

**COUNTIES PROVIDING TECHNOLOGY  
EXECUTIVE BOARD  
Monday, February 26, 2024  
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, February 26, 2024, by Chair Paul Johnson (virtual). Members present were: Mahnomens: Karen Ahmann (virtual), Pipestone: Commissioner Hollingsworth (virtual), Pope: Commissioner Lindor, Renville: Commissioner Kramer (virtual), Wilkin: Commissioner Larson, Yellow Medicine: Commissioner Antony (virtual).

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

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

Commissioner Kramer moved to approve minutes from the January 22, 2024 meeting, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

Mike Koehler presented the Financial Reports and Warrant Registers. Commissioner Lindor moved to approve the January 2024 Financial Report, seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried. Commissioner Antony moved to approve the warrant registers from January 18, January 25, February 8 and February 15, 2024, seconded by Commissioner Hollingsworth. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

Discussion was held regarding the total cash deposits and upcoming investment maturities. Commissioner Kramer moved to authorize the executive director to renew the CD maturing 3-15-24 for 6 months at the best rate possible; leaving the remaining maturing items for discussion at the full board meeting in March; also instructing staff to work with CPT's fiscal host in exploring sweep account options, Magic Fund options, along with other options that will provide a larger return on investment for the funds currently invested in a money market account and report back to the full board at the March meeting, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update. The Personnel committee held their reorganizational meeting on February 13, 2024. Commissioner Larry Lindor was re-elected chair of the committee. The next meeting will be held March 12, 2024 at 1 p.m.

The application period for the Technical Support Specialist opening closed on February 23, 2024. Staff will be lining up interviews this week.

Mike Koehler gave the Executive Director update. CPT has received a hosting request from Houston County, discussion followed. CPT staff will work up the revenue versus expense for further discussion.

A proposal has been sent to Griggs County, ND.

A Software committee update was presented by Vicki Knobloch-Kletscher and Gwen Gillespie. A replacement is needed for committee member, Chris Pelzer of Todd County who has retired. Further information is needed to continue discussion. Our auditor/assessor clients prefer to continue with the in-person user meetings.

In other business, discussion was held regarding the Strategic planning committee. This will be brought to the full JPB for additional discussion.

Discussion regarding the current building committee. CPT Chair Johnson will check with existing members to confirm their desire to be on the committee.

Discussion on county pay back and utilizing the budget committee to research and make a recommendation. CPT Chair Johnson will check with previous budget committee members to confirm their desire to continue on the committee.

Discussion on the emergency spending limit. A correction will be made at the full JPB March meeting by motion.

Discussion regarding the review of the current CPT By-Laws. CPT Chair Johnson appointed Commissioner Kramer and Commissioner Antony to the By-Law committee, with an additional volunteer member to be appointed at the next JPB full meeting.

The next meeting of the Executive Committee will be held on Monday, March 18, 2024 at 9:00 a.m. The next meeting of the full Board will be Monday, March 25, 2024 at 10:00 a.m. Meeting adjourned at 10:10 a.m.

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Chair – Paul Johnson

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Clerk – Mike Koehler

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