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**JOINT POWERS BOARD  
COUNTIES PROVIDING TECHNOLOGY**

**Monday, August 28, 2023  
Old No. 1 Southside, Morris  
10:00 a.m.**

**AGENDA**

- 10:00 am Convene
  - Roll Call
  - Additions to Agenda
  - Approve Agenda
  
- 10:10 am Financial Reporting – Mike Koehler
  - Review of Revenue and Expenditures
    - July 2023 Financials for Approval
  - Warrants for Review and Approval
  - Monthly Deposit Report
  - Cybernetics Renewal Quotes
  - Fund Balance Conversation Continued
    - Projected 2024-2028 Budgets
  
- 10:20 am Personnel Update/Personnel Committee
  - Jan Gomer (Stevens County HR)
  - Resignation of Joel Flaten for approval
    - Discussion of compensation
  - Resignation of Kristina Zempel for approval and back fill of Technical Support position
  - Resignation of Magen Feuchtenberger for approval and back fill of Technical Support position
  - Transition Plan and Interim positions for discussion
  
- 10:35 am Executive Committee Update and Recommendation Items
  - Professional Service and Hosting Agreement Update
    - Jenna Peterson – Redwood County Attorney
  - Joint Power Board Agreement Revision Discussion
  - MCIS – CAMA Mobile Discussion
  - ND Update
    - Concerns and Follow Up with possible rescinding of vote
  - Update from the Software Committee on 8/10/23

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- Tax Rewrite Update
    - Tax Rewrite Update Meeting with Auditor/Treasurers – September 6<sup>th</sup> at 10am
    - Power 10 Server Quote
    - Building Committee Update
      - Cameras and Door Fobs Update
      - Roof Patching Update
      - Signage Update
      - Rain Damage and Windows
      - Gutter Replacement
    - CLA Security Audit Update –
      - Policy Update
  - 11:05 am Other Business –
    - Executive Committee Start Time for Same Month as JPB Meeting
  - 11:10 am Upcoming Meetings:
    - Executive Committee September 18<sup>th</sup> at 9am via Zoom
    - JPB September 25<sup>th</sup>, 2023 at 10:00 am; The Old No. 1 – Southside, Morris
    - Executive Committee October 23<sup>rd</sup> at 10:00 am at CPT Office and via Zoom

**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 Robert Demuth: Nobles County Courthouse, Board of commissioners Room,  
Worthington, MN

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS BOARD  
Monday, July 24, 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, July 24, 2023, by Vice Chair Paul Johnson. In attendance from member counties were:

Big Stone: Commissioner Athey  
Cottonwood: Commissioner Holmen  
Douglas: Commissioner Meyer  
Grant: Commissioner Troy Johnson  
Kandiyohi: Commissioner Gardner  
Lincoln: Absent  
Lyon: Commissioner Graupmann  
Mahnomon: Commissioner Ahmann  
Marshall: Commissioner Miller  
Meeker: Commissioner Paul Johnson  
Nobles: Commissioner Metz  
Norman: Commissioner Lee  
Pipestone: Commissioner Hollingsworth (virtual attendance, voting)  
Pope: Commissioner Wagner  
Redwood: Commissioner Wakefield  
Renville: Commissioner Kramer  
Steele: Absent  
Stevens: Absent  
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 and Janel Timm

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

Commissioner Holmen moved to approve minutes for the June 26, 2023 meeting, seconded by Commissioner Weyer. A roll call was taken and all members voted aye, motion carried.

Joel Flaten and Mike Koehler presented the Financial Reports. Commissioner Metz moved to approve the June 2023 Financial Report, seconded by Commissioner Gardner. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Wagner moved to approve the warrant registers from June 22, 2023 through July 13, 2023, seconded by Commissioner Antony. A roll call was taken and all members voted aye, motion carried. The monthly deposit report was presented.

Joel Flaten provided the Executive Director's update. The board discussed if there would be an interest in selling MCIS our CAMA Mobile program for them to adapt to their CAMA program. Vice Chair Johnson asked for a show of hands if there would be an interest in CPT working with MCIS on a potential purchase which there was.

Vice Chair Johnson gave the Executive Committee update. He presented the request from McKenzie County to have a termination clause added to the contract which the committee did not recommend. There was no further discussion. Commissioner Holmen moved to approve the CPS 7.4 upgrade quote, seconded by Commissioner Wagner. A roll call was taken and all members voted aye, motion carried. Commissioner Antony moved to approve the CPS data storage quote with Mike Koehler making the final decision if CPT would purchase the storage pool option for \$2500, seconded by Commissioner Gardner. A roll call was taken and all members voted aye, motion carried.

