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**EXECUTIVE COMMITTEE  
COUNTIES PROVIDING TECHNOLOGY**

**Monday, October 28, 2024**

**Meeker County Government Center, 114 N Holcombe Ave, Litchfield, MN**

**9:00 a.m.**

**AGENDA**

- 9:00 am Convene
  - Roll Call
  - Additions to Agenda
  - Approve Agenda
  - Approve JPB Minutes of 9-23-2024 Meeting
  
- 9:10 am Financial Reporting – Mike Koehler
  - Review of Revenue and Expenditures
  - September 2024 Financials for Approval
  - Warrants for Review and Approval
  - Monthly Deposit Report
  - Proposed Budget
  
- 9:30 am Executive Update
  
- 9:40 am Personnel Update/Personnel Committee
  - Staff update
  - 2025 Insurances
  - Personnel Policy Changes
  
- 9:50 a.m. Software Update
  
- 10:00 am Other Business
  - Building Committee
  
- 10:05 am Upcoming Meetings:
  - Executive Committee November 18, 2024 at 9:00 am at CPT Office and via Zoom

- 
- JPB November 25, 2024 at 10:00 am; The 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.*

- 10:10 am Adjourn

### **Executive Committee Meeting Location:**

Meeker County courthouse, 325 Sibley Ave N, Litchfield, MN

### **Commissioner Virtual Attendance Locations:**

Commissioner Ahmann, 2320 135<sup>th</sup> Ave, Mahnomon, MN 56557

Commissioner Antony: 2535 230<sup>th</sup> Ave, Canby, MN 56220

Commissioner Hollingsworth: Pipestone County Courthouse, Commissioners Room, 416 Hiawatha Ave. SE, Pipestone, MN 56164

Commissioner Kramer: 42808 County Rd 1, Bird Island, MN 55310

Dennis Larson: 834 7<sup>th</sup> St S Breckenridge, MN 56520

**COUNTIES PROVIDING TECHNOLOGY  
JOINT POWERS BOARD  
Monday, September 23, 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, September 23, 2024, by Chair Johnson. In attendance from member counties were:

Big Stone: Commissioner Klages  
Cottonwood: Commissioner Holmen  
Douglas: Commissioner Meyer  
Grant: Commissioner Troy Johnson  
Kandiyohi: absent  
Lincoln: Commissioner Drietz  
Lyon: Commissioner Andries  
Mahnomen: Commissioner Ahmann  
Marshall: Commissioner Miller  
Meeker: Commissioner Paul Johnson  
Nobles: Commissioner Demuth (virtual attendance-voting)  
Norman: Commissioner Lee  
Pipestone: Commissioner Hollingsworth  
Pope: Commissioner Lindor  
Redwood: absent  
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: Mike Koehler, Erica Swenson, Gwen Gillespie, Ethan Hamer, and Heidi Roiland.

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

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

Mike Koehler presented the August 2024 financials and warrant registers for review. Commissioner Holmen moved to approve the August financials and warrant registers for August 22, 2024 and September 13, 2024, as presented, seconded by Commissioner Drietz. A roll call was taken, all members voted aye, motion carried.

Commissioner Imdieke joined the meeting.

The Budget Committee, comprised of Commissioners Holmen, Kramer and Meyer met today, September 23, 2024 and will have a budget recommendation ready for full board approval at the November meeting of the Board of Commissioners. Chair Johnson expressed a thank you for the committee's work.

Commissioner Kopitzke gave an update from the building committee.

Mike Koehler gave an update on fiscal hosting duties and the additional counties being hosted by CPT.

Commissioner Lindor and Erica Swenson presented the Personnel Committee update from the meeting on September 10, 2024. The committee is recommending a vendor change in ancillary benefits, a \$100 per month increase in the CPT Contribution and a 4% COLA increase.

Commissioner Ahmann moved to approve the changes in employee benefits as presented, seconded by Commissioner Miller. A roll call was taken, all members voted aye, motion carried.

