
EXECUTIVE COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Monday, December 18, 2023
CPT Conference Room, 509 Atlantic Ave, Morris
9:00 a.m.

AGENDA

- 9:00 am Convene
 - Roll Call
 - Additions to Agenda
 - Approve Agenda
 - Review JPB Minutes of 11-27-2023 Meeting

- 9:10 am Financial Reporting – Mike Koehler
 - Review of Revenue and Expenditures
 - November 2023 Financials for Approval
 - Warrants for Review and Approval
 - Monthly Deposit Report

- 9:20 am Personnel Update/Personnel Committee
 - Staffing Update
 - Approval of resignation
 - Approve new job description – internal job posting
 - Independent contractor opportunity

- 9:35 am Executive Director Update
 - AMC Conference
 - Cyber Security insurance renewal
 - Next meeting date – January 17

- 9:50 am Software Update

- 10:05 am Other Business –

- 10:10 am Upcoming Meetings:
 - JPB January 22, 2024 at 10:00 am; The Old No. 1 – Southside, Morris
 - Executive Committee January 17, 2024 at 9:00 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.*

- 10:15 am Adjourn

Executive Committee Meeting Location:

CPT, 509 Atlantic Ave., Morris, MN 56244
Meeting Room

Commissioner Virtual Attendance Locations:

Commissioner Antony: 2535 230th Ave, Canby, MN 56220
Commissioner Paul Johnson: 21475 CSAH 9, Darwin, MN 55324
Commissioner Holmen: 28606 County Rd 1, Comfrey, MN 56019
Commissioner Hollingsworth: Pipestone County Courthouse, Commissioners Room, 416
Hiawatha Ave. SE, Pipestone, MN 56164
Commissioner Kramer: 42808 County Rd 1, Bird Island, MN 55310

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, November 27, 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, November 27, 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: Commissioner Andries
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: absent
Renville: Commissioner Kramer
Steele: absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson (virtual attendance, voting)
Wadena: Commissioner Weyer
Wilkin: Commissioner Larson
Yellow Medicine: Commissioner Antony

Others present: Gwen Gillespie, Mike Koehler, Heidi Roiland, and Erica Swenson.

Commissioner Troy Johnson moved to approve the agenda as presented, seconded by Commissioner Imdieke. A roll call was taken, all members voted aye, motion carried.

Commissioner Kramer moved to approve minutes from the September 25, 2023 meeting, as well as the October 23, 2023 Executive Committee meeting seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Mike Koehler presented the Financial Reports and Warrant Registers. Commissioner Ahmann moved to approve the October 2023 Financial Report and warrant registers from October 19, 2023 through November 16, 2023, seconded by Commissioner Drietz. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

The 2024 budget was presented by the Budget Committee. Commissioner Kramer moved to approve the 2024 budget as presented, seconded by Commissioner Holmen. A roll call was taken, all members voted aye, motion carried.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. Commissioner Lindor moved to approve the hiring of Julie Bruns and Susan Hanson as Technical Support Specialists for the tax team at Grade 05, Step 08, with a vacation bank of 37.5 hours and placed on the vacation accrual table with 5 years' service, seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried.

Commissioner Meyer moved to approve the request of employee Brian Valik to retire effective December 29, 2023 under the PERA Pro option of phased retirement, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

Commissioner Meyer moved to approve the Personnel Policy changes as presented as well as the request to payout Executive Director Mike Koehler's vacation overage to MSRS, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Chair Kopitzke gave the Executive Committee update. Gwen Gillespie gave an update on retention of North Dakota counties. Chair Kopitzke called for volunteers for the nominating committee. Commissioner Kramer has volunteered to spearhead the committee; Commissioners Meyer and Lindor volunteered to be the other two committee members. Discussed CPT membership in AMC. Ann Goering is currently reviewing the CPT professional service and hosting agreement.

Chair Kopitzke presented the Building Committee update.

A Software Committee update was given by Gwen Gillespie.

The next meeting will be an Executive Board Meeting on December 18, 2023. The next meeting of the full Board will be January 22, 2024 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:08 a.m.

