
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

Monday, July 24, 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 5/22/2023 Meeting
 - Review Executive Committee Minutes from 6/26/23 Meeting

- 10:10 am Financial Reporting – Mike Koehler and Joel Flaten
 - Review of Revenue and Expenditures
 - June 2023 Financial for Approval
 - Warrants for Review and Approval
 - Monthly Deposit Report

- 10:20 am Executive Director Update – Joel Flaten
 - Executive Director Report
 - Building Update
 - Tax Program Update
 - Agreement Updates
 - Board Packets on Website
 - MCIS Interest in purchasing CAMA Mobile

- 10:35 am Executive Committee Update – Chair Kopitzke
 - ND Update
 - Discuss McKenzie County Agreement Modification Request
 - Approve CPS 7.4 OS Upgrade Quote
 - Approve CPS Data Storage Upgrade Quote

- 10:55 am Personnel Committee Update – Larry Lindor
 - Staff Update
 - Approve HR Consulting Agreement with Stevens County
 - Approve Infection Exposure Control Policy

-
- 11:10 am Software Committee Update – Janel Timm
 - Cash Drawer Update
 - 11:20 am Other Business –
 - 11:25 am Upcoming Meetings:
 - Executive Committee August 28th at 10:00 am via Zoom
 - September 25th, 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
Commissioner Hollingsworth: Pipestone County Courthouse, Commissioners Room, 416
S Hiawatha Ave., Pipestone, MN 56164

Join Zoom Meeting:

<https://us02web.zoom.us/j/84281161483?pwd=RnhtVy9vM3NGczlYU0FiWDZuQlZGdz09>

Meeting ID: 842 8116 1483

Passcode: 404689

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

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, May 22, 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, May 22, 2023, by Chair Kopitzke. In attendance from member counties were:

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

Others present: Joel Flaten, Mike Koehler, Vicki Knobloch Kletscher, Vicki Doehling, Heidi Roiland, Liz Weidauer, Erica Swenson and Commissioner Wagner

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

Commissioner Larson moved to approve minutes for the April 24, 2023 meeting, seconded by Commissioner Lindor. A roll call was taken and all members voted aye, motion carried.

Joel Flaten and Mike Koehler presented the Financial Reports. Nick Goeman and Sheanne Hediger from Baker Tilly presented the 2022 Auditor Financial Report. Commissioner Holmen moved to approve the 2022 Auditor Financial Report, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried. Commissioner Lindor moved to approve the April 2023 Financial Report, seconded by Commissioner Graupmann. 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 April 20, 2023 through May 12, 2023, seconded by Commissioner Weyer. A roll call was taken and all members voted aye, motion carried. Executive Director Flaten reviewed the monthly deposit report.

Joel Flaten provided the Executive Director's update.

Chair Kopitzke gave the Executive Committee update. The board was updated on ND and the concerns expressed by the counties. Commissioner Imdieke moved to approve the extension to 7/31/2025 for ending services in North Dakota, seconded by Commissioner Troy Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Antony moved to approve the ND Professional Service Agreement and pricing, seconded by Commissioner Athey. A roll call was taken and all members voted aye, motion carried. Commissioner Lindor moved to approve the proposed changes to the Systems Pricing, seconded by Commissioner Paul Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Neumann moved to approve the Hosting Agreement as proposed, seconded by Commissioner Meyer. A roll call was taken and all members voted aye, motion carried. Commissioner Hollingsworth moved to approve the Arvig bid for door security and cameras which included the outside cameras and electrified crash bars, seconded by Commissioner Holmen. A roll call was taken and all members voted aye, motion carried.

Personnel Committee Chair Lindor gave the update. Commissioner Pederson moved to approve the hiring of Gwen Gillespie as a Software Developer 2 per the Personnel Committee recommendation, seconded by Commissioner Ahman. A roll call was taken and all members voted aye, motion carried. Executive Director Flaten gave the update on the hiring of a second Software Developer. Commissioner Kramer moved to approve the Intellectual Property Policy, seconded by Commissioner Graupmann. A roll call was taken and all members voted aye, motion carried.

Janel Timm gave the Software Committee update.

The next meeting will be July 24th, 2023 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:13 a.m.

Chair – Bob Kopitzke

Clerk – Joel Flaten

**COUNTIES PROVIDING TECHNOLOGY
EXECUTIVE COMMITTEE
Monday, May 22, 2023
10:00 a.m.**

The meeting of the Counties Providing Technology (CPT) Executive Committee was called to order at 10:00 a.m., Monday, June 26, 2023, by Chair Kopitzke. In attendance were:

Cottonwood: Commissioner Holmen (virtual attendance, voting)

Meeker: Commissioner Johnson (virtual attendance, voting)

Pipestone: Commissioner Hollingsworth (virtual attendance, voting)

Pope: Commissioner Lindor

Renville: Commissioner Kramer (virtual attendance, voting)

Stevens: Commissioner Kopitzke

Yellow Medicine: Commissioner Antony (virtual attendance, voting)

Redwood County Administrator: Vicki Knobloch Kletscher (virtual attendance, non-voting)

Others present: Joel Flaten and Mike Koehler

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

Joel Flaten and Mike Koehler presented the Financial Reports. Commissioner Holmen moved to approve the May 2023 Financial Report, seconded by Commissioner Johnson. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Johnson moved to approve the warrant registers from May 18, 2023 through June 15, 2023, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried. Executive Director Flaten reviewed the monthly deposit report. The committee discussed the Magic Fund. Motion by Commissioner Kramer to recommend to the board that CPT deposit \$200,000 into the Magic Fund, seconded by Commissioner Antony. A roll call was taken and all members voted aye, motion carried. Motion by Commissioner Lindor to pay back Barnes (\$4,909.00) and Ransom (\$3,499.00) Counties in ND for the HR and other programs that they did not use, seconded by Commissioner Johnson. A roll call was taken and all members voted aye, motion carried.

The committee was updated on North Dakota and CPT will be doing training on July 25th and 26th in Watford City. The committee reviewed the update from the Software Committee on 6/8/23. The committee reviewed the update from the Personnel Committee on 6/13/23. The committee was updated on the proposed Infection Exposure Control Policy that the Personnel Committee is recommending for approval. The committee discussed the Joint Powers Board Agreement looking at does CPT want to require members to at least have the Real Estate Tax Program. The committee feels that there needs to be further discussion on the agreement over the next months and are looking at an ad hoc or this committee to review it. The committee received the letter from Ann Goering and Frank E Langan that went to iText in regards to their claim that CPT owes for unlicensed use of their software. We still have not heard back from them after the letter. Mike updated the committee on the servers. We are working with CPS to get a rough quote with several options to use for 2024 budget planning. The committee was updated on the building projects related to the cameras, door security, roof patching and signs. The committee reviewed the projected revenue and budget for 2024. The committee would like for CPT to get a plan in place that provides an adequate amount for reserves and cash flow with the goal of paying the excess back to the member counties.

The next meeting will be July 17th, 2023 at 9:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 10:55 a.m. The committee then went into a closed session for preliminary consideration of allegations against employees.

