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**EXECUTIVE COMMITTEE  
COUNTIES PROVIDING TECHNOLOGY  
Monday, June 26, 2023  
CPT Office, 509 Atlantic Ave. Morris MN 56267  
Meeting Room and by Zoom  
10:00 a.m.**

**AGENDA**

- 10:00 am Convene
  - Roll Call
  - Additions to Agenda
  - Approve Agenda
  - Review JPB Minutes from May 22, 2023
  
- 10:10 am Financial Reporting – Mike Koehler and Joel Flaten
  - Review of Revenue and Expenditures
    - May 2023 Financial for Approval
  - Warrants for Review and Approval
  - Monthly Deposit Report
    - Discuss Magic Fund
  - Approve HR and other Programs Pay Back to Barnes and Ransom Counties in ND
  
- 10:20 am Executive Committee Update and Recommendation Items
  - ND Update
    - Training in Watford City on July 25 and 26
  - Update from the Software Committee on 6/8/2023
  - Update from Personnel Committee on 6/13/2023
  - Review and Recommend proposed Infection Exposure Control Policy
  - Membership Review and Recommendation
  - Professional Service and Hosting Agreements Update
  - Unlicensed Use of iText Software Update
  - Server Replacement Update
  - Building Committee Update
    - Cameras and Door Fobs Update
    - Roof Patching Update
    - Signage Update
  - CLA Security Audit Update –

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○ Policy Update

- Review Projected 2024 Revenue and Budget
- 10:45 am Other Business –
- 10:50 am Upcoming Meetings:
  - Executive Committee July 17<sup>th</sup> at 9:00 am via Zoom
  - JPB July 24<sup>th</sup>, 2023 at 10:00 am; The Old No. 1 – Southside, Morris
  - Executive Committee August 28<sup>th</sup> at 10:00 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.*

- 10:55 am Adjourn
- 11:00 am Closed Session for preliminary consideration of allegations against employees

**Executive Committee Meeting Location:**

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

**Commissioner Virtual Attendance Locations:**

Commissioner Antony: 2535 230<sup>th</sup> Ave, Canby, MN 56220  
Commissioner Paul Johnson: 21475 CSAH 9, Darwin, MN 55324  
Commissioner Lindor: 14799 County Rd 3, Cyrus, MN 56323  
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

Chair Bob Kopitzke, Stevens Co  
Vice Chair Paul Johnson, Meeker Co

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**Join Zoom Meeting:**

<https://us02web.zoom.us/j/82670124267?pwd=ZEwyRTU2aWxqaUU1S29TZXpURzJGQT0>

Meeting ID: 826 7012 4267

Passcode: 786808

Dial by your location +1 312 626 6799 (Chicago)

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS BOARD  
Monday, May 22, 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, May 22, 2023, by Chair 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: Absent  
Lyon: Commissioner Graupmann  
Mahnomon: Commissioner Ahmann  
Marshall: Absent  
Meeker: Commissioner Paul Johnson  
Nobles: Commissioner Metz (virtual attendance, non-voting)  
Norman: Commissioner Lee  
Pipestone: Commissioner Hollingsworth  
Pope: Commissioner Lindor  
Redwood: Commissioner Wakefield  
Renville: Commissioner Kramer  
Steele: Absent  
Stevens: Commissioner Kopitzke  
Swift: Commissioner Pederson  
Todd: Commissioner Neumann  
Traverse: Commissioner Olson  
Wadena: Commissioner Weyer  
Wilkin: Commissioner Larson  
Yellow Medicine: Commissioner Antony

Others present: Joel Flaten, Mike Koehler, Vicki Knobloch Kletscher, Vicki Doehling, Heidi Roiland, Liz Weidauer, Erica Swenson and Commissioner Wagner

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

Commissioner Larson moved to approve minutes for the April 24, 2023 meeting, seconded by Commissioner Lindor. A roll call was taken and all members voted aye, motion carried.

Joel Flaten and Mike Koehler presented the Financial Reports. Nick Goeman and Sheanne Hediger from Baker Tilly presented the 2022 Auditor Financial Report. Commissioner Holmen moved to approve the 2022 Auditor Financial Report, seconded by Commissioner Hollingsworth. A roll call was taken and all members voted aye, motion carried. Commissioner Lindor moved to approve the April 2023 Financial Report, seconded by Commissioner Graupmann. A roll call was taken and all members voted aye, motion carried. Warrants were presented for review and approval. Commissioner Ahmann moved to approve the warrant registers from April 20, 2023 through May 12, 2023, seconded by Commissioner Weyer. A roll call was taken and all members voted aye, motion carried. Executive Director Flaten reviewed the monthly deposit report.

Joel Flaten provided the Executive Director's update.

Chair Kopitzke gave the Executive Committee update. The board was updated on ND and the concerns expressed by the counties. Commissioner Imdieke moved to approve the extension to 7/31/2025 for ending services in North Dakota, seconded by Commissioner Troy Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Antony moved to approve the ND Professional Service Agreement and pricing, seconded by Commissioner Athey. A roll call was taken and all members voted aye, motion carried. Commissioner Lindor moved to approve the proposed changes to the Systems Pricing, seconded by Commissioner Paul Johnson. A roll call was taken and all members voted aye, motion carried. Commissioner Neumann moved to approve the Hosting Agreement as proposed, seconded by Commissioner Meyer. A roll call was taken and all members voted aye, motion carried. Commissioner Hollingsworth moved to approve the Arvig bid for door security and cameras which included the outside cameras and electrified crash bars, seconded by Commissioner Holmen. A roll call was taken and all members voted aye, motion carried.

Personnel Committee Chair Lindor gave the update. Commissioner Pederson moved to approve the hiring of Gwen Gillespie as a Software Developer 2 per the Personnel Committee recommendation, seconded by Commissioner Ahman. A roll call was taken and all members voted aye, motion carried. Executive Director Flaten gave the update on the hiring of a second Software Developer. Commissioner Kramer moved to approve the Intellectual Property Policy, seconded by Commissioner Graupmann. A roll call was taken and all members voted aye, motion carried.

Janel Timm gave the Software Committee update.

The next meeting will be July 24<sup>th</sup>, 2023 at 10:00 a.m. Hearing no further business Chair Kopitzke called for adjournment at 11:13 a.m.

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Chair – Bob Kopitzke

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Clerk – Joel Flaten

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 05/2023

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>	42% <u>% of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	338,711.44-	914,304.34-	2,137,740.00-	43
66-003-000-0000-5502	Hosting Fees - MN	35,200.00-	98,102.00-	217,800.00-	45
66-003-000-0000-5512	Charges For Services - ND	35,630.00-	93,042.00-	203,040.00-	46
66-003-000-0000-5513	Hosting Fees - ND	7,000.00-	16,000.00-	42,000.00-	38
66-003-000-0000-5701	Investment/Interest Earnings	5,016.52-	10,030.65-	800.00-	1254
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	418.50	0.00	0
66-003-000-0000-5802	Misc. Revenue	40,015.00-	50,265.00-	120,000.00-	42
66-003-000-0000-5992	Dental/Disability Insurance	25,871.65-	70,152.05-	155,000.00-	45
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	221,700.40	556,256.02	1,459,107.00	38
66-003-000-0000-6106	Per Diem	6,590.17	11,630.17	38,800.00	30
66-003-000-0000-6110	CPT Contribution	32,400.00	81,000.00	194,400.00	42
66-003-000-0000-6160	Employer PERA	16,627.51	41,193.54	109,433.00	38
66-003-000-0000-6170	Employer FICA	13,604.15	33,700.17	90,465.00	37
66-003-000-0000-6180	Employer Medicare	3,181.61	7,881.47	21,157.00	37
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	8,000.00	26,000.00	31
66-003-000-0000-6215	Postage	155.65	296.85	1,000.00	30
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	0.00	5,000.00	0
66-003-000-0000-6245	Dues, Subscriptions and Books	226.18	274.24	4,000.00	7
66-003-000-0000-6251	Utilities	5,912.88	9,877.09	24,000.00	41
66-003-000-0000-6261	Professional Fees for Services	38,158.53	95,743.59	162,100.00	59
66-003-000-0000-6271	Professional Cleaning	1,160.00	2,800.00	10,600.00	26
66-003-000-0000-6331	Training/Registration	3,858.11	5,965.27	17,000.00	35
66-003-000-0000-6337	Lodging/Meals	169.89	2,358.88	8,000.00	29
66-003-000-0000-6338	Mileage	3,856.07	8,261.60	34,500.00	24
66-003-000-0000-6401	Office Supplies	596.50	1,797.11	7,000.00	26
66-003-000-0000-6402	Software/Licenses	8,363.53	50,476.01	110,000.00	46
66-003-000-0000-6481	Small Equipment	1,652.38	3,596.10	30,000.00	12
66-003-000-0000-6482	Electronic Supplies	334.41	784.26	10,000.00	8
66-003-000-0000-6605	Building Acquisition	0.00	250,000.00	260,000.00	96
66-003-000-0000-6606	Building Improvements	0.00	0.00	50,000.00	0
66-003-000-0000-6815	Misc Expense	0.00	325.43	400.00	81
66-003-000-0000-6871	Insurance	23,789.18	82,423.17	180,000.00	46

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 05/2023

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>Budget</u>	<u>Percent of Year</u>	<u>42%</u>
					<u>% of</u>	<u>BDG</u>
3 DEPT	Totals Counties Providing Technology	Revenue	487,444.61-	1,251,477.54-	2,876,380.00-	44
		Expend.	386,337.15	1,254,640.97	2,854,962.00	44
		Net	101,107.46-	3,163.43	21,418.00-	15-
66 FUND	Totals Counties Providing Technology	Revenue	487,444.61-	1,251,477.54-	2,876,380.00-	44
		Expend.	386,337.15	1,254,640.97	2,854,962.00	44
		Net	101,107.46-	3,163.43	21,418.00-	15-
FINAL TOTALS	33 Accounts	Revenue	487,444.61-	1,251,477.54-	2,876,380.00-	44
		Expend.	386,337.15	1,254,640.97	2,854,962.00	44
		Net	101,107.46-	3,163.43	21,418.00-	15-

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



midstate  
6/7/23

9:08AM

TREASURER'S CASH TRIAL BALANCE

As of 05/2023

Page 2

<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		243,848.93	1,252,611.04	
Disbursements		44,750.47-	536,924.77-	
Payroll		143,542.20-	718,431.20-	
Journal Entries		0.00	418.50-	
<b>Fund Total . . . . .</b>		<b>55,556.26</b>	<b>3,163.43-</b>	<b>2,444,289.35</b>
All Funds .....	2,447,452.78			
Receipts		243,848.93	1,252,611.04	
Disbursements		44,750.47-	536,924.77-	
Payroll		143,542.20-	718,431.20-	
Journal Entries		0.00	418.50-	
<b>Total .....</b>		<b>55,556.26</b>	<b>3,163.43-</b>	<b>2,444,289.35</b>



