
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

**Monday, April 22, 2024
Old No. 1 Southside, Morris
10:00 a.m.**

AGENDA

10:00 am Convene

- Pledge
- Roll Call
- Additions to Agenda
- Approve Agenda
- Approve Minutes of 3-25-2024 Executive Board Meeting

10:10 am Financial Reporting – Mike Koehler

- Review of Revenue and Expenditures
- March 2024 Financials for Approval
- Warrants for Review and Approval
- Monthly Deposit Report
- Investments
 - March/April renewal

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

- Fiscal Host
- Building committee
- Review of By-laws

10:40 am Personnel Update/Personnel Committee

- Update of comp time verbiage in CPT Personnel Policy

10:50 am Software Committee Update – Gwen Gillespie

11:05 am Other Business –

11:10 am Upcoming Meetings

- Executive Committee May 13, 2024 at 9:00 am at CPT Office and via Zoom
- JPB Meeting, May 20, 2024 at 10:0 am; Old No. 1 Southside, Morris

Zoom Attendance

Note: *If interactive technology under section 13D.02 is used, each location must also be open and accessible to the public. Up to three times a year, a member of a public body may participate by interactive technology from a location that is not open and accessible to the public if the member is serving in the military and is at a required drill, deployed, or on active duty or the member has been advised by a health care professional against being in a public place for personal or family medical reasons during a health pandemic or other emergency.*

11:15 am Adjourn

Commissioner Virtual Attendance Locations:

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

The regular meeting of the Counties Providing Technology (CPT) Joint Powers Board (JPB) was called to order at 10:00 a.m., Monday, March 25, 2024, by Chair Johnson. In attendance from member counties were:

Big Stone: Commissioner Klages (virtual attendance, voting)
Cottonwood: Commissioner Holmen (virtual attendance, voting)
Douglas: Commissioner Meyer (virtual attendance, voting)
Grant: Commissioner Troy Johnson
Kandiyohi: Commissioner Imdieke (virtual attendance, voting)
Lincoln: Absent
Lyon: Commissioner Andries (virtual attendance, voting)
Mahnomens: Commissioner Ahmann (virtual attendance, voting)
Marshall: Commissioner Miller (virtual attendance, voting)
Meeker: Commissioner Paul Johnson
Nobles: Commissioner Metz (virtual attendance, voting)
Norman: Absent
Pipestone: Commissioner Hollingsworth (virtual attendance, voting)
Pope: Commissioner Lindor (virtual attendance, voting)
Redwood: Commissioner Wakefield (virtual attendance, voting)
Renville: Commissioner Kramer (virtual attendance, voting)
Steele: Absent
Stevens: Commissioner Kopitzke
Swift: Commissioner Pederson (virtual attendance, voting)
Todd: Commissioner Neumann (virtual attendance, voting)
Traverse: Commissioner Olson (virtual attendance, voting)
Wadena: Commissioner Weyer (virtual attendance, voting)
Wilkin: Commissioner Larson (virtual attendance, voting)
Yellow Medicine: Commissioner Antony (virtual attendance, voting)

Others present: Mike Koehler, Gwen Gillespie, Preston Miller and Erica Swenson.

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

Commissioner Meyer moved to approve minutes of the February 26, 2024 Executive Board meeting, seconded by Commissioner Holmen. A roll call was taken and all members voted aye, motion carried.

Mike Koehler presented the Financial Reports and warrant registers for review. Commissioner Metz moved to approve the Final December 2023 financial reports, the February 2024 financial reports and warrants from February 22, 2024 through March 7, 2024, seconded by Commissioner Imdieke. A roll call was taken and all members voted aye, motion carried.

Mike has been directed by the Executive Committee to renew the investment maturing in March for a short term.

Commissioner Kramer moved to rescind the motion from 1-22-2024 that set the purchase authorization for the Executive Committee at \$15,000, seconded by Commissioner Kopitzke. A roll call was taken and all members voted aye, motion carried.

Commissioner Kopitzke moved to set the purchase authorization for the Executive Committee at \$20,000, seconded by Commissioner Klages. A roll call was taken and all members voted aye, motion carried.

Chair Johnson called for volunteers to the Investment Committee. Commissioners Holmen, Kramer and Meyer have agreed to be members of the Investment Committee.

