
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

**Monday, March 27, 2023
10:00 a.m.
Old No. 1 Southside, Morris**

AGENDA

- 10:00 am Convene
 - Pledge
 - Roll Call
 - Additions to Agenda
 - Approve Agenda
 - Approve Minutes from the 1/23/2022 Meeting

- 10:10 am Financial Reporting – Mike Koehler and Joel Flaten
 - Review of Revenue and Expenditures
 - January and February 2023 Financials for Approval
 - Warrants for Review and Approval
 - Monthly Deposit Reports

- 10:20 am Executive Director Update – Joel Flaten
 - Executive Director Report
 - Tax Rewrite Update

- 10:35 am Executive Committee Update – Chair Kopitzke
 - Discuss Master Service Agreement
 - Approve Service Contract with Jay Kroona
 - Discuss North Dakota
 - a. Mountrail Update
 - b. Mercer County Quote
 - MCIS Request

- 10:55 am Personnel Committee Update – Larry Lindor
 - Approve Executive Director Position Description Changes
 - Approve Promotion Policy Changes
 - Approve Development Lead Wage Correction
 - Approve Project Manager Position
 - Approve Trisha Bartels as the Project Manager
 - Approve Changes to Telecommuter Policy

-
- 11:10 am Software Committee Update – Janel Timm
 - Cash Drawer Update
 - 11:20 am Other Business –
 - 11:25 am Upcoming Meetings:
 - May 22nd, 2023 at 10:00 am; The Old No. 1 – Southside, Morris

Zoom Attendance

Note: *If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is not open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons during a health pandemic or other emergency.*

- 11:25 am Adjourn

Regular Meeting Location:

The Old Number One, Southside, Morris, MN

Commissioner Virtual Attendance Locations:

Commissioner Abbe: Steele County Board Room, 630 Florence Ave., Owatonna, MN

Join Zoom Meeting:

<https://us02web.zoom.us/j/88491051536?pwd=TUovWHJmUkE1dGJWWHBtdUdJb2Vrdz09>

Meeting ID: 884 9105 1536

Passcode: 877913

Dial by your location +1 312 626 6799 US (Chicago)

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, January 23, 2023
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, January 23, 2023, by Vice Chair Johnson. In attendance from member counties were:

Big Stone: Commissioner Athey (virtual attendance, voting)
Cottonwood: Commissioner Holmen
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Gardner
Lincoln: Commissioner Drietz
Lyon: Commissioner Andries
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Bring
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz (virtual attendance, voting)
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth
Pope: Commissioner Lindor
Redwood: Absent
Renville: Commissioner Kramer
Steele: Commissioner Abbe (virtual attendance, non-voting)
Stevens: Commissioner Kopitzke (virtual attendance, non-voting)
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson
Wadena: Commissioner Weyer
Wilkin: Commissioner Larson
Yellow Medicine: Absent

Others present: Joel Flaten, Mike Koehler, Heidi Roiland, Vicki Doehling, Commissioner Anderson – Alternate Cottonwood, and Commissioner Hamre – Alternate Renville

Commissioner Drietz moved to approve the agenda, seconded by Commissioner Weyer. A roll call was taken and all members voted aye, motion carried.

Commissioner Lindor moved to approve minutes for the November 28, 2022 meeting, seconded by Commissioner Meyer. A roll call was taken and all members voted aye, motion carried.

Commissioner Paul Johnson opened the floor for nominations for the Chair position. Motion by Commissioner Lindor to nominate Commissioner Kopitzke, seconded by Commissioner Gardner. Commissioner Paul Johnson opened the floor for additional nominations, hearing none the vote went to unanimous consent. A roll call was taken and all members voted aye, motion carried.

Commissioner Meyer opened the floor for nominations for the Vice Chair position. Motion by Commissioner Weyer to nominate Commissioner Paul Johnson, seconded by Commissioner Hollingsworth. Commissioner Meyer opened the floor for additional nominations, hearing none the vote went to unanimous consent. A roll call was taken and all members voted aye, motion carried.

2023 Committee appointments are as follows:

- Executive Committee – Chair Kopitzke (Stevens), Vice Chair Paul Johnson (Meeker), Commissioner Anthony (Yellow Medicine), Commissioner Hollingsworth (Pipestone), Commissioner Holmen (Cottonwood), Commissioner Kramer (Renville), Personnel Committee Chair, and Vicki Knobloch Kletscher (Redwood Administrator)
- Personnel Committee – Vice Chair Paul Johnson (Meeker), Commissioner Drietz (Lincoln), Commissioner Ahmann (Mahnommen), Commissioner Lindor (Pope), Commissioner Troy Johnson (Grant)
- Software Committee – Janel Timm, Vicki Knobloch Kletscher, Andrew Letson, Michelle Knutson
 - IT Advisors – Chris Pelzer, Vicky Townsend
- Building Committee – Chair Kopitzke (Stevens), Commissioner Meyer (Douglas), Commissioner Troy Johnson (Grant)
- Strategic Planning – Chair Kopitzke (Stevens), Open Position, Janel Timm, Vicki Knobloch Kletscher, Andrew Letson, Michelle Knutson

Joel Flaten and Mike Koehler presented the Financial Reports. Commissioner Bring moved to approve the November and December 2022 Financial Reports, seconded by Commissioner Lindor. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Ahmann moved to approve the warrant registers from November 11, 2022 through January 12, 2022, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried. Joel Flaten reviewed investments. Mike Koehler reviewed the joint server project with Morris Electronics. Joel Flaten reviewed the 2023 Hartford insurance rates. .

Joel Flaten provided the Executive Director's Update. Mike Koehler gave the tax rewrite update. The new Website was presented to board.

Vice Chair Paul Johnson gave the Executive Committee updates. The Building Settlement Statement was reviewed by the board. The final cost for the building with closing costs was \$251,021. The Property Tax Exemption Letter was reviewed and sent around for the commissioner signatures for those present. CPT needs every county to sign a letter so CPT can be exempt from property taxes in 2024.

Motion by Commissioner Lindor to approve the mileage reimbursement at the IRS rate, seconded by Commissioner Bring. A roll call was taken and all members voted aye, motion carried.

Motion by Commissioner Troy Johnson to authorize the Executive Committee to enter into contract and purchase agreements up to \$20,000 and authorize CPT to enter into contracts, purchase agreements and pay bills up to \$10,000, seconded by Commissioner Neumann. A roll call was taken and all members voted aye, motion carried.

Motion by Commissioner Hollingsworth to approve the \$35,124 CPS Technology Solutions quote for 2023 IBM Hardware and SWMA, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried.

Joel Flaten reviewed the security assessment proposals from BakerTilly and CliftonLarsonAllen. Motion by Commissioner Drietz to approve the CliftonLarsonAllen quote for the security assessment in 2023, seconded by Commissioner Bring. A roll call was taken and all members voted aye, motion carried.

Motion by Commissioner Hollingsworth to approve Heidi Roiland to receive 37.5 hours of comp time, seconded by Commissioner Gardner. A roll call was taken and all members voted aye, motion carried.

Motion by Commissioner Holmen to approve the 2023 JPB Meeting schedule, seconded by Commissioner Olson. A roll call was taken and all members voted aye, motion carried.

There was no Personnel Committee Meeting since November 2022. There will be one scheduled in February 2023.

Janel Timm and Joel Flaten presented the Software Committee updates. The Strategic Plan for 2023-24 was also reviewed.

The next meeting will be March 27th, 2023 at 10:00 a.m. Hearing no further business Vice Chair Paul Johnson called for adjournment at 11:19 a.m.

Chair – Bob Kopitzke

Clerk – Joel Flaten

DRAFT

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 01/2023

66 FUND Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	Percent of Year <u>Budget</u>	8% <u>% of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	184,483.00-	184,483.00-	2,137,740.00-	9
66-003-000-0000-5502	Hosting Fees - MN	17,250.00-	17,250.00-	217,800.00-	8
66-003-000-0000-5512	Charges For Services - ND	20,535.00-	20,535.00-	203,040.00-	10
66-003-000-0000-5513	Hosting Fees - ND	2,750.00-	2,750.00-	42,000.00-	7
66-003-000-0000-5701	Investment/Interest Earnings	1,733.29-	1,733.29-	800.00-	217
66-003-000-0000-5802	Misc. Revenue	2,400.00-	2,400.00-	120,000.00-	2
66-003-000-0000-5992	Dental/Disability Insurance	19,250.17-	19,250.17-	155,000.00-	12
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	115,348.10	115,348.10	1,459,107.00	8
66-003-000-0000-6106	Per Diem	240.00	240.00	38,800.00	1
66-003-000-0000-6110	CPT Contribution	16,200.00	16,200.00	194,400.00	8
66-003-000-0000-6160	Employer PERA	8,125.49	8,125.49	109,433.00	7
66-003-000-0000-6170	Employer FICA	6,646.43	6,646.43	90,465.00	7
66-003-000-0000-6180	Employer Medicare	1,554.39	1,554.39	21,157.00	7
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	2,000.00	2,000.00	26,000.00	8
66-003-000-0000-6215	Postage	0.00	0.00	1,000.00	0
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	0.00	5,000.00	0
66-003-000-0000-6245	Dues, Subscriptions and Books	16.02	16.02	4,000.00	0
66-003-000-0000-6251	Utilities	1,322.65	1,322.65	24,000.00	6
66-003-000-0000-6261	Professional Fees for Services	12,018.90	12,018.90	162,100.00	7
66-003-000-0000-6271	Professional Cleaning	500.00	500.00	10,600.00	5
66-003-000-0000-6331	Training/Registration	1,974.10	1,974.10	17,000.00	12
66-003-000-0000-6337	Lodging/Meals	185.30	185.30	8,000.00	2
66-003-000-0000-6338	Mileage	1,796.01	1,796.01	34,500.00	5
66-003-000-0000-6401	Office Supplies	87.87	87.87	7,000.00	1
66-003-000-0000-6402	Software/Licenses	35,805.52	35,805.52	110,000.00	33
66-003-000-0000-6481	Small Equipment	0.00	0.00	30,000.00	0
66-003-000-0000-6482	Electronic Supplies	272.56	272.56	10,000.00	3
66-003-000-0000-6605	Building Acquisition	250,000.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	0.00	0.00	50,000.00	0
66-003-000-0000-6815	Misc Expense	240.00	240.00	400.00	60
66-003-000-0000-6871	Insurance	32,116.55	32,116.55	180,000.00	18

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 01/2023

Report Basis: Cash

66 FUND

Counties Providing Technology

Percent of Year 8%

<u>Account Number</u>		<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue	248,401.46-	248,401.46-	2,876,380.00-	9
		Expend.	486,449.89	486,449.89	2,854,962.00	17
		Net	238,048.43	238,048.43	21,418.00-	1111-
66 FUND	Totals Counties Providing Technology	Revenue	248,401.46-	248,401.46-	2,876,380.00-	9
		Expend.	486,449.89	486,449.89	2,854,962.00	17
		Net	238,048.43	238,048.43	21,418.00-	1111-
FINAL TOTALS	32 Accounts	Revenue	248,401.46-	248,401.46-	2,876,380.00-	9
		Expend.	486,449.89	486,449.89	2,854,962.00	17
		Net	238,048.43	238,048.43	21,418.00-	1111-

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 02/2023

66 FUND Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>17% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	361,903.90-	361,903.90-	2,137,740.00-	17
66-003-000-0000-5502	Hosting Fees - MN	34,950.00-	34,950.00-	217,800.00-	16
66-003-000-0000-5512	Charges For Services - ND	35,347.00-	35,347.00-	203,040.00-	17
66-003-000-0000-5513	Hosting Fees - ND	4,250.00-	4,250.00-	42,000.00-	10
66-003-000-0000-5701	Investment/Interest Earnings	2,478.38-	2,478.38-	800.00-	310
66-003-000-0000-5802	Misc. Revenue	7,475.00-	7,475.00-	120,000.00-	6
66-003-000-0000-5992	Dental/Disability Insurance	31,975.64-	31,975.64-	155,000.00-	21
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	224,868.82	224,868.82	1,459,107.00	15
66-003-000-0000-6106	Per Diem	1,040.00	1,040.00	38,800.00	3
66-003-000-0000-6110	CPT Contribution	32,400.00	32,400.00	194,400.00	17
66-003-000-0000-6160	Employer PERA	16,339.53	16,339.53	109,433.00	15
66-003-000-0000-6170	Employer FICA	13,366.08	13,366.08	90,465.00	15
66-003-000-0000-6180	Employer Medicare	3,125.92	3,125.92	21,157.00	15
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	2,000.00	2,000.00	26,000.00	8
66-003-000-0000-6215	Postage	71.88	71.88	1,000.00	7
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	0.00	5,000.00	0
66-003-000-0000-6245	Dues, Subscriptions and Books	32.04	32.04	4,000.00	1
66-003-000-0000-6251	Utilities	2,791.49	2,791.49	24,000.00	12
66-003-000-0000-6261	Professional Fees for Services	22,645.92	22,645.92	162,100.00	14
66-003-000-0000-6271	Professional Cleaning	1,140.00	1,140.00	10,600.00	11
66-003-000-0000-6331	Training/Registration	1,974.10	1,974.10	17,000.00	12
66-003-000-0000-6337	Lodging/Meals	2,057.47	2,057.47	8,000.00	26
66-003-000-0000-6338	Mileage	2,029.19	2,029.19	34,500.00	6
66-003-000-0000-6401	Office Supplies	358.42	358.42	7,000.00	5
66-003-000-0000-6402	Software/Licenses	40,398.96	40,398.96	110,000.00	37
66-003-000-0000-6481	Small Equipment	1,260.95	1,260.95	30,000.00	4
66-003-000-0000-6482	Electronic Supplies	317.45	317.45	10,000.00	3
66-003-000-0000-6605	Building Acquisition	250,000.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	0.00	0.00	50,000.00	0
66-003-000-0000-6815	Misc Expense	240.00	240.00	400.00	60
66-003-000-0000-6871	Insurance	44,834.82	44,834.82	180,000.00	25

