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**JOINT POWERS BOARD  
COUNTIES PROVIDING TECHNOLOGY**

**Monday, March 25, 2024  
Old No. 1 Southside, Morris  
10:00 a.m.**

**AGENDA**

10:00 am Convene

- Pledge
- Roll Call
- Additions to Agenda
- Approve Agenda
- Approve Minutes of 2-26-2024 Executive Board Meeting

10:10 am Financial Reporting – Mike Koehler

- Final 2023 Financials for review and approval
- Review of Revenue and Expenditures
- February 2024 Financials for Approval
- Warrants for Review and Approval
- Monthly Deposit Report
- Investments
  - March renewal
  - Utilize budget committee as investment committee
- Purchase authorizations
  - Executive Committee level of expenditures - revisit
- Establish an Investment/Budget committee

10:30 am Executive Director/Committee, Update and Recommendation Items

- Fiscal Host
- Hosting request
- Strategic planning committee
- Building committee
- Review of By-laws; establish committee

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10:40 am Personnel Update/Personnel Committee

- Probationary period ends March 2024
  - Executive Director Mike Koehler
  - Technical Support/HR Director Erica Swenson
- Technical Support Hire
- Additional Technical Support position

10:50 am Software Committee Update – Gwen Gillespie

11:05 am Other Business –

- JPB Meeting – next scheduled date is Memorial Day, alternative date

11:10 am Upcoming Meetings

- Executive Committee April 22, 2024 at 9:00 am at CPT Office and via Zoom
- JPB Meeting, May ?, 2024 at 10:0 am; Old No. 1 Southside, Morris

**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 Jeff Klages, Big Stone County, 64090 410<sup>th</sup> St, Ortonville, MN 56278

Commissioner Norm Holmen: Cottonwood County Courthouse, Commissioners Room, 900 3<sup>rd</sup> Ave., Windom, MN 56101

Commissioner Charlie Meyer, Douglas County Courthouse, 305 8th Ave W, Alexandria, MN 56308

Commissioner Troy Johnson, Grant County Courthouse, 10 2<sup>nd</sup> St NE, Elbow Lake, MN 56531

Commissioner Roger Imdieke, Kandiyohi County Courthouse, 2200 23<sup>rd</sup> St NE, Willmar, MN 56201

Commissioner Joe Drietz, Lincoln County Courthouse, 319 N Rebecca, Ivanhoe, MN 56142

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Commissioner Thomas Andries, Lyon County Courthouse, 607 W Main St, Marshall, MN 56258

Commissioner Karen Ahmann, Mahnomen County Courthouse, 311 N Main St, Mahnomen, MN  
56557

Commissioner Rolland Miller, Marshall County, 26817 420<sup>th</sup> Ave NW, Warren, MN 56762

Commissioner Paul Johnson, Meeker County Courthouse, 325 Sibley Ave N, Litchfield, MN  
55355

Commissioner Gene Metz: Nobles County Courthouse, Board of Commissioners Room,  
Worthington, MN

Commissioner Jessie Lee, Norman County Courthouse, 16 3<sup>rd</sup> Ave E, Ada, MN 56510

Commissioner Chris Hollingsworth, Pipestone County Courthouse, 416 Hiawatha Ave S,  
Pipestone, MN 56164

Commissioner Larry Lindor, Pope County Courthouse, 130 Minnesota Ave E, Glenwood, MN  
56334

Commissioner Rick Wakefield, Redwood County, 430 Bedal St., Walnut Grove, MN 56180

Commissioner Randy Kramer, Renville County Courthouse, 105 S 5<sup>th</sup> St., Olivia, MN 56277

Commissioner Jim Abbe, Steele County Courthouse, 630 Florence Ave, Owatonna, MN 55060

Commissioner Bob Kopitzke, Stevens County Courthouse, 400 Colorado Ave., Morris, MN  
56267

Commissioner Edward Pederson, Swift County Courthouse, 301 14th St N, Benson, MN 56215

Commissioner Randy Neumann, Todd County Courthouse, 212 2<sup>nd</sup> Ave S, Long Prairie, MN

Commissioner Jerrel Olson, Traverse County Courthouse, 702 2nd Ave N, Wheaton, MN 56296

Commissioner Mike Weyer, Wadena County Courthouse, 415 Jefferson St S, Wadena, MN  
56482

Commissioner Dennis Larson, Wilkin County Courthouse, 300 5<sup>th</sup> St S, Breckenridge, MN 56520

Commissioner Ron Antony, Yellow Medicine County Courthouse, 180 8<sup>th</sup> Ave, Granite Falls, MN  
56241

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



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3/19/24 11:33AM

## TREASURER'S CASH TRIAL BALANCE

As of 12/2023

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<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		263,936.01	3,021,721.00	
Disbursements		63,605.13-	930,785.44-	
Payroll		209,463.08-	1,967,312.38-	
Journal Entries		1,092.53	674.03	
<b>Fund Total . . . . .</b>		<b>8,039.67-</b>	<b>124,297.21</b>	<b>2,571,749.99</b>
 All Funds .....	 2,447,452.78			
Receipts		263,936.01	3,021,721.00	
Disbursements		63,605.13-	930,785.44-	
Payroll		209,463.08-	1,967,312.38-	
Journal Entries		1,092.53	674.03	
<b>Total .....</b>		<b>8,039.67-</b>	<b>124,297.21</b>	<b>2,571,749.99</b>