Commissioner Lindor moved to increase the CPT Employee Contribution from \$950 to \$1050, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried.

Commissioner Hollingsworth moved to approve the proposed 4% COLA increase for CPT employees, seconded by Commissioner Drietz. Discussion followed.

Commissioner Kramer moved to amend the original motion to read a 3% COLA increase for the CPT employees, seconded by Commissioner Kopitzke. Discussion followed.

Commissioner Imdieke moved to amend the amended motion to read a 3.5% COLA increase for the CPT employees. Motion failed due to lack of a second.

Commissioner Holmen motioned to call the question ending debate. A roll call was taken, all members voted aye, motion carried.

A roll call vote was taken on the amended motion by Commissioner Kramer. Commissioners Klages, Meyer, Imdieke, Miller, P. Johnson, Kramer, Kopitzke, Neumann, Weyer voting aye, Commissioners Holmen, T. Johnson, Drietz, Andries, Ahmann, Metz, Lee, Hollingsworth, Lindor, Pederson, Olson, Larson, Antony voting nay; amendment to the motion fails.

A roll call vote was taken on the original motion by Commissioner Hollingsworth. Commissioners Holmen, T. Johnson, Drietz, Andries, Ahmann, Metz, Lee, Hollingsworth, Lindor, Pederson, Olson, Larson, Antony voting aye, Commissioners Klages, Meyer, Imdieke, Miller, P. Johnson, Kramer, Kopitzke, Neumann, Weyer voting nay, motion carried.

Gwen Gillespie presented the Software Committee update.

Mike Koehler updated the Board on server quotes. Commissioner Kopitzke moved to approve the quote from CPS for the purchase of a Power 10 system to replace the current Power 8 system, seconded by Commissioner Drietz. A roll call was taken, all members voted aye, motion carried.

Ethan Hamer, CPT Developer, gave a brief overview of Splunk software. Commissioner Kramer moved to enter into a three year contract with Carahsoft for Splunk Enterprise, seconded by Commissioner Klages. A roll call was taken, all members voted aye, motion carried.

The next meeting of the full JPB is scheduled for November 25, 2024 at 10 a.m. at the Old #1 Southside.

Hearing no further business, Chair Paul Johnson called for adjournment at 11:15 a.m.

Respectfully submitted,

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Chair – Paul Johnson

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Clerk – Mike Koehler

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 09/2024

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>75% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	549,505.72-	1,592,189.72-	2,119,752.00-	75
66-003-000-0000-5502	Hosting Fees - MN	56,888.00-	169,066.00-	246,096.00-	69
66-003-000-0000-5512	Charges For Services - ND	46,406.00-	161,799.00-	205,296.00-	79
66-003-000-0000-5513	Hosting Fees - ND	10,048.00-	34,782.00-	43,356.00-	80
66-003-000-0000-5701	Investment/Interest Earnings	14,454.39-	61,293.72-	50,000.00-	123
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	106,860.00-	154,950.00-	120,000.00-	129
66-003-000-0000-5992	Dental/Disability Insurance	30,590.70-	92,170.30-	165,000.00-	56
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	341,735.15	1,070,162.83	1,525,218.00	70
66-003-000-0000-6102	Part Time Wages	0.00	933.37	0.00	0
66-003-000-0000-6106	Per Diem	6,476.64	17,650.00	28,800.00	61
66-003-000-0000-6110	CPT Contribution	51,300.00	148,675.00	205,200.00	72
66-003-000-0000-6160	Employer PERA	24,994.01	77,220.04	114,391.00	68
66-003-000-0000-6170	Employer FICA	21,412.46	66,001.47	94,564.00	70
66-003-000-0000-6180	Employer Medicare	5,007.68	15,435.60	22,116.00	70
66-003-000-0000-6190	Workman's Comp Insurance	0.00	1,573.00	2,000.00	79
66-003-000-0000-6210	Telephone	2,030.00	12,090.00	26,000.00	47
66-003-000-0000-6215	Postage	0.00	462.29	1,000.00	46
66-003-000-0000-6244	Printing/Publishing & Advertising	256.49	2,369.49	5,000.00	47
66-003-000-0000-6245	Dues, Subscriptions and Books	110.45	458.59	4,000.00	11
66-003-000-0000-6251	Utilities	2,972.67	9,112.46	24,000.00	38
66-003-000-0000-6261	Professional Fees for Services	43,460.88	179,367.24	180,000.00	100
66-003-000-0000-6271	Professional Cleaning	1,800.00	5,480.00	10,600.00	52
66-003-000-0000-6331	Training/Registration	4,498.74	13,125.36	17,000.00	77
66-003-000-0000-6337	Lodging/Meals	3,375.34	9,245.53	8,000.00	116
66-003-000-0000-6338	Mileage	5,688.72	14,231.52	28,000.00	51
66-003-000-0000-6401	Office Supplies	1,633.36	5,906.19	7,000.00	84
66-003-000-0000-6402	Software/Licenses	17,160.72	75,735.45	95,000.00	80
66-003-000-0000-6481	Small Equipment	741.12-	1,416.85	20,000.00	7
66-003-000-0000-6482	Electronic Supplies	246.94	550.83	6,000.00	9
66-003-000-0000-6606	Building Improvements	0.00	90.00	53,000.00	0
66-003-000-0000-6609	Large Equipment - Furniture	1,709.33	1,709.33	230,000.00	1
66-003-000-0000-6815	Misc Expense	0.00	200.93	1,000.00	20