Chair – Bob Kopitzke

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

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>92% % of BDG</u> |
|--------------------------------------|-----------------------------------|----------------------------|-------------------------|-----------------------------------|-----------------------------|
| 3 DEPT Counties Providing Technology | | | | | |
| ----- REVENUES ----- | | | | | |
| 66-003-000-0000-5501 | Charges For Services-MN | 335,495.00- | 1,945,948.34- | 2,137,740.00- | 91 |
| 66-003-000-0000-5502 | Hosting Fees - MN | 36,400.00- | 205,250.00- | 217,800.00- | 94 |
| 66-003-000-0000-5512 | Charges For Services - ND | 36,140.00- | 197,980.00- | 203,040.00- | 98 |
| 66-003-000-0000-5513 | Hosting Fees - ND | 8,500.00- | 46,000.00- | 42,000.00- | 110 |
| 66-003-000-0000-5701 | Investment/Interest Earnings | 22,435.76- | 45,580.73- | 800.00- | 5698 |
| 66-003-000-0000-5802 | Misc. Revenue | 6,660.00- | 170,090.00- | 120,000.00- | 142 |
| 66-003-000-0000-5992 | Dental/Disability Insurance | 24,560.38- | 146,220.92- | 155,000.00- | 94 |
| ----- EXPENDITURES ----- | | | | | |
| 66-003-000-0000-6101 | Regular Salaries | 274,456.25 | 1,376,810.69 | 1,459,107.00 | 94 |
| 66-003-000-0000-6106 | Per Diem | 4,700.00 | 27,690.00 | 38,800.00 | 71 |
| 66-003-000-0000-6110 | CPT Contribution | 33,084.00 | 182,934.00 | 194,400.00 | 94 |
| 66-003-000-0000-6160 | Employer PERA | 16,413.01 | 97,334.07 | 109,433.00 | 89 |
| 66-003-000-0000-6170 | Employer FICA | 14,595.32 | 81,670.31 | 90,465.00 | 90 |
| 66-003-000-0000-6180 | Employer Medicare | 3,413.43 | 19,100.23 | 21,157.00 | 90 |
| 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 | 22,000.00 | 26,000.00 | 85 |
| 66-003-000-0000-6215 | Postage | 111.74 | 646.87 | 1,000.00 | 65 |
| 66-003-000-0000-6244 | Printing/Publishing & Advertising | 75.00 | 1,290.00 | 5,000.00 | 26 |
| 66-003-000-0000-6245 | Dues, Subscriptions and Books | 0.00 | 342.60 | 4,000.00 | 9 |
| 66-003-000-0000-6251 | Utilities | 1,855.27 | 16,182.41 | 24,000.00 | 67 |
| 66-003-000-0000-6261 | Professional Fees for Services | 27,740.10 | 200,404.45 | 162,100.00 | 124 |
| 66-003-000-0000-6271 | Professional Cleaning | 1,200.00 | 6,480.00 | 10,600.00 | 61 |
| 66-003-000-0000-6331 | Training/Registration | 2,755.89 | 9,263.66 | 17,000.00 | 54 |
| 66-003-000-0000-6337 | Lodging/Meals | 1,501.04 | 7,431.24 | 8,000.00 | 93 |
| 66-003-000-0000-6338 | Mileage | 2,633.10 | 18,696.03 | 34,500.00 | 54 |
| 66-003-000-0000-6401 | Office Supplies | 2,709.75 | 5,874.65 | 7,000.00 | 84 |
| 66-003-000-0000-6402 | Software/Licenses | 36,921.07 | 101,842.56 | 110,000.00 | 93 |
| 66-003-000-0000-6481 | Small Equipment | 2,718.02 | 12,172.77 | 30,000.00 | 41 |
| 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 | 3,680.00 | 6,519.97 | 50,000.00 | 13 |
| 66-003-000-0000-6815 | Misc Expense | 0.00 | 9,369.96 | 400.00 | 2342 |
| 66-003-000-0000-6871 | Insurance | 44,694.49 | 157,957.49 | 180,000.00 | 88 |