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 02/2023

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>17% % of BDG</u>
66 FUND	Counties Providing Technology				
0 PROGRAM	Totals ****Undesignated	Revenue	478,379.92-	478,379.92-	2,876,380.00- 17
		Expend.	663,293.04	663,293.04	2,854,962.00 23
		Net	184,913.12	184,913.12	21,418.00- 863-
3 DEPT	Totals Counties Providing Technology	Revenue	478,379.92-	478,379.92-	2,876,380.00- 17
		Expend.	663,293.04	663,293.04	2,854,962.00 23
		Net	184,913.12	184,913.12	21,418.00- 863-
66 FUND	Totals Counties Providing Technology	Revenue	478,379.92-	478,379.92-	2,876,380.00- 17
		Expend.	663,293.04	663,293.04	2,854,962.00 23
		Net	184,913.12	184,913.12	21,418.00- 863-
FINAL TOTALS	32 Accounts	Revenue	478,379.92-	478,379.92-	2,876,380.00- 17
		Expend.	663,293.04	663,293.04	2,854,962.00 23
		Net	184,913.12	184,913.12	21,418.00- 863-

**** Counties Providing Technology ****



midstate
3/6/23 9:05AM

TREASURER'S CASH TRIAL BALANCE

As of 02/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,447,452.78			
Receipts		230,693.46	479,094.92	
Disbursements		35,332.21-	375,507.69-	
Payroll		142,225.94-	288,500.35-	
Fund Total		53,135.31	184,913.12-	2,262,539.66
All Funds	2,447,452.78			
Receipts		230,693.46	479,094.92	
Disbursements		35,332.21-	375,507.69-	
Payroll		142,225.94-	288,500.35-	
Total		53,135.31	184,913.12-	2,262,539.66

**** Counties Providing Technology ****



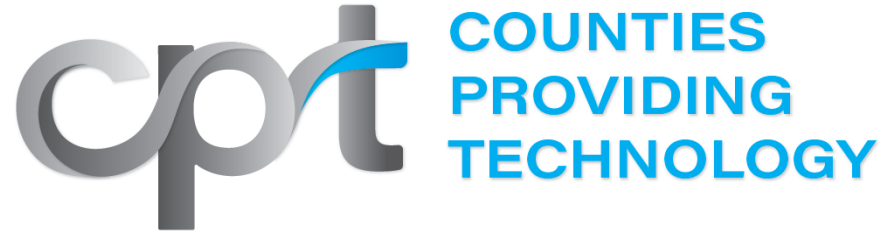
midstate
3/6/23 9:05AM

TREASURER'S CASH TRIAL BALANCE

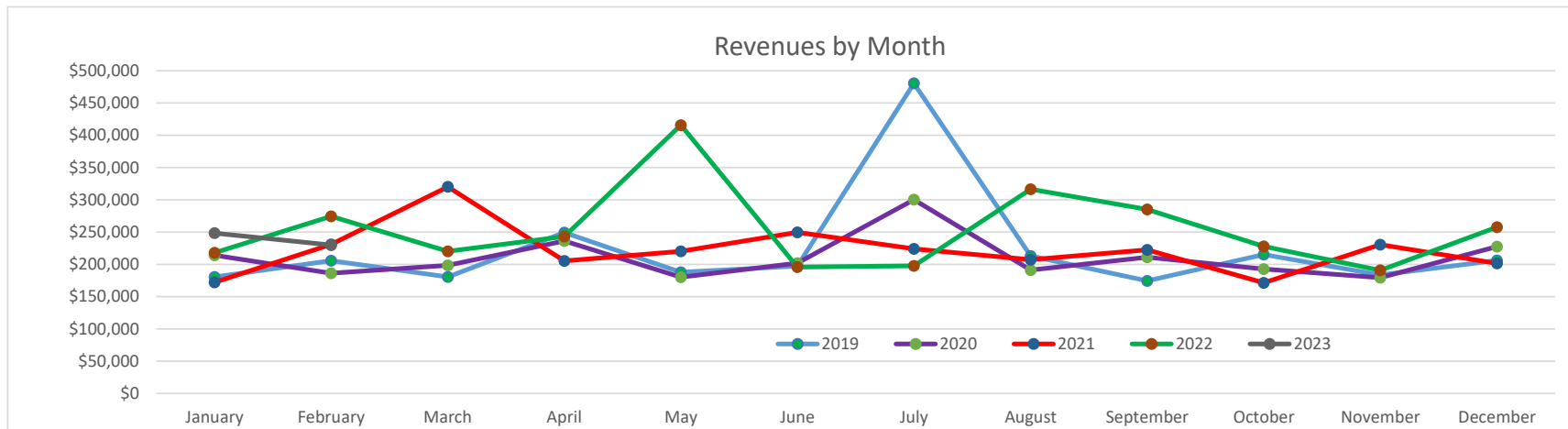
As of 01/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,447,452.78			
Receipts		248,401.46	248,401.46	
Disbursements		340,175.48-	340,175.48-	
Payroll		146,274.41-	146,274.41-	
Fund Total		238,048.43-	238,048.43-	2,209,404.35
All Funds	2,447,452.78			
Receipts		248,401.46	248,401.46	
Disbursements		340,175.48-	340,175.48-	
Payroll		146,274.41-	146,274.41-	
Total		238,048.43-	238,048.43-	2,209,404.35

Revenues by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$198,543	\$236,352	\$180,238	\$201,993	\$300,289	\$191,366	\$211,176	\$192,820	\$179,376	\$227,605
2021	\$172,059	\$230,798	\$320,153	\$205,380	\$220,382	\$249,773	\$223,930	\$207,136	\$222,391	\$171,471	\$230,671	\$201,692
2022	\$218,144	\$274,338	\$220,117	\$243,000	\$415,890	\$195,980	\$197,754	\$316,463	\$285,332	\$227,919	\$190,688	\$257,744
2023	\$248,401	\$229,978										

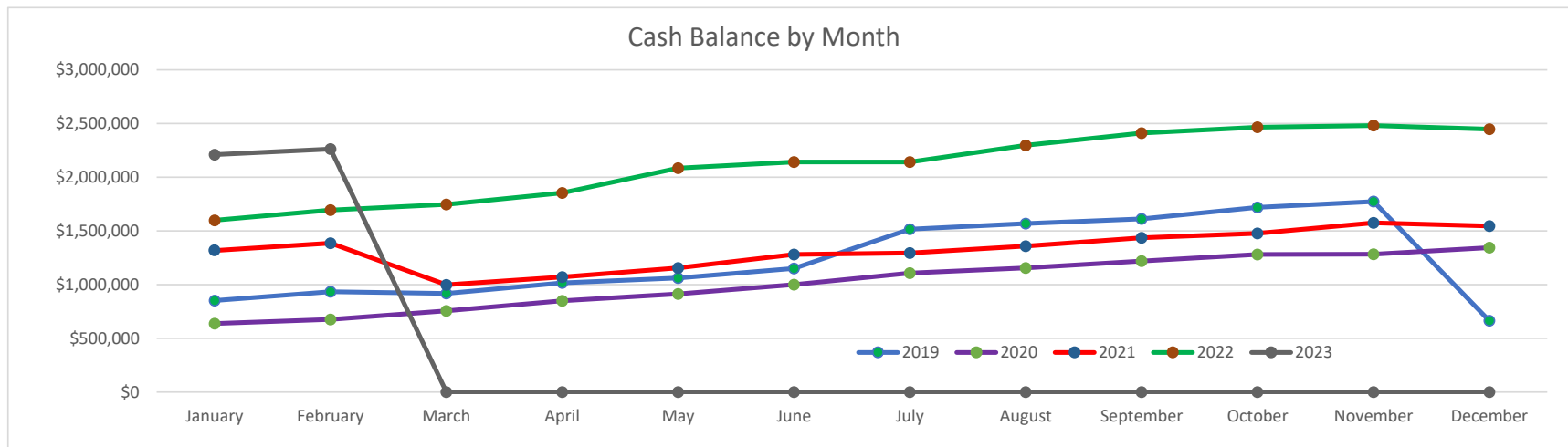


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 for the tax system re-write - - final project receipts
 March 2021 revenue includes \$50,000 for the tax system re-write and \$26,640 for conversion and installation costs from Sibley County

Cash Balance by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,025,000	\$374,057	\$677,739	\$718,504	\$774,027
2019	\$851,184	\$934,474	\$918,351	\$1,016,080	\$1,062,916	\$1,151,725	\$1,515,305	\$1,569,522	\$1,613,211	\$1,720,464	\$1,773,396	\$663,830
2020	\$638,056	\$675,823	\$756,804	\$849,950	\$912,844	\$1,000,367	\$1,107,435	\$1,154,585	\$1,220,272	\$1,280,377	\$1,283,826	\$1,344,687
2021	\$1,318,549	\$1,387,126	\$998,896	\$1,071,476	\$1,155,464	\$1,281,522	\$1,295,276	\$1,359,485	\$1,437,156	\$1,477,794	\$1,575,415	\$1,545,377
2022	\$1,599,495	\$1,694,391	\$1,747,236	\$1,853,557	\$2,083,791	\$2,142,709	\$2,141,455	\$2,297,151	\$2,412,030	\$2,467,037	\$2,481,305	\$2,447,034
2023	\$2,209,404	\$2,262,540										



Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

Cost to purchase CPUi in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

Return of capital contributions were paid in December 2019 totaling \$1,150,000 to the 23 owning counties (\$50,000 to each county) and were paid in March 2021 totaling \$575,000 (\$25,000 to each county).

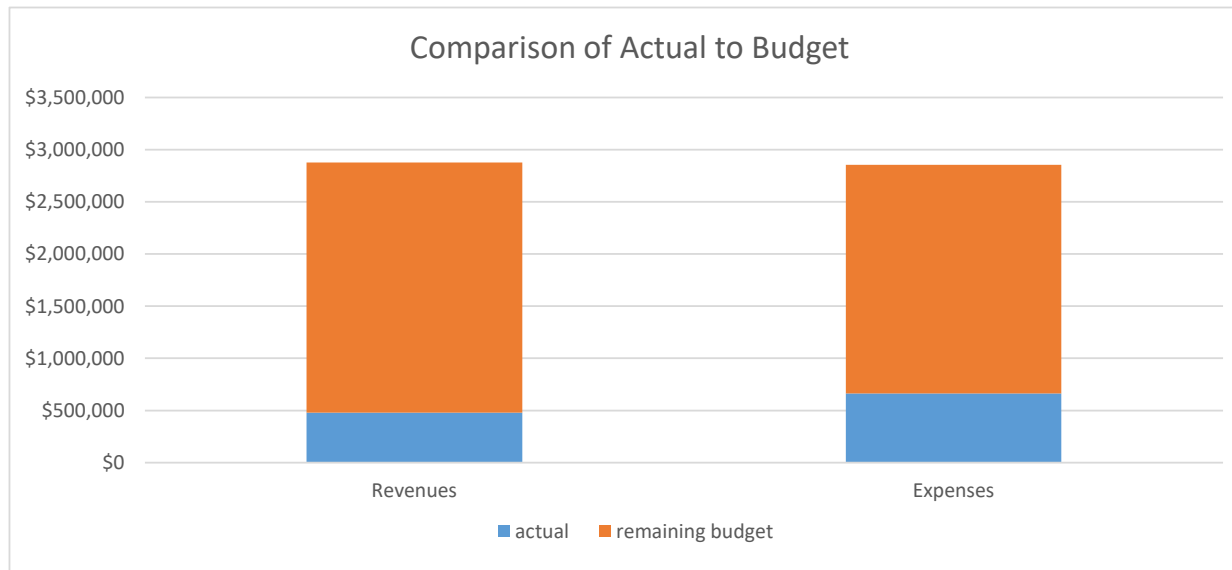
Budget to Actual Comparison

Through February 2023



Percent of year completed **17%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$478,380	17%	Revenues	\$2,876,380
Expenses	\$663,293	23%	Expenses	\$2,854,962
Return of capital	\$0	0%	Return of capital	\$0



**** Counties Providing Technology ****



Delta Dental of Minnesota
 NW 5772
 PO Box 1450
 Minneapolis MN 55485-5772
 Vendor Number: 6
 Fund: 66 COUNTIES PROVIDING TECHNOLOGY
 Check#: **2034**
 Check Date: 2/2/23
 Warrant Type: Commissioner's Vouchers

Account Number	Amount	Description	Invoice Number	1099	INST	PO #	Tax
66-003-000-0000-6871	0.92	DENTAL INS - FEBRUARY	RIS0004704779	N	N	0	N
Total	0.92						

DECLARATION: I DECLARE UNDER THE PENALTY OF LAW (MS 471.391) THAT THIS ACCOUNT CLAIM OR DEMAND IS JUST AND CORRECT AND THAT NO PART OF IT HAS BEEN PAID, AND ADHERES TO COUNTY POLICY AND PROCEDURES.