Mike Koehler and Chair Johnson provided an update from the Executive Committee. Discussions have happened with CPT's Fiscal Host – Stevens County. They would like to end the majority of their services effective June 1. It was the consensus of the board members to proceed with bringing financial operations in-house with a big thank you to Stevens County for being CPT's fiscal host since inception.

CPT has been approached by a non-owning County for a bid for hosting services. Commissioner Kopitzke moved giving CPT staff direction to proceed with preparing a bid for hosting services, seconded by Commissioner Larson. A roll call was taken and all members voted aye, motion carried.

Chair Johnson called for a volunteer to fill the vacancy on the Strategic Planning Committee. Commissioner Klages will fill that position.

Chair Johnson asked if current members of the Building Committee would be willing to continue in this capacity. Commissioners T. Johnson, Kopitzke and Meyer will continue as members of the Building Committee.

Chair Johnson has established a By-Law committee and called for an additional volunteer. Commissioners Kramer and Antony have already agreed to this role. Commissioner Weyer will also be a member of the committee.

Commissioner Lindor presented the Personnel Committee update. Commissioner Lindor moved to approve moving Executive Director Mike Koehler from a probationary status to a permanent status; moving Technical Support/HR Director Erica Swenson from a probationary status to a permanent status; accept the hiring of Shannon Asmus as Technical Support Specialist at Grade 5, Step 8, with 5 years of service and a vacation bank of one week; rehire of Elizabeth Heinze as Technical Support Specialist at her previous employment status; seconded by Commissioner Ahmann. A roll call was taken and all members voted aye, motion carried.

Gwen Gillespie presented the Software Committee updates.

With the need for By-Law changes, the next meeting of the full JPB is scheduled for April 22, 2024 at 10 a.m. at the Old #1 Southside. The May meeting, also a full JPB will be held May 20, 2024 at 10 a.m. at the Old #1 Southside.

Hearing no further business, Chair Paul Johnson called for adjournment at 11:02 a.m.

Chair – Paul Johnson

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2024

66 FUND

Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	Percent of Year <u>Budget</u>	25% <u>% of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	521,405.00-	521,405.00-	2,119,752.00-	25
66-003-000-0000-5502	Hosting Fees - MN	56,218.00-	56,218.00-	246,096.00-	23
66-003-000-0000-5512	Charges For Services - ND	55,125.00-	55,125.00-	205,296.00-	27
66-003-000-0000-5513	Hosting Fees - ND	12,367.00-	12,367.00-	43,356.00-	29
66-003-000-0000-5701	Investment/Interest Earnings	22,097.14-	22,097.14-	50,000.00-	44
66-003-000-0000-5702	Unrealized Gain/Loss Investments	1,092.53	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	11,350.00-	11,350.00-	120,000.00-	9
66-003-000-0000-5992	Dental/Disability Insurance	31,209.83-	31,209.83-	165,000.00-	19
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	335,485.81	335,485.81	1,525,218.00	22
66-003-000-0000-6102	Part Time Wages	933.37	933.37	0.00	0
66-003-000-0000-6106	Per Diem	3,200.00	3,200.00	28,800.00	11
66-003-000-0000-6110	CPT Contribution	47,025.00	47,025.00	205,200.00	23
66-003-000-0000-6160	Employer PERA	23,500.86	23,500.86	114,391.00	21
66-003-000-0000-6170	Employer FICA	19,975.77	19,975.77	94,564.00	21
66-003-000-0000-6180	Employer Medicare	4,671.66	4,671.66	22,116.00	21
66-003-000-0000-6190	Workman's Comp Insurance	283.00	283.00	2,000.00	14
66-003-000-0000-6210	Telephone	6,000.00	6,000.00	26,000.00	23
66-003-000-0000-6215	Postage	191.09	191.09	1,000.00	19
66-003-000-0000-6244	Printing/Publishing & Advertising	2,113.00	2,113.00	5,000.00	42
66-003-000-0000-6245	Dues, Subscriptions and Books	188.18	188.18	4,000.00	5
66-003-000-0000-6251	Utilities	3,506.15	3,506.15	24,000.00	15
66-003-000-0000-6261	Professional Fees for Services	57,029.30	57,029.30	180,000.00	32
66-003-000-0000-6271	Professional Cleaning	1,840.00	1,840.00	10,600.00	17
66-003-000-0000-6331	Training/Registration	3,784.15	3,784.15	17,000.00	22
66-003-000-0000-6337	Lodging/Meals	4,110.63	4,110.63	8,000.00	51
66-003-000-0000-6338	Mileage	2,604.96	2,604.96	28,000.00	9
66-003-000-0000-6401	Office Supplies	2,151.05	2,151.05	7,000.00	31
66-003-000-0000-6402	Software/Licenses	42,312.70	42,312.70	95,000.00	45
66-003-000-0000-6481	Small Equipment	1,722.12	1,722.12	20,000.00	9
66-003-000-0000-6482	Electronic Supplies	0.00	0.00	6,000.00	0
66-003-000-0000-6606	Building Improvements	90.00	90.00	53,000.00	0
66-003-000-0000-6609	Large Equipment - Furniture	0.00	0.00	230,000.00	0
66-003-000-0000-6815	Misc Expense	141.00	141.00	1,000.00	14