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



<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
30	Center Point Energy	121.35	SERVICE 04/08-05/08			66-003-000-0000-6251	10942506-6	N
30		82.54	SERVICE 04/08-05/08			66-003-000-0000-6251	11831812-0	N
	<b>Warrant # 2203</b>	<b>Total...</b>	<b>203.89</b>					
151	City of Morris	67.34	WATER/SEWER SERVICE			66-003-000-0000-6251	02-22900610-02-0	N
	<b>Warrant # 2204</b>	<b>Total...</b>	<b>67.34</b>					
161	Hollingsworth/Christopher	100.00	EXEC COMMITTEE MTG			66-003-000-0000-6106		N
	<b>Warrant # 2205</b>	<b>Total...</b>	<b>100.00</b>					
59	US Bank	12.50	UPS - POSTAGE			66-003-000-0000-6215		N
59		17.09	MONTHLY ZOOM			66-003-000-0000-6245		N
59		3,300.00	IMPOWER TECH TRAINING			66-003-000-0000-6331		N
59		74.00	GENUITEC RENEWAL			66-003-000-0000-6402		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
	<b>Warrant # 2206</b>	<b>Total...</b>	<b>3,425.09</b>					
	<b>Warrant Form WF91</b>	<b>Total...</b>	<b>3,796.32</b>			<b>9 Transactions</b>		
	<b>Final Total...</b>	<b>3,796.32</b>				<b>9 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>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
165	Holmen/Norman	100.00	EXECUTIVE BOARD MTG 5/15/23			66-003-000-0000-6106		N
165		100.00	JOINT POWERS MTG 5/22/23			66-003-000-0000-6106		N
165		175.56	MILEAGE			66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2232</b>	<b>Total...</b>	<b>375.56</b>					
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>375.56</b>	<b>3</b>	<b>Transactions</b>			
	<b>Final Total...</b>	<b>375.56</b>	<b>3</b>	<b>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 Form **WF91**  
Commissioner's Warrants

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

Approved 05/25/2023  
Pay Date 05/25/2023

<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>
126	Ahmann/Karen	100.00		JOINT POWERS MTG 5/22/23	66-003-000-0000-6106	N
126		175.54		MILEAGE	66-003-000-0000-6338	N
	<b>Warrant #</b>	<b>2207</b>	<b>Total...</b>	<b>275.54</b>		
181	Antony/Ronald J.	100.00		JOINT POWERS MTG 5/22/23	66-003-000-0000-6106	N
181		100.00		EXECUTIVE BOARD MTG 5/15/23	66-003-000-0000-6106	N
181		96.95		MILEAGE	66-003-000-0000-6338	N
	<b>Warrant #</b>	<b>2208</b>	<b>Total...</b>	<b>296.95</b>		
180	Athey/Wade O	100.00		JOINT POWERS MTG 5/22/23	66-003-000-0000-6106	N
180		49.78		MILEAGE	66-003-000-0000-6338	N
	<b>Warrant #</b>	<b>2209</b>	<b>Total...</b>	<b>149.78</b>		
86	Bremer Bank	7.79		POSTAGE	66-003-000-0000-6215	N
86		29.91		SIMPLISAFE	66-003-000-0000-6261	N
86		53.33		DOUBLE TREE HILTON REFUND	66-003-000-0000-6331	N
86		183.78		PROGRAMMING BOOKS	66-003-000-0000-6331	N
86		18.00		WATER	66-003-000-0000-6401	N
86		35.96		DRY ERASE MARKERS/SPRAY	66-003-000-0000-6401	N
86		11.50		ZOHO ASSIST	66-003-000-0000-6402	N
86		715.27		ATLASSIAN	66-003-000-0000-6402	N
86		1,479.00		SLACK-PRO ANNUAL PLAN START	66-003-000-0000-6402	N
86		3,150.00		EXCEL PROG. INV.-SOFTWARE LI	66-003-000-0000-6402	N
	<b>Warrant #</b>	<b>2210</b>	<b>Total...</b>	<b>5,577.88</b>		
112	Bureau of Criminal Apprehension	15.00		BACKGROUND CHECK	66-003-000-0000-6261	N
	<b>Warrant #</b>	<b>2211</b>	<b>Total...</b>	<b>15.00</b>		
33	CPS Technology Solutions	2,180.00		HOSTING FEE - JUNE	66-003-000-0000-6261	383424 N
	<b>Warrant #</b>	<b>2212</b>	<b>Total...</b>	<b>2,180.00</b>		
183	Groupmann/Paul F	100.00		JOINT POWERS MTG 5/22/23	66-003-000-0000-6106	N
183		124.45		MILEAGE	66-003-000-0000-6338	N
	<b>Warrant #</b>	<b>2213</b>	<b>Total...</b>	<b>224.45</b>		

**\*\*\*\* 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	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
161		162.44	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2214</b>	<b>Total...</b>	<b>262.44</b>		
15	Holman/Rodney	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
15		100.00	EXECUTIVE BOARD MTG 5/15/23	66-003-000-0000-6106		N
15		175.56	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2215</b>	<b>Total...</b>	<b>375.56</b>		
185	IMDIEKE/ROGER R.	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
185		82.53	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2216</b>	<b>Total...</b>	<b>182.53</b>		
159	Johnson/Paul M.	100.00	PERSONNEL MTG 4/11/23	66-003-000-0000-6106		N
159		100.00	EXECUTIVE BOARD MTG 4/14/23	66-003-000-0000-6106		N
159		100.00	JOINT POWERS MTG 4/24/23	66-003-000-0000-6106		N
159		100.00	PERONNEL MTG 5/9/23	66-003-000-0000-6106		N
159		100.00	EXECUTIVE BOARD MTG 5/15/23	66-003-000-0000-6106		N
159		100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
159		117.90	MILEAGE 4/24/23	66-003-000-0000-6338		N
159		117.90	MILEAGE 5/22/23	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2217</b>	<b>Total...</b>	<b>835.80</b>		
166	Johnson/Troy	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
166		31.44	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2218</b>	<b>Total...</b>	<b>131.44</b>		
124	Kopitzke/Bob	100.00	INTERVIEW 4/26/23	66-003-000-0000-6106		N
124		100.00	INTERVIEW 5/4/23	66-003-000-0000-6106		N
124		100.00	PERSONNEL MTG 5/9/23	66-003-000-0000-6106		N
124		100.00	EXECUTIVE BOARD MTG 5/15/23	66-003-000-0000-6106		N
124		100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
	<b>Warrant #</b>	<b>2219</b>	<b>Total...</b>	<b>500.00</b>		

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



Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 05/25/2023  
Pay Date 05/25/2023

<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>
155	Lakes Country Service Coop Ins Pool	11,053.07	HEALTH INSURANCE - JUNE	66-003-000-0000-6871		N
	<b>Warrant # 2220</b>	<b>Total...</b>				
		<b>11,053.07</b>				
173	Larson/Dennis	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
173		78.60	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2221</b>	<b>Total...</b>				
		<b>178.60</b>				
172	Lee/Jesse M	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
172		191.26	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2222</b>	<b>Total...</b>				
		<b>291.26</b>				
169	Lindor/Larry	100.00	PERSONNEL MTG 5/9/23	66-003-000-0000-6106		N
169		100.00	EXECUTIVE BOARD MTG 5/15/23	66-003-000-0000-6106		N
169		100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
169		20.96	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2223</b>	<b>Total...</b>				
		<b>320.96</b>				
164	Meyer/Charlie L	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
164		65.50	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2224</b>	<b>Total...</b>				
		<b>165.50</b>				
157	Neumann/Randy	78.60	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2225</b>	<b>Total...</b>				
		<b>78.60</b>				
171	Olson/Jerrel	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
171		47.16	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2226</b>	<b>Total...</b>				
		<b>147.16</b>				
170	Pederson/Edward	100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
170		36.68	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant # 2227</b>	<b>Total...</b>				
		<b>136.68</b>				
186	RENVILLE COUNTY	100.00	R. KRAMER-EXEC. MEETING 5/15	66-003-000-0000-6106		N
186		100.00	R. KRAMER-JOINT POWER MTG 5	66-003-000-0000-6106		N
186		115.28	MILEAGE 5/22/23	66-003-000-0000-6338		N

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



Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 05/25/2023  
Pay Date 05/25/2023

<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>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>2228</b>	<b>Total...</b>	<b>315.28</b>			
107	Todd County Auditor Treasurer		100.00	R. NEUMANN JNT POWERS MTG 5/22/23	66-003-000-0000-6106		N
	<b>Warrant #</b>	<b>2229</b>	<b>Total...</b>	<b>100.00</b>			
184	Wakefield/Ricky N		100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
184			141.48	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2230</b>	<b>Total...</b>	<b>241.48</b>			
162	Weyer/Michael L.		100.00	JOINT POWERS MTG 5/22/23	66-003-000-0000-6106		N
162			145.41	MILEAGE	66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2231</b>	<b>Total...</b>	<b>245.41</b>			
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>24,281.37</b>	<b>67 Transactions</b>		
	<b>Final Total...</b>		<b>24,281.37</b>	<b>67 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 Form **WF91**  
Commissioner's Warrants

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

Approved 06/01/2023  
Pay Date 06/01/2023

<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>
6	Delta Dental of Minnesota	270.92	DENTAL INS - JUNE	66-003-000-0000-6871	RIS0004961900	N
	<b>Warrant # 2233</b>	<b>Total...</b>				
		<b>270.92</b>				
188	Kroona/Jay M	2,010.00	TESTING - MAY	66-003-000-0000-6261		N
	<b>Warrant # 2234</b>	<b>Total...</b>				
		<b>2,010.00</b>				
116	Life Insurance Company of N.America	119.25	ACCIDENT INS - JUNE	66-003-000-0000-6871	AI961469	N
116		169.17	HOSPITAL INS - JUNE	66-003-000-0000-6871	HC960734	N
116		123.84	CRITICAL ILLNESS - JUNE	66-003-000-0000-6871	CI961398	N
	<b>Warrant # 2235</b>	<b>Total...</b>				
		<b>412.26</b>				
54	Lincoln National Life Insurance Co/The	323.04	LIFE INSURANCE - JUNE	66-003-000-0000-6871	10247942	N
54		324.00	STD INSURANCE - JUNE	66-003-000-0000-6871	10258571	N
	<b>Warrant # 2236</b>	<b>Total...</b>				
		<b>647.04</b>				
134	Marco Technologies, LLC	47.50	ROUTINE SHRED	66-003-000-0000-6251	INV11232395	N
	<b>Warrant # 2237</b>	<b>Total...</b>				
		<b>47.50</b>				
149	Mecklenburg/Kaylene	200.00	CONTRACTED SERVICES - MAY	66-003-000-0000-6261		N
	<b>Warrant # 2238</b>	<b>Total...</b>				
		<b>200.00</b>				
100	Morris Electronics	2,000.00	DATA CIRCUIT - MAY	66-003-000-0000-6210	DATAMAY	N
	<b>Warrant # 2239</b>	<b>Total...</b>				
		<b>2,000.00</b>				
43	Morris Electronics	315.00	ND TAX WEB - MAY	66-003-000-0000-6261	NDTAXMAY	N
43		100.00	MAP SERVER - MAY	66-003-000-0000-6261	MAPSERVERMAY	N
43		1,508.00	MN TAX WEB - MAY	66-003-000-0000-6261	TAXWEBMAY	N
	<b>Warrant # 2240</b>	<b>Total...</b>				
		<b>1,923.00</b>				
55	Sun Life Financial	26.00	DISABILITY INS - JUNE	66-003-000-0000-6871	935910	N
	<b>Warrant # 2241</b>	<b>Total...</b>				
		<b>26.00</b>				
148	Terrace, LLC	100.00	MONTHLY WEBSITE MAINT/SUPP	66-003-000-0000-6261	254	N
	<b>Warrant # 2242</b>	<b>Total...</b>				
		<b>100.00</b>				
37	The Hartford	308.64	LIFE INSURANCE - JUNE	66-003-000-0000-6871	873747	N