AUTHORIZED SIGNATURE: _____ DATE: _____

CLAIMANT SIGNATURE: _____ DATE: _____

**** **Counties Providing Technology** ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 01/19/2023
Pay Date 01/19/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
30	Center Point Energy	218.28	SERVICE 12/08-01/09			66-003-000-0000-6251	11831812-0	N
30		397.55	SERVICE 12/08-01/09			66-003-000-0000-6251	10942506-6	N
	Warrant #	1999	Total...					
		615.83						
151	City of Morris	60.43	SERVICE - DECEMBER			66-003-000-0000-6251	02-22900610-02-0	N
	Warrant #	2000	Total...					
		60.43						
36	Stevens County Auditor Treasurer	240.00	ON-LINE BANKING FEE - 2022			66-003-000-0000-6815	1016	N
	Warrant #	2001	Total...					
		240.00						
9	Swanson/Craig	500.00	OFFICE CLEANING - JANUARY			66-003-000-0000-6271		N
	Warrant #	2002	Total...					
		500.00						
	Warrant Form	WF91	Total...					
			1,416.26			5 Transactions		
	Final Total...		1,416.26			5 Transactions		

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
126		175.54		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2003	Total...	275.54		
168	Bring/Sharon	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
168		285.58		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2004	Total...	385.58		
33	CPS Technology Solutions	2,180.00		MONTHLY HOSTING - FEBRUARY	66-003-000-0000-6261	382904 N
33		35,124.00		HWMA & SWMA	66-003-000-0000-6261	SN: B5C7V N
	Warrant #	2005	Total...	37,304.00		
160	Drietz/Joseph	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
160		128.38		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2006	Total...	228.38		
163	Gardner/Steven J	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
163		70.74		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2007	Total...	170.74		
161	Hollingsworth/Christopher	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
161		162.44		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2008	Total...	262.44		
165	Holmen/Norman	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
165		172.92		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2009	Total...	272.92		
166	Johnson/Troy	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
166		31.44		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2010	Total...	131.44		
167	Kramer/Randy	100.00		JOINT POWERS MTG 1/23/23	66-003-000-0000-6101	N
167		115.28		MILEAGE	66-003-000-0000-6338	N
	Warrant #	2011	Total...	215.28		

****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
155	Lakes Country Service Coop Ins Pool	11,053.07	HEALTH INSURANCE - FEBRUARY	66-003-000-0000-6871		N
Warrant #	2012	Total...	11,053.07			
173	Larson/Dennis	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
173		37.99	MILEAGE	66-003-000-0000-6338		N
Warrant #	2013	Total...	137.99			
172	Lee/Jesse M	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
172		205.67	MILEAGE	66-003-000-0000-6338		N
Warrant #	2014	Total...	305.67			
169	Lindor/Larry	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
169		20.96	MILEAGE	66-003-000-0000-6338		N
Warrant #	2015	Total...	120.96			
164	Meyer/Charlie L	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
164		65.50	MILEAGE	66-003-000-0000-6338		N
Warrant #	2016	Total...	165.50			
157	Neumann/Randy	94.32	MILEAGE	66-003-000-0000-6338		N
Warrant #	2017	Total...	94.32			
171	Olson/Jerrel	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
171		47.16	MILEAGE	66-003-000-0000-6338		N
Warrant #	2018	Total...	147.16			
170	Pederson/Edward	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
170		36.68	MILEAGE	66-003-000-0000-6338		N
Warrant #	2019	Total...	136.68			
107	Todd County Auditor Treasurer	100.00	R. NEUMANN JNT POWERS MTG 1	66-003-000-0000-6101		N
Warrant #	2020	Total...	100.00			
162	Weyer/Michael L.	100.00	JOINT POWERS MTG 1/23/23	66-003-000-0000-6101		N
162		145.41	MILEAGE	66-003-000-0000-6338		N
Warrant #	2021	Total...	245.41			

****** Counties Providing Technology ******



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 01/26/2023
Pay Date 01/26/2023

Warrant Form	WF91	Total...	51,753.08	35 Transactions
		Final Total...	51,753.08	35 Transactions

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

**** **Counties Providing Technology** ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/09/2023
Pay Date 02/09/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
113	DDA Human Resources, INC	175.00	CONSULTING - PROJECT MNGR	66-003-000-0000-6261	577	N
	Warrant # 2035	Total...				
		175.00				
79	IBM Corporation	2,134.19	MAINT. & SWMA 02/01-04/30/23	66-003-000-0000-6402	0241969	N
	Warrant # 2036	Total...				
		2,134.19				
124	Kopitzke/Bob	100.00	BOARD MTG 01/23/23	66-003-000-0000-6106		N
124		100.00	ADMINISTRATION MTG 01/24/23	66-003-000-0000-6106		N
	Warrant # 2037	Total...				
		200.00				
134	Marco Technologies, LLC	33.02	ROUTINE SHRED	66-003-000-0000-6261	INV10833360	N
	Warrant # 2038	Total...				
		33.02				
29	Otter Tail Power Company	795.83	SERVICE 01/04-01/31	66-003-000-0000-6251	4093126	N
	Warrant # 2039	Total...				
		795.83				
101	Ratwik, Roszak & Maloney, P.A.	288.00	CONTRACT REVIEW	66-003-000-0000-6261	72888	N
	Warrant # 2040	Total...				
		288.00				
36	Stevens County Auditor Treasurer	71.88	POSTAGE - JANUARY	66-003-000-0000-6215	1019	N
36		2,300.00	FISCAL SERVICES - FEBRUARY	66-003-000-0000-6261	1019	N
36		45.10	CASE OF PAPER 1/24	66-003-000-0000-6401	1019	N
36		308.64	THE HARTFORD-FEBRUARY	66-003-000-0000-6871	1019	N
	Warrant # 2041	Total...				
		2,725.62				
148	Terrace, LLC	375.00	WEBSITE DEVELOPMENT	66-003-000-0000-6261	212	N
	Warrant # 2042	Total...				
		375.00				
	Warrant Form WF91	Total...	6,726.66	12 Transactions		
	Final Total...	6,726.66	12 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

****** Counties Providing Technology ******



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>	
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>	
6	Delta Dental of Minnesota	0.92		DENTAL INS - FEBRUARY	66-003-000-0000-6871	RIS0004704779	N
	Warrant # 2034	Total...					
		0.92					
	Warrant Form WF91	Total...		1 Transactions			
		0.92					
	Final Total...	0.92		1 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/17/2023
Pay Date 02/17/2023

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen		100.00	PERSONNEL MTG 02/14/23	66-003-000-0000-6106		N
	Warrant #	2043	Total...	100.00			
127	Aloha Window Cleaning, LLC		40.00	WINDOW CLEANING	66-003-000-0000-6271	2941	N
127			40.00	WINDOW CLEANING	66-003-000-0000-6271	3124	N
127			20.00	WINDOW CLEANING	66-003-000-0000-6271	3191	N
127			40.00	WINDOW CLEANING	66-003-000-0000-6271	3321	N
	Warrant #	2044	Total...	140.00			
176	Andries/Thomas D.		100.00	JOINT POWERS MTG 01/23/23	66-003-000-0000-6106		N
176			115.28	MILEAGE	66-003-000-0000-6338		N
	Warrant #	2045	Total...	215.28			
27	Ascensus		62.50	457 PLAN ADMIN FEE	66-003-000-0000-6261	138652DF	N
	Warrant #	2046	Total...	62.50			
117	Baker Tilly US, LLP		1,113.00	PROGRESS BILLING	66-003-000-0000-6261	BT2293958	N
	Warrant #	2047	Total...	1,113.00			
30	Center Point Energy		394.96	SERVICE 01/09-02/08	66-003-000-0000-6251	10942506-6	N
30			210.19	SERVICE 01/09-02/08	66-003-000-0000-6251	11831812-0	N
	Warrant #	2048	Total...	605.15			
31	Driessen Water Inc		60.08	WATER	66-003-000-0000-6401	17708139	N
	Warrant #	2049	Total...	60.08			
177	Dunn County		715.00	REFUND - JANUARY INVOICE	66-003-000-0000-5512	1062	N
	Warrant #	2050	Total...	715.00			
152	Jeremy Michaelson Tree Service		195.00	SNOW REMOVAL	66-003-000-0000-6261	3195	N
	Warrant #	2051	Total...	195.00			
29	Otter Tail Power Company		64.79	SERVICE - 11/29-01/04	66-003-000-0000-6251	20076543	N
29			3.07	SERVICE 01/04-01/31	66-003-000-0000-6251	20076543	N
	Warrant #	2052	Total...	67.86			
9	Swanson/Craig		500.00	OFFICE CLEANING - FEBRUARY	66-003-000-0000-6271		N

****** Counties Providing Technology ******



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 02/17/2023
Pay Date 02/17/2023

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
<u>Warrant #</u>		<u>2053</u>	<u>Total...</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
59	US Bank		16.02	ZOOM	66-003-000-0000-6245		N
59			44.89	TECH PLUS - FLASH DRIVES	66-003-000-0000-6482		N
Warrant #		2054	Total...				
			60.91				
Warrant Form	WF91	Total...	3,834.78	19 Transactions			
		Final Total...	3,834.78	19 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

****** Counties Providing Technology ******



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
33	CPS Technology Solutions	2,180.00	HOSTING FEE - MARCH			66-003-000-0000-6261	383050	N
	Warrant # 2055	Total...	2,180.00					
155	Lakes Country Service Coop Ins Pool	11,053.07	HEALTH INSURANCE - MARCH			66-003-000-0000-6871		N
	Warrant # 2056	Total...	11,053.07					
137	VSP Insurance Co.	7.54	VISION INSURANCE - FEBRUARY			66-003-000-0000-6871	30107872	N
	Warrant # 2057	Total...	7.54					
	Warrant Form WF91	Total...	13,240.61			3 Transactions		
	Final Total...	13,240.61				3 Transactions		

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

****** Counties Providing Technology ******

WARRANT REGISTER
Commissioner Warrants



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
86	Bremer Bank	29.91	SIMPLISAFE	66-003-000-0000-6261		N
86		44.73	TREATS FOR MACO CONF TABLE	66-003-000-0000-6331		N
86		59.98	NAME PLATES	66-003-000-0000-6401		N
86		44.18	ICE MELT & AIR FRESHNERS	66-003-000-0000-6401		N
86		37.98	LENS WIPES	66-003-000-0000-6401		N
86		18.00	CULLIGAN SALT/WATER	66-003-000-0000-6401		N
86		8.49	MECHANICAL PENCILS	66-003-000-0000-6401		N
86		315.95	TONER	66-003-000-0000-6401		N
86		68.83	POST-IT NOTES, WIPES, STENO B	66-003-000-0000-6401		N
86		30.31	ICE MELT	66-003-000-0000-6401		N
86		31.76	CORRECTION TAPE	66-003-000-0000-6401		N
86		11.50	ZOHO ASSIST	66-003-000-0000-6402		N
86		709.52	ATLISSIAN	66-003-000-0000-6402		N
86		395.99	STAND-UP DESK	66-003-000-0000-6481		N
86		34.50	WIRELESS MOUSE	66-003-000-0000-6481		N
86		28.83	POWER STRIP & USB CABLE	66-003-000-0000-6482		N
86		28.38	AUDIO CABLE	66-003-000-0000-6482		N
86		138.40	LAPTOP DOCKING STATIONS	66-003-000-0000-6482		N
86		54.39	USB DOCKING STATION	66-003-000-0000-6482		N
	Warrant # 2058	Total...	2,091.63			
178	CliftonLarsonAllen LLP	2,625.00	CYBERSECURITY ASSESSMENT	66-003-000-0000-6261	3573765	N
	Warrant # 2059	Total...	2,625.00			
147	DACOTAH PAPER CO	78.36	LIQUID SOAP	66-003-000-0000-6401	26929	N
	Warrant # 2060	Total...	78.36			
145	FLATEN/JOEL	203.05	MILEAGE TO MACO CONF	66-003-000-0000-6338		N
	Warrant # 2061	Total...	203.05			
161	Hollingsworth/Christopher	100.00	EXECUTIVE BD MTG 2/27/23	66-003-000-0000-6106		N
	Warrant # 2062	Total...	100.00			
124	Kopitzke/Bob	100.00	EXECUTIVE BD MTG 2/27/23	66-003-000-0000-6106		N

**** **Counties Providing Technology** ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/02/2023
Pay Date 03/02/2023

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
<u>Warrant #</u>		<u>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
		2063	100.00				
167	Kramer/Randy		100.00	EXECUTIVE BD MTG 2/27/23	66-003-000-0000-6106		N
		2064	100.00				
149	Mecklenburg/Kaylene		450.00	CONTRACTED SERVICES - FEBRU	66-003-000-0000-6261		N
		2065	450.00				
179	MINNESOTA COUNTIES COMPUTER COOP		35.00	NEW A/T TRAINING	66-003-000-0000-6331	2302085	N
		2066	35.00				
100	Morris Electronics		2,000.00	DATA CIRCUIT - FEBRUARY	66-003-000-0000-6210	DATAFEB	N
		2067	2,000.00				
101	Ratwik, Roszak & Maloney, P.A.		741.00	REVISED SERVICE AGREEMENT	66-003-000-0000-6261	73160	N
		2068	741.00				
148	Terrace, LLC		100.00	MONTHLY WEBSITE MAINT/SUPP	66-003-000-0000-6261	222	N
		2069	100.00				
Warrant Form	WF91	Total...	8,624.04	30 Transactions			
	Final Total...		8,624.04	30 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

****** Counties Providing Technology ******



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/09/2023
Pay Date 03/09/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
181	Antony/Ronald J.	100.00		EXECUTIVE BD MTG - 2/27/23	66-003-000-0000-6106	N
	Warrant #	2077	Total...	100.00		
180	Athey/Wade O	100.00		BOARD MTG - 1/23/23	66-003-000-0000-6106	N
	Warrant #	2078	Total...	100.00		
	Warrant Form	WF91	Total...	200.00	2 Transactions	
	Final Total...	200.00	2 Transactions			

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/09/2023
Pay Date 03/09/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
117	Baker Tilly US, LLP	1,039.00	PROGRESS BILLING	66-003-000-0000-6261	BT2320162	N
	Warrant #	2070	Total...	1,039.00		
116	Life Insurance Company of N.America	119.25	ACCIDENT INS - MARCH	66-003-000-0000-6871	AI961469	N
116		123.84	CRITICAL ILLNESS INS - MARCH	66-003-000-0000-6871	CI961398	N
116		169.17	HOSPITAL INS - MARCH	66-003-000-0000-6871	HC960734	N
	Warrant #	2071	Total...	412.26		
169	Lindor/Larry	100.00	EXECUTIVE BOARD MTG - 2/27/23	66-003-000-0000-6106		N
	Warrant #	2072	Total...	100.00		
43	Morris Electronics	200.00	LABOR	66-003-000-0000-6261	1627	N
43		75.00	LABOR	66-003-000-0000-6261	1657	N
43		100.00	LABOR	66-003-000-0000-6261	1726	N
43		350.00	LABOR	66-003-000-0000-6261	1774	N
43		200.00	LABOR	66-003-000-0000-6261	1812	N
43		47.50	LABOR	66-003-000-0000-6261	1887	N
43		47.50	LABOR	66-003-000-0000-6261	1790	N
43		249.98	UCC SSL RENEWAL	66-003-000-0000-6402	1725	N
43		223.29	MONITOR	66-003-000-0000-6481	1952	N
	Warrant #	2073	Total...	1,493.27		
55	Sun Life Financial	26.00	DISABILITY INS - MARCH	66-003-000-0000-6871	935910	N
	Warrant #	2074	Total...	26.00		
37	The Hartford	308.64	LIFE INSURANCE - MARCH	66-003-000-0000-6871	873747	N
	Warrant #	2075	Total...	308.64		
54	The Lincoln National Life Insurance Co	338.40	STD INSURANCE - MARCH	66-003-000-0000-6871	10258571	N
54		323.04	LIFE INSURANCE - MARCH	66-003-000-0000-6871	10247942	N
	Warrant #	2076	Total...	661.44		
	Warrant Form	WF91	Total...	4,040.61		18 Transactions
		Final Total...	4,040.61			18 Transactions

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/16/2023
Pay Date 03/16/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	100.00	PERSONNEL MTG - 03/14/23	66-003-000-0000-6106		N
	Warrant #	2079	Total...	100.00		
31	Driessen Water Inc	67.28	WATER	66-003-000-0000-6401	17708139-02282023	N
	Warrant #	2080	Total...	67.28		
152	Jeremy Michaelson Tree Service	355.00	SNOW REMOVAL	66-003-000-0000-6261	3253	N
	Warrant #	2081	Total...	355.00		
29	Otter Tail Power Company	622.84	SERVICE 01/31-03/02	66-003-000-0000-6251	4093126	N
	Warrant #	2082	Total...	622.84		
36	Stevens County Auditor Treasurer	54.12	POSTAGE - FEBRUARY	66-003-000-0000-6215	1037	N
36		2,300.00	FISCAL SERVICES - MARCH	66-003-000-0000-6261	1037	N
	Warrant #	2083	Total...	2,354.12		
9	Swanson/Craig	500.00	OFFICE CLEANING - MARCH	66-003-000-0000-6271		N
	Warrant #	2084	Total...	500.00		
59	US Bank	12.50	UPS - SHIPPING	66-003-000-0000-6215		N
59		16.02	MONTHLY ZOOM	66-003-000-0000-6245		N
59		21.50	ZOHO-ASSIST	66-003-000-0000-6402		N
	Warrant #	2085	Total...	50.02		
	Warrant Form	WF91	Total...	4,049.26	10 Transactions	
	Final Total...		4,049.26	10 Transactions		

I hereby certify that the above amounts have been approved and allowed by the county welfare board for payment to the claimant as in each instance stated, that said county welfare board authorizes and instructs the county auditor and county treasurer of said county to pay the same.

