

**COUNTIES PROVIDING TECHNOLOGY  
EXECUTIVE BOARD  
Monday, December 18, 2023  
9:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Executive Board was called to order at 9:00 a.m., Monday, December 18, 2023, by Chair Bob Kopitzke. Members present were: Cottonwood: Commissioner Holmen, Meeker: Commissioner Paul Johnson, Pipestone: Commissioner Hollingsworth, Pope: Commissioner Lindor, Stevens: Commissioner Kopitzke, Yellow Medicine: Commissioner Antony

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

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

Commissioner Lindor moved to approve minutes from the November 27, 2023 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 Johnson moved to approve the November 2023 Financial Report and warrant registers from November 22, 2023 through December 8, 2023, seconded by Commissioner Holmen. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. Commissioner Lindor moved to approve the resignation of Technical Support Specialist, Griffin Mahoney, effective immediately; at this time the position will not be backfilled, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried.

Commissioner Holmen moved to approve the job description for Technical Support/Board Administration, at a Grade 8 and post the position internally, seconded by Commissioner P. Johnson. A roll call was taken, all members voted aye, motion carried.

Commissioner Antony moved to proceed with negotiations with Valerie VanderWeyst for an independent contractor position, giving the Executive Director authority to offer an hourly rate not to exceed \$100, seconded by Commissioner Lindor. A roll call was taken, all members voted aye, motion carried.

Mike Koehler gave the Executive Director update. He, along with Erica Swenson attended the AMC conference in December. CPT has received the Cyber Security insurance renewal rate.

A Software progress update was presented by Gwen Gillespie.

In other business, we have received signed contracts from all but 7 clients. Ann Goering will reach out to the County attorney at Redwood County.

The next meeting will be an Executive Committee Meeting on January 17, 2024 at 9:00 a.m. The next meeting of the full Board will be January 22, 2024 at 10:00 a.m. Meeting adjourned at 9:45 a.m.

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Chair – Bob Kopitzke

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Clerk – Mike Koehler