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 11/2023

Report Basis: Cash

66 FUND

Counties Providing Technology

Percent of Year 92%

| <u>Account Number</u> | | <u>Status</u> | <u>Quarter To Date</u> | <u>Year To Date</u> | <u>Budget</u> | <u>% of BDG</u> |
|-----------------------|--------------------------------------|---------------|----------------------------|-------------------------|---------------|---------------------|
| 3 DEPT | Totals Counties Providing Technology | Revenue | 470,191.14- | 2,757,069.99- | 2,876,380.00- | 96 |
| | | Expend. | 479,257.48 | 2,615,125.61 | 2,854,962.00 | 92 |
| | | Net | 9,066.34 | 141,944.38- | 21,418.00- | 663 |
| 66 FUND | Totals Counties Providing Technology | Revenue | 470,191.14- | 2,757,069.99- | 2,876,380.00- | 96 |
| | | Expend. | 479,257.48 | 2,615,125.61 | 2,854,962.00 | 92 |
| | | Net | 9,066.34 | 141,944.38- | 21,418.00- | 663 |
| FINAL TOTALS | 32 Accounts | Revenue | 470,191.14- | 2,757,069.99- | 2,876,380.00- | 96 |
| | | Expend. | 479,257.48 | 2,615,125.61 | 2,854,962.00 | 92 |
| | | Net | 9,066.34 | 141,944.38- | 21,418.00- | 663 |

**** Counties Providing Technology ****



midstate
12/13/23 1:30PM

TREASURER'S CASH TRIAL BALANCE

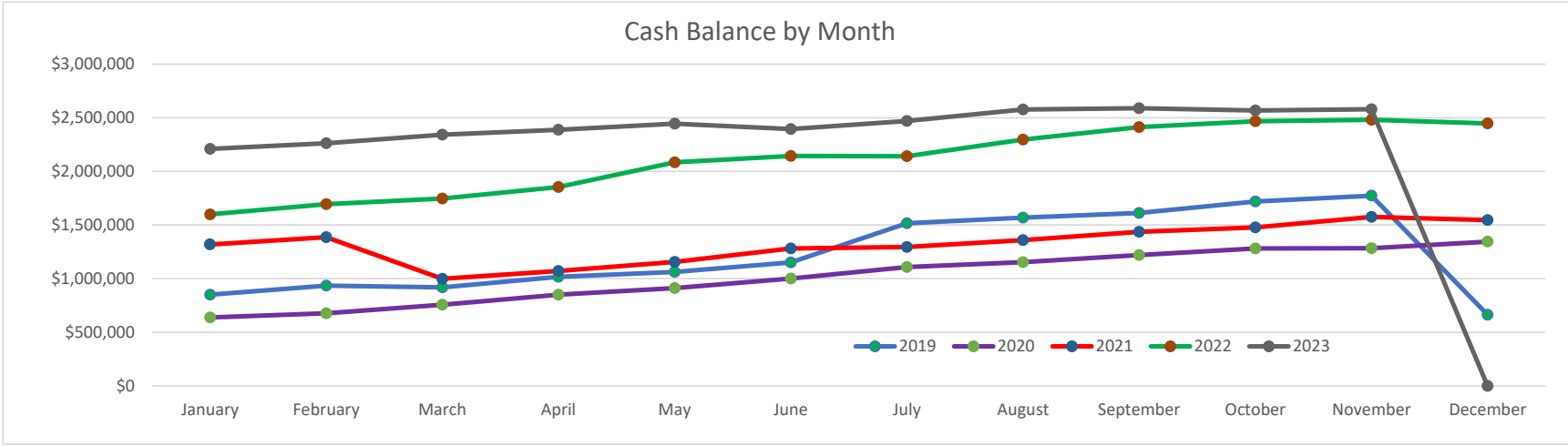
As of 11/2023

| <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 | | 238,688.42 | 2,757,784.99 | |
| Disbursements | | 43,871.33- | 867,180.31- | |
| Payroll | | 183,592.60- | 1,757,849.30- | |
| Journal Entries | | 0.00 | 418.50- | |
| Fund Total | | 11,224.49 | 132,336.88 | 2,579,789.66 |
| All Funds | 2,447,452.78 | | | |
| Receipts | | 238,688.42 | 2,757,784.99 | |
| Disbursements | | 43,871.33- | 867,180.31- | |
| Payroll | | 183,592.60- | 1,757,849.30- | |
| Journal Entries | | 0.00 | 418.50- | |
| Total | | 11,224.49 | 132,336.88 | 2,579,789.66 |