Signed _____
Director

	A	B	C	D	E	F	G	H	I	J	K
1	COUNTIES PROVIDING TECHNOLOGY										
2	TREASURER'S MONTHLY REPORT OF DEPOSITS										
3	ON THE LAST DAY OF JANUARY 2023										
4											
5			FDIC	Maturity	Interest	Step-		Interest			
6	Type	Depository	Number	Date	Rate	Up?	Last Balance	Earned	Deposited	Withdrawn	Balance
7											
8	CK	Bremer Bank, Morris					373,003.79		747,418.58	630,175.48	490,246.89
9		Bremer Payroll Account opened 12/31/2015					24,604.70		135,000.00	146,274.41	13,330.29
10											
11		Flex Account					2,000.00				2,000.00
12											
13		Bremer Money Market Savings					1,402,425.79			299,017.12	1,103,408.67
14											
15											
16											
17											
18		Edward Jones					-				-
19	CD	Truist Bank (69786HCB7)		6/23/23	4.550%	N	200,000.00				200,000.00
20	CD	Hinsdale Bank (433411CU7)		1/30/23	4.150%	N	200,000.00	750.41	750.41	200,750.41	-
21	CD	Key Bank Ohio (49306SH82)	17534	5/1/23	4.400%	N			155,000.00		155,000.00
22	CD	Five Star Bank (33834TAS8)		2/28/23	4.350%	N	245,000.00				245,000.00
23											
24		TOTAL DEPOSITS (Broker Balances)						750.41	1,038,168.99	1,276,217.42	2,208,985.85
25											
26	Non-Restricted Accounts										
27		Cash Accounts					1,608,985.85		Per state auditors:		0.00
28		Edward Jones					600,000.00				
29											
30											
31									2022 MK TO MRKT ADJ		418.50
32											
33											
34									Total Balance		2,209,404.35
35									For Month-End		
36							2,208,985.85				
37											

I am sure that I am speaking for many others in saying that this has been a long winter!

The Tax rewrite is still finishing up TaxM11 and now the focus is on testing. They have also started on TaxM12. It is more challenging for tax support staff to work on testing as this is their busy season. Mike and I did talk with a retired county employee about if he would be interested in doing some of the user testing and he would be willing to help. We recalculated where are we at in the rewrite and project it is around 37%. The previous estimates did not include the time to document the programs along with support and user testing. This also why we are requesting the Project Manager position to keep things focused and moving.

This is the first busy season without Gwen which has added to the stress placed on development and support. It is just taking longer to resolve issues that she normally would have completed a lot quicker. The concern is that once Brian retires at the end of 2023 that would only leave only Trisha with RPG programming experience. There has been conversation that Gwen may be willing to come back and help but there have been no formal meetings with her to even discuss what she and CPT would want if she came back. This would have to go through committees and the board before anything would be decided.

MCIS has approached us about purchasing CAMA Mobile. We are planning to meet with them in June and will work on specifics how we may be able to work together.

The security audit with CLA will take place the week of March 20th. We have had some preliminary meetings to get in all the materials that they were requesting. We have accepted that there will be long to do list when they are done but we will work with the committee's and board to prioritize. This may be a multi-year process to get everything in place along with budgeting for it.

We received an email from Mountrail County in ND that they are looking to go with another provider starting in 2024 which would drop us down to six counties. Around the same time, Mercer County did approach us for a quote and the staff have done an excellent job presenting our services to them. The ultimate question for the board is where does ND fit into our future planning? The list of items to fix and enhance continues to grow for ND while the same can be said about our MN counties.

We have been working with Jordon Soderlind with Ratwik, Roszah and Maloney on the new Master Service Agreement. This has been presented to Software Committee and their suggestions have been incorporated into the contract. The projected rates and programs are included in the agreement. We are also working on the hosting agreement but will not have the final version to the board until the May meeting.

Mike and I worked the vendor table for the MACO Conference on 2/15 and 2/16.

Joel Flaten



EXECUTIVE COMMITTEE

BOARD UPDATE: MARCH 27, 2023 MEETING

Monday, February 27, 2022 at 1:00 pm: Zoom

Attendees: Chair Bob Kopitzke, Vice Chair Paul Johnson, Ron Anthony, Chris Hollingsworth, Randy Kramer, Personnel Chair Larry Lindor, Vicki Knobloch Kletscher, Mike Koehler, Joel Flaten

Unable to attend: Norman Holmen

Updates and Discussions:

- The committee members discussed if board members needed to be present to vote. There was not consensus so Commissioner Anthony will do more research and get back to the committee with his findings.
- The committee discussed if there needed to be board packets for everyone to save on money and time. The consensus was there should be an agenda for everyone and to have packets available for those that may want one. Joel will include this in the communication with the board.
- The committee reviewed the update for the Personnel Committee meeting on 2/14/23. One item forwarded for this committee to look at was the Sand Creeks Employee Assistance Program proposal. The committee agreed that this was a good thing for the employees and to move forward with the proposal. The total cost for the year is \$1850.
- The committee reviewed the revised Executive Director position description. The committee recommended it go back to the personnel committee for their final review and then to the board for their approval. This revised position description would impact the proposed performance review. It was discussed that the board chair would meet with the Executive Director quarterly to review performance and set goals.
- The CLA Cybersecurity Assessment will be the week of March 20th. Mike and Joel said there was a lot of paperwork to get to CLA before then.
- The financial statement and cash balance were reviewed for January. The purchase of the building impacted the bottom line for the month along with the cash balance.
- Motion by Commissioner Johnson to approve the warrants for 1-19-23 thru 2-24-23 understanding that these will be ratified at the March board meeting, seconded by Commissioner Anthony. Motion carried.
- The committee reviewed the update from the Software Committee meeting on 2/9/23. The tax re-write was reviewed and it was pointed out that the tax rewrite is approximately 36% completed when taking in account writing program specs along with support and user testing. The committee was in consensus to research ideas to speed up the completion time for the project. The committee reviewed the proposed Master Service Agreement along with program options and proposed 2024-28 rates. The hosting agreement for servers is still being worked on but should be done soon.
- The committee was updated on conversations regarding our use of iText 5.0 for ND which we found out was not the free version. We received a pricing proposal from them which included a payback to 2017 of about \$32,000. The committee is in consensus that anything related to the payback should go through our attorney. We are complying now on the use of 5.0 since posting the requirements on Github which would then make this version free to use.
- We received a letter of intent from Mountrail that they are looking at going with Tyler for everything except the assessor side of our Real-estate Tax program.
- The committee was updated that Kaylene is caught up on forms and policies.
- The committee finalized dates and times for the 2023 meetings.



EXECUTIVE COMMITTEE

BOARD UPDATE: MARCH 27, 2023 MEETING

Monday, March 20, 2022 at 9:00 am: Zoom

Attendees: Chair Bob Kopitzke, Vice Chair Paul Johnson, Ron Anthony, Norman Holmen, Randy Kramer, Personnel Chair Larry Lindor, Vicki Knobloch Kletscher, Mike Koehler, Joel Flaten

Unable to attend: Chris Hollingsworth

Updates and Discussions:

- The committee members reviewed the agenda for the March 27th Joint Powers Board meeting.
- The committee discussed the open meeting laws to make sure we are complying. The only area we need to change is to open up the Executive Committee meetings on the off month of the board meetings. The reason for this is that committee approves areas that would be done by the board such as paying bills.
- The committee was updated on the CLA Security Audit that is taking place this week. We will work with CLA to come up with a list of priorities for the committees and board to review.
- The committee reviewed the Master Service Agreement. They feel like their needs to be further discussion with the larger board on the length of the contract. There was also discussion if there should be a clause to reopen the contract at three years to review and look at the rates. Another suggestion was to add a cover or index page to the contract. This led to further discussion about what would happen if an owning county would drop all CPT programs and if they should still be in CPT. It was determined that this would be discussed later and any decision made would go into the By-Laws.
- The committee was updated that the hosting contract is being worked on. The specific area taking up time is the Service Level Agreement included in the contract. Matt Anderson, Big Stone IT, has provided valuable input and suggestions to look at.
- The committee reviewed the Software Committee update from 3/9/23.
- The committee reviewed the Personnel Committee update from 4/14/23.
- The committee discussed MCIS's desire to purchase CAMA mobile. This led to further discussion on helping a potential competitor along with patents. The committee agreed that their needs to be a lot more specifics for them to provide input for the board. MCIS will be coming down to CPT in June to talk about this and explore areas where we may be able to work together.
- The committee discussed North Dakota and what CPT sees as our long-term commitment to them. This will be discussed further with the board understanding that any decision must be thoughtfully implemented. Mountrail is planning to go with another provider except for they are still deciding on the tax program. We are working on a quote for Mercer County. The committee also discussed our core values and the mission of CPT to have an excellent product and service to our member counties focusing on potential MN expansion verse ND.
- The committee reviewed a proposed contract for Jay Kroona to do user testing for our programs. The committee feels this would be great to have him help with the rewrite so they recommend the board approve it.
- The committee reviewed a proposed organizational chart with one change suggested.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") is made effective as of _____, _____, by and between Counties Providing Technology ("CPT"), and _____ ("Participating Agency"). CPT and the Participating Agency are referred to herein collectively as the "parties" and individually as a "party."

WHEREAS, the Participating Agency wishes to retain professional services to obtain support, maintenance, computer programming, and technical assistance for certain software systems created and maintained by CPT; and

WHEREAS, CPT is able and willing to provide such services on the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the parties agree as follows:

- 1. Term of the Agreement.** This Agreement shall commence on January 1, 2024 and terminate on December 31, 2028. Except in the event of a non-remedied breach of a party's obligations under this Agreement, the Agreement may not be terminated before its expiration.
- 2. Software Systems to be Supported.** CPT agrees to provide support, maintenance, and computer programming and technical assistance to the Participating Agency for the duration of this Agreement, for the Software Systems and at the rates set forth in Attachments A through C.

Additionally, during the duration of this Agreement, the Participating Agency may elect support maintenance and computer programming and technical assistance for the following Software Systems:

Real Estate Tax System,
CAMA, Land Calc,
CAMA Mobile, Planning and
Zoning, Tax Web Access,
Human Resources, Payroll,
Payroll Web Access,
IFS - Support Only,
Cash Register
CostRite – Highway Costing,
Capital Assets,
Treasurer Financial, Hosting

and such other software programs as may be developed under this agreement.

CPT will provide said support, maintenance and computer programming and technical assistance to the Participating Agency for said Software Systems on an "à la carte" basis with said services for a particular Software System offered only if the Participating Agency has

elected to purchase a particular Software System and pay a maintenance fee for that particular Software System.

3. Election of Software Systems.

At the beginning of the term of this Agreement, the Participating Agency shall elect which Software Systems it desires to be supported by CPT. The Participating Agency will indicate the Software Systems it elects in a separate Addendum. If the Participating Agency has not previously purchased a particular Software System it intends to use, it shall do so under the rates set forth in Attachment A: System Prices. For each Software System elected, the Participating Agency agrees to pay the installation cost, as set forth in Attachment A: System Prices. The Participating Agency further agrees that it will continue to pay the maintenance fee, as set forth in Attachment B: Flat Fee Schedule, for the Software System for a minimum of three years unless the software system support is discontinued by CPT. If a Participating Agency elects to discontinue use of an elected Software System after three years, it shall notify CPT of its decision at least six months before the third anniversary date of this Agreement or, if the third anniversary date has passed, at least six months before each subsequent anniversary date. Any termination of an elected Software System shall occur on the next occurring anniversary date and the individual Participating Agency shall continue to pay all maintenance fees associated with the Software System until that date. If an individual Participating Agency elects to add a new Software System it may do so at any time during the term of this Agreement, but shall be obligated to use and pay the maintenance fee for that new Software System for a minimum of three years unless the software system support is discontinued by CPT. If, at any point, a particular Software System is not being used by a sufficient number of participating agencies to make providing support maintenance and computer programming and technical assistance for that Software System appropriate for CPT, at CPT's sole discretion, CPT may, upon six months' notice to Participating Agency, cease providing services for that Software System.

The Participating Agency may have the same Software System installed and supported in more than one department at no additional cost provided it only uses one file set. However, if the Participating Agency uses the Software System with more than one file set, each file set shall be considered a separate user and charged accordingly. For each installation (or fee paid), CPT will support a single version and establish a single point of contact for support services.

4. Scope of Services.

- A. Installation. For each Software System elected under this Agreement, CPT will install, and/or convert, if necessary, the Software System for the Participating Agency at the rate set forth in Attachment A: System Prices. The Participating Agency and CPT agree that, for purposes of monthly operations support billing, the package shall be considered installed at the beginning of the next month following the completion of the installation process.