**\*\*\*\* 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>Warrant #</u>		<u>Total...</u>	<u>308.64</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
137	VSP Insurance Co.		7.54	VISION INSURANCE - MAY	66-003-000-0000-6871	817898054	N
<b>Warrant #</b>	<b>2244</b>	<b>Total...</b>	<b>7.54</b>				
189	Wagner/Gordon L		100.00	JOINT POWERS MTG 05/22/23	66-003-000-0000-6106		N
189			39.30	MILEAGE	66-003-000-0000-6338		N
<b>Warrant #</b>	<b>2245</b>	<b>Total...</b>	<b>139.30</b>				
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>8,092.20</b>	<b>19 Transactions</b>			
	<b>Final Total...</b>		<b>8,092.20</b>	<b>19 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 Form **WF91**  
Commissioner's Warrants

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

Approved 06/08/2023  
Pay Date 06/08/2023

<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>	
191	Affordable Signs	1,000.00		DOWN PAYMENT FOR SIGN PROJ	66-003-000-0000-6606	2211	N
	<b>Warrant #</b>	<b>2246</b>	<b>Total...</b>	<b>1,000.00</b>			
147	DACOTAH PAPER CO	204.40		PAPER SUPPLIES	66-003-000-0000-6401	69076	N
147		156.08		PAPER SUPPLIES	66-003-000-0000-6401	69077	N
	<b>Warrant #</b>	<b>2247</b>	<b>Total...</b>	<b>360.48</b>			
43	Morris Electronics	500.00		LABOR	66-003-000-0000-6261	2796	N
43		275.00		LABOR	66-003-000-0000-6261	2944	N
43		100.00		LABOR	66-003-000-0000-6261	3021	N
43		80.00		LABOR	66-003-000-0000-6261	3168	N
43		433.81		UPS BATTERY FOR APC	66-003-000-0000-6481	2814	N
43		3,763.74		THINKPADS, MONITORS	66-003-000-0000-6481	3036	N
43		55.15		KEYBOARD/MOUSE COMBO	66-003-000-0000-6481	3135	N
43		14.99		PATCH CABLE	66-003-000-0000-6482	3170	N
	<b>Warrant #</b>	<b>2248</b>	<b>Total...</b>	<b>5,222.69</b>			
28	Old No 1 Bar & Grill	145.00		MEETING SET UP & REFRESHMENT	66-003-000-0000-6337	108	N
	<b>Warrant #</b>	<b>2249</b>	<b>Total...</b>	<b>145.00</b>			
190	Sand Creek, EAP	1,850.00		EAP SERVICES	66-003-000-0000-6261	SDC3605-IN	N
	<b>Warrant #</b>	<b>2250</b>	<b>Total...</b>	<b>1,850.00</b>			
139	STEVENS COUNTY TIMES	1,215.00		SOFTWARE DEVELOPER AD	66-003-000-0000-6244	8662	N
	<b>Warrant #</b>	<b>2251</b>	<b>Total...</b>	<b>1,215.00</b>			
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>9,793.17</b>			<b>14 Transactions</b>
	<b>Final Total...</b>		<b>9,793.17</b>				<b>14 Transactions</b>

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



Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 06/15/2023  
Pay Date 06/15/2023

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
							<u>From Date</u>	<u>To Date</u>
31	Driessen Water Inc	52.88	WATER			66-003-000-0000-6401	17708139-05312023	N
	<b>Warrant #</b>	<b>2252</b>	<b>Total...</b>	<b>52.88</b>				
152	Jeremy Michaelson Tree Service	65.00	SNOW REMOVAL			66-003-000-0000-6261	3392	N
	<b>Warrant #</b>	<b>2253</b>	<b>Total...</b>	<b>65.00</b>				
179	MINNESOTA COUNTIES COMPUTER COOP	90.00	2023 ANNUAL CONF REGISTRATI			66-003-000-0000-6331	2306077	N
	<b>Warrant #</b>	<b>2254</b>	<b>Total...</b>	<b>90.00</b>				
17	Mueller/Dominique	130.21	MILEAGE TO MNCCC CONFEREN			66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2255</b>	<b>Total...</b>	<b>130.21</b>				
29	Otter Tail Power Company	638.25	SERVICE 04/28-06/01/23			66-003-000-0000-6251	4093126	N
29		77.46	SERVICE 04/28-06/01/23			66-003-000-0000-6251	20076543	N
	<b>Warrant #</b>	<b>2256</b>	<b>Total...</b>	<b>715.71</b>				
36	Stevens County Auditor Treasurer	64.92	POSTAGE - MAY			66-003-000-0000-6215	1091	N
36		2,300.00	FISCAL SERVICES - JUNE			66-003-000-0000-6261	1091	N
36		324.00	MAY STD INS PAID BY STEVENS C			66-003-000-0000-6871	1091	N
	<b>Warrant #</b>	<b>2257</b>	<b>Total...</b>	<b>2,688.92</b>				
9	Swanson/Craig	600.00	OFFICE CLEANING - JUNE			66-003-000-0000-6271		N
	<b>Warrant #</b>	<b>2258</b>	<b>Total...</b>	<b>600.00</b>				
59	US Bank	17.09	MONTHLY ZOOM			66-003-000-0000-6245		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
	<b>Warrant #</b>	<b>2259</b>	<b>Total...</b>	<b>38.59</b>				
	<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>4,381.31</b>	<b>12 Transactions</b>			
	<b>Final Total...</b>		<b>4,381.31</b>	<b>12 Transactions</b>				

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	A	B	C	D	E	F	G	H	I	J	K	
1	<b>COUNTIES PROVIDING TECHNOLOGY</b>											
2	<b>TREASURER'S MONTHLY REPORT OF DEPOSITS</b>											
3	<b>ON THE LAST DAY OF MAY 2023</b>											
4												
5												
6	<b>Type</b>	<b>Depository</b>	<b>FDIC Number</b>	<b>Maturity Date</b>	<b>Interest Rate</b>	<b>Step-Up?</b>	<b>Last Balance</b>	<b>Interest Earned</b>	<b>Deposited</b>	<b>Withdrawn</b>	<b>Balance</b>	
7												
8	CK	Bremer Bank, Morris					714,242.28		447,832.82	667,750.47	494,324.63	
9							-				-	
10		Bremer Payroll Account opened 12/31/2015					10,136.41		210,000.00	143,962.91	76,173.50	
11												
12		Flex Account					2,000.00				2,000.00	
13												
14		Bremer Money Market Savings					620,775.11		1,016.11	50,000.00	571,791.22	
15												
16												
17												
18		Edward Jones					-				-	
19	CD	Truist Bank (89788HCB7)		6/23/23	4.550%	N	200,000.00				200,000.00	
20	CD	Key Bank Ohio (49306SH82)	17534	5/1/23	4.400%	N	155,000.00	1,698.20	1,698.20	156,698.20	-	
21	CD	Morgan Stanley National Bank (61708EQR7)	34221	3/15/24	5.250%	N	236,000.00				236,000.00	
22	CD	Wells Fargo Sioux Falls (949764BE3)	3511	10/25/23	4.950%	N	209,000.00				209,000.00	
23	CD	American National Bank, Omaha (028402CL7)	19300	11/28/23	4.800%	N	242,000.00				242,000.00	
24	CD	BMO Harris (05600XQH6)	16571	11/16/23	5.100%	N			167,000.00		167,000.00	
25	CD	Goldman Sachs (38150VGW3)	33124	8/3/23	4.900%	N			246,000.00		246,000.00	
26							-				-	
27		<b>TOTAL DEPOSITS (Broker Balances)</b>						1,698.20	660,547.13	1,018,411.58	2,444,289.35	
28												
29	<b>Non-Restricted Accounts</b>								<b>Per state auditors:</b>			
30		Cash Accounts					1,144,289.35				0.00	
31		Edward Jones					1,300,000.00					
32												
33												
34												
35												
36												
37												
38									<b>Total Balance</b>		<b>2,444,289.35</b>	
39									<b>For Month-End</b>			
40							2,444,289.35					



Barnes County Reimbursement

Human Resources Purchase - \$1,999.00

Set up for Human Resources - \$1,500.00

Billed Fees

November 2020 to January 2021

Payroll Web E-Time \$160.00/Month

Payroll Web Access \$110.00/Month

November 2020 to December 2020

Human Resources \$300/Month

Reimbursement Total - \$4,909.00



Ransom County Reimbursement

Human Resources Purchase - \$1,999.00

Set up for Human Resources - \$1,500.00

Reimbursement Total - \$3,499.00



## Software Committee

Board Update: July 24, 2023 Meeting

Thursday, June 8, 2023 at 2:00 pm: Zoom

Attendees: Michelle Knutson, Janel Timm, Vicki Knobloch Kletscher, Victoria Townsend, Chris Pelzer, Andrew Letson, Joel Flaten, and Mike Koehler

Unable to attend:

### Updates and Discussions:

- The committee was updated on the progress of tax programs by Trisha Bartels. There were eight individuals identified to be on the User Group and will be contacted to check their interest in participating. This group will meet every other week for about 30 minutes to discuss issues with the Tax Rewrite.
- The committee reviewed the letter to be sent out to inform clients of what services we will bill for beyond the monthly maintenance fee for each program. The committee agreed to services being billed with a suggested change to not charge for the first 10 hours if a county makes a significant error and they are asking CPT to assist in fixing it.
- The committee was updated that Gwen will be starting on 6/12/23 and Hugh Dolliff will be starting on 6/20/23. We will be recognizing Juneteenth starting this year.
- The committee discussed if we should bill for the cost of helping the ND counties convert data for a new provider. The feeling of some staff is that we are stopping services so should not charge for this. The committee recommends we do bill for when there is a change as the providers charge for converting data and should have to do that. This should not be the responsibility of CPT other than getting the new provider our data. A committee member gave an example of what they were being charged for data conversion by a new provider when a company stopped providing the service.
- Michelle and Janel gave the update on IFS and Cash Drawer.
- The committee was updated on the Professional Service and Hosting Agreements. There was discussion on if all the counties should be required to have their own LPAR for additional security. There are counties that share the same LPAR with systems in place to ensure they do not affect each other but there is the acknowledgement that there is always a risk when sharing. We will continue this discussion in the future as the agreements will be out soon.
- The committee was informed that CPT's attorney has contacted iText Software about a copyright issue and have not heard back about their response.
- The committee was updated on the CLA Security Audit. We are continuing to look at policies and procedures that were identified in the audit by using Tandem to put these together. A rough draft of the Acceptable Use Policy was included to show what we are working on. The committee reviewed the CLA recommendation for password settings to go to longer passwords up to 14 characters. The committee is seeing this from other providers so the users should be understanding about changing the password requirements.
- Mike is currently working on getting a quote to replace the servers.
- The committee discussed the next meeting and recommended July 6<sup>th</sup> at 2pm via Zoom.