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 12/2023

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>	100% <u>% of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	533,760.00-	2,144,213.34-	2,119,752.00-	101
66-003-000-0000-5502	Hosting Fees - MN	57,300.00-	226,150.00-	246,096.00-	92
66-003-000-0000-5512	Charges For Services - ND	57,155.00-	218,995.00-	205,296.00-	107
66-003-000-0000-5513	Hosting Fees - ND	12,750.00-	50,250.00-	43,356.00-	116
66-003-000-0000-5701	Investment/Interest Earnings	23,820.50-	46,965.47-	50,000.00-	94
66-003-000-0000-5702	Unrealized Gain/Loss Investments	1,092.53-	674.03-	0.00	0
66-003-000-0000-5802	Misc. Revenue	12,090.00-	175,520.00-	120,000.00-	146
66-003-000-0000-5992	Dental/Disability Insurance	36,724.65-	158,385.19-	165,000.00-	96
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	442,954.50	1,545,308.94	1,525,218.00	101
66-003-000-0000-6106	Per Diem	5,200.00	28,190.00	28,800.00	98
66-003-000-0000-6110	CPT Contribution	49,587.00	199,437.00	205,200.00	97
66-003-000-0000-6160	Employer PERA	28,553.43	109,474.49	114,391.00	96
66-003-000-0000-6170	Employer FICA	24,581.30	91,656.29	94,564.00	97
66-003-000-0000-6180	Employer Medicare	5,748.86	21,435.66	22,116.00	97
66-003-000-0000-6190	Workman's Comp Insurance	0.00	0.00	2,000.00	0
66-003-000-0000-6210	Telephone	6,000.00	24,000.00	26,000.00	92
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	2,785.03	17,112.17	24,000.00	71
66-003-000-0000-6261	Professional Fees for Services	38,183.92	210,848.27	180,000.00	117
66-003-000-0000-6271	Professional Cleaning	1,860.00	7,140.00	10,600.00	67
66-003-000-0000-6331	Training/Registration	2,827.57	9,335.34	17,000.00	55
66-003-000-0000-6337	Lodging/Meals	2,680.78	8,610.98	8,000.00	108
66-003-000-0000-6338	Mileage	2,957.98	19,020.91	28,000.00	68
66-003-000-0000-6401	Office Supplies	3,143.63	6,308.53	7,000.00	90
66-003-000-0000-6402	Software/Licenses	67,220.21	132,141.70	95,000.00	139
66-003-000-0000-6481	Small Equipment	7,439.75	16,894.50	20,000.00	84
66-003-000-0000-6482	Electronic Supplies	0.00	3,111.65	6,000.00	52
66-003-000-0000-6605	Building Acquisition	250,000.00-	0.00	0.00	0
66-003-000-0000-6606	Building Improvements	3,680.00	6,519.97	53,000.00	12
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	230,000.00	0
66-003-000-0000-6815	Misc Expense	527.00-	8,842.96	1,000.00	884

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 12/2023

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>100% % of BDG</u>
66-003-000-0000-6871	Insurance	56,734.99	169,997.99	190,000.00	89
<b>3 DEPT</b>	<b>Totals Counties Providing Technology</b>	<b>734,692.68-</b>	<b>3,021,153.03-</b>	<b>2,949,500.00-</b>	<b>102</b>
		<b>Expend.</b>	<b>2,637,666.82</b>	<b>2,897,889.00</b>	<b>91</b>
		<b>Net</b>	<b>232,893.99-</b>	<b>383,486.21-</b>	<b>743</b>
<b>66 FUND</b>	<b>Totals Counties Providing Technology</b>	<b>734,692.68-</b>	<b>3,021,153.03-</b>	<b>2,949,500.00-</b>	<b>102</b>
		<b>Expend.</b>	<b>2,637,666.82</b>	<b>2,897,889.00</b>	<b>91</b>
		<b>Net</b>	<b>232,893.99-</b>	<b>383,486.21-</b>	<b>743</b>
<b>FINAL TOTALS</b>	<b>34 Accounts</b>	<b>734,692.68-</b>	<b>3,021,153.03-</b>	<b>2,949,500.00-</b>	<b>102</b>
		<b>Expend.</b>	<b>2,637,666.82</b>	<b>2,897,889.00</b>	<b>91</b>
		<b>Net</b>	<b>232,893.99-</b>	<b>383,486.21-</b>	<b>743</b>



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<u>Audit Number</u>	<u>Date</u>	<u>Account Number</u>	<u>DESCRIPTION</u>	<u>Src</u>	<u>Debit</u>	<u>Credit</u>	<u>Explanation</u>	<u>B</u>
20231229-111	12/29/2023	66-000-000-0000-1001	Cash	PA		60,003.22	IPD460-231227-152111-PAYROLL	1
		66-000-000-0000-1001	Cash	PA		4,014.04	IPD460-231227-152111-PAYROLL	1
		66-000-000-0000-1001	Cash	PA		3,318.27	IPD460-231227-152111-PAYROLL	1
		66-000-000-0000-1001	Cash	PA		776.05	IPD460-231227-152111-PAYROLL	1
		66-003-000-0000-6101	Regular Salaries	PA	60,003.22		IPD460-231227-152111-PAYROLL	1
		66-003-000-0000-6160	Employer PERA	PA	4,014.04		IPD460-231227-152111-PAYROLL	1
		66-003-000-0000-6170	Employer FICA	PA	3,318.27		IPD460-231227-152111-PAYROLL	1
		66-003-000-0000-6180	Employer Medicare	PA	776.05		IPD460-231227-152111-PAYROLL	1
		20231229-222	12/29/2023	66-000-000-0000-1001	Cash	RE	28,085.74	
		66-003-000-0000-5501	Charges For Services-MN	RE		18,281.00	Add Receipts to GLDetail	1
		66-003-000-0000-5502	Hosting Fees - MN	RE		1,500.00	Add Receipts to GLDetail	1
		66-003-000-0000-5512	Charges For Services - ND	RE		2,670.00	Add Receipts to GLDetail	1
		66-003-000-0000-5513	Hosting Fees - ND	RE		1,250.00	Add Receipts to GLDetail	1
		66-003-000-0000-5701	Investment/Interest Earnings	RE		1,384.74	Add Receipts to GLDetail	1
		66-003-000-0000-5802	Misc. Revenue	RE		3,000.00	Add Receipts to GLDetail	1
20231229-240	12/29/2023	66-003-000-0000-1520	Buildings	JE	250,000.00		Building Purchase	1
		66-003-000-0000-6605	Building Acquisition	JE		250,000.00	Move to Building Asset	1
20231229-333	12/29/2023	66-000-000-0000-1001	Cash	DI		44.00	Add Manual Warrant to GLDetail	1
		66-003-000-0000-6261	Professional Fees for Services	DI	44.00		Add Manual Warrant to GLDetail	1
20231231-111	12/31/2023	66-000-000-0000-2030	Salaries & Benefits	PA		3,743.35	IPD460-240111-111315-PAYROLL	2
		66-000-000-0000-2030	Salaries & Benefits	PA		26,522.26	IPD460-240111-111315-PAYROLL	2
		66-000-000-0000-2030	Salaries & Benefits	PA		351.40	IPD460-240207-092529-PAYROLL	2
		66-000-000-0000-2030	Salaries & Benefits	PA		2,416.70	IPD460-240207-092529-PAYROLL	2
		66-003-000-0000-6101	Regular Salaries	PA	26,522.26		IPD460-240111-111315-PAYROLL	2
		66-003-000-0000-6101	Regular Salaries	PA	2,416.70		IPD460-240207-092529-PAYROLL	2
		66-003-000-0000-6160	Employer PERA	PA	1,966.46		IPD460-240111-111315-PAYROLL	2
		66-003-000-0000-6160	Employer PERA	PA	181.24		IPD460-240207-092529-PAYROLL	2
		66-003-000-0000-6170	Employer FICA	PA	1,440.20		IPD460-240111-111315-PAYROLL	2
		66-003-000-0000-6170	Employer FICA	PA	137.91		IPD460-240207-092529-PAYROLL	2
		66-003-000-0000-6180	Employer Medicare	PA	336.69		IPD460-240111-111315-PAYROLL	2
		66-003-000-0000-6180	Employer Medicare	PA	32.25		IPD460-240207-092529-PAYROLL	2
		20231231-222	12/31/2023	66-000-000-0000-1001	Cash	RE	18,100.00	
66-003-000-0000-5501	Charges For Services-MN			RE		16,600.00	Add Receipts to GLDetail	1
66-003-000-0000-5501	Charges For Services-MN			RE	500.00		Add Receipts to GLDetail	1