Vice Chair Johnson gave the update for the Personnel Committee. Commissioner Meyer moved to approve the HR Consulting Agreement with Stevens County, seconded by Commissioner Graupmann. A roll call was taken and all members voted aye, motion carried. Commissioner Ahmann moved to approve the Infection Exposure Control Policy, seconded by Commissioner Metz. A roll call was taken and all members voted aye, motion carried.

Janel Timm gave the Software Committee update.

The next meeting will be September 25<sup>th</sup>, 2023 at 10:00 a.m. Hearing no further business Vice Chair Johnson called for adjournment at 10:56 a.m.

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Chair – Bob Kopitzke

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Clerk – Joel Flaten

# \*\*\*\* Counties Providing Technology \*\*\*\*



## REVENUES & EXPENDITURES BUDGET REPORT As of 07/2023

66 FUND Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	Percent of Year <u>Budget</u>	58% <u>% of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	182,090.00-	1,251,481.34-	2,137,740.00-	59
66-003-000-0000-5502	Hosting Fees - MN	18,300.00-	134,052.00-	217,800.00-	62
66-003-000-0000-5512	Charges For Services - ND	16,955.00-	129,067.00-	203,040.00-	64
66-003-000-0000-5513	Hosting Fees - ND	3,500.00-	23,000.00-	42,000.00-	55
66-003-000-0000-5701	Investment/Interest Earnings	1,279.57-	16,883.84-	800.00-	2110
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	418.50	0.00	0
66-003-000-0000-5802	Misc. Revenue	50,850.00-	105,090.00-	120,000.00-	88
66-003-000-0000-5992	Dental/Disability Insurance	13,418.43-	96,295.95-	155,000.00-	62
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	122,244.23	848,979.25	1,459,107.00	58
66-003-000-0000-6106	Per Diem	2,800.00	14,930.17	38,800.00	38
66-003-000-0000-6110	CPT Contribution	18,000.00	115,200.00	194,400.00	59
66-003-000-0000-6160	Employer PERA	9,168.32	63,147.78	109,433.00	58
66-003-000-0000-6170	Employer FICA	7,519.76	51,719.03	90,465.00	57
66-003-000-0000-6180	Employer Medicare	1,758.64	12,095.54	21,157.00	57
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	4,000.00	14,000.00	26,000.00	54
66-003-000-0000-6215	Postage	83.64	458.75	1,000.00	46
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	17.09	308.42	4,000.00	8
66-003-000-0000-6251	Utilities	1,086.82	12,145.81	24,000.00	51
66-003-000-0000-6261	Professional Fees for Services	21,696.45	133,702.03	162,100.00	82
66-003-000-0000-6271	Professional Cleaning	640.00	4,040.00	10,600.00	38
66-003-000-0000-6331	Training/Registration	0.00	6,055.27	17,000.00	36
66-003-000-0000-6337	Lodging/Meals	0.00	2,503.88	8,000.00	31
66-003-000-0000-6338	Mileage	2,108.48	10,539.59	34,500.00	31
66-003-000-0000-6401	Office Supplies	188.75	2,480.77	7,000.00	35
66-003-000-0000-6402	Software/Licenses	7,438.30	58,690.99	110,000.00	53
66-003-000-0000-6481	Small Equipment	0.00	9,231.46	30,000.00	31
66-003-000-0000-6482	Electronic Supplies	396.22	2,044.27	10,000.00	20
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	1,000.00	50,000.00	2
66-003-000-0000-6815	Misc Expense	0.00	8,842.96	400.00	2211
66-003-000-0000-6871	Insurance	12,779.39	109,739.14	180,000.00	61

# \*\*\*\* Counties Providing Technology \*\*\*\*



## REVENUES & EXPENDITURES BUDGET REPORT As of 07/2023

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>58% % of BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue 286,393.00-	1,755,451.63-	2,876,380.00-	61
		Expend. 211,926.09	1,733,070.11	2,854,962.00	61
		Net 74,466.91-	22,381.52-	21,418.00-	104
66 FUND	Totals Counties Providing Technology	Revenue 286,393.00-	1,755,451.63-	2,876,380.00-	61
		Expend. 211,926.09	1,733,070.11	2,854,962.00	61
		Net 74,466.91-	22,381.52-	21,418.00-	104
FINAL TOTALS	33 Accounts	Revenue 286,393.00-	1,755,451.63-	2,876,380.00-	61
		Expend. 211,926.09	1,733,070.11	2,854,962.00	61
		Net 74,466.91-	22,381.52-	21,418.00-	104