- B. Flat Fee Services Provided by CPT. CPT shall provide the following services to the Participating Agency and the Participating Agency shall pay a maintenance fee according to the rate schedule set forth in Attachment B: Flat Fee Schedule:
- i. CPT will provide general support (over-the-phone training and problem solving) to the Participating Agency for each Software System the Participating Agency uses.
 - ii. CPT will, on a reasonably timely basis, modify its Software Systems to reflect changes mandated by applicable State of Minnesota rules or laws. These modifications shall take precedence over any other project or service being performed pursuant to this Agreement.
- C. Time and Materials Services Provided by CPT. CPT shall provide the following services to the Participating Agency according to Attachment A: Hourly Rate Schedule:
- i. Design and Development. CPT will provide all services necessary for the modification of existing Software Systems as requested by the Participating Agency. This includes computer programming, technical assistance, user's manuals, run instructions, and source and object code.
 - ii. On-site training. CPT will provide group or individualized instruction for the purpose of maintaining self-sufficiency in using and operating a Software System on-site to any Participating Agency personnel using that Software System.
 - iii. Data Conversions: Data conversion costs not otherwise provided for on Schedule A.

These hourly rates shall apply only to work that has prior approval of the Participating Agency. At no time shall the Participating Agency incur time-and-materials charges without a written request for such services.

5. Expenses. CPT will bill and the Participating Agency receiving services will pay any and all lodging and meals incurred in the performance of services under this Agreement at actual cost, plus mileage at allowed IRS rates from Morris, Minnesota.

6. Allocation of Charges and Payment.

- A. CPT shall bill the Participating Agency on the first of each month for that month's flat fee charge for all services provided. All charges shall be itemized to show the type of service provided and the cost of each activity.
- B. Time-and-materials charges shall be billed to the Participating Agency in the month following the month the charge was incurred.

- C. The Participating Agency shall pay CPT the amount billed within thirty (30) days of its receipt of the invoice.

7. Facilities to be Maintained by CPT.

- A. CPT shall maintain unrestricted access to appropriate computing resources and necessary associated peripheral equipment for the development and support of the Software Systems for the duration of this Agreement.
- B. CPT shall maintain financial systems supplying adequate audit trails and accounting of time and materials used in supporting the Participating Agency.
- C. CPT shall maintain an auditable ticketing system that tracks Participating Agency issues and concerns along with their resolution.

8. Standards.

- A. CPT shall use the appropriate standards and controls in the preparation of system and user documentation, in modifications to the systems, when developing new software, and when conducting acceptance testing of newly developed or newly installed software.
- B. CPT and the Participating Agency agree that the modifications or enhancements provided hereunder shall include all user documentation to the Participating Agency to utilize the modifications or enhancements on their systems in accordance with the standards and specifications agreed upon by the parties.
- C. The parties agree to cooperate to troubleshoot any difficulties and to implement the services provided under this Agreement.

9. Ownership/Proprietary Rights.

- A. All source code, object code, and documentation generated for Real Estate Tax System, as well as all Software Systems shall be the property of CPT. CPT shall have and retain all right, title, and interest in and to the source code, object code and documentation, free from any claim, license, title or retention of rights thereto. Under no circumstance may the Participating Agency provide access to, give, sell or distribute any source code, object code, file layouts or documentation to any third-party. CPT has the right to market and disseminate said services and deliverables to others to maintain the user base.
- B. It is understood by the Participating Agency that CPT is the owner of any and all rights, intellectual and otherwise, for the materials, services and other deliverables that are delivered under this Agreement. All materials developed, produced, or in the process of being so under this Agreement shall be and remain the sole and exclusive property

of CPT and the Participating Agency shall, to the extent necessary, be granted a limited revocable license to use such mentioned materials during the term of this Agreement and for the sole and exclusive purpose of giving effect to this Agreement. Upon the expiration or termination of this Agreement, the Participating Agency shall return to CPT any and all property, documentation, records, materials, or information which is the property of CPT.

- C. All data records, and reports relating to the Participating Agency shall be treated by CPT as the exclusive property of the Participating Agency. Furnishing of such records to, or access to such items by, CPT shall not grant any express or implied interest in or license to CPT and/or its agents relating to such records other than as is necessary to perform and provide the services to the Participating Agency pursuant to this Agreement.

10. Limitation of Warranties and Liabilities.

- A. LIMITATIONS OF WARRANTIES. CPT MAKES NO WARRANTY, REPRESENTATION OR PROMISE NOT EXPRESSLY SET FORTH IN THIS AGREEMENT. CPT DISCLAIMS AND EXCLUDES ANY AND ALL IMPLIED WARRANTIES, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. CPT DOES NOT WARRANT THAT THE PROVIDED SERVICES AND PROGRAMMING ARE WITHOUT DEFECT OR ERROR OR THAT THE OPERATION OF ITS SOFTWARE AND SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.
- B. LIMITATION ON LIABILITY. EXCEPT TO THE EXTENT CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF CPT, IN NO EVENT SHALL CPT BE LIABLE FOR ANY INTERRUPTION OF THE PARTICIPATING AGENCY'S SERVICE OR OPERATIONS, OR FOR ANY OTHER SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING IN ANY MANNER WHATSOEVER, INCLUDING, BUT NOT LIMITED TO, CPT'S NEGLIGENCE. IN NO EVENT SHALL CPT'S LIABILITY UNDER THIS AGREEMENT EXCEED THE TOTAL AMOUNT OF FEES PAID TO CPT BY THE PARTICIPATING AGENCY UNDER THIS AGREEMENT.

- 11. Default.** If a party breaches its obligations under this Agreement, the non-defaulting party shall have the right to terminate the Agreement following not less than thirty (30) days prior written notice to the other party specifying the nature of such failure, and the defaulting party fails to cure such failure within that thirty (30) days period; *provided*, when a default cannot reasonably be cured within such thirty (30) day period, the time for curing such default may be extended for such period of time as may be reasonably necessary to complete such cure; *provided further* that the defaulting party shall have proceeded promptly to cure such default and shall continue to prosecute such curing with due diligence.

- 12. Notices.** All notices required to be given under this Agreement shall be in writing and delivered as follows: Participating Agency must provide such notices required under this

Agreement by electronic mail or U.S. Mail addressed to [name/title] at [email address] or at {physical address}. CPT must provide such notices required under this Agreement by electronic mail or U.S. Mail addressed to [name/title] at [email address] or at [physical address]. Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.

13. Miscellaneous.

- A. Entire Agreement: Requirement of a Writing. It is understood and agreed that the entire Agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreement presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the authorized representatives of the parties.
- B. Conflicts of Interest. CPT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement. CPT further covenants that in the performance of this Agreement no persons having any such conflicting interest shall be employed.
- C. Expenses Incurred. No payments shall be made under this Agreement for any expenses incurred in a manner contrary to any provision contained herein or in a manner inconsistent with any federal, state or local law, rule or regulations.
- D. Independent Contractor. For the purposes of this Agreement, CPT shall be deemed an independent contractor, and not an employee of the Participating Agency. The parties to this Agreement acknowledge and agree that the relationship arising from this Agreement is that of contracting entities, and does not constitute or create a general agency, joint venture, partnership, employment relationship, investment contract or franchise between them.
- E. Insurance. CPT further agrees it will maintain general liability insurance for its operations throughout the term of this Agreement as follows:
 - i. Automobile liability insurance (single limit or combined limit or excess umbrella) covering all vehicles used in providing services to Participating Agency in an amount of one million dollars (\$1,000,000) per accident for property damage, one million dollars (\$1,000,000) per accident for any damages to any one person and one million dollars (\$1,000,000) for total bodily injuries and damages arising from a single accident.

- ii. General liability insurance (single limit, combined limit, or excess umbrella) of not less than two million dollars (\$2,000,000) for property damage arising from one occurrence, two million dollars (\$2,000,000) for total personal injury arising from one occurrence.
- F. Severability. The provisions of this Agreement are severable; if any paragraph, section, subdivision, sentence, clause or other phrase of this Agreement is for any reason held to be contrary to law, or contrary to any rule or regulation having the force and effect of law, such decision shall not affect the remaining provisions of this Agreement.
- G. Governing Laws. The laws of the State of Minnesota shall govern as to the interpretation, validity and effect of this Agreement. The parties further agree that any lawsuit to enforce or challenge any provision of this Agreement or the application of any such provision shall be venue only in State or Federal courts having jurisdiction over Stevens County, Minnesota.
- H. Non-Discrimination. In carrying out the terms of this Agreement, CPT shall not discriminate against any employee applicant for employment, or other person, supplier or contractor because of race, color, religion, sex, marital status, national origin, handicap or public assistance.
- I. Whereas Clauses. The matters set forth in the "Whereas" clauses on page one (1) hereof are incorporated into and made a part of this Agreement.
- J. Paragraph Headings. The paragraph and subparagraph headings used in this Agreement are for reference purposes only and shall not be deemed to be part of this Agreement.
- K. Equal Drafting. This Agreement must be construed to have been drafted equally by the parties.
- L. Compliance with Law/Standards. CPT will comply with all applicable federal, state and local laws and regulations in its performance of and provisioning of the services. The Participating Agency shall comply with all applicable federal, state and local laws and regulations in its use of the services.
- M. Data Privacy. CPT agrees to maintain and protect data on individuals received, or to which CPT has access. No private or confidential data developed, maintained or reviewed by CPT under this Agreement may be released to the public by CPT or CPT's employees or representatives without written authorization from the Participating Agency.
- N. Assignability. Neither party may assign this Agreement to any other person or entity without the written consent of the other party.

- O. Force Majeure. With the exception of payment of charges due under the Agreement, a party shall be excused from performance if the performance is prevented by acts or events beyond the party's reasonable control, including but not limited to: severe weather and storms, earthquakes or other natural occurrences; strikes or other labor unrest; power failures; nuclear or other civil or military emergencies; or acts of legislative, judicial, executive or administrative authorities.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed.

COUNTIES PROVIDING TECHNOLOGY

Its:

Date: _____

PARTICIPATING AGENCY

Its:

Date: _____

- Attachment A – System Prices/Hourly Rate
- Attachment B – Flat Fee Schedule.
- Attachment C – Optional Programs

SELECTED SOFTWARE OPTIONS

The Participating Agency elects to receive services for the following Software Systems and Other Programs and agrees to all terms of Master Service Agreement.

SOFTWARE SYSTEMS PLEASE MARK SELECTIONS

- | | |
|---|--|
| <input type="checkbox"/> Real Estate Tax System | Other Software |
| <input type="checkbox"/> Computer Aided Mass Appraisal (CAMA) | <input type="checkbox"/> County Collection |
| <input type="checkbox"/> CAMA Mobile | <input type="checkbox"/> Land Tract |
| <input type="checkbox"/> Planning and Zoning | <input type="checkbox"/> Vital Statistics |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Nightingale Interface |
| <input type="checkbox"/> Payroll | <input type="checkbox"/> Rural Water |
| <input type="checkbox"/> Payroll Web Access | <input type="checkbox"/> Sewer |
| <input type="checkbox"/> IFS Support | <input type="checkbox"/> Social Welfare |
| <input type="checkbox"/> Cash Register | |
| <input type="checkbox"/> CostRite – Highway Costing | |
| <input type="checkbox"/> Capital Assets | |
| <input type="checkbox"/> Treasurer Financial | |
| <input type="checkbox"/> Hosting | |

Participating Agency

Date

CPT Board Chairperson

Date

Attachment A System Prices

System	Conversion		Purchase		Installation Cost*	
Real-estate Tax System -Includes Sales Ratio, LandCalc, Delinquent, Mobile Home, and GA modules.	\$8,000		\$50,000		\$3,640	
Comp Aided Mass App (CAMA)	N/A		\$5,000		\$1560	
Human Resources	N/A		\$8,000		\$520	
Payroll	\$2,000		\$2,500		\$1,560	
Payroll Web Access	N/A		\$2,500		\$260	
IFS Financial (support only)	N/A		N/A		\$1,040	
Cash Register	N/A		\$2,000			
CostRite - Highway	N/A		\$12,000		\$2,600	
Capital Assets	N/A		\$1,500		\$520	
Treasurer Financial	N/A		\$2,000			
iSeries Hosting Set-up	N/A		N/A		\$3,000	
Hourly Rates	2024	2025	2026	2027	2028	
Program Specialist	\$135	\$140	\$145	\$150	\$155	
Support Specialist	\$115	\$120	\$125	\$130	\$135	

❖ Installation does not include mileage, meals, or lodging.

Attachment B
Flat Fee Schedule
Monthly Maintenance Per County

System	2024	2025	2026	2027	2028
Real-estate Tax System	\$3,774	\$3,887	\$4,004	\$4,124	\$4,248
CAMA <5000 Parcels	\$312	\$321	\$331	\$341	\$351
CAMA >5000 Parcels	\$365	\$376	\$387	\$398	\$410
Land Calc w/out CAMA	\$121	\$124	\$128	\$132	\$136
CAMA Mobile	\$121	\$124	\$128	\$132	\$136
Planning and Zoning	\$121	\$124	\$128	\$132	\$136
Human Resources	\$363	\$374	\$385	\$400	\$409
Payroll	\$282	\$290	\$299	\$308	\$317
Payroll Web Access	\$168	\$173	\$178	\$183	\$189
Financial (IFS) -Support only	\$239	\$246	\$254	\$261	\$269
Cash Register	\$121	\$124	\$128	\$132	\$136
CostRite – Highway	\$666	\$686	\$707	\$728	\$750
Capital Assets	\$121	\$124	\$128	\$132	\$136
Treasurer Financial	\$121	\$124	\$128	\$132	\$136
iSeries Hosting - dedicated LPAR	\$1,288	\$1,326	\$1,365	\$1,407	\$1,449
iSeries Hosting – non- dedicated LPAR	\$773	\$796	\$820	\$844	\$869
iSeries Hosting – Agency in Hosted County	\$464	\$477	\$492	\$506	\$522

Attachment C
Optional Programs
 Monthly Maintenance Per County

CPT Tax Web Access – Any increases for these would be subject to board approval					
Tax & Values	\$120				
Tax & Statement	\$50				
Valuation Notices	\$50				
TNT Notices	\$50				
Appraisal Summary	\$50				

System	2024	2025	2026	2027	2028
County Collection	\$82	\$85	\$87	\$90	\$93
Social Welfare	\$82	\$85	\$87	\$90	\$93
Sewer	\$164	\$169	\$174	\$179	\$184
Land Tract	\$110	\$114	\$117	\$120	\$124
Vital Statistics	\$107	\$110	\$114	\$117	\$121
Nightingale Interface	\$74	\$76	\$79	\$81	\$83
Rural Water	\$258	\$265	\$273	\$281	\$290

SERVICE CONTRACT

I. The Parties. This Service Contract (“Agreement”) made 4/3/2023, is by and between:

Service Provider: Jay Kroona, 3120 8th Str. NE, Willmar, MN 56201 (“Service Provider”), and

Client: County Providing Technology, 509 Atlantic Ave., Morris, MN 56267 (“Client”).

