

**COUNTIES PROVIDING TECHNOLOGY
JOINT POWERS BOARD
Monday, November 25, 2024; 10:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:10 a.m., Monday, November 25, 2024, by Chair Johnson. In attendance from member counties were:

Big Stone: Commissioner Klages
Cottonwood: Commissioner Holmen
Douglas: Commissioner Meyer
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Imdieke
Lincoln: Commissioner Drietz
Lyon: Commissioner Andries
Mahnomen: Commissioner Ahmann
Marshall: absent
Meeker: Commissioner Paul Johnson
Nobles: absent
Norman: Commissioner Lee
Pipestone: Commissioner Hollingsworth
Pope: Commissioner Lindor
Redwood: absent
Renville: Commissioner Kramer
Steele: Commissioner Abbe (virtual attendance-voting)
Stevens: absent
Swift: Commissioner Pederson
Todd: Commissioner Neumann
Traverse: Commissioner Olson (virtual attendance-voting)
Wadena: Commissioner Weyer
Wilkin: Commissioner Larson
Yellow Medicine: Commissioner Antony

Others present: Mike Koehler, Erica Swenson, Ethan Hamer, and Heidi Roiland.

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

Commissioner Kramer moved to approve minutes of the October 28, 2024 Executive Board meeting, seconded by Commissioner Larson. A roll call was taken, all members voted aye, motion carried.

Mike Koehler presented the October 2024 financials and warrant registers for review. Commissioner Holmen moved to approve the October financials and warrant registers for October 23, 2024, October 24, 2024, November 5, 2024 and November 14, 2024, as presented, seconded by Commissioner T. Johnson. A roll call was taken, all members voted aye, motion carried.

Commissioner Meyer moved to direct Executive Director Koehler to reinvest maturing CDs as they come due at similar terms and the best available rate, this direction is on-going, seconded by Commissioner Weyer. A roll call was taken, all members voted aye, motion carried.

The 2025 Budget was presented by Commissioner Holmen. Chair Johnson thanked the committee comprised of Commissioner Holmen, Commissioner Kramer and Commissioner Meyer, for their work. Commissioner Holmen moved

to approve the 2025 proposed budget as presented, seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried.

Commissioner Miller joined the meeting at 10:36 a.m.

Commissioner Lindor and Erica Swenson presented the Personnel Committee update from the meeting on November 12, 2024. The committee is recommending verbiage changes in the personnel policy with regards to the CPT employee contribution, Medical leave and Sick/ESST leave; the addition of a donation leave program and an employee recognition program to the personnel policy. Commissioner Hollingsworth moved to approve the recommend changes to the employee personnel policy, seconded by Commissioner Drietz. A roll call was taken, all members voted aye, motion carried.

Commissioner Pederson moved to approve employee Taylor Carrington's movement from Software Developer 1 to Software Developer 2 as recommended, at a Grade 9 Step 5, seconded by Commissioner Neumann. A roll call was taken, all members voted aye, motion carried.

Commissioner Imdieke moved to approve the backfill of a tax support position as recommended, seconded by Commissioner Kramer. A roll call was taken, all members voted aye, motion carried.

The Software Committee update was presented by Mike Koehler.

Discussion with regards to the nominating committee. The by-laws require the committee to be comprised of three members. Commissioner Lindor has agreed to be on the committee, two additional volunteers are needed. The positions that are up for election are Chair, Vice Chair and 3 at-large members for the executive committee.

Discussion regarding inclement weather and upcoming meetings. Commissioners are encouraged to provide their alternative address for attending the meeting virtually. These meeting sites will then be included on the agenda so the commissioner has the option to attend virtually and still be able to vote, should the need arise.

Chair Johnson expressed CPT's thanks to Commissioner Holmen, Commissioner Kramer and Commissioner Weyer for their years of dedication to the CPT board. Commissioner Kramer expressed his appreciation to the Board and CPT staff, stating it has been an honor to be a member of the CPT Board. Commissioner's Holmen and Weyer concurred.

The next meeting of the full JPB is scheduled for January 27, 2025 at 10 a.m. at the Old #1 Southside.

Hearing no further business, Chair Paul Johnson called for adjournment at 10:54 a.m.

Respectfully submitted,

Chair – Paul Johnson

Clerk – Mike Koehler