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<u>Audit Number</u>	<u>Date</u>	<u>Account Number</u>	<u>DESCRIPTION</u>	<u>Src</u>	<u>Debit</u>	<u>Credit</u>	<u>Explanation</u>	<u>B</u>
20231231-222	12/31/2023	66-003-000-0000-5501	Charges For Services-MN	RE	500.00		Add Receipts to GLDetail	1
		66-003-000-0000-5502	Hosting Fees - MN	RE		1,500.00	Add Receipts to GLDetail	1
		66-003-000-0000-5502	Hosting Fees - MN	RE		500.00	Add Receipts to GLDetail	1
		66-003-000-0000-5502	Hosting Fees - MN	RE		500.00	Add Receipts to GLDetail	1
20231231-241	12/31/2023	66-003-000-0000-1540	Machinery & Equipment	JE	10,605.00		Security System	2
		66-003-000-0000-6261	Professional Fees for Services	JE		10,605.00	Security System moved to Asset	2
20231231-242	12/31/2023	66-000-000-0000-1891	Accumulated Consumption of Goodwill	JE		190,444.44	2023 Amortization	2
		66-003-000-0000-1521	Accumulated Depreciation-Building	JE		10,000.00	2023 Depreciation	2
		66-003-000-0000-1541	Accumulated Depreciation	JE		18,796.85	2023 Depreciation	2
		66-003-000-0000-1591	Accumulated Amortization-Intangibles	JE		195,355.56	2023 Amortization	2
		66-003-000-0000-6852	Amortization Expense	JE	385,800.00		2023 Amortization	2
		66-003-000-0000-6853	Depreciation Expense	JE	28,796.85		2023 Depreciation	2
20231231-243	12/31/2023	66-000-000-0000-1001	Cash	JE	1,092.53		Mark to Market 2023	1
		66-003-000-0000-5702	Unrealized Gain/Loss Investments	JE		1,092.53	Mark to Market 2023	1
20231231-244	12/31/2023	66-000-000-0000-1460	Prepays	JE		53,972.76	Reverse 2022 Prepays	2
		66-003-000-0000-6190	Workman's Comp Insurance	JE	826.00		Reverse 2022 Prepays	2
		66-003-000-0000-6261	Professional Fees for Services	JE	8,495.00		Reverse 2022 Prepays	2
		66-003-000-0000-6402	Software/Licenses	JE	32,004.04		Reverse 2022 Prepays	2
		66-003-000-0000-6871	Insurance	JE	12,647.72		Reverse 2022 Prepays	2
20231231-245	12/31/2023	66-000-000-0000-1230	Interest Receivable	JE	19,724.25		2023 Accrued Interest	2
		66-003-000-0000-5701	Investment/Interest Earnings	JE		19,724.25	2023 Accrued Interest	2
20231231-246	12/31/2023	66-000-000-0000-1001	Cash	JE	3,069.83		Adjust Flex Payable	2
		66-000-000-0000-2065	Flex Payable	JE		3,069.83	Adjust Flex Payable	2
20231231-247	12/31/2023	66-000-000-0000-1460	Prepays	JE	53,308.96		2023 Prepays	2
		66-003-000-0000-6402	Software/Licenses	JE		42,593.92	2023 Prepays	2
		66-003-000-0000-6871	Insurance	JE		10,715.04	2023 Prepays	2
20231231-248	12/31/2023	66-000-000-0000-2040	PTO Payable-Current	JE	13,432.00		2023 Vacation Payable	2
		66-003-000-0000-6101	Regular Salaries	JE		13,432.00	2023 Vacation Payable	2
20231231-249	12/31/2023	66-000-000-0000-2041	EAB Payable-Current	JE	723.00		2023 Sick Leave Payable	2
		66-000-000-0000-2541	EAB Payable-Noncurrent	JE		7,183.00	2023 Sick Leave Payable	2
		66-003-000-0000-6101	Regular Salaries	JE	6,460.00		2023 Sick Leave Payable	2

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<u>Audit Number</u>	<u>Date</u>	<u>Account Number</u>	<u>DESCRIPTION</u>	<u>Src</u>	<u>Debit</u>	<u>Credit</u>	<u>Explanation</u>	<u>B</u>
20231231-250	12/31/2023	66-003-000-0000-1550	Work in Progress	JE	592,351.67		WIP 2023	2
		66-003-000-0000-6101	Regular Salaries	JE		520,738.92	- WIP 2023	2
		66-003-000-0000-6160	Employer PERA	JE		34,466.38	- WIP 2023	2
		66-003-000-0000-6170	Employer FICA	JE		30,105.55	- WIP 2023	2
		66-003-000-0000-6180	Employer Medicare	JE		7,040.82	- WIP 2023	2
20231231-333	12/31/2023	66-000-000-0000-1001	Cash	DI		527.00	- Add Warr Correct to GLDetail	1
		66-000-000-0000-1001	Cash	DI	527.00		Add Warr Correct to GLDetail	1
		66-000-000-0000-1001	Cash	DI	2,300.00		Add Warr Correct to GLDetail	1
		66-000-000-0000-1001	Cash	DI		2,300.00	- Add Warr Correct to GLDetail	1
		66-000-000-0000-2021	Accounts Payable(Acc)	JE		567.70	- Add Warrant AccrualTo GLDetail	2
		66-000-000-0000-2021	Accounts Payable(Acc)	JE		1,865.50	- Add Warrant AccrualTo GLDetail	2
		66-000-000-0000-2021	Accounts Payable(Acc)	JE		2,713.75	- Add Warrant AccrualTo GLDetail	2
		66-000-000-0000-2021	Accounts Payable(Acc)	JE		1,375.63	- Add Warrant AccrualTo GLDetail	2
		66-000-000-0000-2021	Accounts Payable(Acc)	JE		5,315.48	- Add Warrant AccrualTo GLDetail	2
		66-000-000-0000-2101	Due To Other Governments	JE		53.40	- Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-5501	Charges For Services-MN	DI	527.00		Add Warr Correct to GLDetail	1
		66-003-000-0000-6106	Per Diem	JE	100.00		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6215	Postage	JE	53.40		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6215	Postage	DI		2,300.00	- Add Warr Correct to GLDetail	1
		66-003-000-0000-6215	Postage	JE	23.25		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6251	Utilities	JE	47.70		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6251	Utilities	JE	648.22		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6261	Professional Fees for Services	JE	420.00		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6261	Professional Fees for Services	JE	1,110.00		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6261	Professional Fees for Services	DI	2,300.00		Add Warr Correct to GLDetail	1
		66-003-000-0000-6261	Professional Fees for Services	JE	32.05		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6261	Professional Fees for Services	JE	1,375.63		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6261	Professional Fees for Services	JE	3,099.00		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6331	Training/Registration	JE	1,250.00		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6331	Training/Registration	JE	1,888.36		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6337	Lodging/Meals	JE	170.93		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6401	Office Supplies	JE	107.28		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6401	Office Supplies	JE	138.03		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6401	Office Supplies	JE	328.12		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6402	Software/Licenses	JE	884.29		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6481	Small Equipment	JE	215.20		Add Warrant AccrualTo GLDetail	2
		66-003-000-0000-6815	Misc Expense	DI		527.00	- Add Warr Correct to GLDetail	1