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 03/2024

66 FUND

Counties Providing Technology

Report Basis: Cash

<u>Account Number</u>	<u>Status</u>	<u>Quarter To Date</u>	<u>Year To Date</u>	<u>Percent of Year Budget</u>	<u>25% % of BDG</u>
66-003-000-0000-6817	Refunds of Capital Contribution	8,506.02	8,506.02	0.00	0
66-003-000-0000-6871	Insurance	46,011.11	46,011.11	190,000.00	24
3 DEPT	Totals Counties Providing Technology	Revenue 708,679.44-	708,679.44-	2,949,500.00-	24
		Expend. 617,376.93	617,376.93	2,897,889.00	21
		Net 91,302.51-	91,302.51-	51,611.00-	177
66 FUND	Totals Counties Providing Technology	Revenue 708,679.44-	708,679.44-	2,949,500.00-	24
		Expend. 617,376.93	617,376.93	2,897,889.00	21
		Net 91,302.51-	91,302.51-	51,611.00-	177
FINAL TOTALS	35 Accounts	Revenue 708,679.44-	708,679.44-	2,949,500.00-	24
		Expend. 617,376.93	617,376.93	2,897,889.00	21
		Net 91,302.51-	91,302.51-	51,611.00-	177

**** Counties Providing Technology ****



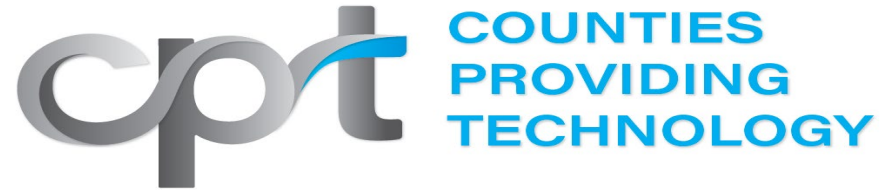
midstate
4/15/24 8:20AM

TREASURER'S CASH TRIAL BALANCE

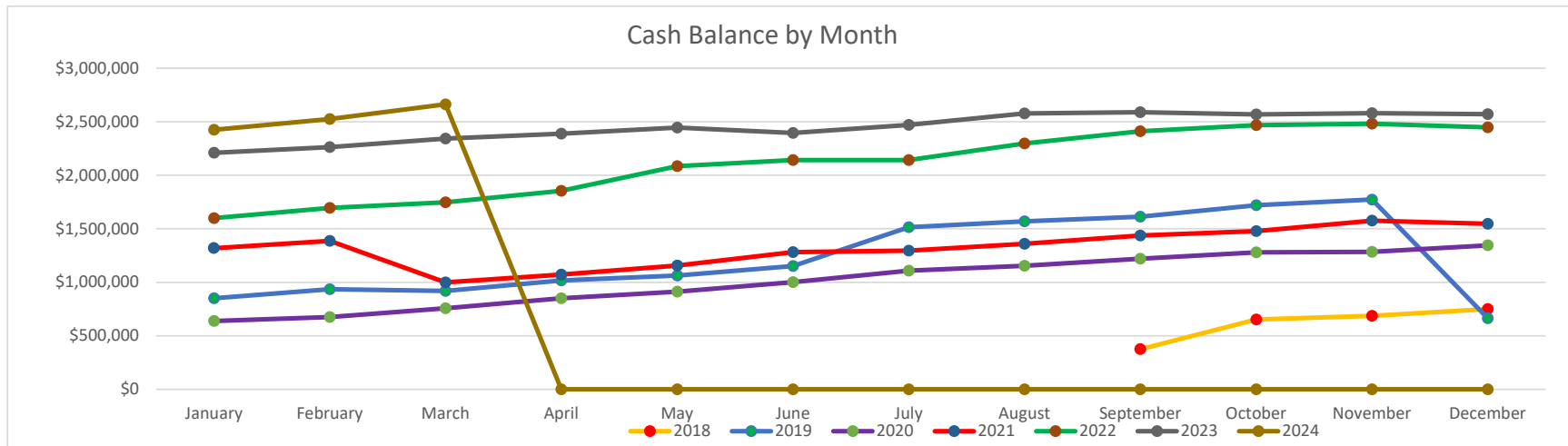
As of 03/2024

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
66 Counties Providing Technology	2,571,749.99			
Receipts		310,634.05	709,771.97	
Disbursements		38,385.68-	185,784.46-	
Payroll		134,083.03-	431,592.47-	
