
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

Monday, November 27, 2023

Old No. 1 Southside, Morris

10:00 a.m.

AGENDA

- 10:00 am Convene
 - Roll Call
 - Additions to Agenda
 - Approve Agenda (action item)
 - Approve Minutes of 9-25-2023 Meeting; 10-23-2023 Executive Board Minutes (action item)

- 10:10 am Financial Reporting – Mike Koehler
 - Review of Revenue and Expenditures
 - October 2023 Financials for Approval (action item)
 - Warrants for Review and Approval (action item)
 - Monthly Deposit Report
 - 2024 Budget for approval (action item)
 - COLA recommendation
 - CPT Contribution recommendation
 - Health Insurance

- 10:20 am Personnel Update/Personnel Committee
 - Ratify approval of hiring Julie Bruns, Susie Hansen as Technical Support Specialist's at Grade 5 Step 8, with a vacation bank of 37.5 hours (action item)
 - Job Descriptions
 - Intern
 - Approval of phased retirement request (PERA Pro) – Brian Valik (action item)
 - Personnel Policy Updates (action item)
 - Law changes/ESST
 - Juneteenth Holiday
 - Comp Time policy
 - Vacation Policy changes
 - Verbiage changes – Exec Director/Department Head/HR Director
 - Executive Director Vacation overage (action item)

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- 10:35 am Executive Committee Update and Recommendation Items
 - ND Update
 - Nominating Committee
 - CPT membership in AMC
 - Professional Service and Hosting Agreements update
 - Building Committee Update
 - Roof Patching Update
 - 10:50 am Software Committee Update
 - 11:05 am Other Business –
 - 11:10 am Upcoming Meetings:
 - Executive Committee December 18, 2023 at 9:00 am at CPT Office and via Zoom
 - JPB Annual Meeting, January 22, 2024 at 10:0 am; 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.*

- 11:15 am Adjourn

Commissioner Virtual Attendance Locations:

Commissioner Gene Metz: Nobles County Courthouse, Board of Commissioners Room,
Worthington, MN

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

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, September 25, 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, September 25, 2023, by Chair Bob 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: Commissioner Drietz
Lyon: Absent
Mahnomon: Commissioner Ahmann
Marshall: Commissioner Miller
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz (virtual attendance, 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 Denny (virtual attendance, voting)
Traverse: Commissioner Olson
Wadena: Commissioner Weyer
Wilkin: Commissioner Larson
Yellow Medicine: Commissioner Antony

Others present: Jan Gomer, Vicki Knobloch-Kletscher, Mike Koehler, Heidi Roiland, and Erica Swenson.

One addition to the agenda, discussion of health insurance rates and comp time. Commissioner Holmen moved to approve the agenda with additions, seconded by Commissioner Imdieke. A roll call was taken and all members voted aye, motion carried.

Commissioner Hollingsworth moved to approve minutes from the August 28, 2023 meeting, seconded by Commissioner Kramer. A roll call was taken and all members voted aye, motion carried.

Mike Koehler presented the Financial Reports. Commissioner Athey moved to approve the August 2023 Financial Report, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Lindor moved to approve the warrant registers from August 24, 2023 through September 15, 2023, seconded by Commissioner T. Johnson. A roll call was taken and all members voted aye, motion carried. The monthly deposit report was presented. An update was given by the Budget Committee. Based on the unknowns of a stable work force, the North Dakota counties and a comfortable monthly reserve, it is not recommended at this time to approve a payout to owning counties. The committee will have a budget recommendation for the Board in October.

Jan Gomer, Stevens County HR Coordinator and Commissioner Kopitzke presented a personnel update. Commissioner Imdieke moved to approve the extension of Kristina Zempel's resignation to October 13, 2023 per her request, seconded by Commissioner Olson. A roll call was taken and all members voted aye, motion carried. Commissioner Holmen moved to approve entering into a contract with Kristina Zempel to do testing of the Tax program, at a rate of \$40 per hour, upon her resignation, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried. Discussion on the transition plan and interim positions. Commissioner Drietz moved to appoint Mike Koehler as Executive Director of CPT with a 6 month probationary period, seconded by Commissioner Antony. A roll call was taken with 19 members voting aye, two members voting nay, motion carried. Commissioner Lindor moved to accept the changes to the Executive Director job description as presented, seconded by Commissioner P. Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Hollingsworth moved to compensate the Executive Director at Grade 18 with at least a 3% increase in compensation along with retro pay back to August 17, 2023, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried. Moved by Commissioner Kramer to approve the Develop Director job description as updated and to post the position internally, seconded by Commissioner Meyer. A roll call was taken and all members voted aye, motion carried. Commissioner Meyer moved to approve the Technical Support Director job description as presented, appoint Erica Swenson permanently to the Technical Support Director position with a 6 month probationary period at a Grade 15 with at least a 3% increase in compensation and retro pay back to August 17, 2023. A roll call was taken and all members voted aye, motion carried. Commissioner Ahmann moved to approve an increase in compensation of 2 steps to Heidi Roiland for the additional job duties she is performing with retro pay back to August 17, 2023, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried. Commissioner Pederson moved by accept the retirement of Valerie VanderWeyst effective October 13, 2023 and to back fill the technical support position, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried. Motion by Commissioner Meyer giving the executive board power to approve health insurance rates and/or changes when quotes have been received, seconded by Commissioner T. Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Metz left the meeting. Commissioner Olson moved to approve a temporary waiver of the number of accrued hours of comp time from a max 37.5 hours to 80 hours, seconded by Commissioner Drietz. A roll call was taken and all members voted aye, motion carried.