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



## REVENUES & EXPENDITURES BUDGET REPORT As of 09/2024

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>75% % of BDG</u>
66-003-000-0000-6817	Refunds of Capital Contribution	8,506.02-	0.00	0.00	0
66-003-000-0000-6871	Insurance	39,780.06	116,850.96	190,000.00	62
<b>3 DEPT</b>	<b>Totals Counties Providing Technology</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>	<b>77</b>
		<b>Revenue</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>
		<b>Expend.</b>	<b>566,402.50</b>	<b>1,846,054.33</b>	<b>2,897,889.00</b>
		<b>Net</b>	<b>248,350.31-</b>	<b>419,103.88-</b>	<b>51,611.00-</b>
<b>66 FUND</b>	<b>Totals Counties Providing Technology</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>	<b>77</b>
		<b>Revenue</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>
		<b>Expend.</b>	<b>566,402.50</b>	<b>1,846,054.33</b>	<b>2,897,889.00</b>
		<b>Net</b>	<b>248,350.31-</b>	<b>419,103.88-</b>	<b>51,611.00-</b>
<b>FINAL TOTALS</b>	<b>35 Accounts</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>	<b>77</b>
		<b>Revenue</b>	<b>814,752.81-</b>	<b>2,265,158.21-</b>	<b>2,949,500.00-</b>
		<b>Expend.</b>	<b>566,402.50</b>	<b>1,846,054.33</b>	<b>2,897,889.00</b>
		<b>Net</b>	<b>248,350.31-</b>	<b>419,103.88-</b>	<b>51,611.00-</b>