Service Provider and Client are each referred to herein as a “Party” and, collectively, as the “Parties.”

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual promises and agreements contained herein, the Client hires the Service Provider to work under the terms and conditions hereby agreed upon by the Parties:

II. Term. The term of this Agreement shall commence on 4/3/2023 and terminate with 30 days’ notice by either party.

III. The Service. The Service Provider agrees to provide the following: Jay Krona would work with development and support to provide end user testing for assigned software programs. Jay would complete checklists and provide feedback to address any identified issues and concerns. The goal would also be to help identify a system on how to better incorporate ends users in the testing of software programs.

Hereinafter known as the “Service”.

The Service Provider shall provide, while performing the Service, that he shall comply with the policies, standards, and regulations of the Client, including local, State, and Federal laws and to the best of his abilities.

IV. Payment Amount. The Client agrees to pay the Service Provider the following compensation for the Service performed under this Agreement: \$60 per hour with a maximum compensation of \$20,000 in 2023.

Hereinafter known as the “Payment Amount”.

V. Payment Method. The Client shall pay the amount invoiced each month for services provided.

Hereinafter known as the “Payment Method”. The Payment Amount and Payment Method collectively shall be referred to as “Compensation”.

VI. Retainer. The Client is not required to pay a retainer before the Service Provider is able to commence work.

VII. Inspection of Services. Any Compensation shall be subject to the Client inspecting the completed Services of the Service Provider. If any of the Services performed by the Service Provider pursuant to this Agreement are defective or incomplete, the Client shall have the right to notify the Service Provider, at which time the Service Provider shall promptly correct such work within a reasonable time.

VIII. Return of Property. Upon the termination of this Agreement, all property provided by the Client, including, but not limited to, computer, must be returned by the Service Provider. Failure to do so may result in a delay in any final payment made by the Client.

IX. Confidentiality. Service Provider acknowledges and agrees that all financial and accounting records, lists of property owned by Client, including amounts paid, therefore, client and customer lists, and any other data and information related to the Client's business is confidential ("Confidential Information"). Therefore, except for disclosures required to be made to advance the business of the Client and information which is a matter of public record, Service Provider shall not, during the term of this Agreement or after its termination, disclose any Confidential Information for the benefit of the Service Provider or any other person, except with the prior written consent of the Client.

- a.) **Return of Documents.** Service Provider acknowledges and agrees that all originals and copies of records, reports, documents, lists, plans, memoranda, notes, and other documentation related to the business of the Client containing Confidential Information shall be the sole and exclusive property of the Client and shall be returned to the Client upon termination of this Agreement or upon written request of the Client.
- b.) **Injunction.** Client agrees that it would be difficult to measure damage to the Client's business from any breach by the Service Provider under this Section; therefore, any monetary damages would be an inadequate remedy for such breach. Accordingly, the Service Provider agrees that if she should breach this Section, the Client shall be entitled to, in addition to all other remedies it may have at law or equity, to an injunction or other appropriate orders to restrain any such breach, without showing or proving actual damages sustained by the Client.
- c.) **No Release.** Service Provider agrees that the termination of this Agreement shall not release him from the obligations in this Section.

X. Taxes. Service Provider shall pay and be solely responsible for all withholdings, including, but not limited to, Social Security, State unemployment, State and Federal income taxes, and any other obligations. In addition, Service Provider shall pay all applicable sales or use taxes on the labor provided and materials furnished or otherwise required by law in connection with the Services performed.

XI. Independent Contractor Status. Service Provider acknowledges that he is an independent contractor and not an agent, partner, joint venture, nor an employee of the Client. Service Provider shall have no authority to bind or otherwise obligate the Client in any manner, nor shall the Service Provider represent to anyone that it has a right to

do so. Service Provider further agrees that in the event the Client suffers any loss or damage as a result of a violation of this provision, the Service Provider shall indemnify and hold harmless the Client from any such loss or damage.

XII. Safety. Service Provider shall, at his own expense, be solely responsible for protecting its employees, sub-Service Providers, material suppliers, and all other persons from risk of death, injury or bodily harm arising from or in any way related to the Services or the site where it is being performed (“Work Site”). In addition, Service Provider agrees to act in accordance with the rules and regulations administered by federal law and OSHA. Service Provider shall be solely responsible and liable for any penalties, fines, or fees incurred.

XIII. Successors and Assigns. The provisions of this Agreement shall be binding upon and inured to the benefit of heirs, personal representatives, successors, and assigns of the Parties. Any provision hereof which imposes upon the Service Provider or Client an obligation after termination or expiration of this Agreement shall survive termination or expiration hereof and be binding upon the Service Provider or Client.

XIV. No Waiver. No waiver of any provision of this Agreement shall be deemed or shall constitute a continuing waiver, and no waiver shall be binding unless executed in writing by the Party making the waiver.

XV. Governing Law. This Agreement shall be governed by and shall be construed in accordance with the laws in the State of Minnesota.

XVI. Severability. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.

XVII. Additional Terms & Conditions. Either party may elect to end this agreement with 14 days’ notice.

XVIII. Entire Agreement. This Agreement constitutes the entire agreement between the Parties to its subject matter and supersedes all prior contemporaneous agreements, representations, and understandings of the Parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all Parties.

IN WITNESS WHEREOF, the Parties hereto agree to the above terms and have caused this Agreement to be executed in their names by their duly authorized officers.



CPT Personnel Committee

BOARD UPDATE: March 27th, 2023

February 14, 2023 at 2pm: Zoom

Attendees: Karen Ahmann, Joe Drietz, Larry Lindor, Troy Johnson, Paul Johnson, Joel Flaten, Mike Koehler

Unable to attend: Bob Kopitzke

Updates and Discussions:

- The Personnel Committee appointed Larry Lindor the Chair.
- The committee reviewed the Executive Director position description with changes. This will go to the Executive Committee for review. They also reviewed the proposed performance review and this too will go to the Executive Committee. The committee agreed to the Executive Directors 6 month increase as outlined in his hiring letter.
- The committee reviewed the strategic plan.
- The committee reviewed the Promotion Policy with proposed changes. This will be reviewed again in March.
- The committee reviewed and discussed the proposed Project Manager position. This was reviewed by Tessia with David Drown and it graded out to a 11. The committee will make a final recommendation at the March meeting for the board.
- The committee discussed where the Development Lead was placed on the scale. This position should have been graded at a 12 instead of the 10 on which he was placed. The committee agreed that this should be corrected which will need to be approved at the March board meeting.
- The Executive Director discussed policies that he is working on for the March meeting which are Accident, Infection Control, Data Practices, Employee Right to Know and Employee Safety.
- The committee looked at the Telecommuter Policy specifically at where it says that a staff must be here a year to telecommute. The recommendation is to change this to 6 months to match the probation period. A final recommendation will come in March.
- The committee discussed how to address staff who serve in volunteer positions like fire fighters and get called out during work hours. The committee will look at the current practices in their counties and discuss again at the next meeting.
- The committee reviewed an Employee Assistance Proposal from Sand Creek. They are recommending approving the proposal which will go to the Executive Committee.



CPT Personnel Committee

BOARD UPDATE: March 27th, 2023

March 14, 2023 at 2pm: Zoom

Attendees: Karen Ahmann, Bob Koptizke, Larry Lindor, Paul Johnson, Joel Flaten, Mike Koehler

Unable to attend: Joe Drietz and Troy Johnson

Updates and Discussions:

- The Personnel Committee reviewed the proposed changes to the Executive Director Position Description and recommend to the board for approval.
- Joel will work with Chair Koptizke to set up times to review the position description and performance of the expectations. This will then be reviewed with the Personnel Committee. The goal is to meet quarterly.
- The committee discussed planning for North Dakota.
- The committee reviewed the changes to the Promotion Policy and recommend to the board for approval.
- The committee is recommending a change to the Development Leads placement on the scale considering that he was placed at a Grade 10 but should have been at a Grade 12. This will be retroactive to his promotion date on 10/17/22.
- The committee is recommending the approval of the proposed Project Manager position along with the hiring of Trisha Bartels to fill this position internally. This position will focus on the tracking of the rewrite along other program projects that may come up. She has been doing a lot of the organizing so far and has done an excellent job with tracking progress.
- The committee reviewed the proposed changes to the Telecommuter Policy and recommend for board approval.
- The committee was updated on the Employee Assistance Programs which was approved by the Executive Committee on 2/27/23 and will start on 4/1/23.
- The committee discussed what to do if a staff is a volunteer fireman or first responder and is called out during work. The committee recognizes the importance of these positions in our communities so to recognize it as work time for the few times it happens. This would be relooked at if it becomes excessive and impacts work.
- Joel is working on additional policies for board approval but will not bring them to the committee till the next meeting.
- The committee was updated that we have reached out to Jay Krona to see if he would be interested in being contracted to do user testing for the software programs. He recently retired from Kandiyohi County after many years and comes highly recommended.
- The committee also discussed the potential of Gwen returning to help at CPT. If it were to happen, the committee would want the expectations to be very clear and to not be the same as when she left. The focus should be on the rewrite, training and documenting the current system. Mike and Joel have not met with her to discuss anything related to her potential return.
- The committee was updated that reviews were completed for Kristina and Trisha at their six months and both are doing really good.
- The next meeting is scheduled for April 11th at 2pm by Zoom if it is felt to be necessary. Otherwise, the committee will be meeting on May 9th at 2pm by Zoom.

Position Title: Executive Director
Department: Administration
Reports To: CPT Joint Powers Board
Supervises: Program Development, Technical Support and Office Support Staff
FLSA Classification: Management
Grade: 18
Hours Per Week: 40

Position Summary

Perform complex professional and administrative work in planning, directing and coordinating the policies and/or directives of CPT and the Joint Powers Board. The Executive Director promotes the coordination between the Joint Powers Board and CPT employees and customers. The Executive Director shall, with the approval of the Board, coordinate the various activities of the Board and unify the management of its affairs.

Essential Duties and Responsibilities	%
Administrative Management <ul style="list-style-type: none"> • Attend all meetings of the Board and recommend measures for adoption as the Executive Director deems advisable or expedient. Serve as Clerk of the Board, schedule meetings and assure proper notice is given. • Coordinate the preparation of the agenda for regular and special Board meetings and organize background information, correspondence and documents to accompany the agendas and directs their distribution. • Provide for the execution of all directives of the Board. • Oversee the recording of the official minutes of every meeting of the board and maintain a permanent record of meetings. • Facilitate short-term and long-term planning efforts of the Board, including strategic and capital improvement initiatives, by arranging meetings, researching topics for discussion, analyzing and presenting background information on specific issues in advance of discussions, researching Minnesota Statutes, past records and other resources as required to respond to inquiries of the board or clients. • Serve as Public Information Officer for the Board, communicate activities of the Board to the news media and public through press releases and other oral and written correspondence, including articles and public presentations. • Serve as a liaison between the Board and employees, inform employees of policy changes, meetings and announcements and work to foster interdepartmental working relationships and cooperation. • Develop and submit recommendations on policy or procedural matters to the Board on the general affairs of CPT, its current and future financial position, its departments and policies. • Develop interagency contacts necessary to stay abreast of developments that affect CPT, represent the Board at local, regional, state and/or national meetings, attend professional meetings and keep informed of developments in government operation and management and advise the Board of changes in statutes and regulations. • Serve as intergovernmental relations representative, confer with civic organizations, state officials and citizens to advocate for Board initiatives and explain Board policies, programs and objectives. 	60

<ul style="list-style-type: none"> • Prepare and submit to the Board a proposed annual budget and long-range software program improvements for such period as the Board may direct. Enforce the provisions of the budget when adopted by the Board. • Examine the books and papers of officers and departments of CPT as directed by the Board and report the findings to the Board, keep the Board fully advised as to the financial condition and needs of the Board and make such other reports from time to time as required by the Board or as the Director deems advisable. • Hire, suspend and remove, with the approval of the Board, all personnel whose hire, suspension or removal is a function of the Board under general law. (My position description ended here.) 	
<p>Performance Management</p> <ul style="list-style-type: none"> • Set goals and objectives, develop an employee engagement plan, perform employee evaluations, recommend appropriate disciplinary actions and recognition opportunities, implement staff training plans, and resolve employee issues when appropriate. • Coordinate proper use of resources, equipment, materials, and personnel, to ensure delivery of efficient services in a cost-effective manner. • Implement development related programs and objectives of the Strategic Plan. • Develop and report on performance measures to identify success of efforts at individual, team, and organizational level. • Develop, implement, and hold staff accountable for team policies, procedures, and standards. • Be able to use the all areas of the HR software. 	20
<p>Program Development Oversight</p> <ul style="list-style-type: none"> • Monitor project progress and report to committees and the board. • Monitor progress on system rewrites and report to committees and the board. • Oversee plan changes to systems. • Oversee strategic planning for software and work with Software Committee. • Seek input from users to incorporate into to long-term planning. 	10
<p>Client Relations (Engagement)</p> <ul style="list-style-type: none"> • Prepare quotes for the future development of programs and re-write of existing programs to include all employee, contracting, software, and hardware costs. • Prepare and discuss quotes for customers wishing to join CPT. • Work closely with user groups to establish effective business relationships, and ensure that problems/issues are resolved, needs are met, and clear and open communication is maintained. • Plan users meeting with each participating agency at annually. 	10
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the employment responsibility. While data is being accessed, incumbent should take reasonable measures to ensure the not public data is not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).</p> <p>If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.</p>	

Position Specifications

Education/Experience: Possess a bachelor's degree in information technology administration, business and/or public administration with major or minor interest in one of the following or related areas: information technology, project management, financial administration, political science, accounting or economics with a minimum of three years' experience in an administrative position or any combination of experience and training which provides the required knowledge, skills and abilities. Master's Degree in related field preferred.

License: Valid driver's license.

Continuing Education: Must attend continuing education courses as appropriate

Job Knowledge and Skills: Comprehensive knowledge of the principles and methods of public administration, including planning, directing personnel, fiscal management practices. Thorough knowledge of current laws, rules and regulations pertaining to the operation of the joint powers entity. Ability to plan and conduct effective public meetings, express complex ideas or procedures. High level of verbal and written communication skills required, including working with employees, elected officials, management employees, the public, County Commissioners and federal, state and local representatives. Ability to research issues, analyze information, prepare reports and recommendations and make presentations to groups and individuals. Ability to work with others in a team environment. Ability to use considerable independent judgment to plan, perform and make decisions within the limitations of recognized standard methods and procedures, in addition to use of initiative and ingenuity. Ability to interpret, supplement or recommend policies and procedures.