Journal Entries		0.00	1,092.53-	
Fund Total		138,165.34	91,302.51	2,663,052.50
All Funds	2,571,749.99			
Receipts		310,634.05	709,771.97	
Disbursements		38,385.68-	185,784.46-	
Payroll		134,083.03-	431,592.47-	
Journal Entries		0.00	1,092.53-	
Total		138,165.34	91,302.51	2,663,052.50

Cash Balance by Month



	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,025,000	\$374,057	\$677,739	\$718,504	\$774,027
2019	\$851,184	\$934,474	\$918,351	\$1,016,080	\$1,062,916	\$1,151,725	\$1,515,305	\$1,569,522	\$1,613,211	\$1,720,464	\$1,773,396	\$663,830
2020	\$638,056	\$675,823	\$756,804	\$849,950	\$912,844	\$1,000,367	\$1,107,435	\$1,154,585	\$1,220,272	\$1,280,377	\$1,283,826	\$1,344,687
2021	\$1,318,549	\$1,387,126	\$998,896	\$1,071,476	\$1,155,464	\$1,281,522	\$1,295,276	\$1,359,485	\$1,437,156	\$1,477,794	\$1,575,415	\$1,545,377
2022	\$1,599,495	\$1,694,391	\$1,747,236	\$1,853,557	\$2,083,791	\$2,142,709	\$2,141,455	\$2,297,151	\$2,412,030	\$2,467,037	\$2,481,305	\$2,447,034
2023	\$2,209,404	\$2,262,540	\$2,343,182	\$2,388,733	\$2,444,289	\$2,395,367	\$2,469,834	\$2,578,157	\$2,588,856	\$2,568,565	\$2,579,790	\$2,571,150
2024	\$2,425,310	\$2,524,887	\$2,663,053									



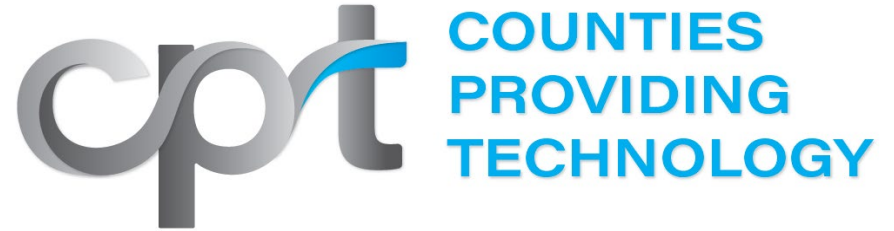
Capital contributions were received in August 2018 for \$4,025,000 from the 23 counties in CPT; \$175,000 from each county.

Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

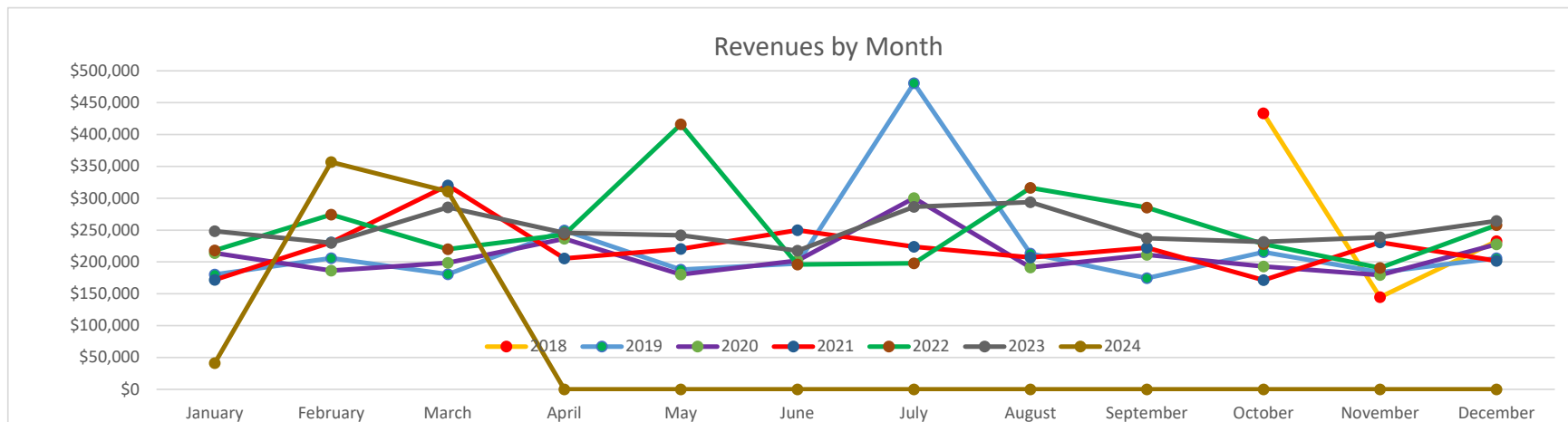
Return of capital contributions were paid in December 2019 totaling \$1,150,000 to the 23 owning counties (\$50,000 to each county) and were paid in March 2021 totaling \$575,000 (\$25,000 to each county).

Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.

Revenues by Month



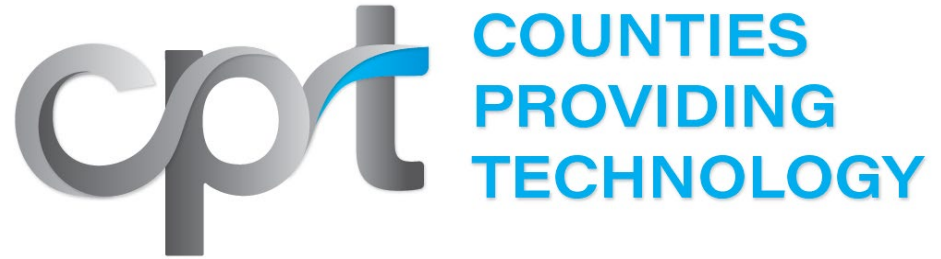
	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$198,543	\$236,352	\$180,238	\$201,993	\$300,289	\$191,366	\$211,176	\$192,820	\$179,376	\$227,605
2021	\$172,059	\$230,798	\$320,153	\$205,380	\$220,382	\$249,773	\$223,930	\$207,136	\$222,391	\$171,471	\$230,671	\$201,692
2022	\$218,144	\$274,338	\$220,117	\$243,000	\$415,890	\$195,980	\$197,754	\$316,463	\$285,332	\$227,919	\$190,688	\$257,744
2023	\$248,401	\$229,978	\$285,653	\$245,596	\$241,849	\$217,582	\$286,393	\$293,875	\$237,134	\$231,503	\$238,688	\$264,502
2024	\$41,301	\$356,744										



Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000 for the tax system re-write - - final project receipts
 March 2021 revenue includes \$50,000 for the tax system re-write and \$26,640 for conversion and installation costs from Sibley County
 May 2022 revenue includes \$170,000 contribution from Pope County for purchase into the Counties Providing Technology JPA