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 06/2023

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>50% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	493,798.44-	1,069,391.34-	2,137,740.00-	50
66-003-000-0000-5502	Hosting Fees - MN	52,850.00-	115,752.00-	217,800.00-	53
66-003-000-0000-5512	Charges For Services - ND	54,700.00-	112,112.00-	203,040.00-	55
66-003-000-0000-5513	Hosting Fees - ND	10,500.00-	19,500.00-	42,000.00-	46
66-003-000-0000-5701	Investment/Interest Earnings	10,590.14-	15,604.27-	800.00-	1951
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	418.50	0.00	0
66-003-000-0000-5802	Misc. Revenue	43,990.00-	54,240.00-	120,000.00-	45
66-003-000-0000-5992	Dental/Disability Insurance	38,597.12-	82,877.52-	155,000.00-	53
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	392,179.40	726,735.02	1,459,107.00	50
66-003-000-0000-6106	Per Diem	7,090.17	12,130.17	38,800.00	31
66-003-000-0000-6110	CPT Contribution	48,600.00	97,200.00	194,400.00	50
66-003-000-0000-6160	Employer PERA	29,413.43	53,979.46	109,433.00	49
66-003-000-0000-6170	Employer FICA	24,103.25	44,199.27	90,465.00	49
66-003-000-0000-6180	Employer Medicare	5,637.04	10,336.90	21,157.00	49
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	6,000.00	10,000.00	26,000.00	38
66-003-000-0000-6215	Postage	233.91	375.11	1,000.00	38
66-003-000-0000-6244	Printing/Publishing & Advertising	1,215.00	1,215.00	5,000.00	24
66-003-000-0000-6245	Dues, Subscriptions and Books	243.27	291.33	4,000.00	7
66-003-000-0000-6251	Utilities	7,094.78	11,058.99	24,000.00	46
66-003-000-0000-6261	Professional Fees for Services	54,420.52	112,005.58	162,100.00	69
66-003-000-0000-6271	Professional Cleaning	1,760.00	3,400.00	10,600.00	32
66-003-000-0000-6331	Training/Registration	3,948.11	6,055.27	17,000.00	36
66-003-000-0000-6337	Lodging/Meals	314.89	2,503.88	8,000.00	31
66-003-000-0000-6338	Mileage	4,025.58	8,431.11	34,500.00	24
66-003-000-0000-6401	Office Supplies	1,091.41	2,292.02	7,000.00	33
66-003-000-0000-6402	Software/Licenses	9,140.21	51,252.69	110,000.00	47
66-003-000-0000-6481	Small Equipment	7,287.74	9,231.46	30,000.00	31
66-003-000-0000-6482	Electronic Supplies	1,198.20	1,648.05	10,000.00	16
66-003-000-0000-6605	Building Acquisition	0.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	1,000.00	1,000.00	50,000.00	2
66-003-000-0000-6815	Misc Expense	8,517.53	8,842.96	400.00	211
66-003-000-0000-6871	Insurance	38,325.76	96,959.75	180,000.00	54

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 06/2023

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>50% % of BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue 705,025.70-	1,469,058.63-	2,876,380.00-	51
		Expend. 652,840.20	1,521,144.02	2,854,962.00	53
		Net 52,185.50-	52,085.39	21,418.00-	243-
66 FUND	Totals Counties Providing Technology	Revenue 705,025.70-	1,469,058.63-	2,876,380.00-	51
		Expend. 652,840.20	1,521,144.02	2,854,962.00	53
		Net 52,185.50-	52,085.39	21,418.00-	243-
FINAL TOTALS	33 Accounts	Revenue 705,025.70-	1,469,058.63-	2,876,380.00-	51
		Expend. 652,840.20	1,521,144.02	2,854,962.00	53
		Net 52,185.50-	52,085.39	21,418.00-	243-

**** Counties Providing Technology ****



midstate
7/7/23 10:06AM

TREASURER'S CASH TRIAL BALANCE

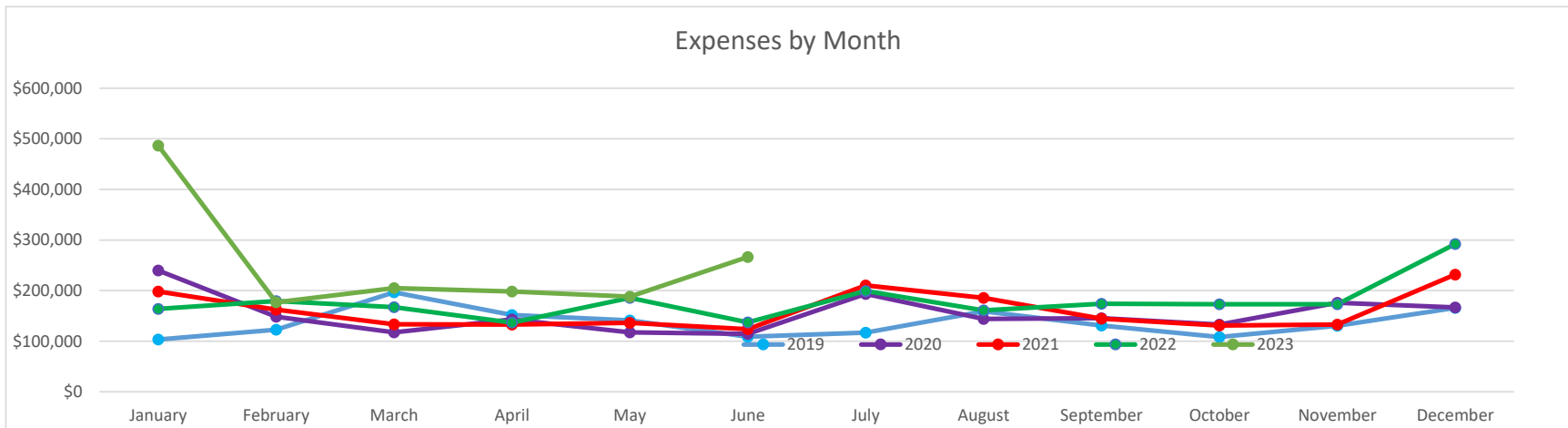
As of 06/2023

<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		217,581.09	1,470,192.13	
Disbursements		54,083.60-	591,008.37-	
Payroll		212,419.45-	930,850.65-	
Journal Entries		0.00	418.50-	
Fund Total		48,921.96-	52,085.39-	2,395,367.39
All Funds	2,447,452.78			
Receipts		217,581.09	1,470,192.13	
Disbursements		54,083.60-	591,008.37-	
Payroll		212,419.45-	930,850.65-	
Journal Entries		0.00	418.50-	
Total		48,921.96-	52,085.39-	2,395,367.39