Personal Computer (PC) and Equipment Competencies: Word processing and spreadsheet competency required. Presentation software experience preferred but not required. Willingness to learn additional software as needed for the position is required.

Employment Variables: Typical schedule is 40 hours per week. Additional hours may be required depending upon workload demands.

Requirements:

- Valid MN driver's license required.
- Proficiency with Microsoft Office products including Microsoft Word, Outlook, PowerPoint, Project, and Excel.
- Proven experience as supervisor or relevant role.
- Must obtain and maintain necessary licenses and certifications.
- Must be able to set policies and goals for organization with Board guidance.
- Must be able to provide work direction to others.
- Must be able to administer operating rules and procedures under management guidance.
- Must be able to meet deadlines and work under pressure.
- Must have strong communication skills.
- Must be able to solve widely varied complex problems using analytical ability and inductive thinking in adapting policies, procedures and methods to fit complex situations.
- Excellent customer relation skills to relay basic information and facts to customers.

Physical Demands and Working Conditions

- The employee is generally in the office.
- Must be able to handle excessive keyboarding and repetitive movement.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision.

Equipment Utilized

- Must operate a computer and other office equipment.
- Computer word processing and spreadsheets.

I have read the job description and its attachments and understand the responsibilities.

Employee Signature _____ Date _____

PROMOTION POLICY

Effective Date: January 23, 2021

Revision Date:

Authority: Counties Providing Technology (CPT) Joint Powers Board

I. PURPOSE

- A. The Counties Providing Technology (CPT) employee promotion policy presents our guidelines for advancing and promoting employees. CPT offers employees opportunities for advancement through a predesigned career ladder. The career ladder encourages employees to continually develop their skills and enhance their value to the organization. This policy includes the processes CPT managers will follow when promoting employees to positions within the career ladder.

II. SCOPE

- A. This policy applies to technical support and software developer employees who qualify for promotion. Employees may be promoted only after their six-month probationary period ends and if they are not under a performance improvement plan.
- B. “Promotion” in this policy refers to a move to the next position title on the career ladder. Promotions within the pre-built steps are at the discretion of CPT management.
- C. Promotions outside of the predesigned career ladder shall be determined by the CPT Joint Powers Board.

III. POLICY ELEMENTS

- A. CPT will promote employees based on years of experience, performance, workplace conduct, and position availability. Promotions are not guaranteed and are at the discretion of CPT management.
 - 1. **Technical Support Specialist II** promotion: Criteria
 - a. A minimum of three years of experience working with CPT software application(s).
 - b. High performance level in two recent review cycles.
 - c. Meets minimum requirements of the position job description.
 - 2. Wage increase for a Technical Support Specialist II promotion:
 - a. Placement on grade seven of the wage scale at the step closest to but no less than 3% above the employee’s current rate of pay.
 - 3. **Technical Support Specialist Lead** promotion: Criteria
 - a. A minimum of five years of experience working with CPT software application(s).
 - b. A minimum of three years of experience supporting CPT software application(s) as a CPT employee.
 - c. High performance level in four recent review cycles.
 - d. Meets minimum requirements of the position job description.
 - e. Personal motivation and willingness for a change in responsibilities.
 - f. Demonstrates an ability and desire to lead the program team.
 - 4. Position availability:
 - a. Only technical support teams of made up of two or more employees shall have a

- Lead.
 - b. Each support team shall have up to one Lead unless otherwise determined by the CPT Joint Powers Board.
- 5. Wage increase:
 - a. Placement on grade ten of the wage scale at the step closest to but no less than 5% above the employee's current rate of pay.
- 6. **Software Developer II promotion: Criteria**
 - a. A minimum of ~~four~~ **three years** of experience developing and designing CPT software application(s).
 - b. High performance level in ~~three~~ **two** recent review cycles.
 - c. Meets minimum requirements of the position job description.
- 7. Wage increase:
 - a. Placement on grade nine of the wage scale at the step closest to but no less than 3% above the employee's current rate of pay.
- 8. Developer Lead promotion: Criteria**
 - a. A minimum of five years of experience developing and designing CPT software application(s).**
 - b. High performance level in four recent review cycles.**
 - c. Must have a thorough understanding of CPT programs.**
 - d. Meets minimum requirements of the position job description.**
 - e. Personal motivation and willingness for a change in responsibilities.**
 - f. Demonstrates an ability and desire to lead the development team.**
- 9. Position availability:**
 - a. Only development teams made up of two or more employees shall have a Lead.**
- 10. Wage increase:**
 - a. Placement on grade twelve of the wage scale at the step closest to but no less than 5% above the employee's current rate of pay.**
- 11. When can managers consider employees for promotion?
 - a. Employees may be considered for promotions during the annual performance evaluation on the anniversary in which longevity requirements for the position have been met.
- 12. Other promotions
 - a. Spontaneous promotions may also occur as approved by action of the CPT Joint Powers Board.



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	March 27 th , 2023		
Agenda Item:	Development Lead Wage Correction		
Presenter:	Commissioner Lindor, Joel Flaten		
Summary:	<p>Preston Miller was promoted to the Development Lead position on 10/17/22 at Grade 10, Step 11. The Executive Director found out from Tessia Melvin with David Drown and Associates that the Development Lead position should have been at Grade 12 when reviewing another position. This would have changed where Preston would have been placed on the Wage Scale.</p>		
Financial Impact:	<p>Yes or No? Yes .. he will make more than budgeted.</p>		
Recommended Action/Motion:	<p>Motion to place Preston Miller at Grade 12, Step 9 on 10/17/22 with retro payback to this date.</p>		



DDA

Human Resources, Inc.
a David Drown Associates Company

TO: JOEL FLATEN, EXECUTIVE DIRECTOR

FROM: DR. TESSIA MELVIN, DDA MANAGEMENT CONSULTANT

DATE: FEBRUARY 6, 2023

SUBJECT: RECLASSIFICATION

Per review of the job descriptions, internal equity and pay grid, I would recommend the Lead be grade 12 and Project Manager grade 11.

Dr. Tessia Melvin, DDA Management Consultant

Classification: Project Manager
Reports to: Development Director and Executive Director
Supervises: None

FLSA Classification: Exempt

Grade: 11

Hours per Week: 40

Position Summary

This position is the primary organizer and leading management figure of software projects. They are responsible for the start and completion of each project ensuring the flow of work is completed. They establish the project goals and ensure that it aligns to CPT’s vision as approved by the board. They assign the team members their duties and tasks and then follow-up to ensure completion.

Essential Duties and Responsibilities	%
<p>Project Management</p> <ul style="list-style-type: none"> • Work with management to establish project priorities. • Develop and maintain project timelines. • Assign specific tasks for team members. • Monitor project progress and report to stakeholders. • Ensure documentation requirements are completed. • Oversee the quality assurance process throughout the project. • Coordinate testing with support and users. • Assist with the final release of the project to go live. • Oversee and coordinate changes to the systems and counties. • Define and make sure system requirements pertaining to calculations for tax, payroll etc. are communicated/documented/understood between developers and support staff. • Work with Development Director and Developer Lead to insure the new data/old data are maintained and reside in the correct manner/system. 	60
<p>Organize workflow and ensure that employees understand their duties or delegated tasks</p> <ul style="list-style-type: none"> • Provide guidance, training, and support to developers & technical support staff. • Serve as a project manager (define scope, plan, organize and direct project teams involved in large or complex systems hardware or software projects). • Serve as a functional team coordinator (schedule, monitor, guide and participate in installing, configuring, analyzing, monitoring, and maintaining systems software, hardware and related applications systems). <p>Resolve the most complex systems support issues; communicates with vendor(s) as necessary.</p>	25
<p>Establish and maintain architecture</p> <ul style="list-style-type: none"> • Establish and implement systems guidelines, procedures and standards and ensure compliance. • Assist with the availability, performance, and security of systems software (respond to security breaches, service interruption or other critical situations to re-establish system functionality.) • Monitor, analyze and implement responses to problem trends with team. • Evaluate system capacity; provide input on system development and expansion; bring recommendations for hardware and software to meet business needs. 	15
<p>The incumbent may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the employment responsibility. While data is being accessed, incumbent should take reasonable measures to ensure the not public data is not accessed by individuals</p>	

without a work reason. Once the work reason to access the data is reasonably finished, incumbent must properly store the not public data according to the provisions of the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13).

If a new work assignment requires access to not public data, the incumbent is permitted to access not public data for the work assignment purposes only. Any access to not public data must be strictly limited to the data necessary to complete the work assignment and after the assignment is completed, the employee's work assignment no longer requires access.

Qualifications

Education: Bachelor of Computer Science or related field and 4 years of experience in project management, programming, data analysis or related field or equivalent combination of experience and education.

Requirements:

- Valid MN driver's license required.
- Must be able to comprehend and apply principles in trigonometry, geometry, modern algebra and advanced statistical history.
- Proficiency with Microsoft Office products including Microsoft Word, Outlook, PowerPoint, Project, and Excel.
- Experience in creating and tracking of program progress and schedules, including deliverables.
- Must obtain and maintain necessary licenses and certifications.
- Must be able to provide work direction to others.
- Must be able to administer operating rules and procedures under management guidance.
- Must be able to meet deadlines and work under pressure.
- Must have strong communication skills.
- Must be able to solve widely varied complex problems using analytical ability and inductive thinking in adapting policies, procedures and methods to fit complex situations.
- Excellent customer relation skills to relay basic information and facts to customers.

Physical Demands and Working Conditions

- The employee is generally in the office.
- Must be able to handle excessive keyboarding and repetitive movement.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this position include close, distance, color, peripheral and depth vision

Equipment Utilized

- Must operate a computer and other office equipment.
- Computer word processing and spreadsheets



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	March 27 th , 2023		
Agenda Item:	Project Manager Position		
Presenter:	Commissioner Lindor, Mike Koehler and Joel Flaten		
Summary:	<p>We are looking to formally adding a Project Manager position to ensure the tracking of the rewrite project along with coordinating the testing. This position was reviewed by Tessia Melvin with David Drown and graded at 11. Trisha Bartels has been working with this and has done an excellent job keeping the rewrite focused so we would recommend her for this position. The position is also being proposed at 40 hours per week as she is taking on additional duties.</p>		
Financial Impact:			
Yes or No?	Yes ... the wages were not calculated into the budget at this rate		
Recommended Action/Motion:			
	Motion to approve Trisha Bartels as the Project Manager at Grade 11, Step 7 at 40 hours per week effective 4/3/23.		

TELECOMMUTING POLICY

Effective Date: 6/28/21

Revision Date:

Authority: Counties Providing Technology (CPT) Joint Powers Board

I. PURPOSE

- A. In an effort to achieve the following benefits, Counties Providing Technology (CPT) sets forth a policy to define telecommuting, to guide decisions about appropriate telecommuting arrangements, and to clarify employee and employer responsibilities and obligations when a telecommuting agreement is in place.

- B. Benefits of telecommuting can include the following:
 - 1. Improved employee recruitment and retention
 - 2. Improved employee morale and greater job satisfaction
 - 3. Reduced absenteeism
 - 4. Increased employee and work unit productivity
 - 5. Improved customer service through ability to focus on work
 - 6. Reduced travel time and costs
 - 7. Reduced worksite space and related overhead costs, including parking
 - 8. Improve disaster recovery and contingency strategy where dispersed workforce is advantageous

II. LEGAL REFERENCES AND AUTHORITY

- A. No legal constraints.

III. DEFINITIONS

- A. Telecommuting definition and scope. For the purposes of this policy, telecommuting is a voluntary arrangement, supported by a telecommuting agreement, between CPT and the employee to conduct their work in a designated offsite workspace, most often the employee's home, on a regular basis.

Other arrangements whereby an employee works at a location other than their primary worksite such as visiting clients or attending meetings or training off site) or an employee is authorized by management to work at home for the purposes of completing a brief project or other brief and time limited arrangements, are not governed by this policy.

Telecommuting does not change the basic terms and conditions of employment.

- B. Primary worksite definition. The CPT office in Morris, MN, that the employee would primarily work at if not telecommuting. **Employees still must average two days in the office per week while being approved to telecommute unless prior approval by the Executive Director for extenuating circumstances (medical issues, out of state, etc.). This is subject to change upon board approval.**

- C. Telecommuting worksite definition. The designated offsite workspace in which the employee will regularly conduct their work.

- D. CPT property definition. Supplies, equipment, data or documents provided by CPT or produced by a CPT employee, client, or other party related to CPT business.

IV. MINIMUM CRITERIA FOR CONSIDERATION OF TELECOMMUTING ARRANGEMENT

- A. The success of a telecommuting arrangement is dependent upon the characteristics of the job, the employee, the employee's home technology all being well-suited for such an arrangement.

CPT maintains the right to approve or rescind telecommuting requests at its sole discretion.

- B. Job minimum requirements. To be considered for a telecommuting arrangement, the employee's job must consist of duties that can be fulfilled while telecommuting, including the following:

1. Not require face-to-face contact with clients at a primary worksite.
2. Not result in decreased internal or external customer service if conducted through telecommuting.
3. Consist of duties that can be fulfilled while telecommuting.

- C. Employee minimum requirements. To be considered for a telecommuting arrangement, the employee must meet the following minimum requirements:

1. Be employed with CPT for a minimum of ~~12~~ 6 months of continuous employment. A rare exception to this requirement may be considered with management approval.
2. Be in compliance with CPT policies.
3. Meet or exceed expectations of their job, informed in part by the employee's most recent performance review.

- D. Technology minimum requirements. To be considered for a telecommuting arrangement, the employee's proposed telecommuting worksite technology must meet the following minimum requirements:

1. Minimum internet connection speed of 10 Mb per second.
2. Internet connection by DSL (digital subscriber line), cable or fiber. Except as provided below, wireless access through internet service providers (ISPs), including microwave or satellite solutions, do not meet this minimum requirement.
3. And the employee must meet the following minimum requirements:
4. Have the ability to solve basic hardware and software problems.
5. Have a clear understanding of their intended telecommuting worksite network set-up and how to connect CPT equipment to it, including:
 - a. Location of the Ethernet cable and the USB (universal serial bus) cable port and any other necessary ports, etc.
 - b. Have read and acknowledged understanding of the remote access documents provided by CPT.