## **CPT Personnel Committee**

BOARD UPDATE: July 24, 2023

**June 13, 2023 at 2pm: Zoom**

Attendees: Bob Koptizke, Larry Lindor, Paul Johnson, Karen Ahmann, Joe Drietz, Joel Flaten, Mike Koehler

Unable to attend: Troy Johnson

### **Updates and Discussions:**

- The committee was updated on the recognition of Juneteenth.
- The committee was informed that CPT will be having their annual ND training on July 25<sup>th</sup> and 26<sup>th</sup> in Watford City, ND.
- The committee was updated on the RPG training that one developer is currently working on.
- Gwen Gillespie started on Monday.
- The committee unanimously approved Ethan Hamer moving to Software Developer 2 effective 6/1/23, Grade 9, Step 5. Ethan has had positive progress reviews and continues to learn more programs.
- The committee unanimously approved the hiring of Hugh Dolliff as a Software Developer 1 at Grade 8, Step 1. He is be starting on 6/20/23.
- The committee was updated on the Security Assessment. We are continuing to work on policies and address identified concerns.
- The committee is recommending that the board approve the proposed Universal Precautions/Infection Exposure Control Policy at the July meeting.
- The committee began the initial discussion on the new Family Medical Leave. This will be an on-going discussion as more is learned about the details.
- The next meeting will be July 11<sup>th</sup> via Zoom.

## **INFECTION EXPOSURE CONTROL POLICY BLOODBORNE PATHOGENS**

EFFECTIVE DATE:

REVISION DATE:

AUTHORITY: Counties Providing Technology Joint Powers Board

### **I. POLICY**

- A. Counties Providing Technology (CPT) will establish a written Exposure Control Plan designed to eliminate or minimize employee exposure. The Policy will be reviewed annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

### **II. PURPOSE**

- A. To identify specific procedures for Counties Providing Technology employees in the identification, prevention, exposure and control of infectious diseases.

### **III. EXPOSURE DETERMINATION**

- A. OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment.) This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility the following job classifications are in this category: None
- B. In addition, OSHA requires a listing of job classifications in which some employees may have occupational exposure. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks for these categories are as follows: None

### **IV. IMPLEMENTATION SCHEDULE AND METHODOGY**

- A. Universal precautions will be observed at the CPT office in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.
- B. Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At this facility the following engineering controls will be utilized: first aid kit and personal protection equipment shall be provided should an accident and/or injury occur on the job site.



- C. Handwashing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility handwashing facilities are located: employee restrooms
- D. If handwashing facilities are not feasible, the employer is required to provide either an antiseptic cleanser in conjunction with a clean cloth, paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.
- E. After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately or as soon as feasible with soap and water. If employees incur exposure to their skin or mucous membranes than those areas shall be washed or flushed with water as appropriate as soon as feasible following contact.

V. PERSONAL PROTECTIVE EQUIPMENT

- A. Protective equipment, including PPE for eyes, face, head, and extremities will be provided, used, and maintained in a sanitary and reliable condition wherever it is necessary by reason of hazards encountered to be utilized.
- B. A Universal PPE kit will be stored in the storage cabinet.

VI. POST BLOOD/BODY FLUID EXPOSURE, EVALUATION AND FOLLOW-UP

- A. Following an exposure, First Aid will be administered as needed and the employee will complete an incident report.
- B. Management will:
  - 1. Make available to the exposed employee a confidential medical evaluation and follow-up.
  - 2. Document the route of exposure.
  - 3. Document the blood borne pathogens status of the source client(s), if known.
  - 4. Document the circumstances under which the exposure occurred.
  - 5. Notify the source client(s) of the incident and attempt to obtain consent to collect and test the client's blood to determine the presence of blood borne pathogens infection. If consent is not obtained, management will establish that legally required consent cannot be obtained.
  - 6. Inform the employee of source client's blood borne pathogens status if testing occurs.
- C. The exposed employee will have a blood sample drawn, if employee consents, as soon as possible after the exposure incident for the testing of blood borne pathogen status.
  - 1. If the exposed employee consents to baseline blood collection, but does not give consent for HIV testing, the blood sample will be preserved 90 days. If within 90 days of the exposure incident, the employee elects to have the baseline blood sample tested; HIV testing will be done as soon as possible.

- D. Management will offer repeat testing to exposed employees at 6 weeks, 12 weeks, and 6 months' post-exposure or at intervals as indicated by the clinician.
- E. Follow-up of the exposed employee will include:
  - 1. Counseling as recommended by the employee's physician.
  - 2. Medical evaluation by the employee's physician of any acute febrile illness that occurs within twelve weeks' post-exposure.
  - 3. Use of safe and effective post-exposure measures according to recommendations for standard medical practice.
  - 4. Management will provide the physician evaluating an exposed employee with the following:
    - a. Copy of this policy.
    - b. Description of the exposed employee's duties as they relate to the exposure incident.
    - c. Documentation of the route(s) of exposure and the circumstances under which exposure occurred.
    - d. Results of the source client's blood test if available.
- F. The employee physician's written report will be obtained by the employer and given to the exposed employee within fifteen days of the completion of the evaluation.

VII. INFECTIOUS WASTE DISPOSAL

- A. Employees will place all infectious waste in closable, leak proof containers or bags. The bagged waste will be placed in Biohazard waste containers located in the local Public Health Office.

VIII. HOUSEKEEPING PRACTICES

- A. Management will provide a product that is effective against blood borne pathogens to be used when cleaning work surfaces, equipment and areas where there is a body fluid present.

IX. TRAINING AND EDUCATION OF EMPLOYEES

- A. Management will provide training and education to all employees during orientation and annually thereafter.
- B. Management will maintain training records three years from the date training occurred. Training records will include:
  - 1. Dates of the training session.
  - 2. Summary of the training sessions.
  - 3. Names and qualifications of person(s) conducting the training.
  - 4. Names and job titles of all employees attending the sessions.
  - 5. Employee names.

X. RECORD KEEPING

- A. Records kept for this section of the policy.
  - 1. First Report of Injury form completed and sent to the Executive Director.
  - 2. OSHA 300 report is completed by the Executive Director.

XI. OTHER

- A. Influenza: Staff are encouraged to obtain an annual flu vaccination that they could either have billed to their insurance or pay privately.
- B. Vaccinations: Employees will be encouraged to consult their physician or health care provider for recommended vaccinations.
- C. Employees who are ill with a communicable disease are responsible to contact their physician and follow the recommendations when to return to work.
- D. Employee will report to the Executive Director any immune suppression or other clinical condition that may increase the employee's risk of acquiring infection.
- E. Any employee known to be immune suppressed or communicable will work with the Executive Director on an individual basis to assess the capacity to which the employee is able to work.

XII. PANDEMIC RESPONSE PLAN

- A. Purpose: CPT strives to provide a safe and healthy workplace for all employees. This Pandemic Illness policy outlines our overall response to a pandemic illness and our emergency preparedness and business continuity plan. It outlines specific steps CPT takes to safeguard employees' health and well-being during a pandemic illness while ensuring CPT's ability to maintain essential operations and continue providing essential services to our customers.
- B. Pandemic Illness Defined: According to the Federal Centers for Disease Control, the Occupational Safety and Health Administration, and other organizations that monitor public health threats, pandemic illnesses may occur when mutating flu or other viruses become transmissible to humans, who generally lack any natural immunity to fight off the viruses' adverse health effects. Because infected humans are so contagious, they become the primary vehicle for pandemic illness spread. The more humans who become contagious, the more widespread the disease becomes and the more rapid the spread is.
- C. Identification of Essential Personnel: CPT considers all its employees essential to our operation. We will limit the number of employees who can come to office to those that are required to ensure the operation of CPT equipment and programs. The ones present in the office will maintain social distancing of at least six feet and the use of PPE when leaving their workspace.
- D. Remote Work Locations: CPT will provide employees all the equipment necessary for off-site telecommuting operations. In addition, CPT has a secure Web site and server through which essential personnel can communicate with each other and outside authorities.
- E. Infection-Control Measures: CPT takes a number of steps to minimize to the extent practicable exposure to and spread of infection in the office building such as social distancing and PPE. As appropriate, CPT recommends measures that employees can take to protect themselves outside the workplace and encourages all workers to discuss their specific needs with a family physician or other appropriate health or wellness professional. CPT expects employees who

contract the flu or other highly contagious illness, have been exposed to infected family members, or others with whom employees have been in contact to stay home and seek medical attention as necessary and appropriate. CPT expects such workers to notify us as soon as possible of exposure or illness.

- F. Personal Protection Equipment: CPT maintains on-site adequate supplies of recommended personal-protection equipment, such as face masks, eye protection, rubber gloves, and anti-bacterial hand gels and wipes, which CPT can require workers to use during a declared pandemic.

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS AGREEMENT**

**Revised 2020**

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS AGREEMENT**

THIS AGREEMENT is made by and between Governmental Units as defined in subdivision 1, Section 471.59, hereafter collectively referred to as “Members” and individually as “Member,” which are signatories to this “Agreement.”

**ARTICLE I**

**ENABLING AUTHORITY AND PURPOSE**

- 1.1 Minnesota Statutes section 471.59 provides that two or more governmental units may by agreement jointly exercise any power common to the contracting parties.
- 1.2 The general purpose of this Agreement is to provide for a Joint Powers Organization (JPO) through which the parties may jointly and cooperatively provide for the development, operation and maintenance of technology applications and systems, and the support and management of such systems for the use and benefit of the parties and other governmental units.
- 1.3 Counties Providing Technology is established as a governmental unit under the above-referenced authority and requirements of Minnesota law to jointly exercise the powers common to the signatories for the general purposes described herein.

**ARTICLE II**

**DEFINITION OF TERMS**

For the purposes of this Agreement, the terms defined in this article shall have the meanings given them.

- 2.1. “Counties Providing Technology” or “CPT” means the Joint Powers Organization created pursuant to this Agreement, hereafter referred to as CPT.
- 2.2. “Organization” or “JPO” refers to CPT, unless specifically qualified to refer to another organization.
- 2.3. “Member” means a governmental unit that is a signatory to this Agreement and has not given notice to withdraw pursuant to Article VIII.

- 2.4. "Associate Participant" means a governmental unit that is not a signatory to this agreement and does not have voting privileges, which receives services from CPT pursuant to a separate agreement.
- 2.8. "Director" means the seated County Commissioner designated as the primary representative designated by the governing body of the Member of CPT. Alternate means the seated County Commissioner designated as the secondary representative of the governing body of the Member of CPT to represent and act in the absence of the Director.
- 2.9. "Board" means the governing body of CPT, consisting of one Director from each Member.
- 2.10. "Governmental Unit" is defined by Subdivision 1, Section 471.59 of Minnesota Statutes, as amended.
- 2.11. Day or days shall refer to calendar days. Fiscal Year shall be the calendar year.