Expenses by Month



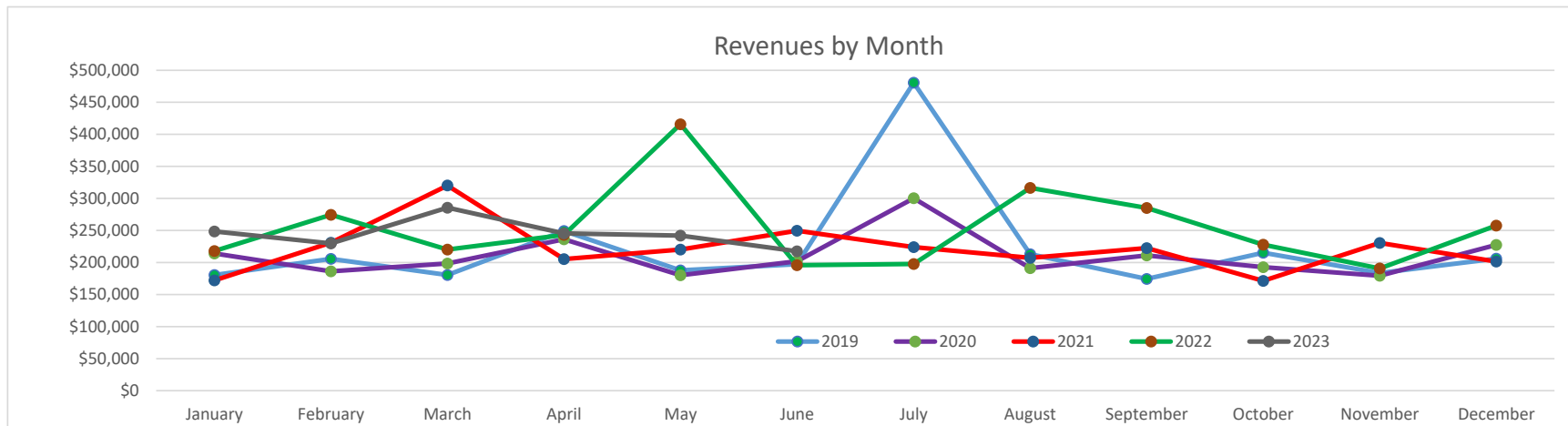
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$129,327	\$103,905	\$177,309
2019	\$103,295	\$122,646	\$196,642	\$151,635	\$140,983	\$108,582	\$116,958	\$158,921	\$130,779	\$108,171	\$130,728	\$165,593
2020	\$239,764	\$148,611	\$117,562	\$143,206	\$117,344	\$114,470	\$193,221	\$144,216	\$145,489	\$132,715	\$175,927	\$166,744
2021	\$198,197	\$162,221	\$133,383	\$132,800	\$136,394	\$123,715	\$210,176	\$142,927	\$144,720	\$130,833	\$133,050	\$231,730
2022	\$164,026	\$179,442	\$167,272	\$136,679	\$185,656	\$137,061	\$199,008	\$160,767	\$173,814	\$172,912	\$173,060	\$292,015
2023	\$486,450	\$176,843	\$205,011	\$198,044	\$188,293	\$266,503						



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	\$285,653	\$245,596	\$241,849	\$217,582						

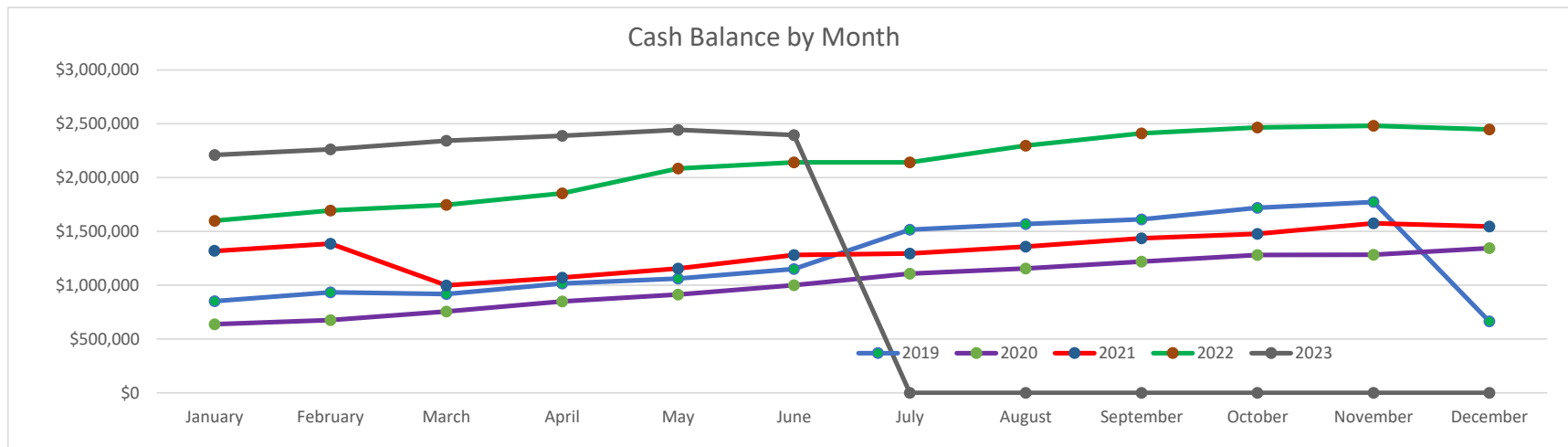


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 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	\$2,343,182	\$2,388,733	\$2,444,289	\$2,395,367						



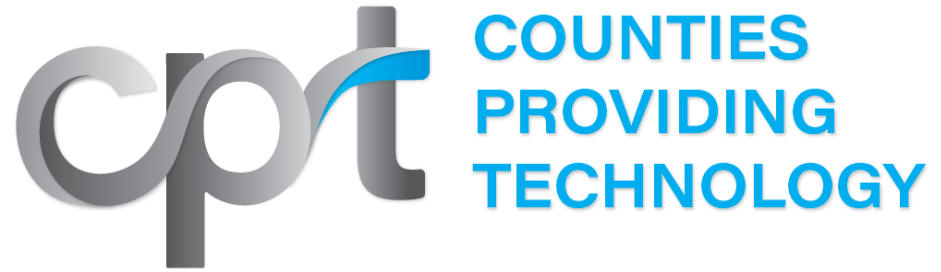
Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

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).