Chair Kopitzke gave the Executive Committee update. Four staff members and Chair Kopitzke attended a meeting with all North Dakota clients in a good faith effort to retain their business. An offer to extend the North Dakota contracts to five years with a revisit of rates at three years was made. Having a liaison from one of the North Dakota Counties was also discussed. A purchase offer letter has been received. A courtesy response will be sent that the CPT Board is not currently entertaining the sale of the business. All Service and Hosting Agreements have been signed and returned with the exception of Redwood County. Ann Goering will be contacted to reach out to the Redwood County Attorney.

Chair Kopitzke presented the Building Committee update.

A Software Committee update was given.

The next meeting will be an Executive Board Meeting on October 23, 2023. The next meeting of the full Board will be November 27, 2023 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:56 a.m.

Chair – Bob Kopitzke

Clerk – Mike Koehler

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Meeting adjourned at 10:08 a.m.

Respectfully submitted,

Robert Kopitzke, Chair

Mike Koehler, Executive Director

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 10/2023

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>83% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	167,596.00-	1,778,049.34-	2,137,740.00-	83
66-003-000-0000-5502	Hosting Fees - MN	17,750.00-	186,600.00-	217,800.00-	86
66-003-000-0000-5512	Charges For Services - ND	20,435.00-	182,275.00-	203,040.00-	90
66-003-000-0000-5513	Hosting Fees - ND	4,250.00-	41,750.00-	42,000.00-	99
66-003-000-0000-5701	Investment/Interest Earnings	6,725.61-	29,870.58-	800.00-	3734
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	418.50	0.00	0
66-003-000-0000-5802	Misc. Revenue	2,350.00-	165,780.00-	120,000.00-	138
66-003-000-0000-5992	Dental/Disability Insurance	12,396.11-	134,056.65-	155,000.00-	86
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	124,679.29	1,227,033.73	1,459,107.00	84
66-003-000-0000-6106	Per Diem	500.00	23,490.00	38,800.00	61
66-003-000-0000-6110	CPT Contribution	16,200.00	166,050.00	194,400.00	85
66-003-000-0000-6160	Employer PERA	8,507.76	89,428.82	109,433.00	82
66-003-000-0000-6170	Employer FICA	7,279.83	74,354.82	90,465.00	82
66-003-000-0000-6180	Employer Medicare	1,702.53	17,389.33	21,157.00	82
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	20,000.00	26,000.00	77
66-003-000-0000-6215	Postage	52.14	587.27	1,000.00	59
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	1,215.00	5,000.00	24
66-003-000-0000-6245	Dues, Subscriptions and Books	0.00	342.60	4,000.00	9
66-003-000-0000-6251	Utilities	934.54	15,261.68	24,000.00	64
66-003-000-0000-6261	Professional Fees for Services	17,953.15	190,617.50	162,100.00	118
66-003-000-0000-6271	Professional Cleaning	600.00	5,880.00	10,600.00	55
66-003-000-0000-6331	Training/Registration	2,705.89	9,213.66	17,000.00	54
66-003-000-0000-6337	Lodging/Meals	1,159.18	7,089.38	8,000.00	89
66-003-000-0000-6338	Mileage	493.87	16,556.80	34,500.00	48
66-003-000-0000-6401	Office Supplies	1,127.97	4,292.87	7,000.00	61
66-003-000-0000-6402	Software/Licenses	33,468.08	98,389.57	110,000.00	89
66-003-000-0000-6481	Small Equipment	315.79	9,770.54	30,000.00	33
66-003-000-0000-6482	Electronic Supplies	0.00	3,111.65	10,000.00	31
66-003-000-0000-6605	Building Acquisition	0.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	0.00	2,839.97	50,000.00	6
66-003-000-0000-6815	Misc Expense	0.00	9,369.96	400.00	2342
66-003-000-0000-6871	Insurance	32,113.53	145,376.53	180,000.00	81

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 10/2023

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>Budget</u>	<u>Percent of Year</u>	<u>% of BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue 231,502.72-	2,517,963.07-	2,876,380.00-	88	
		Expend. 251,793.55	2,387,661.68	2,854,962.00	84	
		Net 20,290.83	130,301.39-	21,418.00-	608	
66 FUND	Totals Counties Providing Technology	Revenue 231,502.72-	2,517,963.07-	2,876,380.00-	88	
		Expend. 251,793.55	2,387,661.68	2,854,962.00	84	
		Net 20,290.83	130,301.39-	21,418.00-	608	
FINAL TOTALS	33 Accounts	Revenue 231,502.72-	2,517,963.07-	2,876,380.00-	88	
		Expend. 251,793.55	2,387,661.68	2,854,962.00	84	
		Net 20,290.83	130,301.39-	21,418.00-	608	