- E. Other telecommuting worksite minimum requirements. In addition, the telecommuter's worksite must be established in a manner that enables the employee to:

1. Work uninterrupted.
2. Secure CPT property for use only for CPT business.
3. Secure non-public, protected, and sensitive data from sight and sound by other parties

in compliance with federal and state requirements.

F. Additional factors considered. When ascertaining whether a telecommuting arrangement is likely to be successful, the following additional factors will be considered:

1. The needs of the employee's work team and division
2. Team responsibilities
3. Employee's work skills, including organizational, time management, self-motivation, reliability, and ability to work independently.
4. Impact of telecommuting on the work of other employees

CPT acknowledges that telecommuters may require different in-office support (such as printing and mailing documents, checking and triaging physical mail). Such support may be made available but only as agreed to by management and only to the degree that it is not less efficient for CPT in the aggregate as a result of the telecommuting arrangement. It is important that explicit communication about such arrangements be made as part of establishing the telecommuting arrangement.

Telecommuting worksite location, including the distance from the primary worksite, distance from the employee's clients, impact on ability to respond timely to client or work team needs, and impact on productivity

Any other prevailing conditions identified by management.

G. Telecommuting agreement requirements. In addition to continuing to meet the minimum requirements for consideration of a telecommuting arrangement that are identified above, the following requirements apply as well:

1. Policy compliance. The telecommuter must comply with all CPT policies. Failure to comply may result in revocation of the telecommuting agreement and/or other appropriate disciplinary action.
2. Dependent care. The telecommuter must manage dependent care and personal responsibilities in a manner that would be appropriate if they were working at their primary worksite and in a manner that allows them to successfully meet job requirements. (i.e., Telecommuting is not an appropriate alternative to having dependent care in place.)
3. Performance expectations. The telecommuter is expected to be at least as productive, if not more so, than an employee who regularly works at the primary worksite.
4. Handling mail. The telecommuter is responsible for making arrangements to handle printing and mailing of their documents and checking and triaging their mail that arrives at their primary worksite in a manner that is timely, appropriate, and consistent with the preceding *additional factors considered* section on the *impact of telecommuting on the work of other employees*.
5. Telecommuter work schedule. Telecommuting itself does not alter an employee's work schedule. Rather, any changes to a work scheduled are handled in accordance with the Flexible work schedule policy.
6. Telecommuter availability. The telecommuter is expected to be available at their telecommuting worksite by phone, video-conference, and email during scheduled work hours unless conducting business elsewhere on behalf of CPT as appropriate or unless on approved paid or unpaid leave.

7. The telecommuter is also expected to be at a primary worksite or other designated location as necessary to attend meetings, training sessions, and as designated by the management, including being called in to work at a primary worksite in special circumstances as deemed necessary by management.
 8. Equipment malfunction. In the event of an equipment malfunction or internet connectivity weakness, the telecommuter will notify management immediately. If the malfunction or connectivity situation precludes the telecommuter from working on assigned work at their telecommuting worksite, the telecommuter will be assigned other work, and/or report to their primary worksite, or be assigned by management to another worksite pending the repair of equipment or resolution of the connectivity weakness. Repeated circumstances of equipment failure or connectivity weakness may be cause for review of continued suitability of the telecommuting arrangement.
- H. Weather emergencies or other extenuating circumstances. If loss of electrical power, heat, or other circumstances preclude the telecommuter from safely and effectively working at their telecommuting worksite, the employee shall consult with management immediately and report to their primary worksite unless other appropriate arrangements are made with management (including reporting to an alternative primary worksite or other approved location or taking vacation, or sick leave in accord with those policies) until the situation is remedied.
- I. Telecommuting worksite location, environment and safety. The telecommuter and management shall agree upon the location of the designated telecommuting worksite before the telecommuting agreement is executed. Subsequent changes to the location must be approved by management.

In determining the location of the telecommuting worksite, the telecommuter must consider data privacy and security requirements including both sight and sound aspects.

The telecommuter is responsible for establishing and maintaining a safe work environment. The telecommuter shall review the Workstation Guide on ergonomics and apply the recommended office set-up.

CPT will not be responsible for the provision of or costs associated with the telecommuting worksite, including utilities, internet connection, remodeling, furniture, lighting, repairs or modifications to workspace, etc.

To facilitate contact with CPT in the event the telecommuter is incapacitated, the employee will post CPT's main phone number and the name and telephone number of the Executive Director in a visible location in their telecommuting worksite.

The telecommuter (or their designee in the event of incapacitation) will provide access to their telecommuting worksite and CPT property upon request.

The telecommuter may not conduct any client or customer meetings in their homes. Doing so will be cause for discontinuing the telecommuting.

- J. CPT supplies, equipment, and property. CPT will provide appropriate office supplies and equipment for the telecommuting employee as deemed necessary based on job-specific requirements, subject

to change at any time.

The telecommuter will use CPT equipment and supplies for CPT business only. Unauthorized use by other parties is strictly prohibited.

All inventory supplied will be documented on the *Telecommuting Inventory Receipt* and signed by the telecommuter and management upon receiving inventory.

The telecommuter will protect CPT property from damage or theft. No smoking will be allowed in the vicinity of CPT property. Food and beverages will be handled with care around CPT property.

CPT will maintain equipment provided by CPT.

CPT accepts no responsibility for maintenance, repairs, or damage to employee-owned supplies or equipment.

Upon termination of the telecommuting agreement or employment, the telecommuter will return all CPT property in acceptable working condition to the organization via arrangements made with management not to exceed two calendar weeks. Failure to return CPT property or returning property in damaged condition may result in the telecommuter being required to reimburse CPT for the cost of repair or replacement of such.

- K. Other business-related expenses. With prior approval, CPT may reimburse the employee for CPT business-related expenses such as shipping costs, etc. that are reasonably incurred in accordance with job responsibilities and the Employee Expense Reimbursement Personnel Policy.
- L. Liability and taxes. CPT accepts no liability for third party injuries or property damage occurring at the telecommuter worksite. CPT encourages telecommuters to consult with their homeowner's or renter's insurance agent to protect themselves as they deem fit.

CPT holds no responsibility to address tax implications or zoning constraints or other related legal concerns for the telecommuter's use of personal real estate for telecommuting. CPT encourages telecommuters to consult with their own tax and legal experts accordingly to understand and address any such implications or constraints.
- M. No cash or checks at the telecommuter worksite. A telecommuter may not take CPT owned cash or checks to their telecommuting worksite.
- N. Theft or criminal activity. Telecommuters are responsible for contacting their management and for filing a police report with their local law enforcement in a timely manner in the event of any theft or criminal activity related to CPT property.
- O. Injury. The employee is obligated to provide prompt notice of an injury while telecommuting in accordance with CPT's Worker's Compensation procedures.
- P. Data privacy and security.
 - 1. Meeting data practices requirements. The telecommuter is responsible for meeting all federal

and state data practices requirements while transporting non-public, protected, or sensitive data and while working with such data at the telecommuting worksite. The telecommuter must take all necessary precautions to secure and prevent unauthorized access to CPT data, supplies and equipment. Steps include, but are not limited to, locking file cabinets and desks, and regular password maintenance.

2. Transporting data. Transportation of non-public, protected, or sensitive data must be on an encrypted Jump Drive. Such data is permanently stored at the primary worksite, with the only data that is transported limited to that which is necessary to conduct work assignments before returning to the primary worksite.
3. Destroying data. Destruction of any physical data must be done in accordance with data retention and destruction requirements and done at the primary worksite.

Q. Compensation for telecommuter travel time.

1. Commuting. An employee shall not be compensated for time commuting between their primary worksite and their telecommuting worksite.
2. Other. When an employee does not report to their primary worksite during the day or makes business calls before or after reporting to their primary worksite, the allowable compensated time shall be:
 - a. The lesser of the time from the employee's telecommuting worksite to the first stop or from their primary worksite to the first stop;
 - b. All time spent traveling between points visited on CPT business during the day;
 - c. The lesser of time spent traveling from the last stop to the employee's telecommuting worksite or from the last stop to their primary worksite.

R. Compensation for mileage. Compensation for mileage shall be made in accordance with the Employee Expense Reimbursement Personnel Policy.

V. Length of agreement and periodic review; termination.

- A. Telecommuting trial period. Each new telecommuting agreement is subject to a 90-day trial period.
- B. Review during trial period. Evaluation of telecommuter performance during the trial period may include interaction by phone and/or e-mail between management and the employee, and periodic in-person meetings to discuss work progress and challenges. During the trial period, the employee and management will evaluate the arrangement and its effectiveness, making recommendations for continuing, continuing with modifications, or terminating the telecommuting agreement. The Business Manager will document the evaluation using the Telecommuter 90-Day Review once the review has been completed, provide the employee a copy, and file the original in the employee's personnel file.
- C. Annual review of telecommuting agreement. Each telecommuting agreement will subsequently be evaluated annually at the time of the employee's regular performance review with continued suitability to be documented as part of the review.

This does not preclude more frequent review if the situation merits.

- D. Termination of agreement during trial period. At any time during the trial period, the telecommuting agreement may be terminated by CPT or the employee with a 24-hour notice.

- E. Employee termination of telecommuting agreement. An employee may terminate their telecommuting agreement and return to a traditional work arrangement upon 30-days written notice to the Executive Director and upon the availability of office space at the primary worksite – unless a shorter period is mutually agreed to.

The notice should include the date the employee intends to terminate the agreement and their reason for doing so.

- F. Employer termination of telecommuting agreement. Telecommuting may be discontinued by CPT. When practical, CPT may provide a two-calendar-week advance notice of intent to terminate the agreement. Reasons for termination of the telecommuting agreement may include, but are not limited to:
1. Non-compliance with the telecommuting agreement. This may result in immediate termination of the agreement.
 2. Declining performance or changes in organizational needs.
 3. Factors outside the control of CPT, including but not limited to changes in caseload or program requirements.



Software Committee

Board Update: March 27, 2022 Meeting

Thursday, February 9, 2023 at 2:00 pm: Zoom

Attendees: Michelle Knutson, Janel Timm, Vicki Knobloch Kletscher, Andrew Letson, Victoria Townsend, Chris Pelzer, Joel Flaten, and Mike Koehler

Unable to attend:

Updates and Discussions:

- The committee reviewed the Strategic Plan for 2023-24. The tax rewrite was reviewed and CPT is still working on TaxM11 but should be starting TaxM12 which should give CPT a better projection on how long the rewrite could take to finish. CPT is proposing to add a Project Manager position to ensure accountability along with tracking the progress on software projects. We would be looking to promote from within without adding staff. The committee also discussed how to cover for IFS and CostRite when staff are on vacation.
- MCIS emailed CPT about purchasing some software. The plan is to meet with them at the MACO Conference to get more information.
- CPT has two or three counties interested in the HR program in North Dakota with two already purchasing it. The challenge is that the current HR program needs numerous fixes which would take programming time away from the other priorities like the tax rewrite. The committee agreed that MN programs were the priority. We would talk with the ND counties and return the money to them for the HR program if a quick fix cannot be found. There are currently no counties with the HR program in ND since Dunn left on 12/31/22.
- The committee reviewed the grid options for the tax rewrite. They agreed to go with the reduced screen when there were not many columns but to increase the screen when there are more columns.
- Janel and Michelle updated the committee on IFS and Cash Drawer. The plan is to still have a recommendation to the board in March if we want to replace Cash Register with Cash Drawer. Mike is working on getting more counties Cash Drawer to test in the next month.
- CPT is still waiting to hear back from CLA to schedule the security audit.
- The committee reviewed the proposed master service agreement, option selections and program pricing. The goal is to have it all finalized by the March board meeting. The committee agreed that CPT could start billing \$50 per month for counties that wanted GIS support. The rationale is that we would need to back up daily the data to support GIS verse just taking the time to get the data once and billing for that.
- CPT received an email from iText to schedule a meeting to discuss our use of their iText 5.0 version. We did meet with them to explain that we used this option only in ND whereas we use the 2.0 option in MN which is free. We did get them numbers to get a quote for the 5.0 or 7.0 versions. They did include in the quote for us to pay back the use of 5.0 to 2017 for around \$32,000. The committee did not feel that the back pay is something that we would cover since there was no documentation for this cost.
- The committee will meet again on March 9th via Zoom.



Software Committee

Board Update: March 27, 2022 Meeting

Thursday, March 9, 2023 at 2:00 pm: Zoom

Attendees: Michelle Knutson, Janel Timm, Vicki Knobloch Kletscher, Victoria Townsend, Chris Pelzer, Joel Flaten, and Mike Koehler

Unable to attend: Andrew Letson

Updates and Discussions:

- The committee reviewed the Strategic Plan for 2023-24. The development team is still finishing up TAXM11 which is at the point of testing. The support staff do not have as much time to test as this is their busy time. They are starting to work on TAXM12. We are still looking at the potential to contract with an individual to help with the end user testing.
- Michelle Knutson and Stephanie Buss have agreed to be backup up for the IFS and CostRite systems when Dominique goes on vacation.
- MCIS has approached CPT about buying CAMA Mobile from us. The committee would rather see if we could trade for their experience in areas of our need instead of getting the money.
- Joel brought up a meeting with support staff and their frustrations related to issues not being addressed and being asked tasks that they not been asked to do before which takes up time. We are going through the first busy time without Gwen and things are taking longer to address which relates to this frustration. The current staff do not have her knowledge and experience but are working hard to learn.
- The committee discussed CPT continuing to provide services to North Dakota.
- The committee reviewed the current billing to Swift County Human Services for AS400 and Technical Support which we do not a contract of what is provided. Joel has attempted to contact them twice and has not heard back. The committee agrees that CPT should discontinue current billing to them because of this lack of a clear reason for the services.
- Janel and Michele are planning to meet with users to finalize a recommendation to the board about going with Cash Drawer and discontinuing Cash Register.
- The committee was updated on the Cybersecurity Assessment which will take place the week of March 20th.
- The committee reviewed the Master Service Agreement with a few suggested changes along with the proposed attachments.
- The committee also reviewed the proposed hosting agreement which may not be ready till the May board meeting.
- The committee discussed the billing for additional services for members such as GIS and Benefits Connect. The group feels the counties should not be nickel and diming themselves if the rates meet the costs and it benefits the counties. It is different if it for only one or two. The focus should be looking at the rates for services to meet expenses. This led into a discussion about HR and Payroll that currently generate only enough income to cover the cost of the two-support staff and not the overhead costs of the programs. They are recommending increasing the rate by \$50/month for HR and Payroll starting in 2024.
- The committee canceled their April meeting and will meet again on May 11th at 2pm.