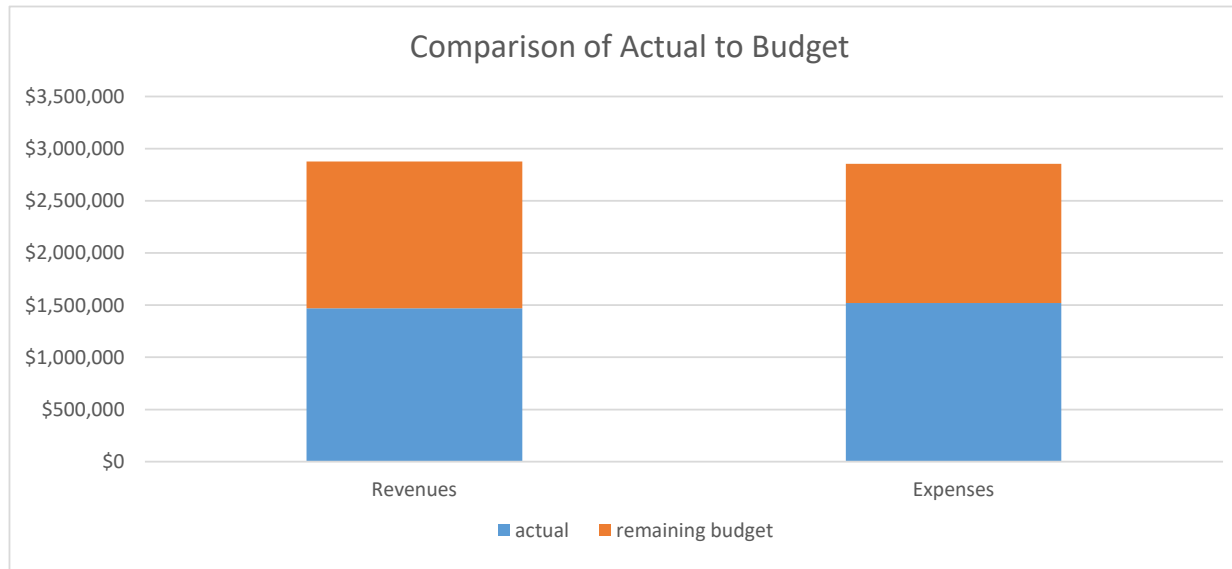
Budget to Actual Comparison

Through June 2023



Percent of year completed **50%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$1,469,059	51%	Revenues	\$2,876,380
Expenses	\$1,521,144	53%	Expenses	\$2,854,962
Return of capital	\$0	0%	Return of capital	\$0



****** 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>
126	Ahmann/Karen	100.00	PERSONNEL MTG 6/13/23	66-003-000-0000-6106		N
	Warrant #	2260	Total...	100.00		
30	Center Point Energy	21.38	SERVICE 05/08-06/08	66-003-000-0000-6251	11831812-0	N
30		23.30	SERVICE 05/08-06/08	66-003-000-0000-6251	10942506-6	N
	Warrant #	2261	Total...	44.68		
33	CPS Technology Solutions	2,180.00	HOSTING FEE - JULY	66-003-000-0000-6261	383546	N
	Warrant #	2262	Total...	2,180.00		
192	Engebretson & Sons Disposal	38.49	SERVICE 10/22	66-003-000-0000-6251	156435	N
192		44.21	SERVICE 11/22	66-003-000-0000-6251	157708	N
192		44.21	SERVICE 12/22	66-003-000-0000-6251	158945	N
192		49.85	SERVICE 01/23	66-003-000-0000-6251	160915	N
192		49.85	SERVICE 02/23	66-003-000-0000-6251	162059	N
192		49.85	SERVICE 04/23	66-003-000-0000-6251	164944	N
192		47.70	SERVICE 05/23	66-003-000-0000-6251	166219	N
192		49.85	SERVICE 03/23	66-003-000-0000-6251	164944	N
	Warrant #	2263	Total...	374.01		
155	Lakes Country Service Coop Ins Pool	11,053.07	HEALTH INSURANCE - JULY	66-003-000-0000-6871		N
	Warrant #	2264	Total...	11,053.07		
137	VSP Insurance Co.	7.54	VISION INSURANCE - JUNE	66-003-000-0000-6871	818104986	N
	Warrant #	2265	Total...	7.54		
	Warrant Form	WF91	Total...	13,759.30		14 Transactions
	Final Total...		13,759.30			14 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 ******

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>
193	Barnes County		4,909.00	REIBURSE HR & PAYROLL 2020-21	66-003-000-0000-6815		N
	Warrant #	2266	Total...	4,909.00			
86	Bremer Bank		13.34	POSTAGE	66-003-000-0000-6215		N
86			12.00	WATER	66-003-000-0000-6401		N
86			37.36	LIGHTBULBS & AIR FRESHNERS	66-003-000-0000-6401		N
86			18.00	WATER	66-003-000-0000-6401		N
86			14.19	DRY ERASE MARKERS	66-003-000-0000-6401		N
86			715.27	ATLISSIAN	66-003-000-0000-6402		N
86			10.00	GITHUB	66-003-000-0000-6402		N
86			29.91	SIMPLISAFE	66-003-000-0000-6402		N
86			439.70	CHAIRS	66-003-000-0000-6481		N
86			201.97	COMPUTER DESKS	66-003-000-0000-6481		N
86			740.99	CONFERENCE TABLE	66-003-000-0000-6481		N
86			9.50	CABLE	66-003-000-0000-6482		N
86			23.64	CABLES	66-003-000-0000-6482		N
86			135.00	DOCKING STATION	66-003-000-0000-6482		N
86			275.69	LAPTOP & MONITOR STANDS	66-003-000-0000-6482		N
86			44.99	LAPTOP STAND	66-003-000-0000-6482		N
86			89.98	LAPTOP STAND	66-003-000-0000-6482		N
86			270.00	DOCKING STATION	66-003-000-0000-6482		N
86			109.53	PLANT FOR FUNERAL	66-003-000-0000-6815		N
	Warrant #	2267	Total...	3,191.06			
6	Delta Dental of Minnesota		270.92	DENTAL INS - JULY	66-003-000-0000-6871	RIS0005002889	N
	Warrant #	2268	Total...	270.92			
161	Hollingsworth/Christopher		100.00	EXECUTIVE MTG 6/26/23	66-003-000-0000-6106		N
	Warrant #	2269	Total...	100.00			
124	Kopitzke/Bob		100.00	PERSONNEL MTG 06/13/23	66-003-000-0000-6106		N
124			100.00	EXECUTIVE MTG 06/26/23	66-003-000-0000-6106		N
	Warrant #	2270	Total...	200.00			

****** 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>	
116	Life Insurance Company of N.America	123.84		CRITICAL ILLNESS INS - JULY	66-003-000-0000-6871	CI961398	N
116		119.25		ACCIDENT INSURANCE - JULY	66-003-000-0000-6871	AI961469	N
116		169.17		HOSPITAL INSURANCE - JULY	66-003-000-0000-6871	HC960734	N
	Warrant # 2271	Total...		412.26			
54	Lincoln National Life Insurance Co/The	381.60		STD INSURANCE - JULY	66-003-000-0000-6871	10258571	N
54		382.79		LIFE INSURANCE - JULY	66-003-000-0000-6871	10247942	N
	Warrant # 2272	Total...		764.39			
138	Ransom County	3,499.00		REIMBURESE HR 2020	66-003-000-0000-6815		N
	Warrant # 2273	Total...		3,499.00			
101	Ratwik, Roszak & Maloney, P.A.	236.98		COPYRIGHT ISSUE	66-003-000-0000-6261	1715-0009	N
101		4,409.01		EMPLOYMENT INVESTIGATION	66-003-000-0000-6261	1715-0010	N
	Warrant # 2274	Total...		4,645.99			
55	Sun Life Financial	32.00		DISABILITY INS - JULY	66-003-000-0000-6871	935910	N
	Warrant # 2275	Total...		32.00			
	Warrant Form WF91	Total...		18,024.62			33 Transactions
	Final Total...			18,024.62			33 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 07/06/2023
Pay Date 07/06/2023