**** Counties Providing Technology ****



midstate
11/16/23 2:39PM

TREASURER'S CASH TRIAL BALANCE

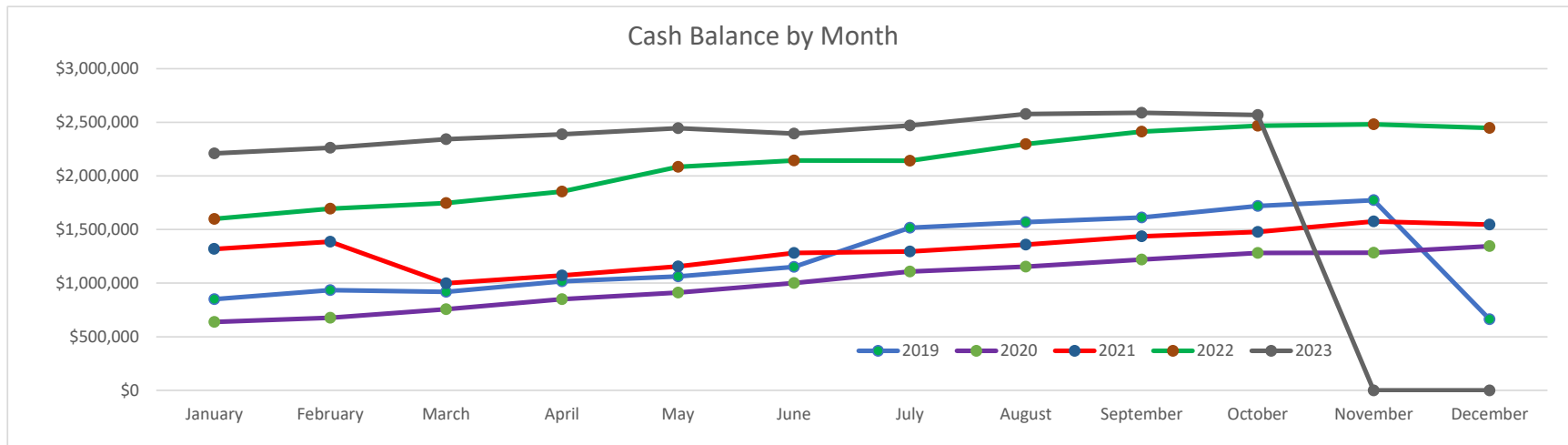
As of 10/2023

<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		231,502.72	2,519,096.57	
Disbursements		93,424.14-	823,308.98-	
Payroll		158,369.41-	1,574,256.70-	
Journal Entries		0.00	418.50-	
Fund Total		20,290.83-	121,112.39	2,568,565.17
All Funds	2,447,452.78			
Receipts		231,502.72	2,519,096.57	
Disbursements		93,424.14-	823,308.98-	
Payroll		158,369.41-	1,574,256.70-	
Journal Entries		0.00	418.50-	
Total		20,290.83-	121,112.39	2,568,565.17

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	\$2,469,834	\$2,578,157	\$2,588,856	\$2,568,565		



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

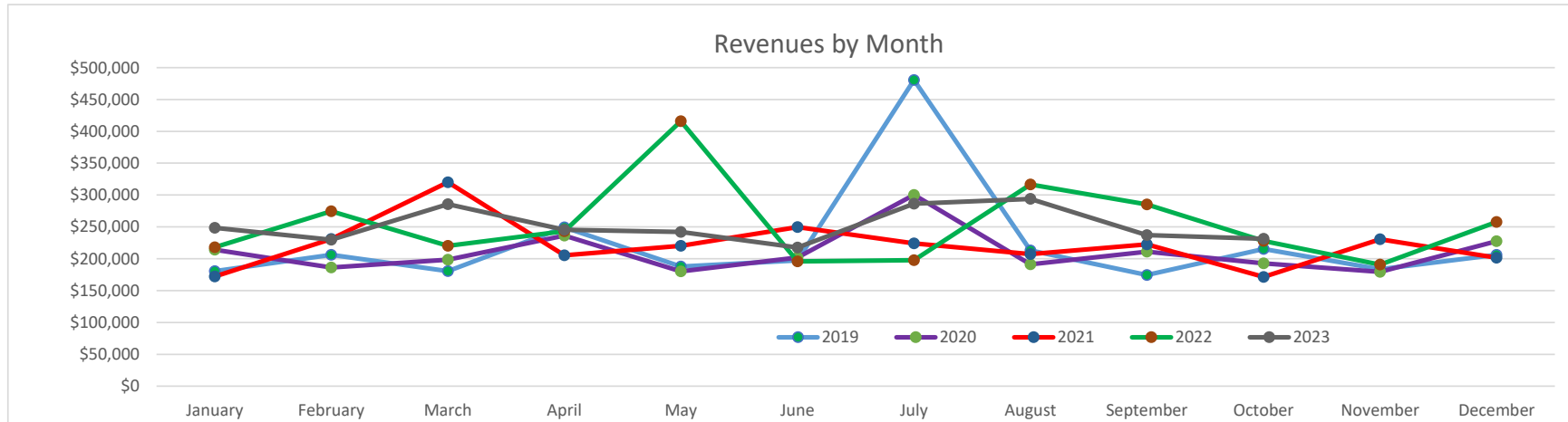
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

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).