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



midstate  
10/21/24 12:05PM

## TREASURER'S CASH TRIAL BALANCE

As of 09/2024

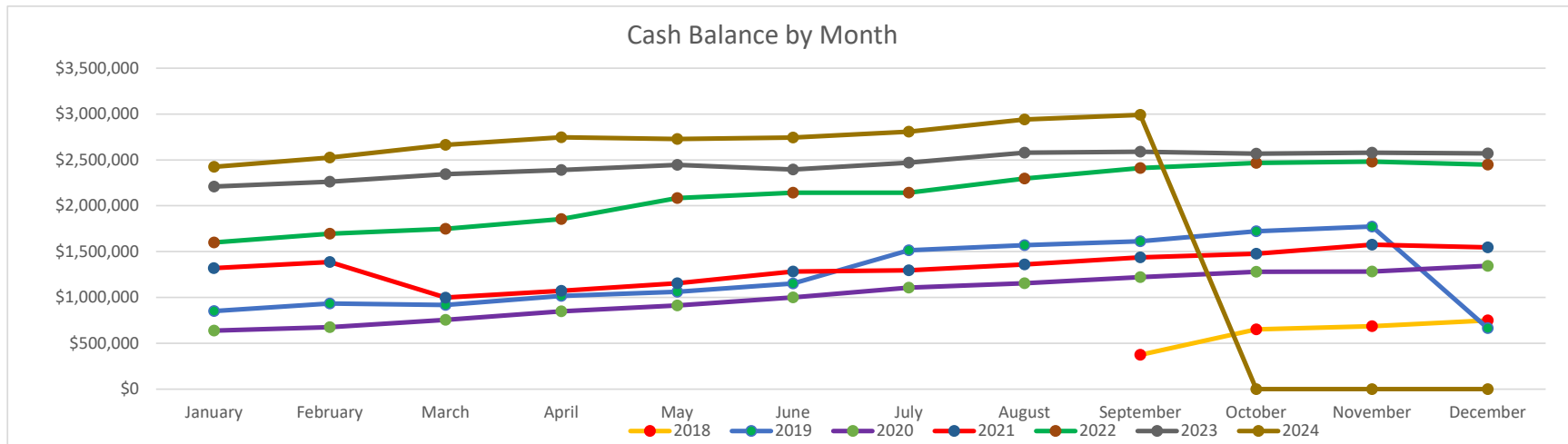
Page 2

<u>Fund</u>	<u>Beginning Balance</u>	<u>This Month</u>	<u>YTD</u>	<u>Current Balance</u>
<b>66</b> Counties Providing Technology	2,571,749.99			
Receipts		247,065.81	2,271,451.90	
Disbursements		47,327.14-	472,727.18-	
Payroll		148,123.17-	1,378,428.31-	
Journal Entries		0.00	1,092.53-	
<b>Fund Total . . . . .</b>		<b>51,615.50</b>	<b>419,203.88</b>	<b>2,990,953.87</b>
All Funds .....	2,571,749.99			
Receipts		247,065.81	2,271,451.90	
Disbursements		47,327.14-	472,727.18-	
Payroll		148,123.17-	1,378,428.31-	
Journal Entries		0.00	1,092.53-	
<b>Total .....</b>		<b>51,615.50</b>	<b>419,203.88</b>	2,990,953.87

## 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	\$2,745,738	\$2,726,770	\$2,742,604	\$2,807,547	\$2,939,338	\$2,990,954			



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

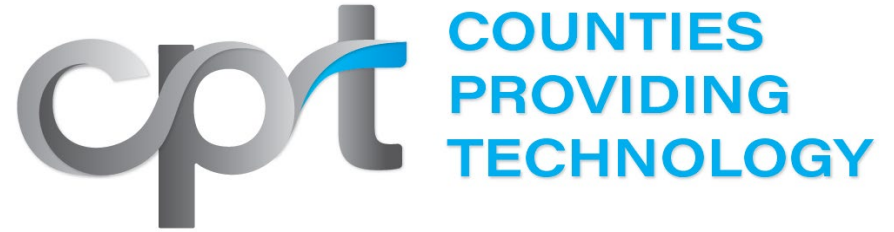
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

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).