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



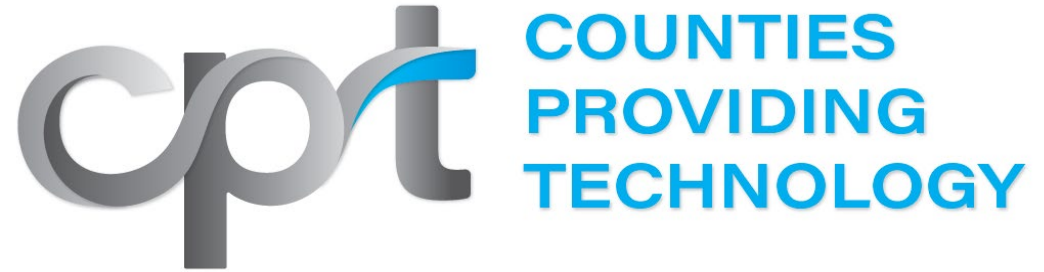
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TREASURER'S CASH TRIAL BALANCE

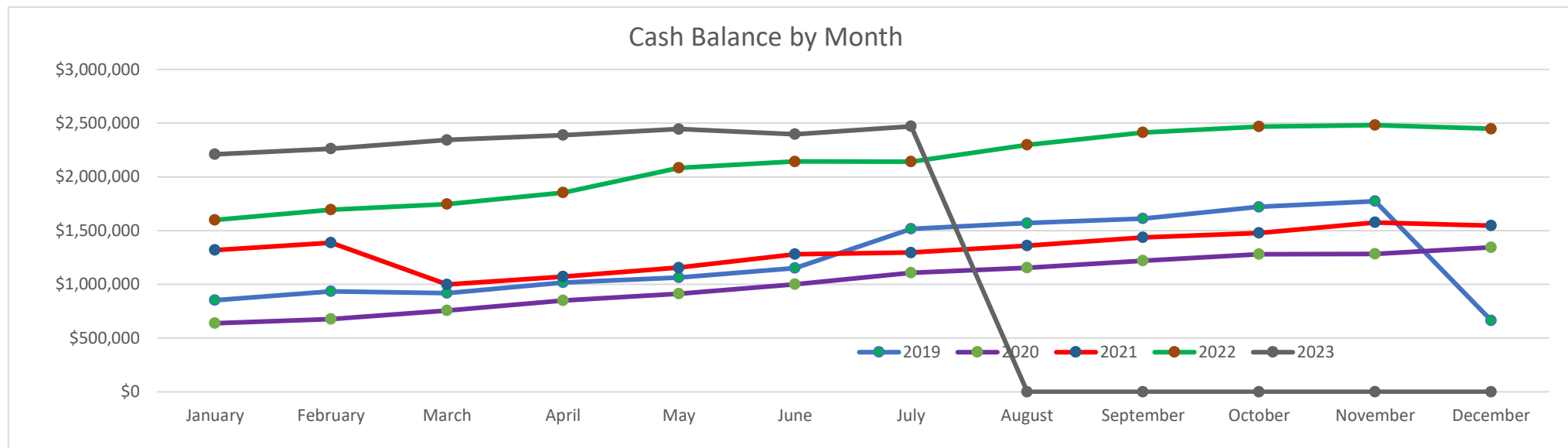
As of 07/2023

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>66</b> Counties Providing Technology	2,447,452.78			
Receipts		286,393.00	1,756,585.13	
Disbursements		53,235.14-	644,243.51-	
Payroll		158,690.95-	1,089,541.60-	
Journal Entries		0.00	418.50-	
<b>Fund Total . . . . .</b>		<b>74,466.91</b>	<b>22,381.52</b>	<b>2,469,834.30</b>
All Funds .....	2,447,452.78			
Receipts		286,393.00	1,756,585.13	
Disbursements		53,235.14-	644,243.51-	
Payroll		158,690.95-	1,089,541.60-	
Journal Entries		0.00	418.50-	
<b>Total .....</b>		<b>74,466.91</b>	<b>22,381.52</b>	<b>2,469,834.30</b>