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	\$286,393	\$293,875	\$237,134	\$231,503		

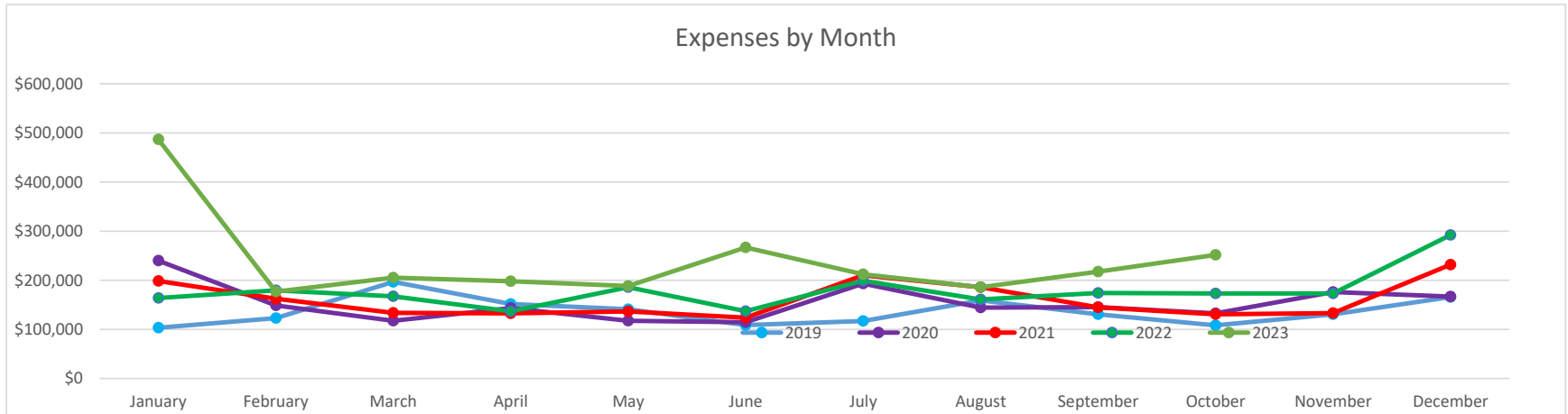


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000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

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	\$211,926	\$185,553	\$217,245	251,794		