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 | \$2,579,790 | |

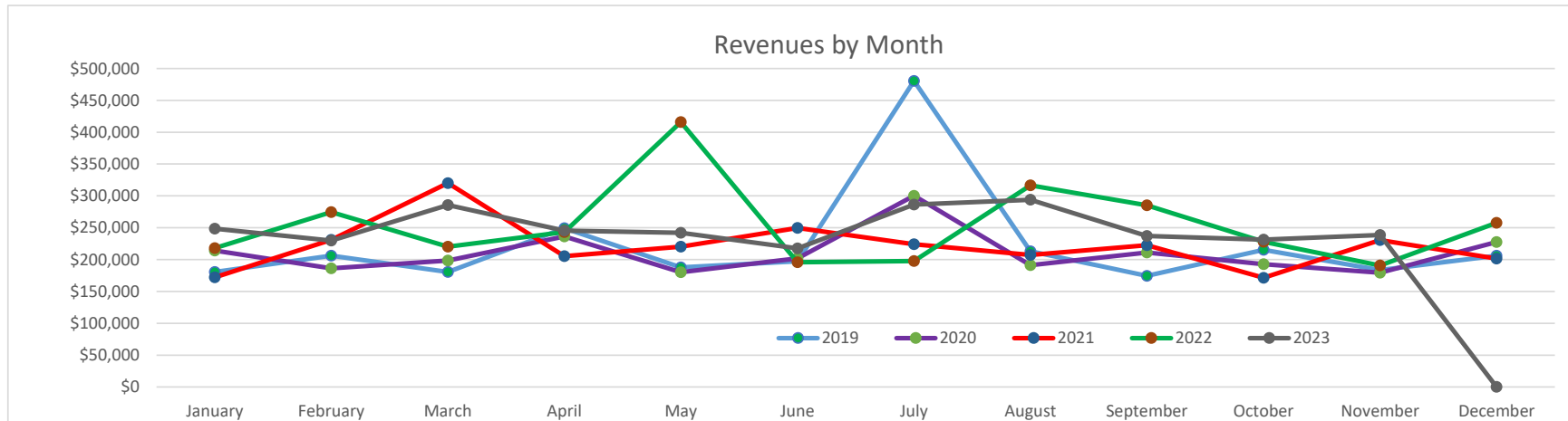


Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.
 Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.
 Return of capital contributions were paid in 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 | \$238,688 | |