## 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					



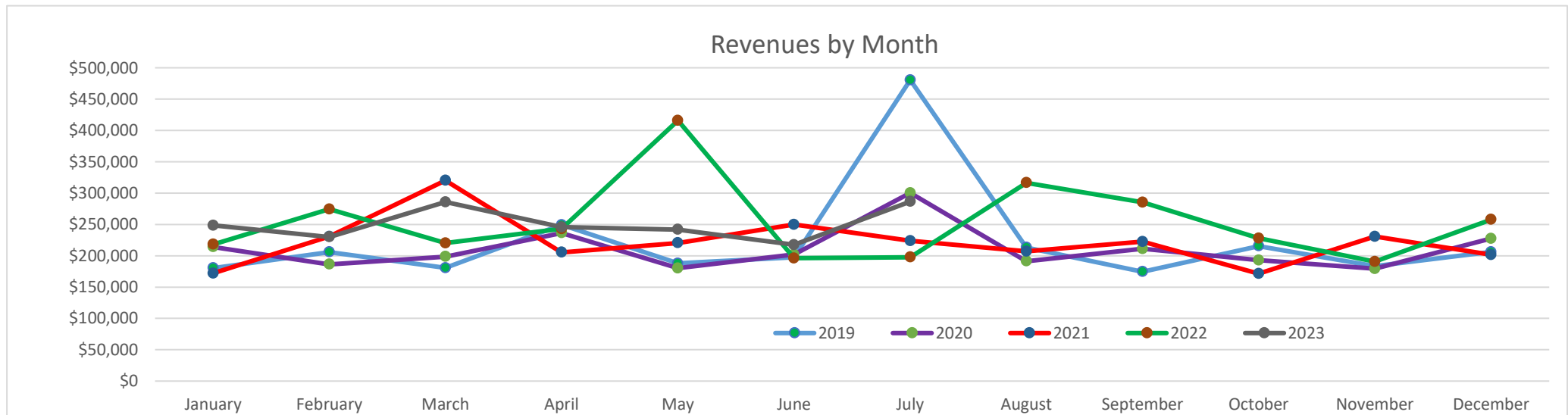
Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.  
 Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.  
 Return of capital contributions were paid 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

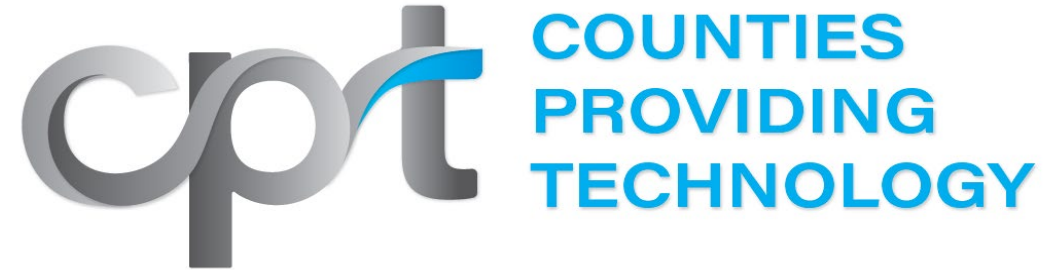


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$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					

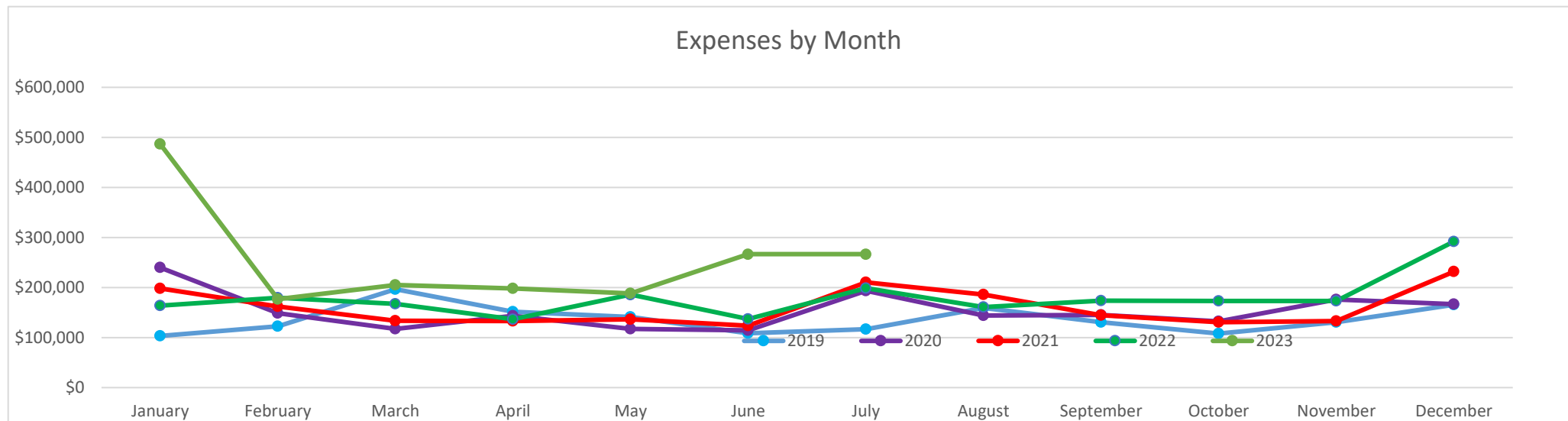


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative  
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was receipted in August 2019  
 July 2020 revenue includes \$30,000 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	\$211,926.00					