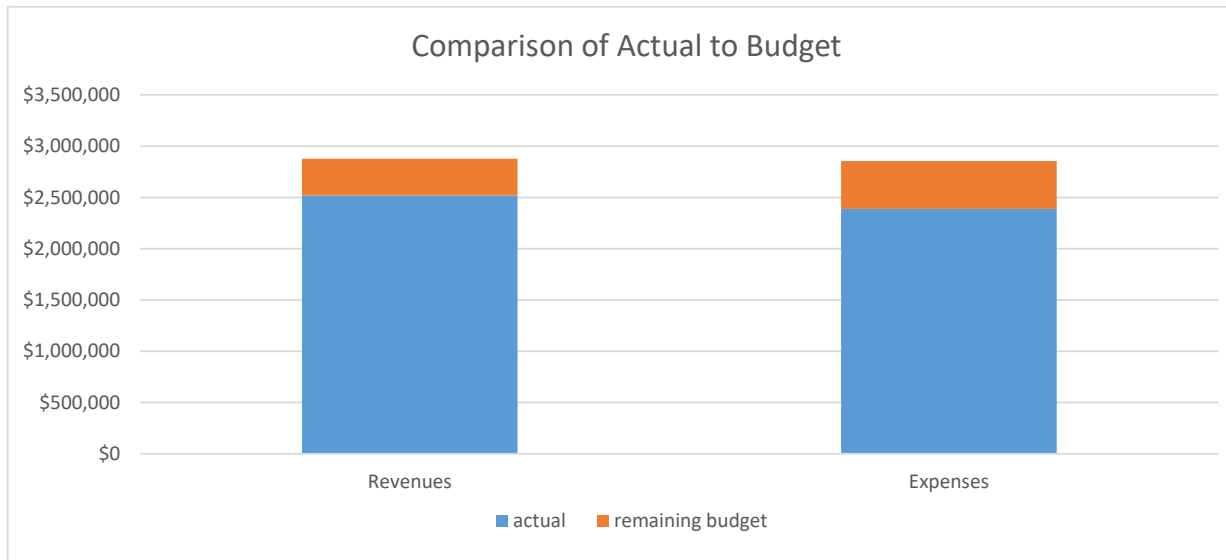
Budget to Actual Comparison

Through Sept 2023



Percent of year completed **83%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$2,517,963	88%	Revenues	\$2,876,380
Expenses	\$2,387,662	84%	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>	
38	American Solutions for Business	884.42		KITCHEN SCISSORS	66-003-000-0000-6331	INV06894362	N
	Warrant # 2439	Total...					
		884.42					
30	Center Point Energy	27.29		SERVICE - 09/08-10/09/23	66-003-000-0000-6251	10942506-6	N
30		29.27		SERVICE - 09/08-10/09/23	66-003-000-0000-6251	11831812-0	N
	Warrant # 2440	Total...					
		56.56					
33	CPS Technology Solutions	2,180.00		HOSTING FEE - NOVEMBER	66-003-000-0000-6261	384061	N
	Warrant # 2441	Total...					
		2,180.00					
164	Meyer/Charlie L	100.00		BUDGET MTG 10/18/23	66-003-000-0000-6106		N
164		65.50		MILEAGE	66-003-000-0000-6338		N
	Warrant # 2442	Total...				10/18/2023	10/18/2023
		165.50					
9	Swanson/Craig	600.00		OFFICE CLEANING - OCTOBER	66-003-000-0000-6271		N
	Warrant # 2443	Total...					
		600.00					
59	US Bank	79.24		DONUTS FOR ND MTG	66-003-000-0000-6337		N
59		100.00		MEETING ROOM FOR ND	66-003-000-0000-6337		N
59		200.44		FOOD FOR ND MTG	66-003-000-0000-6337		N
59		29.94		CANDY	66-003-000-0000-6337		N
59		69.53		FOOD FOR ND MTG	66-003-000-0000-6337		N
59		228.65		REFUND	66-003-000-0000-6401		N
59		274.89		TONER CARTRIDGE	66-003-000-0000-6401		N
59		228.65		OFFICE SUPPLIES	66-003-000-0000-6401		N
59		57.76		OFFICE SUPPLIES	66-003-000-0000-6401		N
59		319.34		STORAGE SHELVING	66-003-000-0000-6401		N
59		295.90		OFFICE SUPPLIES	66-003-000-0000-6401		N
59		22.86		OFFICE SUPPLIES	66-003-000-0000-6401		N
59		92.67		GITHUB	66-003-000-0000-6402		N
59		32.05		SIMPLISAFE	66-003-000-0000-6402		N
59		21.50		ZOHO-ASSIST	66-003-000-0000-6402		N
59		256.37		ADOBE ACROBAT PRO	66-003-000-0000-6402		N

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 10/19/2023
Pay Date 10/19/2023

<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>
59	US Bank	805.40	ATLASSIAN			66-003-000-0000-6402		N
59		17.09	ZOOM			66-003-000-0000-6402		N
Warrant #	2444	Total...	2,674.98					
137	VSP Insurance Co.	33.34	VISION INSURANCE - OCTOBER			66-003-000-0000-6871	818987232	N
Warrant #	2445	Total...	33.34					
Warrant Form	WF91	Total...	6,594.80					26 Transactions
	Final Total...	6,594.80						26 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>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	875.00		TECHNICAL SERVICES	66-003-000-0000-6261	384126 N
33		21,990.00		12 SERVERS	66-003-000-0000-6402	384125 N
33		10,253.00		3 YEAR SERVICE PLAN	66-003-000-0000-6402	384127 N
	Warrant # 2446	Total...		33,118.00		
6	Delta Dental of Minnesota	371.04		DENTAL INS - NOVEMBER	66-003-000-0000-6871	RIS0005291278 N
	Warrant # 2447	Total...		371.04		
161	Hollingsworth/Christopher	100.00		EXECUTIVE BOARD MTG 10/23/23	66-003-000-0000-6106	N
	Warrant # 2448	Total...		100.00		
124	Kopitzke/Bob	100.00		EXECUTIVE BOARD MTG 10/23/23	66-003-000-0000-6106	N
	Warrant # 2449	Total...		100.00		
155	Lakes Country Service Coop Ins Pool	10,441.15		HEALTH INSURANCE - NOVEMBER	66-003-000-0000-6871	NOVEMBER INVOICE N
	Warrant # 2450	Total...		10,441.15		
179	MINNESOTA COUNTIES COMPUTER COOP	50.00		IFS TRAINING - DOMINIQUE	66-003-000-0000-6331	2310164 N
	Warrant # 2451	Total...		50.00		
	Warrant Form WF91	Total...		44,180.19		8 Transactions
	Final Total...			44,180.19		8 Transactions