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



midstate  
3/19/24 11:32AM

TREASURER'S CASH TRIAL BALANCE

As of 02/2024

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>66</b> Counties Providing Technology	2,571,749.99			
Receipts		356,744.38	399,137.92	
Disbursements		114,709.09-	147,398.78-	
Payroll		142,457.65-	297,509.44-	
Journal Entries		0.00	1,092.53-	
<b>Fund Total . . . . .</b>		<b>99,577.64</b>	<b>46,862.83-</b>	<b>2,524,887.16</b>
All Funds .....	2,571,749.99			
Receipts		356,744.38	399,137.92	
Disbursements		114,709.09-	147,398.78-	
Payroll		142,457.65-	297,509.44-	
Journal Entries		0.00	1,092.53-	
<b>Total .....</b>		<b>99,577.64</b>	<b>46,862.83-</b>	<b>2,524,887.16</b>

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 02/2024

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>17% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	293,060.00-	293,060.00-	2,119,752.00-	14
66-003-000-0000-5502	Hosting Fees - MN	29,475.00-	29,475.00-	246,096.00-	12
66-003-000-0000-5512	Charges For Services - ND	30,346.00-	30,346.00-	205,296.00-	15
66-003-000-0000-5513	Hosting Fees - ND	5,926.00-	5,926.00-	43,356.00-	14
66-003-000-0000-5701	Investment/Interest Earnings	8,101.79-	8,101.79-	50,000.00-	16
66-003-000-0000-5702	Unrealized Gain/Loss Investments	1,092.53	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	10,925.00-	10,925.00-	120,000.00-	9
66-003-000-0000-5992	Dental/Disability Insurance	21,304.13-	21,304.13-	165,000.00-	13
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	232,081.54	232,081.54	1,525,218.00	15
66-003-000-0000-6102	Part Time Wages	933.37	933.37	0.00	0
66-003-000-0000-6106	Per Diem	3,100.00	3,100.00	28,800.00	11
66-003-000-0000-6110	CPT Contribution	31,825.00	31,825.00	205,200.00	16
66-003-000-0000-6160	Employer PERA	15,927.56	15,927.56	114,391.00	14
66-003-000-0000-6170	Employer FICA	13,568.70	13,568.70	94,564.00	14
66-003-000-0000-6180	Employer Medicare	3,173.27	3,173.27	22,116.00	14
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	4,000.00	26,000.00	15
66-003-000-0000-6215	Postage	132.17	132.17	1,000.00	13
66-003-000-0000-6244	Printing/Publishing & Advertising	361.00	361.00	5,000.00	7
66-003-000-0000-6245	Dues, Subscriptions and Books	17.09	17.09	4,000.00	0
66-003-000-0000-6251	Utilities	2,409.39	2,409.39	24,000.00	10
66-003-000-0000-6261	Professional Fees for Services	37,781.08	37,781.08	180,000.00	21
66-003-000-0000-6271	Professional Cleaning	1,240.00	1,240.00	10,600.00	12
66-003-000-0000-6331	Training/Registration	3,179.34	3,179.34	17,000.00	19
66-003-000-0000-6337	Lodging/Meals	4,018.60	4,018.60	8,000.00	50
66-003-000-0000-6338	Mileage	2,528.58	2,528.58	28,000.00	9
66-003-000-0000-6401	Office Supplies	1,521.17	1,521.17	7,000.00	22
66-003-000-0000-6402	Software/Licenses	41,445.50	41,445.50	95,000.00	44
66-003-000-0000-6481	Small Equipment	270.35	270.35	20,000.00	1
66-003-000-0000-6482	Electronic Supplies	0.00	0.00	6,000.00	0
66-003-000-0000-6606	Building Improvements	90.00	90.00	53,000.00	0
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	230,000.00	0
66-003-000-0000-6815	Misc Expense	39.00	39.00	1,000.00	4