<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>	
33	CPS Technology Solutions	612.50		LABOR FOR NETWORKING ISSUE	66-003-000-0000-6261	383596	N
	Warrant # 2276	Total...					
		612.50					
192	Engebretson & Sons Disposal	47.70		SERVICE 06/23	66-003-000-0000-6251	167511	N
	Warrant # 2277	Total...					
		47.70					
188	Kroona/Jay M	540.00		TESTING - JUNE	66-003-000-0000-6261		N
	Warrant # 2278	Total...					
		540.00					
149	Mecklenburg/Kaylene	200.00		CONTRACTED SERVICES - JUNE	66-003-000-0000-6261		N
	Warrant # 2279	Total...					
		200.00					
148	Terrace, LLC	100.00		MONTHLY WEBSITE MAINT/SUPP	66-003-000-0000-6261		N
	Warrant # 2280	Total...					
		100.00					
37	The Hartford	308.64		LIFE INSURANCE - JULY	66-003-000-0000-6871	873747	N
	Warrant # 2281	Total...					
		308.64					
	Warrant Form WF91	Total...					
		1,808.84		6 Transactions			
	Final Total...	1,808.84		6 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 07/13/2023
Pay Date 07/13/2023

<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>
43	Morris Electronics	50.00	LABOR			66-003-000-0000-6261	3208	N
43		100.00	LABOR			66-003-000-0000-6261	3266	N
43		150.00	LABOR			66-003-000-0000-6261	3310	N
43		75.00	LABOR			66-003-000-0000-6261	3317	N
43		400.00	LABOR			66-003-000-0000-6261	3349	N
43		47.50	LABOR			66-003-000-0000-6261	3414	N
43		315.00	ND TAX WEB - ND			66-003-000-0000-6261	3523	N
43		100.00	MAP SERVER - JUNE			66-003-000-0000-6261	3524	N
43		1,508.00	MN TAX WEB - JUNE			66-003-000-0000-6261	3525	N
43		473.50	SOFTWARE			66-003-000-0000-6402	3369	N
43		55.30	PHONEFACTOR LICENSE			66-003-000-0000-6402	3512	N
43		208.90	BATTERY BACKUP/SURGE PROTE			66-003-000-0000-6482	3282	N
43		61.92	AXIOM 8 GB			66-003-000-0000-6482	3404	N
43		125.40	AC ADAPTERS			66-003-000-0000-6482	3520	N
	Warrant #	2282	Total...			3,670.52		
29	Otter Tail Power Company	123.74	SERVICE 06/01-06/30/23			66-003-000-0000-6251	20076543	N
29		804.65	SERVICE 06/01-06/30/23			66-003-000-0000-6251	4093126	N
	Warrant #	2283	Total...			928.39		
9	Swanson/Craig	600.00	OFFICE CLEANING - JULY			66-003-000-0000-6271		N
	Warrant #	2284	Total...			600.00		
	Warrant Form	WF91	Total...			5,198.91		17 Transactions
			Final Total...			5,198.91		17 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 JUNE 2023										
4											
5											
6	Type	Depository	FDIC Number	Maturity Date	Interest Rate	Step-Up?	Last Balance	Interest Earned	Deposited	Withdrawn	Balance
7											
8	CK	Bremer Bank, Morris					494,324.63		516,557.87	544,083.60	466,798.90
9											
10		Bremer Payroll Account opened 12/31/2015					76,173.50		150,000.00	212,419.45	13,754.05
11											
12		Flex Account					2,000.00				2,000.00
13											
14		Bremer Money Market Savings					571,791.22	1,023.22	140,000.00	100,000.00	612,814.44
15											
16											
17											
18		Edward Jones					-				-
19	CD	Truist Bank (89788HC87)		6/23/23	4.550%	N	200,000.00	4,550.40	4,550.40	204,550.40	-
20	CD	Morgan Stanley National Bank (61768EQR7)	34221	3/15/24	5.250%	N	236,000.00				236,000.00
21	CD	Wells Fargo Sioux Falls (949764BE3)	3511	10/25/23	4.950%	N	209,000.00				209,000.00
22	CD	American National Bank, Omaha (028402CL7)	19300	11/28/23	4.800%	N	242,000.00				242,000.00
23	CD	BMO Harris (05600XQH6)	16571	11/16/23	5.100%	N	167,000.00				167,000.00
24	CD	Goldman Sachs (38150VGW3)	33124	8/3/23	4.900%	N	246,000.00				246,000.00
25	CD	Truist Bank (89788HFM0)	9846	1/2/24	5.300%	N			200,000.00		200,000.00
26							-				-
27		TOTAL DEPOSITS (Broker Balances)						5,573.62	811,108.27	1,061,053.45	2,395,367.39
28											
29	Non-Restricted Accounts										
30		Cash Accounts					1,095,367.39		Per state auditors:		0.00
31		Edward Jones					1,300,000.00				
32											
33											
34											
35											
36											
37											
38									Total Balance		2,395,367.39
39									For Month-End		
40							2,395,367.39				

We are happy that Gwen Gillespie rejoined CPT on 6/12/23 and brings back her vast knowledge of the programs. Hugh Dolliff started on 6/20/23 and was a recent graduate. They are both doing great and we are lucky to have them.

There is not a lot to update on North Dakota other than the Professional Service and Hosting Agreements have gone out to the counties. McKenzie County would like a termination clause with 30 days' notice added to the agreement. We are doing training on 7/25 and 7/26 in Wadford City with the first day covering our programs and the second discussing the transition process.

The Professional Service and Hosting Agreements for MN have been sent out with the goal of having them back by the end of July. This was not possible for all agencies but we should have them back by the middle of August.

We continue to work on addressing the identified need areas in the security audit. The challenge has been getting together in the last month to continue to work on the policy templates that we are using from Tandem. We will also eventually be rolling out new password requirements that will be longer and more complex than currently used as this was one of the main concern areas identified in the audit.

We met with MN Counties Information Systems (MCIS) on 6/27/23 to discuss the CAMA Mobile program. They have an interest in purchasing the code from us to adapt to their own CAMA program. The Software Committee discussed this with one thought being to sell to them to develop a relationship as they too are county owned. The other challenge is to determine what to charge for it. In reaching out to them again the initial price of \$50,000 was proposed with up to \$5,000 for CPT staff time to help with any issues. This is all very preliminary and the board would first have to determine if CPT is even interested in selling to them.

I met with Todd County staff on 6/29/23 to update where we are at and review what we all provide for services. It was also a time to discuss issues and concerns. It was just great to get out and meet the staff.

For the building update we are waiting on the approved companies to schedule their work. Arvig is waiting on materials to complete the cameras and door security. Affordable Signs has come out to do the measurements for the signs. We are waiting for a quote for patching the roof from Buttweiler's Do-All.

The tax rewrite is working on TaxM11, 12, 13 and 21. We are still reviewing our processes to determine where we can speed up the project while maintaining quality. It should help with Gwen being back. We will be planning quarterly meetings with the Auditor/Treasurer group to update them on the progress. We are still finishing up the programs from Phase 1 which includes CAMA, Report Generator and Tax Web Access. There has been a lot of testing on the CAMA program by Jay and now we are fixing the identified issues. Sibley County has been testing the new Report Generator and Todd County will be testing it soon. The initial feedback has been positive. The Tax Web Access is also being finished and hope to have a projected roll out to test it soon with Meeker and Yellow Medicine Counties.

We now have the board packets on the website with the meeting agenda and minutes.