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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>
192	Engebretson & Sons Disposal	49.85	SERVICE 10/23	66-003-000-0000-6251	173585	N
	Warrant # 2452	Total...	49.85			
37	Hartford/The	259.75	LIFE INSURANCE - NOVEMBER	66-003-000-0000-6871	873747	N
	Warrant # 2453	Total...	259.75			
116	Life Insurance Company of N.America	96.45	ACCIDENT INSURANCE - NOVEME	66-003-000-0000-6871	AI961469	N
116		112.78	HOSPITAL INSURANCE - NOVEMB	66-003-000-0000-6871	HC960734	N
	Warrant # 2454	Total...	209.23			
54	Lincoln National Life Insurance Co/The	316.80	STD INSURANCE - NOVEMBER	66-003-000-0000-6871	10258571	N
54		374.30	LIFE INSURANCE - NOVEMBER	66-003-000-0000-6871	10247942	N
	Warrant # 2455	Total...	691.10			
100	Morris Electronics	2,000.00	DATA CIRCUIT - NOVEMBER	66-003-000-0000-6210	DATANOV	N
	Warrant # 2456	Total...	2,000.00			
55	Sun Life Financial	30.00	DISABILITY INS - NOVEMBER	66-003-000-0000-6871	935910	N
	Warrant # 2457	Total...	30.00			
148	Terrace, LLC	100.00	MONTHLY WEBSITE MAINT/SUPP	66-003-000-0000-6261	305	N
	Warrant # 2458	Total...	100.00			
146	ZEMPEL/KRISTINA	70.00	CONTRACT WORKER	66-003-000-0000-6261	OCT 2023	N
	Warrant # 2459	Total...	70.00			
	Warrant Form WF91	Total...	3,409.93	10 Transactions		
	Final Total...	3,409.93	10 Transactions			

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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>
38	American Solutions for Business	1,498.21	OFFICE FURNITURE	66-003-000-0000-6481	INV06962474	N
	Warrant # 2460	Total...	1,498.21			
196	Arvig	3,680.00	VIDEO SURV. INSTALL - FINAL	66-003-000-0000-6606	339216	N
	Warrant # 2461	Total...	3,680.00			
27	Ascensus	78.59	457 PLAN ADMIN FEE	66-003-000-0000-6261	138652DF-202310	N
	Warrant # 2462	Total...	78.59			
79	IBM Corporation	2,134.19	LICENSE/SUPPORT MAINT	66-003-000-0000-6402	307539	N
	Warrant # 2463	Total...	2,134.19			
188	Kroona/Jay M	1,830.00	TESTING - OCTOBER	66-003-000-0000-6261		N
	Warrant # 2464	Total...	1,830.00			
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6261	INV11803200	N
	Warrant # 2465	Total...	47.50			
43	Morris Electronics	437.50	LABOR	66-003-000-0000-6261	4973	N
43		187.50	LABOR	66-003-000-0000-6261	5004	N
43		62.50	LABOR	66-003-000-0000-6261	5106	N
43		162.50	LABOR	66-003-000-0000-6261	5172	N
43		156.25	LABOR	66-003-000-0000-6261	5222	N
43		100.00	MAP SERVER - OCTOBER	66-003-000-0000-6261	5273	N
43		315.00	ND TAX WEB - OCTOBER	66-003-000-0000-6261	5274	N
43		1,508.00	MN TAX WEB - OCTOBER	66-003-000-0000-6261	5275	N
43		149.95	CPT.US 5 YEAR	66-003-000-0000-6402	5013	N
	Warrant # 2466	Total...	3,079.20			
29	Otter Tail Power Company	561.34	SERVICE 10/04-10/31/23	66-003-000-0000-6251	4093126	N
29		73.03	SERVICE 10/04-10/31/23	66-003-000-0000-6251	20076543	N
	Warrant # 2467	Total...	634.37			
36	Stevens County Auditor Treasurer	175.56	HUMAN RESOURCES CONSULTIN	66-003-000-0000-6261	OCT	N
	Warrant # 2468	Total...	175.56			

****** 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>
139	STEVENS COUNTY TIMES	75.00	FIRE PREV. SPONSOR	66-003-000-0000-6244	9422	N
Warrant #	2469	Total...	75.00			
Warrant Form	WF91	Total...	13,232.62	19 Transactions		
Final Total...		13,232.62	19 Transactions			

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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>
30	Center Point Energy	82.26	SERVICE	10/09-11/07/23		66-003-000-0000-6251	11831812-0	N
30		85.06	SERVICE	10/09-11/07/23		66-003-000-0000-6251	10942506-6	N
	Warrant #	2470	Total...	167.32				
31	Driessen Water Inc	85.68	WATER			66-003-000-0000-6401	17708139-10312023	N
	Warrant #	2471	Total...	85.68				
36	Stevens County Auditor Treasurer	47.10	POSTAGE - OCTOBER			66-003-000-0000-6215	1172	N
36		2,300.00	FISCAL SERVICES - NOVEMBER			66-003-000-0000-6261	1172	N
	Warrant #	2472	Total...	2,347.10				
9	Swanson/Craig	600.00	OFFICE CLEANING - NOVEMBER			66-003-000-0000-6271		N
	Warrant #	2473	Total...	600.00				
59	US Bank	12.50	POSTAGE			66-003-000-0000-6215		N
59		32.05	SIMPLISAFE			66-003-000-0000-6261		N
59		50.00	ESST TRAINING			66-003-000-0000-6331		N
59		341.86	LODGING AMC CONFERENCE			66-003-000-0000-6337		N
59		61.91	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		100.90	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		215.82	FILTERS			66-003-000-0000-6401		N
59		834.00	WIRELESS HEADSETS			66-003-000-0000-6401		N
59		29.18	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		124.41	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		37.98	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		43.92	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		47.98	OFFICE SUPPLIES			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
59		859.25	ATLASSIAN			66-003-000-0000-6402		N
59		17.09	ZOOM			66-003-000-0000-6402		N
59		607.03	FURNITURE			66-003-000-0000-6481		N
59		296.99	STANDING DESK			66-003-000-0000-6481		N
	Warrant #	2474	Total...	3,734.37				