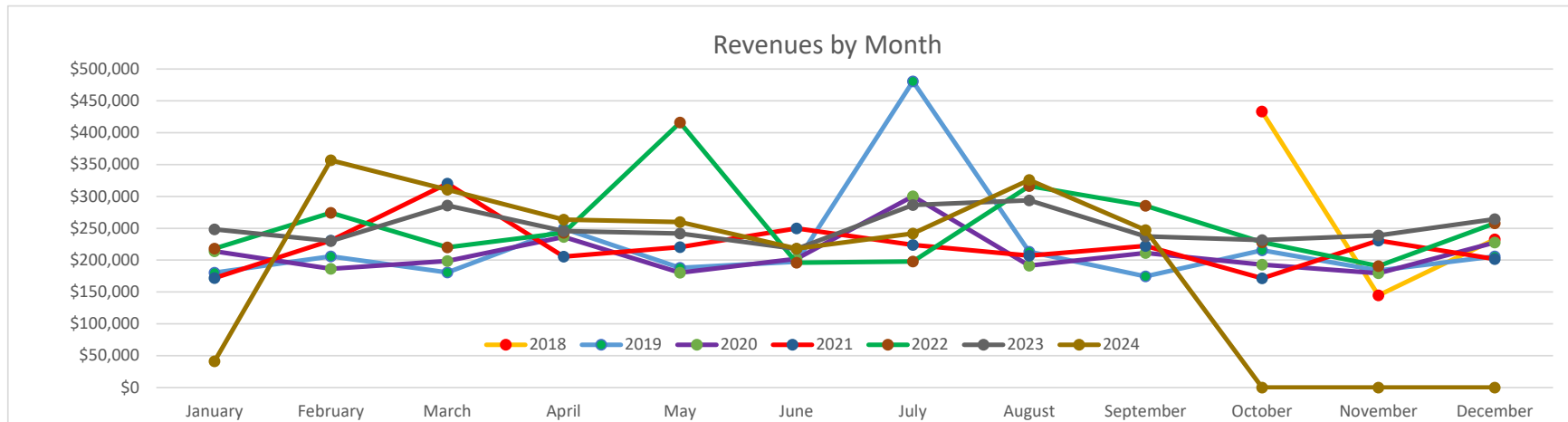
Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.



# Revenues by Month

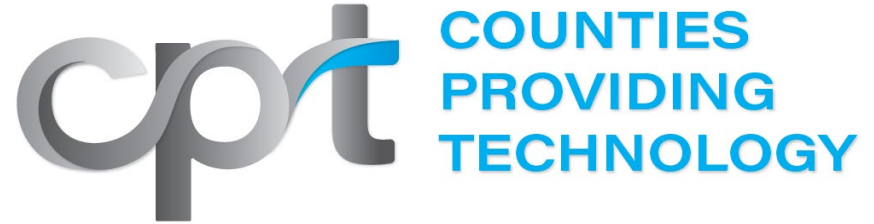


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$433,009	\$144,670	\$232,832
2019	\$180,452	\$205,936	\$180,519	\$249,364	\$187,819	\$197,391	\$480,538	\$213,138	\$174,468	\$215,424	\$183,660	\$206,027
2020	\$213,990	\$186,378	\$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	\$310,634	\$263,745	\$259,968	\$218,013	\$241,746	\$325,941	\$247,066			

