at Grade 5 Step 8, with 37.5 hours of vacation bank and placed on the vacation accrual with 5 years' service, with full board ratification to take place at the next full board meeting, seconded by Commissioner Lindor. A roll call was taken, motion carried with one commissioner voting nay.

Gwen Gillespie has been moved to the Develop Director position. Job descriptions are being reviewed.

Discussion on the recommendation from the budget committee for a 3% COLA, an increase in the employee contribution to \$950 as well an approximate 5% increase in health insurance premiums. The discussion is to come before the full board at the November meeting.

An update was given on the number of ND counties to be retained by CPT, an update from the building committee and the proposed budget. The budget will be presented to the full board in November for approval.

Guidance has been received from Ann Goering regarding the CPT contracts. This information has been forwarded to the Redwood County Attorney. Additional conversations need to happen.

The software committee update was provided by Vicki Knobloch-Kletscher. CPT employees Erica Swenson, Heidi Roiland, Mike Koehler and Gwen Gillespie will be holding a zoom meeting, Monday, October 30, with user counties on the new ESST Law.

An additional discussion item to go before the full board is the opportunity for CPT to be a premier partner member of the Association of Minnesota Counties (AMC).

The annual meeting of the CPT Joint Powers Board will be held January 22, 2024, with a meal served that will include the full staff.

Meeting adjourned at 10:08 a.m.

Respectfully submitted,

---

Robert Kopitzke, Chair

---

Mike Koehler, Executive Director