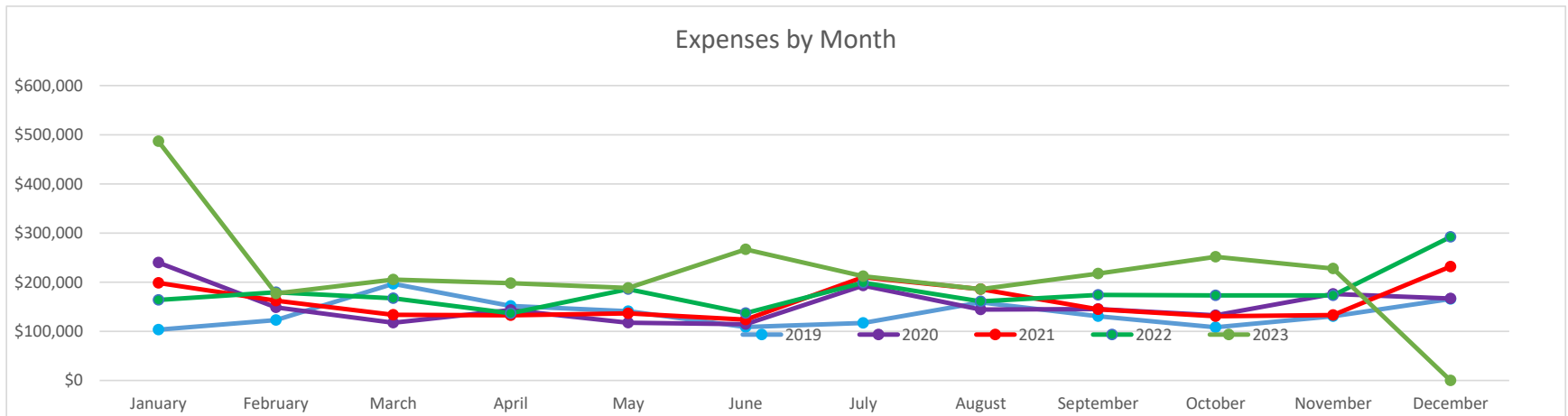


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000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

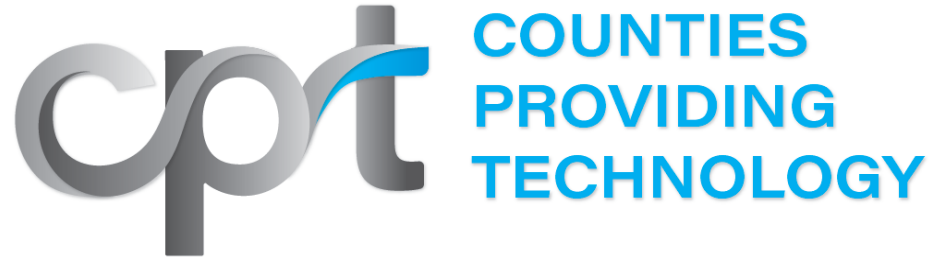


| | January | February | March | April | May | June | July | August | September | October | November | December |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 2018 | \$0 | \$0 | \$0 | \$0 | \$0 | \$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 | 227,464 | |