### ARTICLE III

#### **JOINT POWERS BOARD**

- 3.1 The Joint Powers Board ("Board") shall take such action as it deems necessary and proper to accomplish the purposes of CPT and any other action necessary and incidental to the implementation of said purpose or action. The Board is hereby authorized to exercise such authority and powers common to the Members as are necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement and/or in the Bylaws.
- 3.2 Members, by executing this Agreement, recognize the Board as the governing authority of CPT.
- 3.3 The Board shall be made up of one Director (or alternate) appointed by the governing board of each Member Governmental Unit. The Director shall be a current County Commissioner of the governing body of the Member. Any Director or Alternate shall be subject to removal by the appointing governing board at any time, with or without cause. A vacancy of a Director or Alternate shall be filled by the governing body of the Member who appointed the Director or Alternate.

- 3.4 The Board shall have the authority to determine whether to approve per diems and expenses for its Directors and Alternates for attendance at regular, special and committee meetings.

#### **ARTICLE IV**

##### **POWERS AND DUTIES OF THE BOARD**

- 4.1 The Board shall take such action as it deems necessary and appropriate to accomplish the general purposes of CPT including the establishment of data processing and information systems, engaging in the development and implementation of necessary programs, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for the handling of data processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by this Agreement, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.
- 4.2 The Board shall have the power to make contracts as it deems necessary to make effective any power to be exercised by CPT pursuant to this Agreement; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of CPT; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel either with a Member or with a number of Members or elsewhere.
- 4.3 The Board may establish and collect fees for its services to Members and to others.
- 4.4 The Board may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such monies or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.
- 4.5 The Board shall cause a regular, periodic independent audit of the books to be made and shall make a regular, periodic financial accounting and report in writing



to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.

- 4.6 The Board shall establish the annual budget for CPT as provided in this Agreement.
- 4.7 The Board shall adopt and follow such bylaws as may be appropriate and consistent with this agreement and law. Bylaws shall be adopted by and amended by a majority vote of the full Board after review of the proposed amendment at a prior meeting and distribution of the proposed amendment to all Directors in advance.
- 4.8 Committees shall be appointed by the Board and shall be delegated such authority as the Board deems appropriate.
- 4.9 The Board may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of CPT. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of county funds.
- 4.10 The Board shall make its data processing and management information systems available to its Members, according to such fee schedules as the Board shall periodically set.
- 4.11 The Board may pay reasonable and necessary expenses of officers, Directors and Alternates incurred in connection with their duties as such and as committee members, and may elect to pay per diems on such terms as it deems advisable and consistent with applicable law.
- 4.12 The Board shall provide for its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which counties are authorized or required by law to make.
- 4.13 The Board shall purchase public liability insurance and such other bonds or insurance as it may deem necessary.
- 4.14 The Board may develop additional rules concerning the financing of CPT and the disbursement of funds may be adopted by the Board provided they are not inconsistent with the provisions contained in this Agreement or state statutes.
- 4.15 The Board may exercise any power necessary and incidental to the implementation of its powers and duties.

## ARTICLE V

### **FINANCING AND DISBURSEMENT OF FUNDS**

- 5.1 Board shall have exclusive control over all monies credited to any CPT fund in accordance with state and federal laws and rules. Expenditures shall be made in accordance with the approved budget, contractual obligations of the JPO and the approval of the Board or the Executive Committee with respect to those matters under the jurisdiction of the Executive Committee.
- 5.2 The Board shall adopt an annual operating budget.
- 5.3 The adopted budget, which shall describe projected income and expenditures, shall be made available to the County Auditors of the Members and applicable Minnesota state agencies.
- 5.4 CPT will ensure strict accountability for all funds of the organization and will report on all receipts and disbursements made to, or on behalf of CPT.
- 5.5 The initial operating capital contributed by each Member shall be repaid from any excess in the fund balance at the end of the fiscal year in proportion to the initial contribution. Excess funds beyond the initial capital contribution shall be distributed to Members as determined by the Board. Full repayment of initial capital contributed by Members joining after the original signatories to the Agreement is not required to be completed prior to the Board distributing excess fund balance to other Members.

## ARTICLE VI

### **PROCEDURE TO JOIN**

- 6.1 If a Governing Unit wishes to join CPT as a Member, it may make written application to the Board. The application shall consist of the governing body of a Governmental Unit adopting a resolution containing language to indicate full acceptance (without deviation) of the contents of this Joint Powers Agreement.

The Governmental Unit shall formally submit the adopted resolution under cover to the Chair of the CPT Joint Board. Upon a two-thirds (2/3) approval of the Board Members representing the Members who have not given a notice to withdraw, the request will be approved, subject to the provisions of Section 8.3. The Board shall notify all Members in writing of its decision.

- 6.2 All Members agree to abide by the terms and conditions of this Joint Powers Agreement, the Bylaws and the Policies or Procedures adopted by the Board.
- 6.3 At the time of application, CPT shall notify the applying Governmental Unit of the amount of initial operating capital the Governmental Unit will be required to contribute upon becoming a Member. Approval of membership by the Board shall be contingent upon agreement of the Governmental Unit to contribute its proportionate share of operating capital.

## ARTICLE VII

### ASSOCIATE (NON-VOTING) PARTICIPANT

- 7.1 Eligibility for Associate Participant: Governmental Units may wish to use or participate in the services and activities of CPT without becoming Members.
- 7.2 A Governmental Unit desiring to become an Associate Participant may do so by making application to CPT or by having a valid agreement for services. The Board shall establish charges to be paid by Associate Participants based upon the services agreed. The Board may charge Associate Participants higher fees than Members for services.
- 7.3 Associate Participants may apply for membership pursuant to Article VI.

## ARTICLE VIII

### RIGHT TO WITHDRAW

- 8.1 A Member may withdraw from this Agreement by adopting a resolution which specifically contains language of its "Notice to Withdraw." The approved Member governing body's resolution shall be submitted under cover letter and sent via certified mail to each party to this Agreement and to Board Chair of CPT. The Notice must be received by July 1 to be effective December 31 of the following year providing at least eighteen (18) months for the withdrawal process.
- 8.2 Withdrawal may occur at an earlier time by mutual agreement of a two-thirds (2/3) majority vote of the non-withdrawing Members of the Board and the withdrawing Governmental Unit.
- 8.3 If any party exercises its right to withdraw, this Agreement shall remain in full force and effect between the remaining parties.

- 8.4 A Member withdrawing from CPT at a time when such withdrawal does not result in dissolution of CPT (for a two-year period), shall forfeit its claim to any assets of CPT.
- 8.5 A Member withdrawing from Membership at a time when such withdrawal results in dissolution of CPT within a two-year period, shall retain both its obligations and its claims to any assets of CPT, except that it shall not have access to any Software developed or maintained during the period between its withdrawal and the dissolution of CPT.

## ARTICLE IX

### DISSOLUTION

- 9.1 CPT shall be dissolved:
- a. Whenever a sufficient number of Members withdraws from CPT to reduce the total number of Members to less than two (2); or
  - b. Two-thirds (2/3) of the governing boards of the Members who have not given a notice to withdraw vote to dissolve.

A Member which has given notice of withdrawal shall not be counted under this subsection.

- 9.2 Upon dissolution, the remaining assets of CPT, after payment of all obligations, shall be distributed among the then existing Members and those former Members who had been members within the previous two-year period in proportion to their contributions as determined by the Board (subject to Section 8.5).
- 9.3 In the event of dissolution, the following provisions shall govern the distribution of computer Software and licenses owned by CPT:

All such Software and licenses shall be an asset of CPT. As such it may be sold. Members agree to abide by any existing licensing provisions, including, but not limited to, any licensing provisions identified in a separate existing or future agreement, or any conditions placed on such sale by the Board.

- 9.4 Winding-up and Distribution. Upon termination of this Agreement, CPT shall be dissolved. The Board shall continue to exist after dissolution as long as is necessary to wind-up and conclude the affairs subject to this Agreement.

## ARTICLE X

### DATA PRACTICES AND PROCEDURES

- 10.1 All Members agree to comply with state and federal statutes and rules regulating data, particularly the collection, creation, receipt, maintenance, or dissemination of private data, nonpublic and confidential data, as defined and regulated by the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, and or any other applicable state or federal laws.

## ARTICLE XI

### AMENDMENTS

- 11.1 Amendments to this Agreement may be proposed either by the Board or by governing boards of Members. Some changes may be mandated by law. Notice of proposed changes shall be served on the governing boards of Members by certified mail not later than 60 days prior to the proposed change unless an earlier date is mandated by a change in law.
- 11.2 Amendments to this Agreement must be approved by a two-thirds (2/3) vote of governing boards of Members who have not given a notice to withdraw, and shall be approved by the governing boards of Members at least 30 days prior to the effective date.
- 11.3 Adopted amendments shall remain in full force and effect, subject to the terms stated herein, until such time as this Agreement is terminated.

## ARTICLE XII

### INDEMNIFICATION AND HOLD HARMLESS

- 12.1 CPT shall be considered a separate and distinct public entity to which the Members have transferred all responsibility and control for actions taken pursuant to this Agreement. CPT shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- 12.2 CPT shall fully defend, indemnify and hold harmless the signatory Members and Board Members against all claims, losses, liability, suits, judgments, costs and expenses by reason of the action or inaction of the employees or agents of CPT. This agreement to indemnify and hold harmless does not constitute a waiver by

any Party/Member of limitations on liability under Minnesota Statutes section 466.04.

- 12.3 To the full extent permitted by law, actions by the Parties/Members pursuant to this Agreement are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Members that they shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes section 471.59, subdivision 1a(a); provided further that for purposes of that statute, each Member party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- 12.4 The Parties/Members to this Agreement are not liable for the acts or omissions of the other Parties/Members to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties/Members.

### **ARTICLE XIII**

#### **GOVERNING LAW, FINALITY, SEVERABILITY**

- 13.1 Governing Law. This Agreement shall be governed by and construed according to the laws of the State of Minnesota. Any legal proceedings taken arising out of the terms and conditions of the Agreement shall be venued in the district courts of the State of Minnesota.
- 13.2 Severability. The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Agreement is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.
- 13.3 Final Agreement. It is understood and agreed that the entire agreement of the parties is contained here and that this contract supersedes all oral or written agreements and negotiations between the parties relating to this subject matter. All items referred to in this Agreement are incorporated or attached and deemed to be part of the Agreement. This Agreement may be executed in multiple parts.

### **ARTICLE XV**

#### **DURATION**

This Agreement shall continue in effect indefinitely, unless terminated in accordance with its terms, or superseded by a subsequent joint powers agreement specifically related to the purposes of this Agreement.

Ann R. Goering  
Direct Phone: (612) 225-6844  
arg@ratwiklaw.com



May 23, 2023

**VIA E-MAIL**

Cindy Ponciano  
License Compliance Manager  
Cindy.ponciano@apryse.com

RE: *Counties Providing Technology – Copyright Issue*  
Our File No. 1715-0009

Dear Ms. Ponciano:

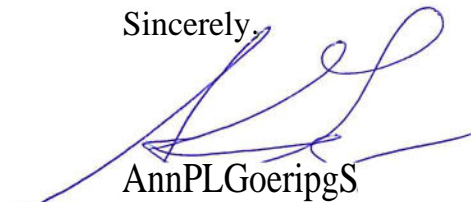
Our firm represents Counties Providing Technology (“CPT”). We understand that Apryse contends that CPT has previously engaged in allegedly unlicensed use of iText 5 software libraries (iText 5). In your e-mail to CPT’s Board, you have expressed a desire to “settle the issue amicably” and are seeking payment in the amount of \$26,159.