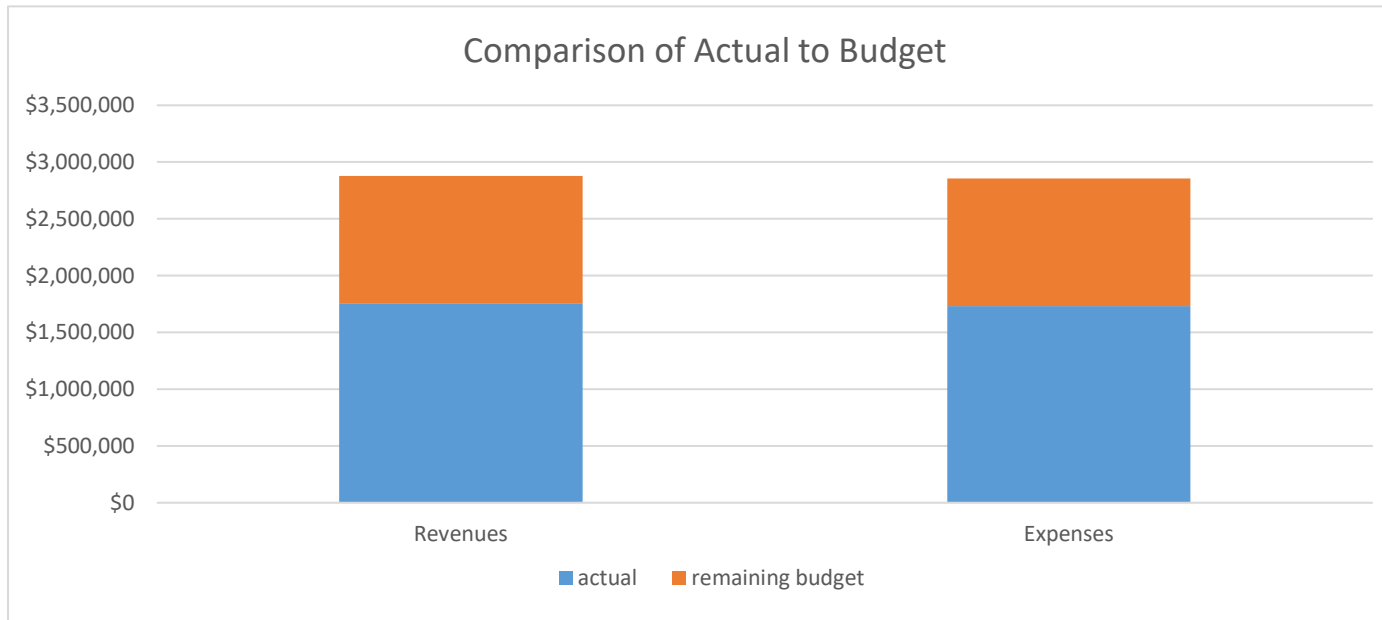
# Budget to Actual Comparison

Through July 2023



Percent of year completed **58%**

Year-to-date		Percent of budget	Approved 2023 Budget	
Revenues	\$1,755,452	61%	Revenues	\$2,876,380
Expenses	\$1,733,070	61%	Expenses	\$2,854,962
Return of capital	\$0	0%	Return of capital	\$0



