

**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
Mahnomen: 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 to 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