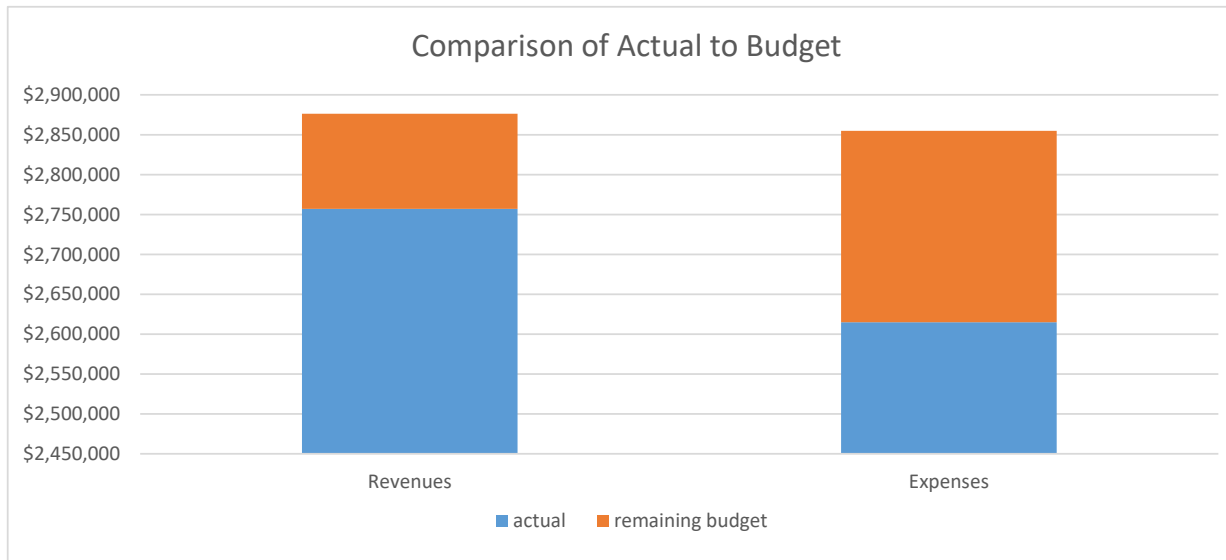
Budget to Actual Comparison

Through November 2023



Percent of year completed **92%**

| Year-to-date | | Percent of budget | Approved 2023 Budget | |
|-------------------|-------------|-------------------|----------------------|-------------|
| Revenues | \$2,757,070 | 96% | Revenues | \$2,876,380 |
| Expenses | \$2,615,126 | 92% | 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> |
| 151 | City of Morris | 69.19 | WATER/SEWER SERVICE | 66-003-000-0000-6251 | 02-22900610-02-0 | N |
| | Warrant # 2476 | Total... | | | | |
| | | 69.19 | | | | |
| 33 | CPS Technology Solutions | 2,180.00 | HOSTING FEE - DECEMBER | 66-003-000-0000-6261 | 384225 | N |
| | Warrant # 2477 | Total... | | | | |
| | | 2,180.00 | | | | |
| 155 | Lakes Country Service Coop Ins Pool | 11,010.76 | HEALTH INSURANCE - DECEMBER | 66-003-000-0000-6817 | | N |
| | Warrant # 2478 | Total... | | | | |
| | | 11,010.76 | | | | |
| | Warrant Form WF91 | Total... | | 3 Transactions | | |
| | | 13,259.95 | | | | |
| | Final Total... | 13,259.95 | | 3 Transactions | | |

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

Signed _____
Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/08/2023
Pay Date 12/08/2023

| <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO # Tx</u> |
|-----------------|----------------------------------------|---------------|-------------------------------|-----------------------|------------------|------------------------|
| | | <u>OBO#</u> | <u>On-Behalf-of-Name</u> | | <u>From Date</u> | <u>To Date</u> |
| 117 | Baker Tilly US, LLP | 210.00 | PROGRESS BILLING | 66-003-000-0000-6261 | BT2612212 | N |
| | Warrant # | 2502 | Total... | 210.00 | | |
| 192 | Engebretson & Sons Disposal | 49.85 | SERVICE 11/2023 | 66-003-000-0000-6251 | 175433 | N |
| | Warrant # | 2503 | Total... | 49.85 | | |
| 37 | Hartford/The | 259.75 | LIFE INSURANCE - DECEMBER | 66-003-000-0000-6871 | 873747 | N |
| | Warrant # | 2504 | Total... | 259.75 | | |
| 116 | Life Insurance Company of N.America | 112.78 | HOSPITAL INSURANCE - DECEMBER | 66-003-000-0000-6871 | HC960734 | N |
| 116 | | 95.02 | CRITIAL ILLNESS - DECEMBER | 66-003-000-0000-6871 | CI961398 | N |
| 116 | | 96.45 | ACCIDENT INSURANCE - DECEMBER | 66-003-000-0000-6871 | AI961469 | N |
| | Warrant # | 2505 | Total... | 304.25 | | |
| 54 | Lincoln National Life Insurance Co/The | 316.80 | STD INSURANCE - DECEMBER | 66-003-000-0000-6871 | 10258571 | N |
| 54 | | 366.24 | LIFE INSURANCE - DECEMBER | 66-003-000-0000-6871 | 10247942 | N |
| | Warrant # | 2506 | Total... | 683.04 | | |
| 100 | Morris Electronics | 2,000.00 | DATA CIRCUIT - DECEMBER | 66-003-000-0000-6210 | DATADEC | N |
| | Warrant # | 2507 | Total... | 2,000.00 | | |
| 101 | Ratwik, Roszak & Maloney, P.A. | 580.00 | LEGAL RESEARCH | 66-003-000-0000-6261 | 1715-0009 | N |
| | Warrant # | 2508 | Total... | 580.00 | | |
| 36 | Stevens County Auditor Treasurer | 2,300.00 | FISCAL SERVICES - DECEMBER | 66-003-000-0000-6215 | 1196 | N |
| 36 | | 37.02 | POSTAGE - NOVEMBER | 66-003-000-0000-6261 | 1196 | N |
| | Warrant # | 2509 | Total... | 2,337.02 | | |
| 55 | Sun Life Financial | 30.00 | DISABILITY INS - DECEMBER | 66-003-000-0000-6871 | 935910 | N |
| | Warrant # | 2510 | Total... | 30.00 | | |
| 148 | Terrace, LLC | 100.00 | MONTHLY WEBSITE MEAINT/SUPI | 66-003-000-0000-6261 | 318 | N |
| | Warrant # | 2511 | Total... | 100.00 | | |
| | Warrant Form | WF91 | Total... | 6,553.91 | | 14 Transactions |
| | Final Total... | | 6,553.91 | | | 14 Transactions |