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

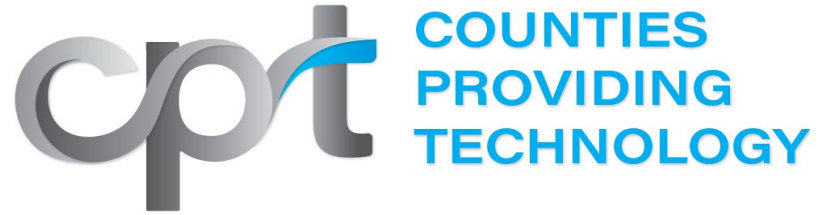


## REVENUES & EXPENDITURES BUDGET REPORT As of 02/2024

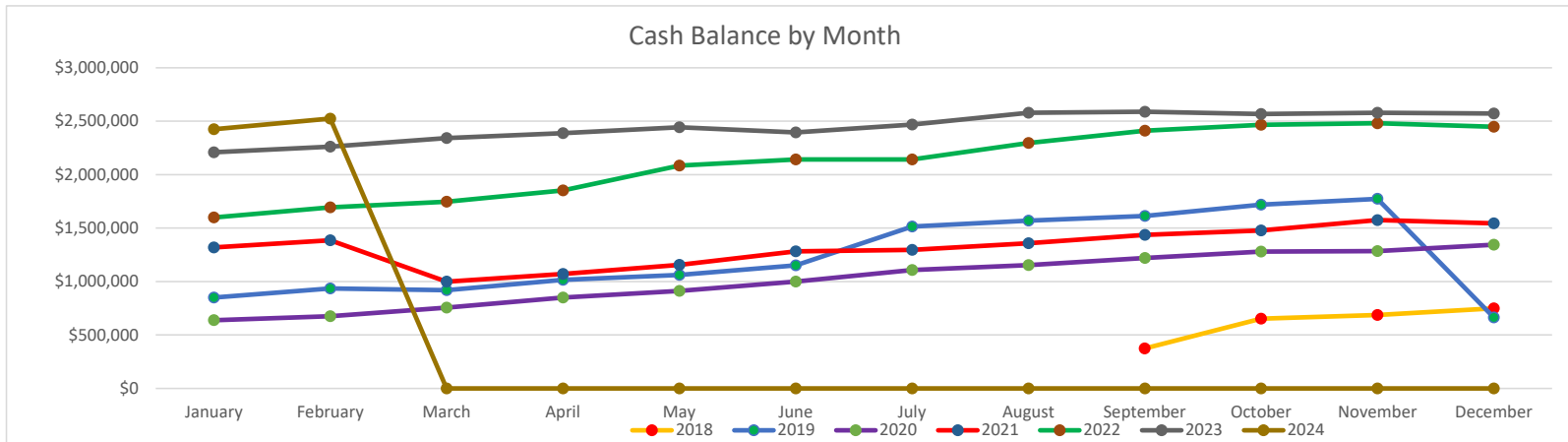
Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>17% % of BDG</u>
66-003-000-0000-6871	Insurance	45,265.51	45,265.51	190,000.00	24
<b>3 DEPT</b>	<b>Totals Counties Providing Technology</b>	<b>Revenue</b>	<b>398,045.39-</b>	<b>398,045.39-</b>	<b>2,949,500.00-</b>
		<b>Expend.</b>	<b>444,908.22</b>	<b>444,908.22</b>	<b>2,897,889.00</b>
		<b>Net</b>	<b>46,862.83</b>	<b>46,862.83</b>	<b>51,611.00-</b>
66 FUND	Totals Counties Providing Technology	Revenue	398,045.39-	398,045.39-	2,949,500.00-
		Expend.	444,908.22	444,908.22	2,897,889.00
		Net	46,862.83	46,862.83	51,611.00-
FINAL TOTALS	34 Accounts	Revenue	398,045.39-	398,045.39-	2,949,500.00-
		Expend.	444,908.22	444,908.22	2,897,889.00
		Net	46,862.83	46,862.83	51,611.00-

# Cash Balance by Month

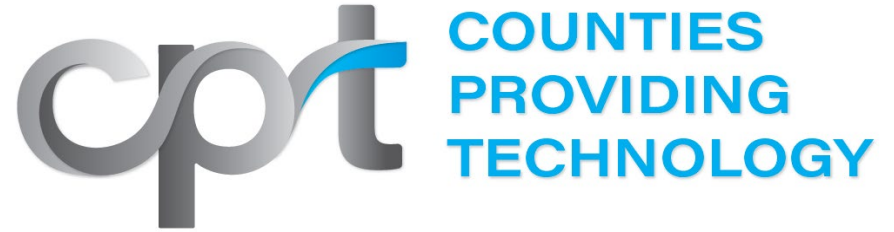


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,025,000	\$374,057	\$677,739	\$718,504	\$774,027
2019	\$851,184	\$934,474	\$918,351	\$1,016,080	\$1,062,916	\$1,151,725	\$1,515,305	\$1,569,522	\$1,613,211	\$1,720,464	\$1,773,396	\$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	\$2,571,150
2024	\$2,425,310	\$2,524,887	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

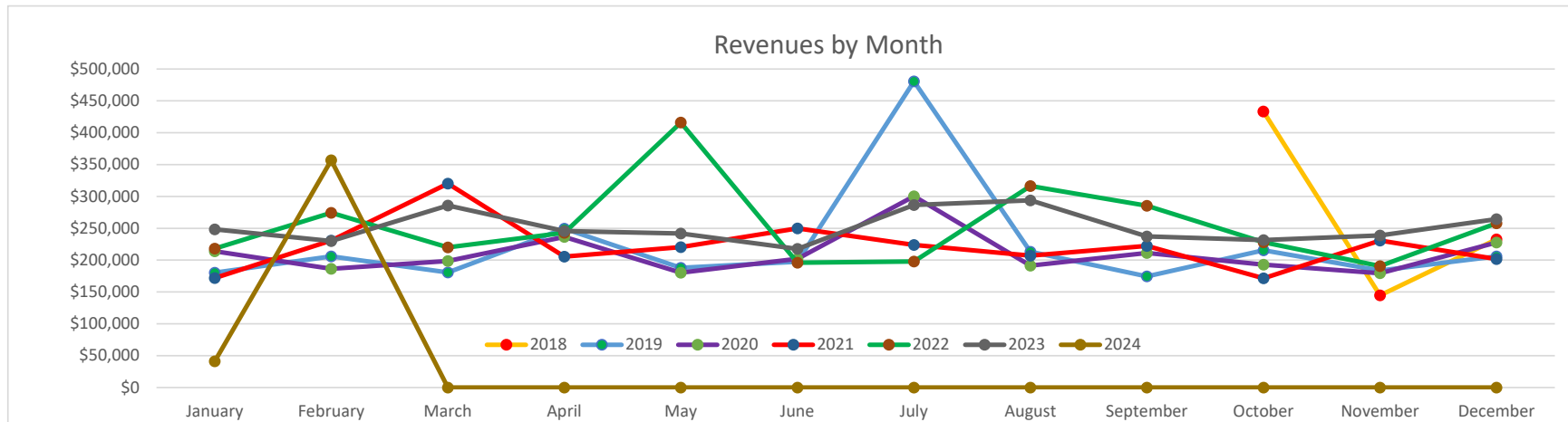


Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.  
 Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.  
 Return of capital contributions were paid 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).  
 Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.

# 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	\$264,502
2024	\$41,301	\$356,744										



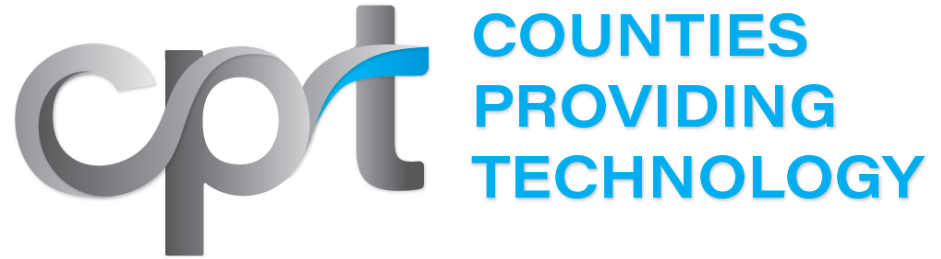
Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative  
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019  
 July 2020 revenue includes \$30,000 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  
 May 2022 revenue includes \$170,000 contribution from Pope County for purchase into the Counties Providing Technology JPA