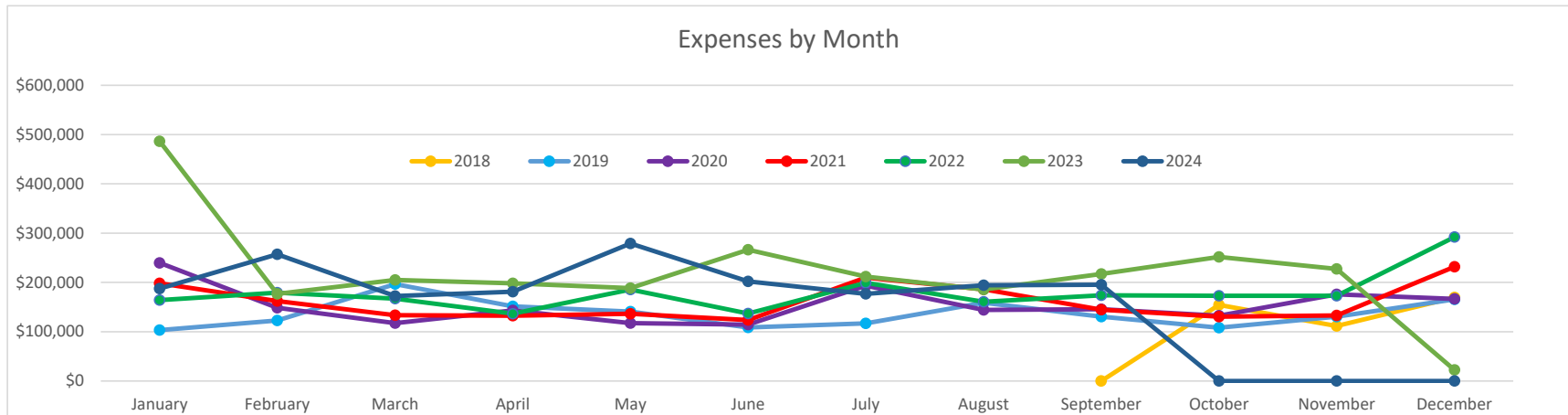


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative  
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019  
 July 2020 revenue includes \$30,000 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

# Expenses by Month

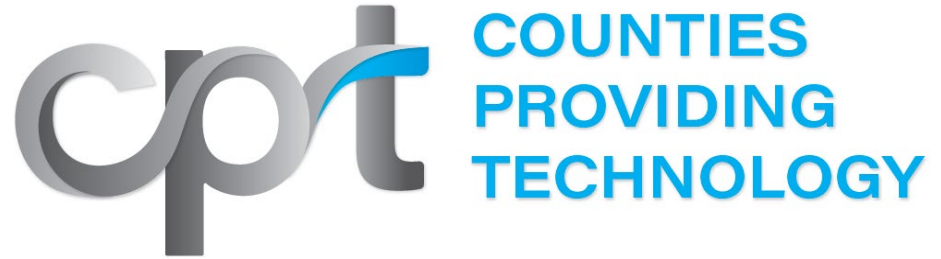


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$129,327	\$103,905	\$177,309
2019	\$103,295	\$122,646	\$196,642	\$151,635	\$140,983	\$108,582	\$116,958	\$158,921	\$130,779	\$108,171	\$130,728	\$165,593
2020	\$239,764	\$148,611	\$117,562	\$143,206	\$117,344	\$114,470	\$193,221	\$144,216	\$145,489	\$132,715	\$175,927	\$166,744
2021	\$198,197	\$162,221	\$133,383	\$132,800	\$136,394	\$123,715	\$210,176	\$142,927	\$144,720	\$130,833	\$133,050	\$231,730
2022	\$164,026	\$179,442	\$167,272	\$136,679	\$185,656	\$137,061	\$199,008	\$160,767	\$173,814	\$172,912	\$173,060	\$292,015
2023	\$486,450	\$176,843	\$205,011	\$198,044	\$188,293	\$266,503	\$211,926	\$185,553	\$217,245	\$251,794	\$227,464	\$22,541
2024	\$187,741	\$257,167	\$172,469	\$181,060	\$279,036	\$202,179	\$176,803	\$194,149	\$195,450			