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



Warrant Form **WF91**  
Commissioner's Warrants

**WARRANT REGISTER**  
**Commissioner Warrants**

Approved 07/27/2023  
Pay Date 07/27/2023

<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>
66	ACOM Solutions	6,888.00	ANNUAL RENEWAL	66-003-000-0000-6402	0211130-IN	N
	<b>Warrant #</b>	<b>2295</b>	<b>Total...</b>	<b>6,888.00</b>		
126	Ahmann/Karen	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
126		175.54	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2296</b>	<b>Total...</b>	<b>275.54</b>		
181	Antony/Ronald J.	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
181		100.00	EXECUTIVE BOARD MTG 07/17/23	66-003-000-0000-6106		N
181		96.94	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2297</b>	<b>Total...</b>	<b>296.94</b>		
180	Athey/Wade O	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
180		45.85	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2298</b>	<b>Total...</b>	<b>145.85</b>		
6	Delta Dental of Minnesota	270.92	DENTAL INSURANCE - AUGUST	66-003-000-0000-6871	RIS0005067296	N
	<b>Warrant #</b>	<b>2299</b>	<b>Total...</b>	<b>270.92</b>		
163	Gardner/Steven J	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
163		75.19	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2300</b>	<b>Total...</b>	<b>175.19</b>		
183	Groupmann/Paul F	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
183		127.07	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2301</b>	<b>Total...</b>	<b>227.07</b>		
161	Hollingsworth/Christopher	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
	<b>Warrant #</b>	<b>2302</b>	<b>Total...</b>	<b>100.00</b>		
165	Holmen/Norman	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
165		100.00	EXECUTIVE BOARD MTG 07/17/23	66-003-000-0000-6106		N
165		172.92	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2303</b>	<b>Total...</b>	<b>372.92</b>		
166	Johnson/Troy	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N

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



Warrant Form **WF91**  
Commissioner's Warrants

**WARRANT REGISTER**  
**Commissioner Warrants**

Approved 07/27/2023  
Pay Date 07/27/2023

<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>
166	Johnson/Troy	100.00	PERSONNEL MTG 07/11/23	66-003-000-0000-6106		N
166		31.44	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2304</b>	<b>Total...</b>	<b>231.44</b>			
155	Lakes Country Service Coop Ins Pool	12,192.29	HEALTH INSURANCE - AUGUST	66-003-000-0000-6871		N
<b>Warrant #</b>	<b>2305</b>	<b>Total...</b>	<b>12,192.29</b>			
173	Larson/Dennis	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
173		78.60	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2306</b>	<b>Total...</b>	<b>178.60</b>			
172	Lee/Jesse M	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
172		191.26	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2307</b>	<b>Total...</b>	<b>291.26</b>			
175	METZ/GENE A	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
175		166.37	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2308</b>	<b>Total...</b>	<b>266.37</b>			
164	Meyer/Charlie L	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
164		65.50	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2309</b>	<b>Total...</b>	<b>165.50</b>			
182	Miller/Rolland	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
182		277.06	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2310</b>	<b>Total...</b>	<b>377.06</b>			
157	Neumann/Randy	78.60	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2311</b>	<b>Total...</b>	<b>78.60</b>			
171	Olson/Jerrel	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
171		47.16	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2312</b>	<b>Total...</b>	<b>147.16</b>			
170	Pederson/Edward	100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
170		36.68	JOINT POWERS MTG 07/24/23	66-003-000-0000-6338		N

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



Warrant Form **WF91**  
Commissioner's Warrants

**WARRANT REGISTER**  
**Commissioner Warrants**

Approved 07/27/2023  
Pay Date 07/27/2023

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
	<u>Warrant #</u>	<u>Total...</u>		<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	<b>Warrant #</b>	<b>2313</b>	<b>Total...</b>				
			<b>136.68</b>				
101	Ratwik, Roszak & Maloney, P.A.		12,982.70	EMPLOYMENT INVESTIGATION	66-003-000-0000-6261	1715-0008, 1715-0010	N
	<b>Warrant #</b>	<b>2314</b>	<b>Total...</b>				
			<b>12,982.70</b>				
186	RENVILLE COUNTY		100.00	R.KRAMER JNT POWERS MTG 7/2	66-003-000-0000-6106		N
186			100.00	R.KRAMER EXEC. COMMITTEE 7/1	66-003-000-0000-6106		N
186			115.28	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2315</b>	<b>Total...</b>				
			<b>315.28</b>				
107	Todd County Auditor Treasurer		100.00	R.NEUMANN JNT POWERS MTG 7	66-003-000-0000-6106		N
	<b>Warrant #</b>	<b>2316</b>	<b>Total...</b>				
			<b>100.00</b>				
137	VSP Insurance Co.		7.54	VISION INSURANCE - JULY	66-003-000-0000-6871	818318953	N
	<b>Warrant #</b>	<b>2317</b>	<b>Total...</b>				
			<b>7.54</b>				
189	Wagner/Gordon L		100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
189			39.30	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2318</b>	<b>Total...</b>				
			<b>139.30</b>				
184	Wakefield/Ricky N		100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
184			142.31	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2319</b>	<b>Total...</b>				
			<b>242.31</b>				
162	Weyer/Michael L.		100.00	JOINT POWERS MTG 07/24/23	66-003-000-0000-6106		N
162			145.41	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2320</b>	<b>Total...</b>				
			<b>245.41</b>				
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>36,849.93</b>	<b>48 Transactions</b>		
			<b>Final Total...</b>	<b>36,849.93</b>	<b>48 Transactions</b>		