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 11/16/2023
Pay Date 11/16/2023

<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>
137	VSP Insurance Co.	40.88	VISION INSURANCE - NOVEMBER	66-003-000-0000-6871	819183934	N
Warrant #	2475	Total...	40.88			
Warrant Form	WF91	Total...	6,975.35	25 Transactions		
	Final Total...	6,975.35	25 Transactions			

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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 OCTOBER 2023										
4											
5											
6	Type	Depository	FDIC	Maturity	Interest	Step-	Last Balance	Interest	Deposited	Withdrawn	Balance
7			Number	Date	Rate	Up?		Earned			
8	CK	Bremer Bank, Morris					330,844.90		513,964.03	378,424.14	466,384.79
9											
10		Bremer Payroll Account opened 12/31/2015					18,717.41		285,000.00	158,369.41	145,348.00
11											
12		Flex Account					2,000.00				2,000.00
13											
14		Bremer Money Market Savings					937,293.69		1,538.69	75,000.00	863,832.38
15											
16											
17											
18		Edward Jones					-				-
19		Interest on Credit Balance					-				-
20	CD	State Bank of India (8562852T7)	33682	11/17/23	5.200%	N	246,000.00				246,000.00
21	CD	Morgan Stanley National Bank (61768EQR7)	34221	3/15/24	5.250%	N	236,000.00				236,000.00
22	CD	Wells Fargo Sioux Falls (949764BE3)	3511	10/25/23	4.950%	N	209,000.00	5,186.92	5,186.92	214,186.92	-
23	CD	American National Bank, Omaha (028402CL7)	19300	11/28/23	4.800%	N	242,000.00				242,000.00
24	CD	BMO Harris (05600XQH6)	16571	11/16/23	5.100%	N	167,000.00				167,000.00
25	CD	Goldman Sachs (38150VGW3)	33124	8/3/23	4.900%	N	-				-
26	CD	Truist Bank (86788HFM0)	9846	1/2/24	5.300%	N	200,000.00				200,000.00
27											
28		TOTAL DEPOSITS (Broker Balances)									
29								-	800,502.72	611,793.55	2,568,565.17
30	Non-Restricted Accounts										
31		Cash Accounts					1,477,565.17		Per state auditors:		0.00
32		Edward Jones					1,091,000.00				
33											
34											
35											
36											
37											
38											
39									Total Balance		2,568,565.17
40									For Month-End		
41							2,568,565.17				

**PERSONNEL COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Tuesday, November 14, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

Attendees: Chair Larry Lindor, Karen Ahmann, Joe Drietz, Paul Johnson, Troy Johnson, Bob Kopitzke, Mike Koehler, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- The Software Project Manager and Hardware/System Project Manager job descriptions have been updated, reviewed and graded by DDA. After review, DDA's recommendation was for no classification changes. The committee's recommendation is to approve as presented.
- The Technical Support/Board Administration job description is in process.
- There will be a developer Intern starting soon per prior board approval.
- A request has been received from Brian Valik to retire through the PERA Pro phased retirement program, effective December 29, 2023. The committee recommends approval by the full board as requested.
- Personnel policy updates were presented. They include law changes, ESST law requirements, Juneteenth Holiday designation, Comp Time policy, Vacation overage policy and changes to verbiage from Executive Director to Department Head and/or HR Director where appropriate. The committee recommends review by the Executive committee followed by full board approval.
- The HR Director requests that due to extenuating circumstances, Mike Koehler's excess vacation time be paid out to MSRS. He is scheduled for a one week vacation in December. The committee recommends review by the Executive committee followed by full board approval.
- The next meeting will be held Tuesday, December 12 at 1 p.m.

EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Monday, November 20, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom

Attendees: Chair Bob Kopitzke, Vice Chair Paul Johnson, Ron Antony, Chris Hollingsworth, Norman Holmen, Randy Kramer, Personnel Chair Larry Lindor, Vicki Knobloch-Kletscher, Mike Koehler, Gwen Gillespie, Erica Swenson, Heidi Roiland.