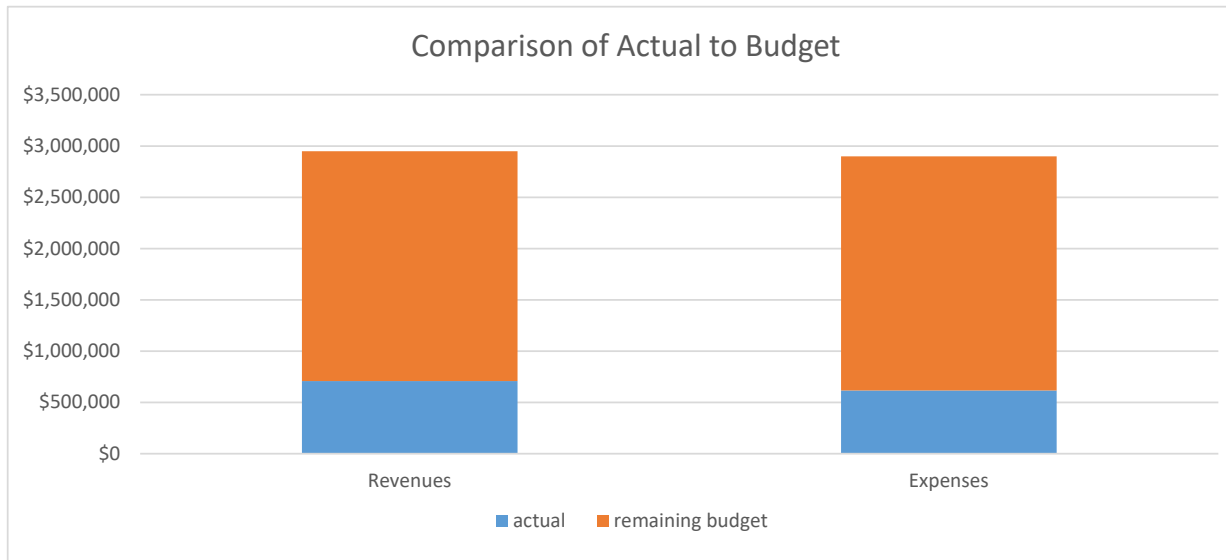
Budget to Actual Comparison

Through March 2024



Percent of year completed **25%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$708,679	24%	Revenues	\$2,949,500
Expenses	\$617,377	21%	Expenses	\$2,897,889
Return of capital	\$0	0%	Return of capital	\$0



**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/22/2024
Pay Date 03/22/2024

<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	175.41	SERVICE 02/09-03/08/2024			66-003-000-0000-6251	10942506-6	N
30		154.21	SERVICE 02/09-03/08/2024			66-003-000-0000-6251	11831812-0	N
	Warrant # 2629	Total...						329.62
151	City of Morris	92.26	WATER/SEWER SERVICE			66-003-000-0000-6251	02-22900610-02-0	N
	Warrant # 2630	Total...						92.26
33	CPS Technology Solutions	2,180.00	HOSTING FEE - APRIL			66-003-000-0000-6261	384773	N
	Warrant # 2631	Total...						2,180.00
201	Culligan Ultrapure, Inc.	107.28	WATER			66-003-000-0000-6401	17708139-02292024	N
	Warrant # 2632	Total...						107.28
206	Ever Green Lawn & Land Care LLC	45.00	SNOW REMOVAL			66-003-000-0000-6261	8799	N
	Warrant # 2633	Total...						45.00
207	Lac qui Parle County	102.00	REIMBURSE FOR JAN-MAR 2024			66-003-000-0000-6815		N
	Warrant # 2634	Total...						102.00
155	Lakes Country Service Coop Ins Pool	8,506.02	HEALTH INS - APRIL			66-003-000-0000-6817		N
	Warrant # 2635	Total...						8,506.02
153	Lakes Country Service Cooperative	154.00	2024 MEMBERSHIP			66-003-000-0000-6245	99179	N
	Warrant # 2636	Total...						154.00
134	Marco Technologies, LLC	47.50	SHRED SERVICE			66-003-000-0000-6251	INV12274074	N
	Warrant # 2637	Total...						47.50
29	Otter Tail Power Company	525.61	SERVICE 02/01-02/27/24			66-003-000-0000-6251	4093126	N
29		56.21	SERVICE 02/01-02/27/24			66-003-000-0000-6251	20076543	N
	Warrant # 2638	Total...						581.82
9	Swanson/Craig	600.00	OFFICE CLEANING - MARCH			66-003-000-0000-6271		N
	Warrant # 2639	Total...						600.00
13	Swenson/Erica	44.79	MEAL REIMBURSEMENT			66-003-000-0000-6337		N
13		76.38	MILEAGE - WILKIN COUNTY			66-003-000-0000-6338		N

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 03/22/2024
Pay Date 03/22/2024