Joel Flaten



EXECUTIVE COMMITTEE

BOARD UPDATE: July 27, 2023 MEETING

Monday, July 17, 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 discussed how CPT would address distributing cash reserves back to member counties. Stephanie Buss was present to update the committee on current balances and distributions for monthly expenses. The committee is looking at having four months of cash as starting target. They would also like to look at projected budgets over the next five years to help in this planning. Joel and Stephanie will work together to establish the amounts where CPT is in a position to cover all potential costs and situations that may arise. The goal is to have the information for the next Executive Committee meeting in August. They would also like to put this into a formal policy.
- The committee agreed to add the Executive Committee minutes to the JPB Agenda for review. They will formally be approved at the next Executive Committee meeting in August.
- The committee reviewed a request by McKenzie County to add into the agreement a clause that they could terminate the agreement with a 30 days' notice. The committee is recommending that CPT leaves the agreement as is but will bring to the board for discussion. There are currently four ND counties that have signed the agreement.
- The committee was updated that all the Professional Service and Hosting Agreements are out to the counties and agencies for their approval.
- The committee reviewed the Software Committee update from 7/6/23. The main focus was discussing server replacement options for 2024.
- The committee reviewed the Personnel Committee update from 7/11/23. Bob, Larry and Paul updated the committee on the meetings with staff and what is in place to address issues and concerns.
- The committee was updated on the tax rewrite covering the phase one programs along with the tax rewrite. The committee is recommending that CPT schedules quarterly meetings via Zoom to update the Auditor/Treasurers on tax rewrites progress. Joel will work on this.
- The committee reviewed a quote from CPS for OS upgrade from 7.3 to 7.4. This is necessary as IBM is not supporting 7.3.
- The committee was informed that we are waiting for a quote from CPS to increase the data storage for the server for backups. We are hoping to have a quote for the meeting on Monday.
- The committee agreed to wait to review the JPB Agreement till later this year.
- The committee was updated on the building projects. Chair Kopitzke is still waiting for a quote on the roof. Joel updated that Arvig was waiting for the materials to come in and then will schedule work for the cameras and doors. Affordable Signs came out to measure for the signs so will hopefully be able to do the work soon.
- The committee was updated that we are still working on security policies. It has been more difficult to meet and work on these the past month.
- The committee reviewed the JPB Agenda for the meeting on 7/24/23.
- The next meeting will be August 28th at 10am which will be an open meeting.



QUOTE

CPS Technology Solutions

DATE: JUNE 26, 2023

3949 County Road 116
Hamel, MN 55340
Phone 763-278-9605
jpersson@cpsts.com

EXPIRATION DATE: JULY 31, 2023

TO Counties Providing Technologies (CPT)
Mike Koehler
509 Atlantic Ave.
Morris, MN 56267

SALESPERSON	JOB	PAYMENT TERMS
JP	7.4 Upgrades	Due on receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
10	7.3 to 7.4 OS upgrades on production	\$1995.00	\$19,995.00
1	7.3 to 7.4 OS upgrade on DEV	\$1995.00	\$1995.00
		SUBTOTAL	\$21,990.00
		SALES TAX	
		TOTAL	\$21,990.00

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



QUOTE

CPS Technology Solutions

DATE: JULY 18, 2023

3949 County Road 116
Hamel, MN 55340
Phone 763-278-9605
jpersson@cpsts.com

EXPIRATION DATE: AUGUST 31, 2023

TO Counties Providing Technologies (CPT)
Mike Koehler
509 Atlantic Ave.
Morris, MN 56267

SALESPERSON	JOB	PAYMENT TERMS
JP	Cybernetics Upgrade	Due on receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
12	8 TB drives for Cybernetics VTL	\$750.00	\$9000.00
1	(Optional) Storage Pool Retrofit	\$2500.00	\$2500.00
1	Shipping-FexEx	\$189.00	\$189.00
		SUBTOTAL	TBD
		SALES TAX	
		TOTAL	TBD

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!



CPT Personnel Committee

BOARD UPDATE: July 24, 2023

June 13, 2023 at 2pm: Zoom

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

Unable to attend: Troy Johnson

Updates and Discussions:

- The committee was updated on the recognition of Juneteenth.
- The committee was informed that CPT will be having their annual ND training on July 25th and 26th in Watford City, ND.
- The committee was updated on the RPG training that one developer is currently working on.
- Gwen Gillespie started on Monday.
- The committee unanimously approved Ethan Hamer moving to Software Developer 2 effective 6/1/23, Grade 9, Step 5. Ethan has had positive progress reviews and continues to learn more programs.
- The committee unanimously approved the hiring of Hugh Dolliff as a Software Developer 1 at Grade 8, Step 1. He is be starting on 6/20/23.
- The committee was updated on the Security Assessment. We are continuing to work on policies and address identified concerns.
- The committee is recommending that the board approve the proposed Universal Precautions/Infection Exposure Control Policy at the July meeting.
- The committee began the initial discussion on the new Family Medical Leave. This will be an on-going discussion as more is learned about the details.
- The next meeting will be July 11th via Zoom.



CPT Personnel Committee

BOARD UPDATE: July 24, 2023

July 11, 2023 at 2pm: Zoom

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

Unable to attend:

Updates and Discussions:

- The committee was updated on the current staff issues and concerns. Commissioners Koptizke, Lindor and Paul Johnson along with Attorney Ann Goering and Jan Gomer met with staff this morning. There will be a follow up staff meeting on 7/13/23 to review where we are at after the investigations and expectations going forward.
- The committee was informed that CPT will be having their annual ND training on July 25th and 26th in Watford City, ND. The Professional Service and Hosting Agreements have been sent off to the counties. The goal was reiterated for CPT to leave ND positively and help in the transition.
- The committee was updated on the RPG class.
- The committee was updated that we are still working on security policies. It has been more difficult lately scheduling meetings to work on them.
- There were no policies to review this meeting.
- CPT will look at getting AMC for HR to help with the new FML changes if not feasible we will work with Stevens County on this.
- The committee was updated on the progress reviews.
- The next meeting will be August 8th at 2pm.

**AGREEMENT BETWEEN COUNTIES PROVIDING TECHNOLOGY AND STEVENS COUNTY
FOR HUMAN RESOURCES CONSULTING SERVICES**

THIS AGREEMENT is made and entered into this _____ day of August, 2023 by and between COUNTIES PROVIDING TECHNOLOGY (CPT), a body corporate and politic existing under the laws of the State of Minnesota.

WHEREAS, CPT is in need of Human Resources consulting services for personnel management purposes;

WHEREAS, Stevens County has a full-time Human Resources Coordinator who is qualified to provide the Human Resources consulting services to CPT and Stevens County desires to enter into an agreement with CPT to provide services identified herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties agree as follows:

1. **Scope of Services.** The Human Resources Coordinator of Stevens County will provide the following services:
 - a. Act as a resource to CPT employees and management in issues related to personnel, pay, benefits or other related matters;
 - b. Address personnel issues through the Personnel Committee, designated HR representative, managers and/or supervisors, interpret and apply CPT policies and procedures to resolve issues and conflicts;
 - c. Assist CPT in maintaining up to date employee records, personnel files and position descriptions;
 - d. Provide guidance in regard to data records management and compliance to data practices statutes;
 - e. Provide guidance regarding compliance with legal requirements in the hiring process through assistance to management including advertising, screening, interviewing, selection, documentation and related issues;
 - f. Advise and assist management with disciplinary and performance issues and prepare recommendations for management;
 - g. Provide guidance regarding employee performance appraisals;
 - h. Provide guidance regarding various governmental requirements such as overtime exemptions, worker's compensation and unemployment claims, FMLA, military leave, disability act requirements, leave and benefit programs, retirement programs and drug and alcohol testing programs; and
 - i. Attend CPT meetings as necessary and/or appropriate.