Updates and Discussions:

- Confirmed the 2024 Budget is ready for presentation to full board.
- An update was given on changes in job descriptions, title changes, hiring of an intern, PERA Pro retirement request and three new support staff hired.
- Personnel Policy changes, which have been reviewed and recommended by the Personnel committee were discussed.
- Based on extraordinary circumstances, Erica Swenson, HR Director, is requesting payout of Executive Director Mike Koehler's vacation overage to MSRS. The executive committee agreed to recommend this to the full board.
- Five of the current ND counties have been retained. A demonstration was also given to 5 additional counties in ND.
- An email was sent out to all commissioners, clients and users with regards to the management and staffing of CPT. An additional email will go out to tax users giving direction on their support team.
- Ann Goering is currently reviewing requested changes to the Redwood contract.
- The Board Chair will call for a nominating committee at the full board meeting on Monday. Commissioner Kramer has volunteered to be a member of the committee.
- The software committee update was given.
- The annual user meetings are scheduled for November, December and January.
- In other business, Mike and Erica will be attending the AMC conference in December.
- MCIS is currently performing their due-diligence testing before entering into a contract with CPT.
- A letter was sent in response to the purchase offer. No additional communication has been received.

SOFTWARE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Wednesday, N, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom

Updates and Discussions:

- Mike noted that Gwen has accepted the position of Development Director and will be working with the software committee going forward.
- Gwen presented on the status of the Tax Rewrite. The new tax web is being tested by 2 counties, as is the new report generator. These pieces should be ready for roll out after the first of the year.
- CAMA and Land Calc are currently being tested by Jay Kroona before being tested by counties.
- The assessor piece of the tax rewrite is being tested by Gwen, Trish and Jay.
- The planned order of E-Tax roll-out is: new tax web, report generator, CAMA and land calc, and the assessor's piece.
- Gwen reviewed the other CPT softwares. The team is working on getting releases completed on all PR and HR systems; year-end releases will need to be done with updated W2s and 1099s.
- User meetings will be held on November 30 for Payroll and IFS; the first week of December for CostRite and in January for the Assessors and Auditor/Treasurers.
- Update on the North Dakota counties. Barnes County has chosen to stay with CPT. Five of the North Dakota clients have been retained. A demonstration was done for several potential new clients.
- There will be a programming intern starting within the next couple of weeks.
- Had a discussion on the IFS and Cash Drawer release update.
- Two zoom meetings have been held with our clients regarding the ESST law going into effect January 1, 2024. It does not appear any programming changes will be needed to implement the requirements of the law.
- A cyber security incident happened overnight to one of our clients. Mike is working with counties on a SYM approach for deflecting these phishing ransomware attacks.
- The committee will meet again in January.
- Discussion on TNT outsource printing providers.



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 27, 2023		
Agenda Item:	Approve 2024 proposed budget		
Submitted By:	Budget/Executive committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
<p>2024 Budget proposal with</p> <ul style="list-style-type: none"> ○ 3% COLA recommendation ○ CPT Contribution recommendation – increase of \$50 per month 			
Financial Impact:			
<p>Yes or No? Yes</p> <p>Was this budgeted for 2024? Yes</p>			
Recommended Action/Motion:			
Approve 2024 budget as presented.			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 27, 2023		
Agenda Item:	Hiring of Technical Support Specialist		
Submitted By:	Personnel committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Hiring of Julie Bruns as Technical Support Specialist, tax team; start date 10-26-2023, Grade 05, Step 08; Ms. Bruns will start with 37.5 hours of vacation and placed on the vacation accrual with 5 years' service.			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2024? Yes			
Recommended Action/Motion:			
Approve hiring of Julie Bruns as Technical Support Specialist			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 27, 2023		
Agenda Item:	Hiring of Technical support Specialist		
Submitted By:	Personnel committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
Hiring of Susan Hanson as Technical Support Specialist, tax team; start date 10-26-2023, Grade 05, Step 08; Ms. Hanson will start with 37.5 hours of vacation and placed on the vacation accrual with 5 years' service.			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2024? Yes			
Recommended Action/Motion:			
Approve hiring of Susan Hanson as Technical Support Specialist			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 27, 2023		
Agenda Item:	Approve changes to Personnel Policy as presented		
Submitted By:	Personnel committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
<p>Personnel policy changes –</p> <ul style="list-style-type: none"> ○ Law changes/ESST law ○ Juneteenth Holiday ○ Comp Time policy ○ Vacation Policy changes ○ Verbiage changes – Exec Director/Department Head/HR Director 			
Financial Impact:			
Yes or No? No			
Was this budgeted for 2024? Yes			
Recommended Action/Motion:			
Approve personnel policy changes as submitted.			



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 27, 2023		
Agenda Item:	Approve payout of Vacation overage to MSRS for Executive Director		
Submitted By:	Executive committee	Department:	
Presenter:		Estimate of Time Needed:	
Issue Summary:			
<p style="text-align: center;">Based on extraordinary circumstances over the past year, Erica Swenson, HR Director, is requesting payout of Executive Director Mike Koehler’s vacation overage, of approximately 11 days, to MSRS. The executive committee agreed to recommend this to the full board.</p>			
Financial Impact:			
Yes or No? Yes Was this budgeted for 2024? No			
Recommended Action/Motion:			
Approve the payout of vacation overage to MSRS as presented.			