We have reviewed the U.S. Copyright Office’s Public Catalog and the Canadian Copyright Database. After searching various fields for iText, Apryse, and PDFTron (Apryse’s former name), we have found only two Canadian copyright registrations in PDFTron’s name, neither of which are for iText 5. Please provide the copyright registration number for iText 5 or otherwise state the basis for your claim that CPT owes Apryse any amount of money.

Second, it is not clear how your proposed payment of \$26,159 has been calculated. In order to evaluate your proposal, we will need an explanation regarding how this amount was determined, including a copy of the applicable license agreement you are referencing.

Please provide or have your legal counsel provide answers to these questions so that we can appropriately evaluate and advise CPT regarding your proposal.

Sincerely,



AnnPLGoeripgS  
Frank E. Langan

RRM: 508209

*Over 35 Years of Service*

# Acceptable Use Policy

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Counties Providing Technology



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# 1 Introduction

## Introduction

Counties Providing Technology has established a set of policies to help protect organization resources, including technology resources and proprietary organization and customer information. Many of these policies address expected behaviors, operational procedures, and appropriate use of systems and data.

This Acceptable Use Policy (AUP) communicates requirements from the organization's policies for you to follow. You are required to read and agree to abide by this AUP upon hire and at least annually. Failure to comply with these policies may lead to disciplinary action, up to and including termination.

If you have questions, contact your supervisor or a member of organization management.

## Technology Resources

Technology resources include, but are not limited to, the following:

- Computers
- Mobile devices (e.g., laptops, phones, tablets, wearables, etc.)
- Printing devices (e.g., printers, copiers, scanners, fax machines, etc.)
- Removable media
  - External hard disk drives (HDDs) or solid-state drives (SSDs)
  - Memory devices (e.g., USB, flash drives, thumb drives, jump drives, etc.)
  - Optical discs (e.g., CDs, DVDs, Blu-Ray discs, etc.)
  - Memory cards
- Communications systems (e.g., email, telephone, voicemail, team collaboration, etc.)
- Software applications
- Internet access

## Proprietary Customer Information

Proprietary customer information is often legally referred to as "Nonpublic Personal Information" (NPI) or "Personally Identifiable Information" (PII). The organization is required to secure this information and the systems which access, store, or process it.

Examples of proprietary customer information include, but are not limited to, the following:

- Account numbers
- Check Program Signatures
- Account information (e.g., balance information, payment history, overdraft history, etc.)

- Credit card and debit card numbers
- Social security numbers (SSNs)
- Personal identification numbers (PINs)
- Usernames and passwords
- Medical records
- Biometric identifiers
- Date of Birth

## 2 Policies

### 2.1 Acceptable Use of Information Assets

#### Authorized Use

Use technology resources only for official business purposes.

If you wish to use technology resources for non-business purposes, approval must be given by \_\_\_\_\_. (See the "Personal Use" section below for details.)

#### Unauthorized Use

Do not use technology resources for inappropriate or unapproved purposes. Unauthorized use includes, but is not limited to, use of technology resources for:

- Personal or financial gain
- Violation of laws, regulations, or organization policy
- Unauthorized disclosure, misuse, alteration, or destruction of proprietary organization or customer information
- The display, access, downloading, distribution, or reproduction of sexually explicit or pornographic material
- Installation or use of non-business software (e.g., gaming, streaming, trading, etc.)
- Any other actions which may be contrary to the best interest of the organization

In addition, unless approved by \_\_\_\_\_:

- Do not access organization or customer information that is not directly related to performing your job duties.
- Do not take photos, videos, or screenshots of proprietary organization or customer information.
- Do not take photos or videos (including "selfies") inside organization facilities or at remote work locations where proprietary organization or customer information may be visible.

#### Personal Use

There may be circumstances in which you wish to use technology resources for non-business purposes (a.k.a., "personal use"). \_\_\_\_\_ approval must be obtained prior to use and, unless noted otherwise, approval must be obtained each time.

While the organization has implemented safeguards to protect technology resources, Counties Providing Technology assumes no responsibility or liability for:

- The loss, damage, destruction, alteration, disclosure, or misuse of any personal data or communications accessed, stored, or processed by any technology resource
- The loss or non-delivery of personal communications
- Any potentially offensive material which may be delivered via technology resources

#### Access and Monitoring

Any information accessed, stored, or processed by technology resources is considered property of Counties Providing Technology. This includes, but is not limited to:

- Email and voicemail
- Team collaboration data (e.g., instant messages, video conferences, shared files, etc.)
- Data associated with other software applications
- Other data files (e.g., documents, spreadsheets, PDF files, HTML files, text files, images, videos, etc.)

Counties Providing Technology reserves the right to monitor technology resources at any time and for any reason, as deemed necessary by Executive Director. Monitoring may be performed to:

- Verify compliance with policies
- Comply with legal proceedings
- Investigate misconduct or potential security incidents
- Locate information

### **Internet Access**

Counties Providing Technology reserves the right to limit internet access based on job function.

Counties Providing Technology reserves the right to monitor, log, review, and restrict internet use, as appropriate. This includes, but is not limited to:

- Blocking offensive or potentially malicious sites
- Blocking sites not authorized for business purposes
- Monitoring internet usage rates
- Monitoring sites accessed and the duration of time spent at certain sites

Do not attempt to circumvent internet security controls.

Any intentional attempts to use technology resources in a manner inconsistent with these requirements may lead to disciplinary action, up to and including termination.

## **2.2 Cloud Computing**

Do not use cloud services for business purposes without approval from the Executive Director. Use of unapproved cloud services can result in security deficiencies and unauthorized access to sensitive data.

Examples of cloud services which require approval for business use include:

- File exchange and storage applications
- Messaging applications
- Productivity and team collaboration applications
- Video conferencing applications

- Artificial intelligence (AI) and machine learning (ML) applications

If use of a cloud service is approved, ensure sensitive information is encrypted prior to transmitting via the internet (e.g., avoid using public wireless networks (a.k.a., "WiFi"), use a virtual private network (VPN), etc.).

Do not input proprietary organization or customer information in artificial intelligence (AI) or machine learning (ML) services (e.g., OpenAI ChatGPT, Google Bard, Bing Chat, etc.).

## 2.3 Data Retention and Destruction

Do not discard anything containing sensitive information into a trash can. Place it in a shred bin. This includes, but is not limited to, the following:

- Account statements
- CDs containing customer / organization information
- Any document containing nonpublic information

## 2.4 Data Storage

All data should be stored on a network drive designated by Development Director. If you do not know what drive to save data on, consult your supervisor. Do not store data on your desktop computers/laptop unless authorized to do so by Development Director. Data includes:

- Spreadsheets
- Word documents
- Scanned images

Data stored on desktop computers/laptop not backed up and cannot be recovered if the desktop computers/laptop is unavailable. In addition, access is not restricted on data stored on a desktop computers/laptop and, therefore, could result in confidential information being accessed by unauthorized individuals.

If you have data stored on a desktop computers/laptop, move it to the designated network drive. If you discover data stored on a desktop computers/laptop which is not your own, notify your supervisor.

Do not store data not directly related to your job function or business activity of the organization (e.g., animations, audio files, etc.).

## 2.5 Email Security

Access to email, using organization systems and facilities, is intended for business use only unless approved by Development Director. Any email created or stored on organization resources is considered property of Counties Providing Technology. At the discretion of Executive Director, it may be accessed and viewed for any reason and at any time.

Do not access personal email on organization systems. Personal email accounts include, but are not limited to, the following:

- Gmail
- Outlook
- ProtonMail
- Yahoo

The following email guidelines apply to all users:

- Do not attempt to read, modify, or delete email not addressed to you unless it has been determined appropriate by the Executive Director.
- Do not participate in any form of chain letter.
- Do not send email appearing to come from someone else.
- Do not send email with any proprietary, confidential, or otherwise sensitive information unless approval has been obtained from the Executive Director, or the email is encrypted.
- Do not send email containing statements or contents that are defamatory, offensive, harassing, illegal, derogatory, or discriminatory. This includes, but is not limited to, the following:
  - Messages based on race, gender, religion, or nation origin
  - Sexually explicit messages, images, cartoons, or jokes
  - Foul, inappropriate or offensive messages
- If you receive an offensive email, request the sender stop sending such material. If the email messages continue, report the incident to your supervisor.
- When communicating with customers via email, do not send confidential information. If a customer sends an email containing sensitive customer information, erase that information prior to responding. If a customer sends an email requesting sensitive customer information, respond to the customer using wording similar to the following:
  - Thank you for using Counties Providing Technology. We have received your recent email and look forward to providing you the best service possible. Due to security concerns involving identity theft, organization policy prohibits sending any of your personal information in an email message. Therefore, I will attempt to contact you via phone or mail using the phone numbers and address in our system, or you may ~~call us or come by one of our organization location~~ **contact us at 320-589-5110 or stop by our office location.**

If you attempt to contact the customer, refer to customer identification procedures (CIP).

## 2.6 Encryption

Do not encrypt data or protect files with passwords unless authorized to do so by Development Director. This authorization should also include procedures or instructions on how and where to securely log the password or encryption key.

Authorization and procedures regarding password logs and encryption keys are necessary to ensure any organization or customer data can be accessed or recovered when needed. Without proper procedures, data stored in an encrypted form may not be recoverable later.

## 2.7 Ethics

Counties Providing Technology has established the following set of ethical standards for all employees:

- Do not use or release any sensitive information during or after employment.
- Do not corruptly solicit, demand, or accept anything of value or personal benefit in exchange for sensitive information.
- Do not use the organization's name, logo, or corporate letterhead for any purpose other than the normal course of official organization business, unless approved by the Executive Director.
- Refer all questions or requests for information from reporters or other media representatives to the person designated by the organization to handle communication in order to ensure consistency and accuracy of information.
- Do not participate in activities that interfere or conflict with the interest of the organization.
- Do not defame CPT, it's staff or county personnel
- Compile all records accurately.
- Anyone who participates in any of the following, is subject to substantial fines, imprisonment, or both:
  - Embezzling
  - Stealing
  - Willful misappropriation of monies, funds, or credits of the organization
  - Money laundering
  - Assisting someone else in money laundering

## 2.8 Malicious Software Protection

All files that are downloaded, either from the Internet or from email, must be scanned for malicious software. Counties Providing Technology has taken measures to thwart intrusions by unauthorized persons. It is extremely important that these systems be maintained.

Anyone who attempts to bypass these security measures, or who knowingly tries to propagate infected files will be subject to legal action, in addition to disciplinary action, up to and including termination.

If you suspect that an organization system may have malicious software, notify your supervisor immediately.



## 2.9 Mobile Device Management (MDM)

For the purposes of this policy, the term "mobile devices" includes, but is not limited to:

- Laptops
- Phones (e.g., smartphones, cellphones, etc.)
- Tablets
- Wearables (e.g., smartwatches, smart glasses, etc.)
- Other portable devices (e.g., e-readers, navigation devices, digital assistants, digital cameras, etc.)