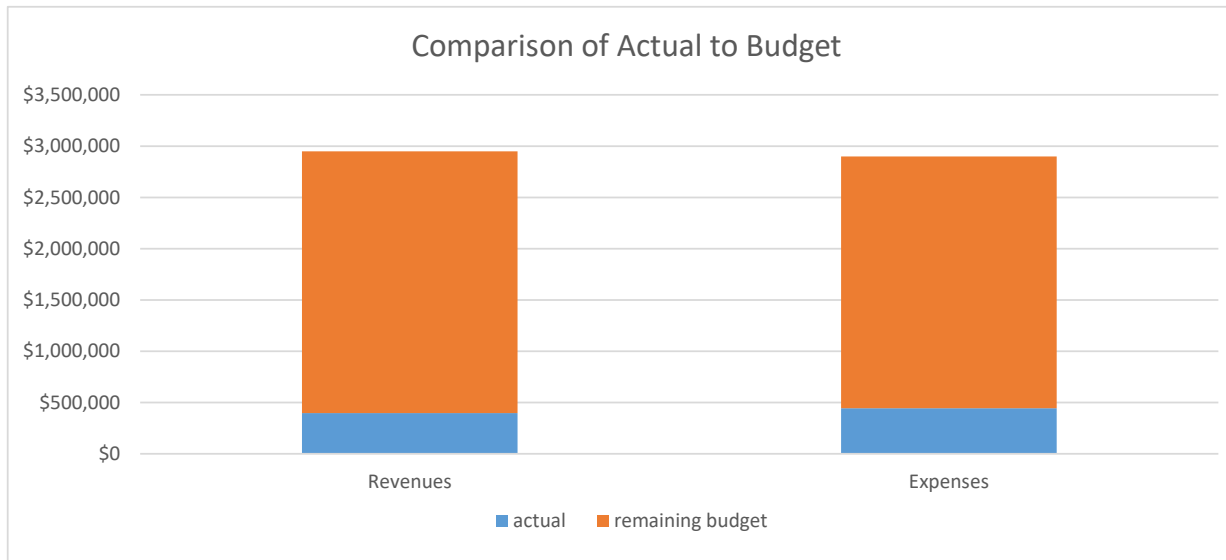
# Budget to Actual Comparison

Through February 2024



Percent of year completed **17%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$398,045	13%	Revenues	\$2,949,500
Expenses	\$444,908	15%	Expenses	\$2,897,889
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>
127	Aloha Window Cleaning, LLC	40.00	WINDOW CLEANING JAN-FEB	66-003-000-0000-6271	4233	N
	<b>Warrant # 2604</b>	<b>Total...</b>	<b>40.00</b>			
30	Center Point Energy	254.96	SERVICE 01/09-02/08/2024	66-003-000-0000-6251	10942506-6	N
30		204.06	SERVICE 01/09-02/08/2024	66-003-000-0000-6251	11831812-0	N
	<b>Warrant # 2605</b>	<b>Total...</b>	<b>459.02</b>			
33	CPS Technology Solutions	2,180.00	HOSTING FEE MARCH	66-003-000-0000-6261	384637	N
	<b>Warrant # 2606</b>	<b>Total...</b>	<b>2,180.00</b>			
206	Ever Green Lawn & Land Care LLC	120.00	SNOW REMOVAL	66-003-000-0000-6261	8783	N
	<b>Warrant # 2607</b>	<b>Total...</b>	<b>120.00</b>			
205	Sewearable Designs, Inc	361.00	LOGO EMBROIDERY/PRINTING	66-003-000-0000-6244	11936	N
	<b>Warrant # 2608</b>	<b>Total...</b>	<b>361.00</b>			
13	Swenson/Erica	225.12	MILEAGE TO BARNES COUNTY	66-003-000-0000-6338		N
	<b>Warrant # 2609</b>	<b>Total...</b>	<b>225.12</b>		01/31/2024	01/31/2024
	<b>Warrant Form WF91</b>	<b>Total...</b>	<b>3,385.14</b>	<b>7 Transactions</b>		
	<b>Final Total...</b>	<b>3,385.14</b>	<b>7 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**  
**Commissioner Warrants**



<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>
161	Hollingsworth/Christopher	100.00	PERSONNEL COMMITTEE	66-003-000-0000-6106		N
					02/13/2024	02/13/2024
161		100.00	PERSONNEL COMMITTEE	66-003-000-0000-6106		N
					02/26/2024	02/26/2024
<b>Warrant #</b>	<b>2610</b>	<b>Total...</b>	<b>200.00</b>			
159	Johnson/Paul M.	100.00	PERSONNEL COMMITTEE	66-003-000-0000-6106		N
					01/09/2024	01/09/2024
159		100.00	EXECUTIVE COM MTG	66-003-000-0000-6106		N
					01/17/2024	01/17/2024
159		100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
					01/22/2024	01/22/2024
159		100.00	EXECUTIVE COM MTG	66-003-000-0000-6106		N
					02/26/2024	02/26/2024
159		120.60	MILEAGE	66-003-000-0000-6338		N
					01/22/2024	01/22/2024
<b>Warrant #</b>	<b>2611</b>	<b>Total...</b>	<b>520.60</b>			
155	Lakes Country Service Coop Ins Pool	6,483.02	HEALTH INSURANCE - MARCH	66-003-000-0000-6871		N
<b>Warrant #</b>	<b>2612</b>	<b>Total...</b>	<b>6,483.02</b>			
116	Life Insurance Company of N.America	54.56	CRITICAL ILLNESS - MARCH	66-003-000-0000-6871	CI961398	N
116		56.70	ACCIDENT INS - MARCH	66-003-000-0000-6871	AI961469	N
116		56.39	HOSPITAL INS - MARCH	66-003-000-0000-6871	HC960734	N
<b>Warrant #</b>	<b>2613</b>	<b>Total...</b>	<b>167.65</b>			
54	Lincoln National Life Insurance Co/The	244.80	STD INSURANCE - MARCH	66-003-000-0000-6871	10258571	N
54		309.95	LIFE INSURANCE - MARCH	66-003-000-0000-6871	10247942	N
<b>Warrant #</b>	<b>2614</b>	<b>Total...</b>	<b>554.75</b>			
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>7,926.02</b>	<b>13 Transactions</b>		
	<b>Final Total...</b>	<b>7,926.02</b>	<b>13 Transactions</b>			

**\*\*\*\* 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>	
137	VSP Insurance Co.	33.34		Vision Insurance - February	66-003-000-0000-6871	819827760	N
	<b>Warrant #</b>	<b>2628</b>	<b>Total...</b>	<b>33.34</b>			
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>33.34</b>	<b>1 Transactions</b>		
	<b>Final Total...</b>	<b>33.34</b>	<b>1 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 \*\*\*\***