<u>Vendor #</u>	<u>Vendor Name</u>		<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
		<u>OBO#</u>	<u>On-Behalf-of-Name</u>			<u>From Date</u>	<u>To Date</u>
13	Swenson/Erica		193.48	COMPUTER MONITOR	66-003-000-0000-6481		N
	Warrant #	2640	Total...	314.65			
81	The Hartford		283.00	WORKMANS COMP	66-003-000-0000-6190	15549976	N
	Warrant #	2641	Total...	283.00			
59	US Bank		13.24	POSTAGE	66-003-000-0000-6215		N
59			17.09	MONTHLY ZOOM	66-003-000-0000-6245		N
59			32.05	SIMPLISAFE	66-003-000-0000-6261		N
59			97.17	1095 FILING	66-003-000-0000-6261		N
59			504.81	CONFERENCE SUPPLIES	66-003-000-0000-6331		N
59			100.00	AMAZON CARDS	66-003-000-0000-6331		N
59			47.24	MEAL	66-003-000-0000-6337		N
59			55.99	SUPPLIES	66-003-000-0000-6401		N
59			62.80	MARKERS & SUPPLIES	66-003-000-0000-6401		N
59			39.99	CORK BOARD	66-003-000-0000-6401		N
59			275.00	TONER	66-003-000-0000-6401		N
59			26.58	BINDERS	66-003-000-0000-6401		N
59			62.24	SUPPLIES	66-003-000-0000-6401		N
59			21.50	ZOHO	66-003-000-0000-6402		N
59			845.70	ATLASSIAN	66-003-000-0000-6402		N
59			996.08	DESK	66-003-000-0000-6481		N
59			77.22	KEYBOARD & MOUSE	66-003-000-0000-6481		N
59			184.99	CHAIRS	66-003-000-0000-6481		N
	Warrant #	2642	Total...	3,459.69			
	Warrant Form	WF91	Total...	16,802.84	35 Transactions		
		Final Total...	16,802.84	35 Transactions			

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.

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



Warrant Form **WF91**
Auditor's Warrants

WARRANT REGISTER
Auditor Warrants

Approved 04/04/2024
Pay Date 04/04/2024

<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO # Tx</u>
				<u>On-Behalf-of-Name</u>		<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	200.00			66-003-000-0000-6106		N
	Warrant # 2643	Total...	200.00				
176	Andries/Thomas D.	100.00			66-003-000-0000-6106		N
	Warrant # 2644	Total...	100.00				
181	Antony/Ronald J.	100.00			66-003-000-0000-6106		N
	Warrant # 2645	Total...	100.00				
147	DACOTAH PAPER CO	89.40			66-003-000-0000-6401		N
	Warrant # 2646	Total...	89.40				
192	Engebretson & Sons Disposal	45.56			66-003-000-0000-6251		N
	Warrant # 2647	Total...	45.56				
37	Hartford/The	178.58	insurance		66-003-000-0000-6871		N
	Warrant # 2648	Total...	178.58				
161	Hollingsworth/Christopher	300.00			66-003-000-0000-6106		N
	Warrant # 2649	Total...	300.00				
165	Holmen/Norman	100.00			66-003-000-0000-6106		N
165		100.00			66-003-000-0000-6106		N
	Warrant # 2650	Total...	200.00				
159	Johnson/Paul M.	541.20	per diem & meals		66-003-000-0000-6106		N
	Warrant # 2651	Total...	541.20				
166	Johnson/Troy	132.16			66-003-000-0000-6106		N
	Warrant # 2652	Total...	132.16				
124	Kopitzke/Bob	100.00			66-003-000-0000-6106		N
	Warrant # 2653	Total...	100.00				
188	Kroona/Jay M	2,025.00	contract work		66-003-000-0000-6261		N
	Warrant # 2654	Total...	2,025.00				
116	Life Insurance Company of N.America	56.39	insurances		66-003-000-0000-6871		N