Development Director must approve the use of mobile devices for business purposes. "Business purposes" may include, but are not limited to:

- Connecting to the organization's network from a remote location (a.k.a., "remote access").
- Performing remote processing functions.
- Building resilience into business continuity objectives.
- Accessing, storing, or transmitting organization or customer information.
- Using work communication channels, like email, team collaboration, video conferencing, or file sharing.

If you are approved to use a mobile device, whether organization-owned or personally-owned, you are expected to use and protect the device in a secure manner.

- Do not use unapproved mobile devices for business purposes.
- Do not use organization-owned mobile devices for personal use without approval from your supervisor.
- For phone calls and video conferences on your approved mobile device, be mindful of any individuals who may overhear the conversation (e.g., colleagues, customers, family members, strangers, etc.). Make the call from a private location, when possible.
- Ensure approved mobile devices are configured to: ?
- Put mobile devices in a safe place when they are not in use.
- Do not leave mobile devices unattended in high-risk public locations, like airports or restaurants. This could also include hotel rooms and vehicles. If you determine it is safer to leave your device in a locked hotel room or vehicle than it is to carry the device with you, take every precaution to ensure the device is secure before leaving it (e.g., hide it, lock it in a safe, etc.).
- Avoid connecting mobile devices to public wireless networks (a.k.a., "Wi-Fi"). If you must use public Wi-Fi to access the internet, also use a virtual private network (VPN) that has been approved and is managed by the organization.
- Do not accept connection requests from unfamiliar devices or individuals. This could include, but is not limited to, Bluetooth connection requests, personal hotspot requests, or file share requests (e.g., AirDrop, Nearby Share, etc.). Pair your mobile device only with known devices.
- Download applications only from reputable stores authorized by the device manufacturer (e.g., Apple's App Store, the Google Play Store, the Microsoft Store, etc.).

- If your mobile device is lost or stolen, notify the IT department immediately.

If you are approved to use a mobile device, the organization reserves the right to:

- Disable and/or factory reset the mobile device if it is:
  - Reported to be lost or stolen.
  - Believed to be compromised or breached.
  - Infected by malware.
- Audit the device periodically to ensure compliance with security standards.
- Revoke approval based on changes in job functions, technology, or any other relevant risk factors.

Upon termination of employment:

- For organization-owned devices, the organization reserves the right to reclaim the device and perform a factory reset.
- For personally-owned devices, the organization reserves the right to:
  - Remove any organization or customer data from the device.
  - Reclaim any assets related to the device (e.g., phone number, service plan, etc.), if the organization paid for the device's service plan.
  - Perform an assessment to determine if the device needs to be factory reset, or if the organization can ensure security through other methods.

If you have any questions about these procedures, contact your supervisor.

## 2.10 Physical Security of Sensitive Information

Utmost discretion in the handling of all organization data and confidential or proprietary information of customers and third parties is very important. Never provide proprietary, confidential, or otherwise sensitive information to unauthorized individuals. To the extent practical, the following guidelines apply:

- Close files and keep paperwork face down on the desk to help prevent the inappropriate display of confidential information.
- At the end of the workday, leave desks in a clean, organized manner, with confidential information secured in a desk or other appropriate location.
- Avoid removing confidential data (on paper or electronic media) from a workspace unless required for work purposes, and only with appropriate safeguards for the data.
- Avoid discussing confidential data outside the purview of specific job functions.
- Avoid speaking in a loud tone when discussing confidential data in a public area.
- Be wary of social engineering attempts to gain access to confidential information or to acquire the means of accessing confidential information.

- Position visible computer screens away from unauthorized individuals; utilize computer privacy screens as necessary.
- Clear computer screens when finished viewing confidential data.
- Lock the computer desktop computers/laptop (such that a password is required to regain access) before leaving the desktop computers/laptop.
- Log off computer desktop computers/laptops when they are no longer needed.
- (How address spool files?)
- Verify the identity and authorization of anyone requesting access to secured areas of the organization.

## 2.11 Remote Access

At times, it may be necessary to connect to the organization network from outside the organization facilities. If you need to connect to the network remotely, ensure the computer you will be using, whether it is the organization's computer or a non-organization device (e.g., computers, mobile phones, etc.), has all patches installed, as well as a current copy of approved anti-malware software.

## 2.12 Remote Work

Confirm with your supervisor whether you are authorized to work remotely. If you receive authorization, follow these recommendations to secure your remote work devices and environment. Please refer to Telecommuting Policy for further information.

Only use authorized devices for remote work.

To secure remote work devices:

- Install operating system, software, and firmware patches in a timely manner.
- Do not disable security features (e.g., lock screens, encryption, anti-malware, etc.).
- Do not install or use unauthorized applications (e.g., video conferencing, messaging, file sharing, etc.).
- Do not use unauthorized removable media (e.g., flash drives, memory cards, compact disks (CDs and DVDs), external hard drives, smart devices, etc.).
- Do not store sensitive organization or customer data on the devices. Store such data on a network drive controlled by the organization. ~~and designated by Joint Powers Board.~~
- Secure devices when they are not in use.
  - Screen lock or shut down devices, such that authentication is required to regain access.
  - Do not leave devices unattended in a public or shared area.
  - Do not allow other individuals (e.g., family members, roommates, friends, etc.) to use devices.

To ensure the physical security of sensitive organization or customer information at remote locations:

- Do not print documents containing sensitive organization or customer information.
- Store physical documents in a secure manner (e.g., locked in a safe, drawer, cabinet, etc.), when not in use.
- Destroy physical documents in accordance with organization policy, when no longer needed.

If a security incident is suspected or known to have occurred, you should:

- Disconnect potentially affected devices from the organization network and internet.
- Keep devices powered-on to preserve evidence.
- Report the incident to your supervisor immediately.

## 2.13 Removable Media and Data Transfer

Do not remove data from the organization network without authorization from the Development Director. This includes, but is not limited to, the following:

- Transferring files to any form of removable media (e.g., flash drives, memory cards, compact disks (CDs and DVDs), external hard drives, smart devices, etc.)
- ~~Emailing files as attachments~~

Removing data from the network increases the chances of confidential information being exposed to unauthorized individuals. Therefore, any confidential data that has been authorized must be encrypted on any removable media.

Do not copy data to the organization network without authorization from the Development Director. This includes, but is not limited to, the following:

- ~~Saving email attachments~~
- Transferring data from any form of removable media (e.g., flash drives, memory cards, compact disks (CDs and DVDs), external hard drives, smart devices, etc.)

Copying data to the network can introduce malicious software and endanger the entire network and desktop computers/laptops.

## 2.14 Reporting of Security Violations

If you suspect or are aware of a violation of any of these policies, report it to your supervisor immediately. If you feel reporting this to your supervisor is inappropriate, you should report it to the Executive Director.

## 2.15 Social Media

- Do not access personal social networking accounts from any organization system without prior approval from senior management.
- Do not associate your organization email address with any social networking site without prior approval.

- Do not make statements on behalf of the organization unless the statements are specifically approved by Executive Director and you are specifically authorized to deliver them.
- Any information posted on social networking sites regarding organization products, promotions, services, etc., is considered advertising and must be approved prior to posting.

## 2.16 Software Licensing and Installation

Do not install any personal software on any organization system.

If software has been purchased for you, DO NOT install it yourself unless you have received authorization to do so by the Development Director.

Do not download software from the Internet without approval from the Development Director. If software is downloaded from the Internet, ensure proper licensing is obtained and forwarded to the Executive Director. This includes, but is not limited to, the following:

- Games
- Audio files
- File and music exchange programs (peer-to-peer applications)
- Software applications

## 2.17 User Authentication

Each user will be assigned a unique username and password to access organization systems (e.g., the network, email, software applications, etc.). Unless instructed otherwise by your supervisor, always use your own username. You are personally responsible for all activities performed with your user accounts. Therefore, it is imperative that you do not share your password with anyone. Workstation ID should match user name in IBM configuration.

In general, do not write down your password. If you must document your password, make sure it is secure and inaccessible to others. Some places to not store your password include:

- On a sticky note on your monitor, under your keyboard, or under your mousepad.
- On a piece of paper or document in an unlocked desk drawer.
- In a document or text file saved to your desktop.
- Anywhere it may be easily seen or discovered by unauthorized individuals.

Do not attempt to access another user's account without prior authorization from your supervisor. This includes:

- Attempting to guess the username or password.
- Using a username or password you already know.
- Using any other unauthorized means to determine the username or password.

If you believe you learned another user's password without authorization, notify your supervisor.

Ensure your passwords comply with the following guidelines.

- Do not use any names (e.g., first name, last name, username, spouse's name, child's name, pet's name, etc.). This includes:
  - Using the name as is (e.g., username)
  - Spelling the name backwards (e.g., emanresu)
  - Using all capital letters (e.g., USERNAME)
  - Doubling the name (e.g., usernameusername)
- Do not use common information in your password (e.g., important dates, address, phone number, social security number, driver's license number, license plate number, etc.).
- Do not make your password a standalone word found in a dictionary (e.g., "password," "football," "princess," etc.).
- Do not use repeating characters, single digits, or keyboard patterns (e.g., 1111, aaaa, 1234, qwerty, etc.).
- Make your password easy to remember. Consider using a "passphrase" as a password (e.g., ThisIs1Long&StrongPassw0rd\$).
- Use a minimum of 14 characters and a maximum of 20 characters for your passwords.
- Do not start your password with a number.
- At least one number is required in the password.
- Adjacent numbers are not allowed in the password.
- Include characters from at least three of the following four categories:
  - Uppercase letters (A – Z)
  - Lowercase letters (a – z)
  - Numbers (0 – 9)
  - Special characters allowed (\$, #, \_, @)
- Do not make your business passwords the same as your personal passwords (e.g., social media, electronic banking, streaming services, personal email, etc.).

Management may evaluate passwords at any time to ensure your passwords comply with organization standards.

If you must leave your desktop computers/laptop for any amount of time, lock your devices so that reauthentication is required to gain access again.

## 2.18 Vendor Management

Do not begin use of a new third-party service without approval. This includes any services which support business operations or services which access, store, process, transmit, or dispose of organization or customer data, including cloud services (refer to the Cloud Computing section for additional information).

This process helps the organization ensure each relationship is secure, comply with applicable laws and regulations, and standardize use across the organization.

## 2.19 Vulnerability and Patch Management

Ensure the latest patches are installed on the devices you use to connect to the organization's network (e.g., desktop, laptop, smartphone, etc.). Patches should be automatically configured to install or pushed to your device by the **network administrator**. In the event they do not install and/or your device provides notifications about missing patches, contact your supervisor.

## 2.20 Wireless Network Access

Do not connect wireless access devices, such as wireless access points or routers, to the organization's network without approval by Development Director. Disable wireless functionality on organization systems (including laptop computers) unless specifically authorized by Development Director.

### 3 Employee Consent and Acknowledgement Form

**Employee's Printed Name:** \_\_\_\_\_

By signing this document, I affirm I have received, read, understood, and agree to comply with this Acceptable Use Policy. I understand failure to abide by any of the provisions of this policy may result in disciplinary action, up to and including termination.

I recognize the organization reserves the right to monitor use of technology resources for any reason at any time. My signature on this document means I consent to this monitoring.

I understand should I become aware of any misuse of organization systems or data, I am obligated to inform my supervisor or a member of organization management immediately.