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

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 12/08/2023
Pay Date 12/08/2023



RECAP BY FUND

| <u>FUND</u> | <u>AMOUNT</u> | <u>NAME</u> | <u>ACH AMOUNT</u> | <u>NON-ACH AMOUNT</u> |
|-------------|---------------|-------------------------------|-------------------|------------------------|
| 66 | 6,553.91 | Counties Providing Technology | - | 6,553.91 |
| | 6,553.91 | TOTAL | - TOTAL ACH | 6,553.91 TOTAL NON-ACH |

| | 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 NOVEMBER 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 | | | | | 466,384.79 | | 1,342,312.26 | 1,244,871.33 | 563,825.72 |
| 9 | | Bremer Payroll Account opened 12/31/2015 | | | | | 145,348.00 | | 137,000.00 | 183,592.60 | 98,755.40 |
| 10 | | | | | | | | | | | |
| 11 | | Flex Account | | | | | 2,000.00 | | | | 2,000.00 |
| 12 | | | | | | | | | | | |
| 13 | | Bremer Money Market Savings | | | | | 863,832.38 | 1,376.16 | | 50,000.00 | 815,208.54 |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | Edward Jones | | | | | - | | | | - |
| 19 | | Interest on Credit Balance | | | | | - | 5.73 | 5.73 | 5.73 | - |
| 20 | CD | State Bank of India (8562852T7) | 33682 | 11/17/23 | 5.200% | N | 246,000.00 | 3,224.28 | 3,224.28 | 249,224.28 | - |
| 21 | CD | Bank of China New York City (06428FR90) | 33653 | 8/29/24 | 5.400% | N | | | 213,000.00 | | 213,000.00 |
| 22 | CD | Morgan Stanley National Bank (61768EQR7) | 34221 | 3/15/24 | 5.250% | N | 236,000.00 | | | | 236,000.00 |
| 23 | CD | Charles Schwab (15987UCG1) | 57450 | 12/4/24 | 5.350% | N | - | | 242,000.00 | | 242,000.00 |
| 24 | CD | American National Bank, Omaha (028402CL7) | 19300 | 11/28/23 | 4.800% | N | 242,000.00 | 6,810.48 | 6,810.48 | 248,810.48 | - |
| 25 | CD | BMO Harris (05600XQH6) | 16571 | 11/16/23 | 5.100% | N | 167,000.00 | 4,293.50 | 4,293.50 | 171,293.50 | - |
| 26 | CD | Associated Bank National Assoc (045491QQ3) | 5296 | 5/10/24 | 5.450% | N | - | | 209,000.00 | | 209,000.00 |
| 27 | CD | Truist Bank (89788HFM0) | 9846 | 1/2/24 | 5.300% | N | 200,000.00 | | | | 200,000.00 |
| 28 | | | | | | | | | | | |
| 29 | | TOTAL DEPOSITS (Broker Balances) | | | | | | 15,710.15 | 2,157,646.25 | 2,147,797.92 | 2,579,789.66 |
| 30 | | | | | | | | | | | |
| 31 | Non-Restricted Accounts | | | | | | | | | | |
| 32 | | Cash Accounts | | | | | 1,479,789.66 | | | | 0.00 |
| 33 | | Edward Jones | | | | | 1,100,000.00 | | | | |
| 34 | | | | | | | | | | | |
| 35 | | | | | | | | | | | |
| 36 | | | | | | | | | | | |
| 37 | | | | | | | | | | | |
| 38 | | | | | | | | | | | |
| 39 | | | | | | | | | | | |
| 40 | | | | | | | | | | | |
| 41 | | | | | | | | | | | |
| 42 | | | | | | | 2,579,789.66 | | | | |