CPTLORI
04/04/2024

11:13AM
Warrant Form **WF91**
Auditor's Warrants

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

WARRANT REGISTER
Auditor Warrants

Approved 04/04/2024
Pay Date 04/04/2024



<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>From Date</u>	<u>PO # Tx</u> <u>To Date</u>
116	Life Insurance Company of N.America	54.56	critical ill ins			66-003-000-0000-6871		N
116		56.70	accident ins			66-003-000-0000-6871		N
	Warrant #	2655	Total...					
		167.65						
54	Lincoln National Life Insurance Co/The	311.90	life ins			66-003-000-0000-6871		N
54		244.80	std			66-003-000-0000-6871		N
	Warrant #	2656	Total...					
		556.70						
43	Morris Electronics	2,030.00				66-003-000-0000-6261		N
	Warrant #	2657	Total...					
		2,030.00						
28	Old No 1 Bar & Grill	125.00				66-003-000-0000-6337		N
	Warrant #	2658	Total...					
		125.00						
170	Pederson/Edward	100.00				66-003-000-0000-6106		N
	Warrant #	2659	Total...					
		100.00						
101	Ratwik, Roszak & Maloney, P.A.	528.00				66-003-000-0000-6261		N
	Warrant #	2660	Total...					
		528.00						
55	Sun Life Financial	26.00	AD& D ins			66-003-000-0000-6871		N
	Warrant #	2661	Total...					
		26.00						
148	Terrace, LLC	100.00				66-003-000-0000-6261		N
	Warrant #	2662	Total...					
		100.00						
16	Vanderweyst/Valerie	15,252.00	contract work			66-003-000-0000-6261		N
	Warrant #	2663	Total...					
		15,252.00						
184	Wakefield/Ricky N	100.00				66-003-000-0000-6106		N
	Warrant #	2664	Total...					
		100.00						
	Warrant Form	WF91	Total...					
			22,997.25			26 Transactions		
	Final Total...		22,997.25			26 Transactions		

To Personnel Committee:

We discovered a minor item that was missed in the 2024 Personnel Policy.

We would like to make a small modification in regards to comp time. In 2023, comp was required to be used prior to sick or vacation which made sense as comp was not paid out upon termination. However, this changed in 2024 and comp is now paid out upon termination.

As such, we would like to remove 'or sick time' from the policy and just require comp to be used before vacation. See narrative below...

5.G. Overtime/Compensatory Time

Non-Exempt and Overtime-Eligible Employees

All overtime-eligible employees will be compensated at the rate of time and one-half for all hours worked in excess of 40 hours in one workweek. The workweek begins at 12:00 a.m. (midnight) on Sunday and runs until the following Saturday at 11:59 p.m. Vacation, sick leave, compensatory time, and paid holidays do not count toward "hours worked." Overtime compensation for hours worked in excess of 40 hours in a workweek shall take the form of payment at time and one-half the employee's base rate.

The Executive Director must approve overtime hours in advance. An employee who works overtime without prior approval may be subject to disciplinary action.

All employees may be required to work overtime as requested by the Executive Director. CPT will make reasonable efforts to balance the personal needs of their employees when assigning overtime work.

Exempt Employees

All exempt employees, as determined by the Federal Fair Labor Standards Act (FLSA), shall be entitled to compensatory time at straight time for all hours worked over their designated hours in a pay period. The workweek begins at midnight on Sunday and runs until the following Saturday night at 11:59 p.m. Vacation, sick leave, and compensatory time do not count toward "hours worked." The Executive Director or designee may approve accrual of compensatory time for emergency or necessary work performed beyond their designated hours. The total available balance shall not exceed 40 hours. Excess compensatory time is paid out at the employee's discretion with approval from the Department Head. Compensatory time is subject to Executive Director or designee approval.

Employees may request and use compensatory time off in the same manner as other leave requests. Employees shall use compensatory time before using vacation **or sick time** when taking time-off from work.

CPT will not make deductions from pay due to exempt employees being absent for jury duty or attendance as a witness but will require the employee to pay back to CPT any amounts received by the employee as jury fees or witness fees.

Respectfully,
Erica Swenson



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	April 22, 2024		
Agenda Item:	Personnel Policy		
Submitted By:	Personnel committee	Department:	
Presenter:	Personnel Committee	Estimate of Time Needed:	
Issue Summary:			
<p>In 2023, comp was required to be used prior to sick or vacation which made sense as comp was not paid out upon termination. However, this changed in 2024 and comp is now paid out upon termination.</p> <p>As such, we would like to remove 'or sick time' from the policy and just require comp to be used before vacation.</p>			
Financial Impact:			
<p>Yes or No? N/A</p> <p>Was this budgeted for 2024?</p>			
Recommended Action/Motion:			
Approve as requested			