2. **Fees for Services.**

- a. CPT will reimburse Stevens County at the hourly rate of \$58.52 for all Human Resources consulting services provided to COUNTIES PROVIDING TECHNOLOGY, in addition to any scheduled step increases;
- b. The Stevens County Human Resources Coordinator will record all CPT hours worked and Stevens County will provide CPT an invoice on a monthly basis;
- d. The Stevens County Human Resources Coordinator's wages and benefits will be governed and provided by Stevens County; and
- e. Stevens County shall be responsible for any and all expenses related to training activities and other expenditures which may occur in conjunction with the Human Resources Coordinator's position with Stevens County.

3. **Professional Services.** Stevens County agrees that the Human Resources consulting services provided to CPT will be delivered by the Stevens County Human Resources Coordinator. Stevens County further agrees that the services will not be provided by a substituted professional without CPT'S express written consent.

4. **Contract Term.** The term of this agreement shall commence the ____ day of _____, 2023 and continue in full force and effect until December 31, 2023, or cancelled by either party upon thirty (30) days' notice, in writing, delivered by mail or in person to the Chairman of the Board. Any alterations, variations, modifications, waivers or provisions of this Agreement shall be valid only when they have been reduced to writing, duly signed by all parties and attached to the original copy of this Agreement.

5. **Indemnification.** Each party shall be liable for its own acts to the extent provided by law and hereby agree to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents servants or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement. The Human Resources Coordinator is a Stevens County employee. Any and all advice and guidance given shall not be construed as legal advice; CPT should seek legal advice as deemed appropriate.

6. **Insurance.** In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under MN Statute § 466.04 and Workers' Compensation insurance coverage or self-insurance in accordance with MN statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement.

7. **Non-Waiver and Accumulation of Remedies.** The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise an option herein provided, shall not constitute a waiver of such provisions, right, remedy, or option or in any way affect the validity of this Agreement. The waiver of any

default by either party shall not be deemed a continuing waiver, but shall apply solely to the instances to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.

8. **Privacy Data.** Stevens County agrees to abide by the applicable provisions of the Minnesota Data Practices Act, Chapter 13 of the Minnesota Statutes, HIPAA requirements and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality.
9. **Records Retention and Availability/Audit.** CPT and Stevens County shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date payment was last provided or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either party or either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd. 5.
10. **Entire Agreement.** This Agreement embraces the entire agreement between the parties. No oral agreement or representation concerning this Agreement shall be binding.
11. **Severability.** Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provisions of this Agreement so constructed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.
12. **Notice.** Notice shall be given to the other party in writing and may be effectuated by delivery via U. S. Mail. Notice shall be made to Stevens County by mailing to Rebecca Young, Stevens County Administrator, Stevens County Courthouse, 400 Colorado Avenue, Suite 302, Morris, Minnesota, 56267. Notice shall be made to CPT by mailing Joel Flaten, CPT Executive Director, 509 Atlantic Avenue, Minnesota, 56267.

COUNTIES PROVIDING TECHNOLOGY (CPT)

COUNTY OF STEVENS

CPT Board Chair

Stevens County Board Chair

CPT Board Vice-Chair

Stevens County Administrator

CPT Executive Director

INFECTION EXPOSURE CONTROL POLICY BLOODBORNE PATHOGENS

EFFECTIVE DATE:

REVISION DATE:

AUTHORITY: Counties Providing Technology Joint Powers Board

I. POLICY

- A. Counties Providing Technology (CPT) will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. The Policy will be reviewed annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

II. PURPOSE

- A. To identify specific procedures for Counties Providing Technology employees in the identification, prevention, exposure and control of infectious diseases.

III. EXPOSURE DETERMINATION

- A. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: None
- B. In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows: None

IV. IMPLEMENTATION SCHEDULE AND METHODOGY

- A. Universal precautions will be observed at the CPT office in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- B. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized: first aid kit and personal protection equipment shall be provided should an accident and/or injury occur on the job site.

- C. Handwashing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility handwashing facilities are located: employee restrooms
- D. If handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth, paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.
- E. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes than those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

V. PERSONAL PROTECTIVE EQUIPMENT

- A. Protective equipment, including PPE for eyes, face, head, and extremities will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards encountered to be utilized.
- B. A Universal PPE kit will be stored in the storage cabinet.

VI. POST BLOOD/BODY FLUID EXPOSURE, EVALUATION AND FOLLOW-UP

- A. Following an exposure, First Aid will be administered as needed and the employee will complete an incident report.
- B. Management will:
 - 1. Make available to the exposed employee a confidential medical evaluation and follow-up.
 - 2. Document the route of exposure.
 - 3. Document the blood borne pathogens status of the source client(s), if known.
 - 4. Document the circumstances under which the exposure occurred.
 - 5. Notify the source client(s) of the incident and attempt to obtain consent to collect and test the client's blood to determine the presence of blood borne pathogens infection. If consent is not obtained, management will establish that legally required consent cannot be obtained.
 - 6. Inform the employee of source client's blood borne pathogens status if testing occurs.
- C. The exposed employee will have a blood sample drawn, if employee consents, as soon as possible after the exposure incident for the testing of blood borne pathogen status.
 - 1. If the exposed employee consents to baseline blood collection, but does not give consent for HIV testing, the blood sample will be preserved 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline blood sample tested; HIV testing will be done as soon as possible.

- D. Management will offer repeat testing to exposed employees at 6 weeks, 12 weeks, and 6 months' post-exposure or at intervals as indicated by the clinician.
- E. Follow-up of the exposed employee will include:
 - 1. Counseling as recommended by the employee's physician.
 - 2. Medical evaluation by the employee's physician of any acute febrile illness that occurs within twelve weeks' post-exposure.
 - 3. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.
 - 4. Management will provide the physician evaluating an exposed employee with the following:
 - a. Copy of this policy.
 - b. Description of the exposed employee's duties as they relate to the exposure incident.
 - c. Documentation of the route(s) of exposure and the circumstances under which exposure occurred.
 - d. Results of the source client's blood test if available.
- F. The employee physician's written report will be obtained by the employer and given to the exposed employee within fifteen days of the completion of the evaluation.

VII. INFECTIOUS WASTE DISPOSAL

- A. Employees will place all infectious waste in closable, leak proof containers or bags. The bagged waste will be placed in Biohazard waste containers located in the local Public Health Office.

VIII. HOUSEKEEPING PRACTICES

- A. Management will provide a product that is effective against blood borne pathogens to be used when cleaning work surfaces, equipment and areas where there is a body fluid present.