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 Form **WF91**  
Commissioner's Warrants

**WARRANT REGISTER**  
**Commissioner Warrants**

Approved 08/10/2023  
Pay Date 08/10/2023

<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>
27	Ascensus	47.89	457 PLAN ADMIN FEE	66-003-000-0000-6261	138652DF	N
	<b>Warrant #</b>	<b>2331</b>	<b>Total...</b>	<b>47.89</b>		
195	CleanSlate	794.43	IBM RATIONAL DEVELOPER	66-003-000-0000-6402	INV-004354	N
	<b>Warrant #</b>	<b>2332</b>	<b>Total...</b>	<b>794.43</b>		
31	Driessen Water Inc	78.48	WATER	66-003-000-0000-6401	17708139-07312023	N
	<b>Warrant #</b>	<b>2333</b>	<b>Total...</b>	<b>78.48</b>		
159	Johnson/Paul M.	100.00	PERSONNEL MTG 6/13/23	66-003-000-0000-6106		N
159		100.00	EXECUTIVE BOARD MTG 6/26/23	66-003-000-0000-6106		N
159		100.00	PERSONNEL MTG 7/11/23	66-003-000-0000-6106		N
159		100.00	EXECUTIVE BOARD MTG 7/17/23	66-003-000-0000-6106		N
159		100.00	JOINT POWERS MTG 7/24/23	66-003-000-0000-6106		N
159		117.90	MILEAGE	66-003-000-0000-6338		N
					07/11/2023	07/11/2023
159		117.90	MILEAGE	66-003-000-0000-6338		N
					07/24/2023	07/24/2023
	<b>Warrant #</b>	<b>2334</b>	<b>Total...</b>	<b>735.80</b>		
188	Kroona/Jay M	2,280.00	TESTING - JULY	66-003-000-0000-6261		N
	<b>Warrant #</b>	<b>2335</b>	<b>Total...</b>	<b>2,280.00</b>		
129	McGinnis Appliance Inc	704.00	SERVICE AC'S & 3 THERMOSTATS	66-003-000-0000-6606	27238	N
	<b>Warrant #</b>	<b>2336</b>	<b>Total...</b>	<b>704.00</b>		
43	Morris Electronics	375.00	LABOR	66-003-000-0000-6261	3623	N
43		125.00	LABOR	66-003-000-0000-6261	3626	N
43		125.00	LABOR	66-003-000-0000-6261	3674	N
43		187.50	LABOR	66-003-000-0000-6261	3773	N
43		125.00	LABOR	66-003-000-0000-6261	3852	N
43		100.00	MAP SERVER - JULY	66-003-000-0000-6261	3944	N
43		315.00	ND TAX WEB - JULY	66-003-000-0000-6261	3945	N
43		1,508.00	MN TAX WEB - JULY	66-003-000-0000-6261	3946	N
43		62.50	LABOR	66-003-000-0000-6261	4039	N

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Warrant Form **WF91**  
Commissioner's Warrants

**WARRANT REGISTER**  
**Commissioner Warrants**

Approved 08/10/2023  
Pay Date 08/10/2023

<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	223.29	MONITOR			66-003-000-0000-6481	4050	N
43		24.99	WIRELESS MOUSE			66-003-000-0000-6482	3980	N
43		468.80	BATTERY CARTRIDGE			66-003-000-0000-6482	4010	N
<b>Warrant #</b>	<b>2337</b>	<b>Total...</b>	<b>3,640.08</b>					
29	Otter Tail Power Company	149.74	SERVICE 06/30-07/31/23			66-003-000-0000-6251	20076543	N
29		818.19	SERVICE 06/30-07/31/23			66-003-000-0000-6251	4093126	N
<b>Warrant #</b>	<b>2338</b>	<b>Total...</b>	<b>967.93</b>					
36	Stevens County Auditor Treasurer	28.02	POSTAGE - JULY			66-003-000-0000-6215	1119	N
36		2,300.00	FISCAL SERVICES - AUGUST			66-003-000-0000-6261	1119	N
<b>Warrant #</b>	<b>2339</b>	<b>Total...</b>	<b>2,328.02</b>					
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>11,576.63</b>	<b>28 Transactions</b>				
	<b>Final Total...</b>	<b>11,576.63</b>	<b>28 Transactions</b>					