**PERSONNEL COMMITTEE
COUNTIES PROVIDING TECHNOLOGY
Tuesday, December 12, 2023
CPT Office, 509 Atlantic Ave., Morris MN 56267
Conference Room and by Zoom**

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

Updates and Discussions:

- Tech Support Specialist Griffin Mahoney has resigned effective immediately.
- The Developer Intern has not yet started.
- The job description for Technical Support/Board Administration has been reviewed and graded by Tessia at David Drown and Assoc. The position was graded at a Grade 8. Recommendation to the Executive Committee to approve as recommended and post the position internally.
- Discussion on independent contractors.
 - Recommendation to terminate the contract with Kristine Zempel; reason – non-use.
 - The option to hire an additional independent contractor, for training of tax support staff, will be taken to the Executive Board along with a draft of the proposed contract.
- Mike and Erica provided an overview of their attendance at the AMC conference.
- The next meeting will be held Tuesday, January 9, 2024 at 1 p.m.

Summary for Software Committee-December 12, 2023

Here's a summary of the 4 pieces of the ETAX Project –

- TAXWEB – We are still waiting on Shawn to get us the new server for the new TAXWEB and once we get the new server we can start testing the process for Statements, Value Notices, TNT and Parcel Photo's.
- New Cama/Landcalc – Jay has finished his first round of testing for CAMA "What If" and Print Photo Sketch CAM1600. He is currently testing the Print Field Cards and Report Generator for CAMA reports. CAM100 Parcel Maintenance and CAL130 Parcel Date Listing are ready to retest. We are refining the bigger programs like header for Parcel Maintenance and Table Maintenance.
- New Report Generator – We have Auditor's from another county that have committed to testing and just waiting to hear from the Assessor group in that county which we should find out this week. Once we get the commitment we will start their testing sometime in January. This will give us 3 counties testing. Jay has been digging deep into the converted reports for New Report Generator since he had many reports he could test that he created when working for Kandiyohi.
- ETAX – We have been majorly testing TCG900 Parcel Maintenance and TCG905 Valuation Maintenance along with working with the developer to implement the fixes needed. Along with the fixes needed we are working on the searches to make them more user friendly and pulling the data in a more defined method. There's been 6 programs that have been fixed and ready for more Preliminary Testing. Our goal is still to get our 4 main menus done TAXM11, TAXM12, TAXM13 and TAXM21 along with some of the menu options that the Assessor's and Auditors share.

Just a reminder of our goal's below

- Our 1st Goal is to have TAXWEB and New Report Generator live.
- Our 2nd Goal is to have CAMA/Landcalc live.
- Our 3rd Goal is to get Assessor's Module of ETAX live.

Our Current systems: User Meetings

- IFS/Payroll on November 30, 2023 at Old No. 1, Morris, very well attended and a lot of discussion.
- CostRite on December 7th, via zoom. Also, a lot of discussion; the best you can do over zoom!
- Assessor/CAMA meeting scheduled for January 11, 2024 at Old No. 1, Morris.
- Auditor/Treasurer meeting scheduled for January 25, 2024 at Old No. 1, Morris.

Releases/Projects for our Current systems:

- Report Generator/CostRite/Capital Assets- in progress- An additional CostRite release will be ready to go once these are loaded.
- ND Tax-Release loaded over Thanksgiving weekend with all changes for Tax Statements and Abstracts.
- Payroll (ND and MN) and ND IFS-Will need a Year End Release for W2's and 1099's.
- MN Tax Release-Hopefully before year end, mostly minor changes and fixes.
- MN IFS 1099 Release is still in Beta, we will be loading this on the counties as soon as it is out of the Beta release stage.

Todd County Partition:

- The partition for Todd county is configured, and the data and applications have all been loaded. We are in the process of getting several Todd county employees set up to test to make sure all of the applications are working properly. The plan is for a go-live date in January.

Cyber-Security Insurance:

- A verbal quote has been given to CPT, with an increase of \$1,800. A penetration test was done (which is making an attempt to hack into our system), and we received a grade of B+. We are in the process of updating the HTTP servers, this will help with our rating in the future.