IX. TRAINING AND EDUCATION OF EMPLOYEES

- A. Management will provide training and education to all employees during orientation and annually thereafter.
- B. Management will maintain training records three years from the date training occurred. Training records will include:
 - 1. Dates of the training session.
 - 2. Summary of the training sessions.
 - 3. Names and qualifications of person(s) conducting the training.
 - 4. Names and job titles of all employees attending the sessions.
 - 5. Employee names.

X. RECORD KEEPING

- A. Records kept for this section of the policy.
 - 1. First Report of Injury form completed and sent to the Executive Director.
 - 2. OSHA 300 report is completed by the Executive Director.

XI. OTHER

- A. Influenza: Staff are encouraged to obtain an annual flu vaccination that they could either have billed to their insurance or pay privately.
- B. Vaccinations: Employees will be encouraged to consult their physician or health care provider for recommended vaccinations.
- C. Employees who are ill with a communicable disease are responsible to contact their physician and follow the recommendations when to return to work.
- D. Employee will report to the Executive Director any immune suppression or other clinical condition that may increase the employee's risk of acquiring infection.
- E. Any employee known to be immune suppressed or communicable will work with the Executive Director on an individual basis to assess the capacity to which the employee is able to work.

XII. PANDEMIC RESPONSE PLAN

- A. Purpose: CPT strives to provide a safe and healthy workplace for all employees. This Pandemic Illness policy outlines our overall response to a pandemic illness and our emergency preparedness and business continuity plan. It outlines specific steps CPT takes to safeguard employees' health and well-being during a pandemic illness while ensuring CPT's ability to maintain essential operations and continue providing essential services to our customers.
- B. Pandemic Illness Defined: According to the Federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, pandemic illnesses may occur when mutating flu or other viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for pandemic illness spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is.
- C. Identification of Essential Personnel: CPT considers all its employees essential to our operation. We will limit the number of employees who can come to office to those that are required to ensure the operation of CPT equipment and programs. The ones present in the office will maintain social distancing of at least six feet and the use of PPE when leaving their workspace.
- D. Remote Work Locations: CPT will provide employees all the equipment necessary for off-site telecommuting operations. In addition, CPT has a secure Web site and server through which essential personnel can communicate with each other and outside authorities.
- E. Infection-Control Measures: CPT takes a number of steps to minimize to the extent practicable exposure to and spread of infection in the office building such as social distancing and PPE. As appropriate, CPT recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional. CPT expects employees who

contract the flu or other highly contagious illness, have been exposed to infected family members, or others with whom employees have been in contact to stay home and seek medical attention as necessary and appropriate. CPT expects such workers to notify us as soon as possible of exposure or illness.

- F. Personal Protection Equipment: CPT maintains on-site adequate supplies of recommended personal-protection equipment, such as face masks, eye protection, rubber gloves, and anti-bacterial hand gels and wipes, which CPT can require workers to use during a declared pandemic.



Software Committee

Board Update: July 24, 2023 Meeting

Thursday, June 8, 2023 at 2:00 pm: Zoom

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

Unable to attend: Vicki Knobloch Kletscher

Updates and Discussions:

- The committee was updated on the progress of tax programs by Trisha Bartels. There were eight individuals identified to be on the User Group and will be contacted to check their interest in participating. This group will meet every other week for about 30 minutes to discuss issues with the Tax Rewrite.
- The committee reviewed the letter to be sent out to inform clients of what services we will bill for beyond the monthly maintenance fee for each program. The committee agreed to services being billed with a suggested change to not charge for the first 10 hours if a county makes a significant error and they are asking CPT to assist in fixing it.
- The committee was updated that Gwen will be starting on 6/12/23 and Hugh Dolliff will be starting on 6/20/23. We will be recognizing Juneteenth starting this year.
- The committee discussed if we should bill for the cost of helping the ND counties convert data for a new provider. The feeling of some staff is that we are stopping services so should not charge for this. The committee recommends we do bill for when there is a change as the providers charge for converting data and should have to do that. This should not be the responsibility of CPT other than getting the new provider our data. A committee member gave an example of what they were being charged for data conversion by a new provider when a company stopped providing the service.
- Michelle and Janel gave the update on IFS and Cash Drawer.
- The committee was updated on the Professional Service and Hosting Agreements. There was discussion on if all the counties should be required to have their own LPAR for additional security. There are counties that share the same LPAR with systems in place to ensure they do not affect each other but there is the acknowledgement that there is always a risk when sharing. We will continue this discussion in the future as the agreements will be out soon.
- The committee was informed that CPT's attorney has contacted iText Software about a copyright issue and have not heard back about their response.
- The committee was updated on the CLA Security Audit. We are continuing to look at policies and procedures that were identified in the audit by using Tandem to put these together. A rough draft of the Acceptable Use Policy was included to show what we are working on. The committee reviewed the CLA recommendation for password settings to go to longer passwords up to 14 characters. The committee is seeing this from other providers so the users should be understanding about changing the password requirements.
- Mike is currently working on getting a quote to replace the servers.
- The committee discussed the next meeting and recommended July 6th at 2pm via Zoom.



Software Committee

Board Update: July 24, 2023 Meeting

Thursday, July 6, 2023 at 2:00 pm: Zoom

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

Unable to attend: Victoria Townsend

Updates and Discussions:

- The committee was updated on the progress of tax programs by Trisha Bartels. We are still waiting on two people if they are interested in being a part of the User Group with the goal of nine.
- The committee was updated that Joel met with Todd County staff on 6/29/23. It was a beneficial for both sides to discuss updates and concerns.
- The committee discussed the MCIS offer to purchase CAMA mobile to adapt to their CAMA program for \$50,000. The committee agreed that it was difficult to determine the fair price for software programs. There was discussion to accept this offer to work on a closer working relationship as we are both counties owned. The other question was does this include the source code versus the base program.
- The committee was given a staff update. Gwen and Hugh have both started and have been doing good.
- The committee was updated on ND. The new agreements have been sent out. There is training on July 25th and 26th in Wadford City.
- The committee was updated on the transition to Cash Drawer by Janel and Michelle which is going forward. There will an enhancement coming out in September which some counties have been waiting for. It may be a case that not all the counties will be able to transfer to Cash Drawer by the end of 2023.
- The committee was updated on the MN agreements. They will be out to all agencies soon with the goal of having them back in July. The committee discussed the tax web access options. The base for these options is the Tax and Values which is \$120 per month. This would still be the cost even if someone did not post the values. The additional options would be \$50 per month such as Tax Statements.
- The committee was updated on the iText Software. We have not heard anything back since our attorney sent them a letter.
- The committee was updated on the CLA audit. We are still working on policies and procedures.
- The committee was updated by Mike on the server quote. We are still waiting for the quote to use for 2024 budget planning. The committee discussed the four options for redundancy and backup of data. The first is the current agreement with CPS that everything will be up and running within 24 hours if there is a disaster in Morris and we go down. The second is to go san to san with a CPS server which would reduce the recovery time to 2 hours or less. The third option is having our own designated server in another location with san to san which would decrease the recovery time to one hour or less. The last and most expensive option would be to purchase two separate setups that would communicate continuously in different locations which would allow immediate recovery. The committee agrees that the faster the recovery the better as down time costs money in lost staff time but will also need to see the final costs for each option.
- The next meeting will be August 10th at 2pm via Zoom.