I will not hold the organization responsible for potentially offensive material which may be delivered via Counties Providing Technology's technology resources.

**Acknowledged and agreed to by:**

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date



**2251 TOTAL GROSS REVENUE**  
**\$2,624,124.00**

**MINNESOTA**

	Monthly fees: 3% increase effective 2024														Monthly fees: no increase							Quarterly fees		
	Taxes	Taxes Web Access	CAMA	CAMA Mobile	Planning & Zoning	Human Resources	Payroll	Payroll Web Access	IFS Financial	Cash Register	Highway Costing	Capital Assets	Treasurers Financial	Hosting	Sewer	Land Tract	Vital Statistic	Nightingale Interface	Rural Water	Co. Collection	Social Welfare		IFS	iSeries Hosting
Becker																					246			246
Big Stone	3,774		312			363	282	168	239		666	121		773										6,698
Chippewa											666													666
Cottonwood	3,774	120	365						239		666	121		1,288										6,573
Douglas	3,774	320	365		121				239		666	121		1,288						246				7,140
Fairbault	3,774																							3,774
Grant	3,774	320	312	121		363	282	168	239		666	121		773						246				7,385
Hubbard																				246	246			492
Kandiyohi	3,774	320	365	121	121	363	282	168	239			121	121											5,995
Lake of the Woods	3,774	120	312	121																				4,327
Lac qui Parle						363	282	168			666													1,479
Lincoln	3,774	120	312				282		239		666	121	121	773										6,408
Lyon	3,774	270				363	282	168	239		666	121												5,883
Mahnomen	3,774	120	312			363	282	168	239		666	121		773										6,818
Marshall	3,774	120	365			363	282	168	239			121												5,432
Meeker	3,774	270	365		121	363	282	168	239			121	121	1,288		110								7,222
Millie Lacs	3,774	270	365		121	363	282	168	239		666	121		773		110								7,252
Murray	3,774	270	312			363	282	168	239		666	121		773	164									7,132
Nobles	3,774	220	121						239			121												4,475
Norman	3,774	220	312		121	363	282	168	239		666	121	121	773						246	246			7,652
Otter Tail																				246				246
Pipestone	3,774	220				363	282	168	239			121								246				5,167
Polk																				246				246
Pope	3,774	320	365	121					239		666	121		1,288						246				7,140
Red Lake	3,774		121											773										4,668
Redwood	3,774	120	365						239			121												4,619
Renville	3,774	220	365						239		666	121		1,288			74							6,747
Rock	3,774	270	312	121		363	282	168	239		666	121		773				258						7,347
Sibley	3,774	270	121																					4,165
Steele	3,774	220	121		121				239															4,475
Stevens	3,774	220	312			363	282	168	239		666	121		773					246	246				7,410
Swift	3,774	270	365	121		363	282	168	239		666	121	121	773			107							7,370
Todd	3,774	320	365			363	282	168	239		666	121	121						246	246				6,911
Traverse	3,774	220	312			363	282	168	239		666	121		773										6,918
Wadena	3,774	120	365						239			121												4,619
Wilkin	3,774	320	365	121		363	282	168	239		666	121		1,288							246			7,953
Yellow Medicine	3,774	270	365			363	282	168	239		666	121		773										7,021
																								0
Countryside PH							282		239					464										985
Horizon PH						363	282	168	239					464				74						1,590
Region IV MH							282																	282
SW Health						363	282	168	239									74			246			1,372
Western Prairie																				246			717	1392
<b>TOTAL</b>	<b>116,994</b>	<b>6,460</b>	<b>8,714</b>	<b>847</b>	<b>726</b>	<b>7,623</b>	<b>6,768</b>	<b>3,528</b>	<b>7,170</b>	<b>0</b>	<b>13,986</b>	<b>3,146</b>	<b>726</b>	<b>18,705</b>	<b>164</b>	<b>220</b>	<b>107</b>	<b>222</b>	<b>258</b>	<b>2,952</b>	<b>1,230</b>	<b>717</b>	<b>1,392</b>	
<b>ANNUAL TOTAL</b>	<b>1,403,928</b>	<b>77,520</b>	<b>104,568</b>	<b>10,164</b>	<b>8,712</b>	<b>91,476</b>	<b>81,216</b>	<b>42,336</b>	<b>86,040</b>	<b>0</b>	<b>167,832</b>	<b>37,752</b>	<b>8,712</b>	<b>224,460</b>	<b>1,968</b>	<b>2,640</b>	<b>1,284</b>	<b>2,664</b>	<b>3,096</b>	<b>11,808</b>	<b>4,920</b>	<b>2,868</b>	<b>5,568</b>	

Billed Monthly

**NORTH DAKOTA**

	Taxes	Taxes Web Access	CAMA	Land Calc.	Recorder Land Trac	Oil & Gas	Human Resources	Payroll	Payroll Web Access	IFS Financial	Highway Costing	Capital Assets	Monthly Hosting
Barnes	1,906	120						242	180	242			
Dunn	1,082	170		113						242	567		
La Moure	1,082	120		113				242		242			775
McKenzie	1,906	170		113	340			242	180	242		124	
Mountrail	1,906	170						242				124	1,288
Pembina	1,082	120		113				242		242		124	775
Ransom	1,082	120	155	113				242	180	242		124	775
<b>TOTAL</b>	<b>10,046</b>	<b>990</b>	<b>155</b>	<b>565</b>	<b>340</b>	<b>0</b>	<b>0</b>	<b>1,452</b>	<b>540</b>	<b>1,452</b>	<b>567</b>	<b>496</b>	<b>3,613</b>
<b>ANNUAL TOTAL</b>	<b>120,552</b>	<b>11,880</b>	<b>1,860</b>	<b>6,780</b>	<b>4,080</b>	<b>0</b>	<b>0</b>	<b>17,424</b>	<b>6,480</b>	<b>17,424</b>	<b>6,804</b>	<b>5,952</b>	<b>43,356</b>

Dropped Oil and Gas

<u>Account Number</u>	<u>2024 Proposed Budget</u>	<u>2023 Budget</u>	<u>2022 Actual</u>	<u>2022 Budget</u>	<u>2021 Actual</u>	<u>2021 Budget</u>
3 DEPT						
----- REVENUES -----						
66- 003- 000- 0000- 5501 Charges For Services	(2,156,088)	(2,137,740)	(2,069,318)	(2,008,050)	(2,038,276)	(1,973,000)
66- 003- 000- 0000- 5502 Hosting Fees - MN	(224,460)	(217,800)	(198,825)	(200,000)	(183,800)	(193,800)
66- 003- 000- 0000- 5508 Tax Re- Write			-	-	(50,000)	-
66- 003- 000- 0000- 5512 Charges For Services - ND	(171,420)	(203,040)	(235,061)	(242,000)	(196,553)	(192,000)
66- 003- 000- 0000- 5513 Hosting Fees - ND	(27,900)	(42,000)	(46,310)	(42,000)	(24,000)	(24,000)
66- 003- 000- 0000- 5701 Investment/Interest Earnings	(40,000)	(800)	(5,484)	-	(201)	-
66- 003- 000- 0000- 5802 Misc. Revenue	(140,000)	(120,000)	(182,327)	(120,000)	(163,005)	(120,000)
66- 003- 000- 0000- 5980 Capital Contribution			(170,000)			
66- 003- 000- 0000- 5992 Dental/Disability Insurance	(165,000)	(155,000)	(136,045)	(100,000)	(129,671)	(100,000)
----- EXPENSES -----						
66- 003- 000- 0000- 6101 Regular Salaries	1,647,310	1,459,107	1,277,557	1,400,000	1,257,942	1,264,000
66- 003- 000- 0000- 6102 Part Time Wages			-	-	-	-
66- 003- 000- 0000- 6106 Per Diem	28,800	38,800	7,920	10,000	6,120	9,600
66- 003- 000- 0000- 6110 CPT Contribution	216,600	194,400	157,795	160,000	137,556	140,400
66- 003- 000- 0000- 6151 Employer Health Insurance			-	-	-	-
66- 003- 000- 0000- 6160 Employer PERA	120,349	109,433	91,962	102,000	92,946	94,800
66- 003- 000- 0000- 6170 Employer FICA	101,012	90,465	75,970	86,800	74,892	78,368
66- 003- 000- 0000- 6180 Employer Medicare	23,886	21,157	17,767	20,300	17,515	18,328
66- 003- 000- 0000- 6190 Workman's Comp Insurance	2,000	2,000	826	2,000	-	-
66- 003- 000- 0000- 6191 Unemployment			-	-	-	-
66- 003- 000- 0000- 6210 Telephone	26,000	26,000	20,000	25,000	24,018	24,000
66- 003- 000- 0000- 6215 Postage	1,000	1,000	673	1,000	807	1,000
66- 003- 000- 0000- 6244 Printing/Publishing & Advertising	5,000	5,000	12,241	5,000	1,524	7,000
66- 003- 000- 0000- 6245 Dues, Subscriptions and Books	4,000	4,000	501	5,000	1,051	5,000
66- 003- 000- 0000- 6251 Utilities	24,000	24,000	11,969	13,000	10,494	13,000
66- 003- 000- 0000- 6261 Professional Fees for Services	165,000	162,100	129,792	120,000	96,304	120,000
66- 003- 000- 0000- 6271 Professional Cleaning	10,600	10,600	6,120	6,000	6,280	6,000
66- 003- 000- 0000- 6289 Consulting Services			-	-	-	-
66- 003- 000- 0000- 6331 Training/Registration	17,000	17,000	7,060	7,000	3,367	7,000
66- 003- 000- 0000- 6337 Lodging/Meals	8,000	8,000	3,501	6,000	5,796	5,000
66- 003- 000- 0000- 6338 Mileage	28,000	34,500	738	2,000	670	2,000
66- 003- 000- 0000- 6340 Office Space Rent	-	-	24,000	24,000	24,000	24,000
66- 003- 000- 0000- 6401 Office Supplies	7,000	7,000	3,696	10,000	6,070	10,000
66- 003- 000- 0000- 6402 Software/Licenses	120,000	110,000	85,856	100,000	92,922	100,000
66- 003- 000- 0000- 6481 Small Equipment - Furniture	30,000	30,000	36,780	30,000	5,631	30,000
66- 003- 000- 0000- 6482 Electronics	8,000	10,000	5,092	20,000	7,665	20,000
66- 003- 000- 0000- 6605 Building Acquisition	-	260,000				
66- 003- 000- 0000- 6606 Building Improvements/Repairs	40,000	50,000				
Server Replacement Fund						
Roof Replacement Fund						
66- 003- 000- 0000- 6609 Large Equipment - Server Replacement	180,000					
66- 003- 000- 0000- 6815 Misc Expense	600	400	339	-	73	-
66- 003- 000- 0000- 6817 Refunds of Capital Contribution			-	-	575,000	-
66- 003- 000- 0000- 6871 Insurance	190,000	180,000	163,556	132,000	136,173	125,000
Revenues	(2,924,868)	(2,876,380)	(3,043,369)	(2,712,050)	(2,785,506)	(2,602,800)
Expenses	3,004,157	2,854,962	2,141,712	2,287,100	2,584,816	2,104,496
Net	79,289	(21,418)	(901,657)	(424,950)	(200,690)	(498,304)