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

Signed \_\_\_\_\_  
Director



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



**WARRANT REGISTER**  
**Auditor Warrants**

Approved 08/03/2023  
Pay Date 08/03/2023

<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>
140	AMERICAN COMMUNICATIONS INC	240.00	ZIX VPN ENCRYPTION - 1 YEAR	66-003-000-0000-6402		N
	<b>Warrant # 2321</b>	<b>Total...</b>	<b>240.00</b>			
86	Bremer Bank	29.91	SIMPLISAFE	66-003-000-0000-6261		N
86		35.00	MCIT WEBINAR	66-003-000-0000-6331		N
86		790.39	ATLASSIAN	66-003-000-0000-6402		N
86		145.01	SLACK	66-003-000-0000-6402		N
86		10.00	GITHUB	66-003-000-0000-6402		N
86		37.59	USB WALL TAP, CORD	66-003-000-0000-6482		N
	<b>Warrant # 2322</b>	<b>Total...</b>	<b>1,047.90</b>			
192	Engebretson & Sons Disposal	47.70	SERVICE 07/23	66-003-000-0000-6251	169355	N
	<b>Warrant # 2323</b>	<b>Total...</b>	<b>47.70</b>			
145	FLATEN/JOEL	622.25	MILEAGE - ND TRAINING	66-003-000-0000-6338		N
	<b>Warrant # 2324</b>	<b>Total...</b>	<b>622.25</b>			
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6261	INV11465312	N
	<b>Warrant # 2325</b>	<b>Total...</b>	<b>47.50</b>			
100	Morris Electronics	2,000.00	DATA CIRCUIT - AUGUST	66-003-000-0000-6210	DATAAUG	N
	<b>Warrant # 2326</b>	<b>Total...</b>	<b>2,000.00</b>			
28	Old No 1 Bar & Grill	160.00	MEETING SET UP & REFRESHMENT	66-003-000-0000-6337	128	N
	<b>Warrant # 2327</b>	<b>Total...</b>	<b>160.00</b>			
36	Stevens County Auditor Treasurer	1,155.77	HUMAN RESOURCES CONSULTING	66-003-000-0000-6261		N
	<b>Warrant # 2328</b>	<b>Total...</b>	<b>1,155.77</b>			
148	Terrace, LLC	100.00	MONTHLY WEBSITE MAINT/SUPPORT	66-003-000-0000-6261	274	N
	<b>Warrant # 2329</b>	<b>Total...</b>	<b>100.00</b>			
37	The Hartford	308.64	LIFE INSURANCE - AUGUST	66-003-000-0000-6871	873747	N
	<b>Warrant # 2330</b>	<b>Total...</b>	<b>308.64</b>			
	<b>Warrant Form WF91</b>	<b>Total...</b>	<b>5,729.76</b>	<b>15 Transactions</b>		





## **Personnel Committee Agenda for 8/17/23**

1. Staffing Update
  - a. Follow Up to Staff Investigations
  - b. Update from Susan Herreid Meeting on 8/7/23
  - c. All Staff Meeting with Susan on 8/23/23
  - d. Staff Concern with Potential Mold (Water Damage)
    - i. Mold Testing
  - e. COLA Discussion
    - i. 2024 Projected Budget
  - f. Staffing Discussion
  - g. Executive Director Review (1 year)
2. ND Update
3. RPG Training Update
4. CLA Security Assessment Update
  - a. Information Security Team
  - b. Policies Update
5. Legislative Changes for FML Follow-Up
6. Progress Reviews Update
7. Other Issues or Concerns
8. Next Meeting – September 12<sup>th</sup> at 2pm (Send out Zoom Invite)



## Software Committee

Board Update: September 25, 2023 Meeting

Thursday, August 10, 2023 at 2:00 pm: Zoom

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

Unable to attend: Michelle Knutson

### Updates and Discussions:

- The committee was updated on the progress of tax programs by Trisha Bartels. We are looking at September 6<sup>th</sup> at 10am via Zoom to give a progress update on the tax rewrite for the Auditor/Treasurers.
- The committee reviewed the request for MCIS to review the CAMA Mobile program before purchasing it. The committee did not have any objections to this request.
- The committee reviewed the 2024 rough budget. They also reviewed the four different server options from CPS to replace the existing server. The committee would recommend the second option which would provide a SAN to SAN with CPS and a recovery time of 2 hours in case of a disaster. They also discussed if CPT would want to go back to on-site tape backups in light of the current ransom attacks that have occurred. We will explore options and bring to the next meeting.
- The committee was updated on the staff.
- The committee was updated on ND.
- Janel gave the update on Cash Drawer.
- The committee was updated on the Professional Service and Hosting Agreements. We are still waiting for about half to return theirs.
- The committee was updated on the CLA audit. There have not been a lot of time to meet this summer to go through policies and procedures.
- The next meeting will be September 14<sup>th</sup> at 2pm via Zoom.