<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>
181	Antony/Ronald J.	100.00	EXECUTIVE COMMITTEE MTG	66-003-000-0000-6106		N
					02/26/2024	02/26/2024
	<b>Warrant #</b>	<b>2615</b>	<b>Total...</b>	<b>100.00</b>		
117	Baker Tilly US, LLP	580.00	PROGRESS BILLING	66-003-000-0000-6261	BT2687927	N
	<b>Warrant #</b>	<b>2616</b>	<b>Total...</b>	<b>580.00</b>		
6	Delta Dental of Minnesota	507.68	DENTAL INSURANCE - MARCH	66-003-000-0000-6871	RIS0005528057	N
	<b>Warrant #</b>	<b>2617</b>	<b>Total...</b>	<b>507.68</b>		
192	Engebretson & Sons Disposal	45.56	SERVICE 02/2024	66-003-000-0000-6251	179758	N
	<b>Warrant #</b>	<b>2618</b>	<b>Total...</b>	<b>45.56</b>		
37	Hartford/The	178.58	LIFE INSURANCE - MARCH	66-003-000-0000-6871	873747	N
	<b>Warrant #</b>	<b>2619</b>	<b>Total...</b>	<b>178.58</b>		
188	Kroona/Jay M	2,340.00	TESTING - FEBRUARY	66-003-000-0000-6261		N
	<b>Warrant #</b>	<b>2620</b>	<b>Total...</b>	<b>2,340.00</b>		
100	Morris Electronics	2,000.00	DATA CIRCUIT - MARCH	66-003-000-0000-6210	DATAMARCH2024	N
	<b>Warrant #</b>	<b>2621</b>	<b>Total...</b>	<b>2,000.00</b>		
43	Morris Electronics	125.00	LABOR	66-003-000-0000-6261	6904	N
43		125.00	LABOR	66-003-000-0000-6261	6940	N
43		125.00	LABOR	66-003-000-0000-6261	7018	N
43		100.00	LABOR	66-003-000-0000-6261	7045	N
43		125.00	LABOR	66-003-000-0000-6261	7065	N
43		100.00	MAP SERVER - FEBRUARY	66-003-000-0000-6261	7139	N
43		315.00	ND TAX WEB - FEBRUARY	66-003-000-0000-6261	7140	N
43		1,508.00	MN TAX WEB - FEBRUARY	66-003-000-0000-6261	7141	N
43		312.50	LABOR	66-003-000-0000-6261	7149	N
43		250.00	LABOR	66-003-000-0000-6261	7175	N
	<b>Warrant #</b>	<b>2622</b>	<b>Total...</b>	<b>3,085.50</b>		
36	Stevens County Auditor Treasurer	45.68	POSTAGE - FEBRUARY	66-003-000-0000-6215	1269	N
36		2,300.00	FISCAL SERVICES - MARCH	66-003-000-0000-6261	1269	N

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



Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 03/07/2024  
Pay Date 03/07/2024

<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>2623</b>	<b>Total...</b>	<b>2,345.68</b>			
139	STEVENS COUNTY TIMES		1,752.00	TECH SUPPORT ADVERTISEMEN	66-003-000-0000-6244	10068	N
	<b>Warrant #</b>	<b>2624</b>	<b>Total...</b>	<b>1,752.00</b>			
55	Sun Life Financial		26.00	DISABILITY INS - MARCH	66-003-000-0000-6871	935910	N
	<b>Warrant #</b>	<b>2625</b>	<b>Total...</b>	<b>26.00</b>			
148	Terrace, LLC		100.00	MONTHLY WEBSITE MANAGEMEN	66-003-000-0000-6261	354	N
	<b>Warrant #</b>	<b>2626</b>	<b>Total...</b>	<b>100.00</b>			
16	Vanderweyst/Valerie		8,450.00	CONTRACTED SERVICES - FEBRU	66-003-000-0000-6261	FEBRUARY	N
	<b>Warrant #</b>	<b>2627</b>	<b>Total...</b>	<b>8,450.00</b>			
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>21,511.00</b>	<b>23 Transactions</b>		
		<b>Final Total...</b>	<b>21,511.00</b>	<b>23 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 Board of Commissioners Agenda Request

<b>Requested Meeting Date:</b>	March 25, 2024		
<b>Agenda Item:</b>			
<b>Submitted By:</b>	Executive Committee	<b>Department:</b>	
<b>Presenter:</b>		<b>Estimate of Time Needed:</b>	
<b>Issue Summary:</b>			
Rescind motion from 1-22-2024 to set purchase authorizations at \$15,000 for the Executive committee and re-establish the limit at \$20,000.			
<b>Financial Impact:</b>			
Yes or No? N/A			
Was this budgeted for 2024?			
<b>Recommended Action/Motion:</b>			
Approve as requested			

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**EXECUTIVE COMMITTEE**  
**COUNTIES PROVIDING TECHNOLOGY**  
**Monday, March 18, 2024**  
**CPT Office, 509 Atlantic Ave., Morris MN 56267**  
**Conference Room and by Zoom**

Attendees: Chair Paul Johnson, Vice Chair Chris Hollingsworth, Ron Antony, Dennis Larson, Personnel Chair Larry Lindor, Mike Koehler, Gwen Gillespie, Erica Swenson, Heidi Roiland.

**Updates and Discussions:**

- A summary of financials was presented by Mike Koehler. Full financials will be presented at the bi-monthly board of commissioners meeting; the final 2023 financials will also be presented to the full board.
- Staffing update:
  - The probationary period for Executive Director Mike Koehler and Technical Support/HR Director Erica Swenson is over in March. Recommendation to the full board to place these individuals in their roles permanently.
  - Recommend to approve the hiring of Shannon Asmus, for the technical support position.
  - Recommend to the full board to re-hire Tech Support Specialist Liz Heinze to the tax support team.
  - Employee reviews by Erica and Gwen will begin in the near future.
- Executive Director update:
  - Griggs County, ND
  - Hosting fees:
    - Financial breakdown of revenues and expenses given
    - Have received a request from Houston County
    - Recommend to full board to pursue this opportunity
- The software committee update was given by Gwen and Mike on the four pieces of the ETAX Project.
  - Tax Web is very close to being ready for testing by counties, then going live.
  - New Report Generator will go out to two counties for testing in April as well as updating the two counties that had been previously testing for CPT.
  - CAMA/LandCalc programs should be ready for county testing in May or June. As well, the Assessor's module is being tested in-house and the goal is to have them using this module for their jobs in E-Tax, this year. We expect to have all Assessor's produce their Valuation Notices on the E-Tax system next spring.

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- Mike and Preston Miller have met with a SEIM/EDR vendor and will be doing a demo with Fortinet.
  - An additional IT Person is needed for the Software Committee, Mike has a list and will contact individuals.
  - In other business, discussion was held regarding Stevens County and their fiscal host duties. Erica had reached out to Stevens County to start the process of bringing financial, human resource and payroll duties in house. A meeting will be set-up with Stevens County Administrator, CPT staff and board members.
  - Monday, May 27 is Memorial Day, the May board meeting will need to be rescheduled

**PERSONNEL COMMITTEE  
COUNTIES PROVIDING TECHNOLOGY  
Tuesday, March 12, 2024  
CPT Office, 509 Atlantic Ave., Morris MN 56267  
Conference Room and by Zoom**

Attendees: Commissioner Chris Hollingsworth, Commissioner Larry Lindor, Commissioner Gene Metz, Commissioner Randy Neumann, Commissioner Mike Weyer, Mike Koehler and Heidi Roiland.

**Updates and Discussions:**

- The probationary period for Executive Director Mike Koehler and Technical Support/HR Director Erica Swenson ends at the end of March. Recommendation to the Executive Committee to place these individuals in their roles permanently.
- Motion by Commissioner Metz, seconded by Commissioner Neumann to recommend to the full board, to approve the hiring of Shannon Asmus at a Grade 5, Step 8, being placed on the accrual schedule at 5 years' service and with 37.5 hours in her vacation bank. All members voted aye, motion passed.
- Motion by Commissioner Weyer, seconded by Commissioner Hollingsworth to recommend to the Executive Committee and full board, the re-hire of Liz Heinze in her position as Technical Support Specialist.
- Gwen Gillespie, Development Director and Erica Swenson, Technical Support Director will begin employee reviews in the future. Employee reviews are to be held at a minimum of annually, more often if needed. Staff is in the process of developing documents and procedures for this process.
- Griggs County, ND has been sent a quote from CPT which is good for 6 months.
- Waiting on a response back from Faribault County in reference to contacts with them.
- The next meeting of the personnel committee meeting will be Tuesday, April 9 at 1:00 p.m.



## Counties Providing Technology Board of Commissioners Agenda Request

<b>Requested Meeting Date:</b>	March 25, 2024		
<b>Agenda Item:</b>	Staffing Update		
<b>Submitted By:</b>	Personnel committee	<b>Department:</b>	
<b>Presenter:</b>	Personnel Committee	<b>Estimate of Time Needed:</b>	
<b>Issue Summary:</b>			
The probationary period for Executive Director Mike Koehler is up in March. Recommendation to make his position as Executive Director permanent.			
<b>Financial Impact:</b>			
Yes or No? N/A Was this budgeted for 2024?			
<b>Recommended Action/Motion:</b>			
Approve as requested			



## Counties Providing Technology Board of Commissioners Agenda Request

<b>Requested Meeting Date:</b>	March 25, 2024		
<b>Agenda Item:</b>	Staffing Update		
<b>Submitted By:</b>	Personnel committee	<b>Department:</b>	
<b>Presenter:</b>	Personnel Committee	<b>Estimate of Time Needed:</b>	
<b>Issue Summary:</b>			
The probationary period for Technical Support/HR Director Erica Swenson is up in March. Recommendation to make her position as Technical Support/HR Director permanent.			
<b>Financial Impact:</b>			
Yes or No? N/A Was this budgeted for 2024?			
<b>Recommended Action/Motion:</b>			
Approve as requested			



## Counties Providing Technology Board of Commissioners Agenda Request

<b>Requested Meeting Date:</b>	March 25, 2024		
<b>Agenda Item:</b>	Staffing Update		
<b>Submitted By:</b>	Erica Swenson	<b>Department:</b>	Human Resources
<b>Presenter:</b>	Erica Swenson	<b>Estimate of Time Needed:</b>	
<b>Issue Summary:</b>			
Approve hire of Shannon Asmus as Technical Support Specialist – Tax Team at Grade 5, Step 8; being placed on the accrual schedule with 5 years of service and one week (37.5 hours) vacation in her bank.			
<b>Financial Impact:</b>			
Yes or No? N/A			
Was this budgeted for 2024?			
<b>Recommended Action/Motion:</b>			
Approve as requested			



## Counties Providing Technology Board of Commissioners Agenda Request

<b>Requested Meeting Date:</b>	March 25, 2024		
<b>Agenda Item:</b>	Staffing Update		
<b>Submitted By:</b>	Erica Swenson	<b>Department:</b>	Human Resources
<b>Presenter:</b>	Erica Swenson	<b>Estimate of Time Needed:</b>	
<b>Issue Summary:</b>			
Approve rehire of Elizabeth Heinz as Technical Support Specialist – Tax Team at her previous employment status.			
<b>Financial Impact:</b>			
Yes or No? N/A			
Was this budgeted for 2024?			
<b>Recommended Action/Motion:</b>			
Approve as requested			



**SOFTWARE COMMITTEE**  
**COUNTIES PROVIDING TECHNOLOGY**  
**Thursday, March 14, 2024**  
**CPT Office, 509 Atlantic Ave., Morris MN 56267**  
**Conference Room and by Zoom**

Attendees: Michelle Knutson, Big Stone County, Andrew Letson, Meeker County, Janel Timm, Yellow Medicine County, Vicky Townsend, Stevens County, Mike Koehler, Gwen Gillespie and Heidi Roiland

**Updates and Discussions:**

- Gwen and Mike provided a summary update of the four pieces of the ETAX Project, TAXWEB, new CAMA/Land Calc, New Report Generator and ETAX. Tax Web is very close to being ready for testing by counties, then going live. The new Report Generator will go out to two counties for testing in April as well as updating the two counties that had been previously testing for CPT. The CAMA/LandCalc programs should be ready for county testing in May or June. As well, the Assessor's module is being tested in-house and the goal is to have them using this module for their jobs in E-Tax, this year. We expect to have all Assessor's produce their Valuation Notices on the E-Tax system next spring.
- As a means to continue open communication with users, a zoom session has been scheduled for April 18 with the tax team and County Auditor/Treasurer's on how the tax statement process went.
- Mike and Gwen attended the MACO Conference February 21 and 22.
- Mike and Preston met with Fortinet, a vendor who offers SIEM Software.
- Mike is also working with credit card vendor, All Pay, for a couple of counties.
- CPT has received a request from a Minnesota County, not currently using CPT products, who is interested in receiving a quote for Hosting services. CPT employees are currently working on the costs versus revenues for this service; along with analyzing liability issues and advantages to pursuing this.
- Discussion on replacing committee member Chris Pelzer, Todd County, who has retired. Several suggestions were made and Mike will follow up on contacting.
- Discussion on IFS Cash Drawer versus CPT Cash Register, there are still several counties utilizing cash register.