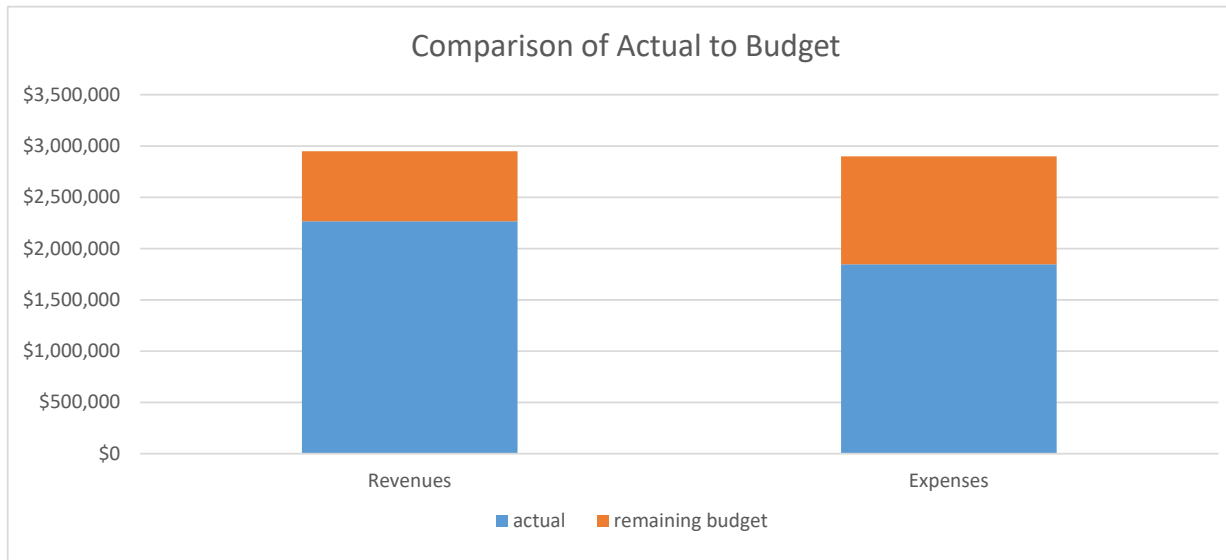
# Budget to Actual Comparison

Through September 2024

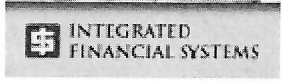


Percent of year completed **75%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$2,265,158	77%	Revenues	\$2,949,500
Expenses	\$1,846,054	64%	Expenses	\$2,897,889
Return of capital	\$0	0%	Return of capital	\$0



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



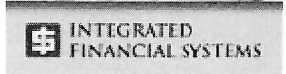
Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 09/19/2024  
Pay Date 09/19/2024

<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>
204	Cigna Health & Life Insurance Co	96.45	ACCIDENT INS - OCTOBER	66-003-000-0000-6871	AI961469	N
204		89.20	CRITICAL ILLNESS INS - OCTOBER	66-003-000-0000-6871	CI961398	N
204		112.78	HOSPITAL INS - OCTOBER	66-003-000-0000-6871	HC960734	N
	<b>Warrant # 2871</b>	<b>Total...</b>	<b>298.43</b>			
147	DACOTAH PAPER CO	89.40	PAPER PRODUCTS	66-003-000-0000-6401	71732	N
	<b>Warrant # 2872</b>	<b>Total...</b>	<b>89.40</b>			
37	Hartford/The	224.66	LIFE INSURANCE - OCTOBER	66-003-000-0000-6871	873747	N
	<b>Warrant # 2873</b>	<b>Total...</b>	<b>224.66</b>			
54	Lincoln Financial Group	394.85	LIFE INSURANCE - OCTOBER	66-003-000-0000-6871	10247942	N
54		302.40	STD INSURANCE - OCTOBER	66-003-000-0000-6871	10258571	N
	<b>Warrant # 2874</b>	<b>Total...</b>	<b>697.25</b>			
114	Roiland/Heidi	25.46	MILEAGE - LAMOURE CO	66-003-000-0000-6338		N
	<b>Warrant # 2875</b>	<b>Total...</b>	<b>25.46</b>		09/11/2024	09/11/2024
55	Sun Life Financial	32.00	DISABILITY INS - OCTOBER	66-003-000-0000-6871	935910	N
	<b>Warrant # 2876</b>	<b>Total...</b>	<b>32.00</b>			
13	Swenson/Erica	203.68	MILEAGE - LAMOURE CO	66-003-000-0000-6338		N
	<b>Warrant # 2877</b>	<b>Total...</b>	<b>203.68</b>		09/11/2024	09/11/2024
59	US Bank	17.09	ZOOM	66-003-000-0000-6245		N
59		45.56	ENGBRETSONS - GARBAGE	66-003-000-0000-6251		N
59		32.05	SIMPLISAFE	66-003-000-0000-6261		N
59		100.00	TERRACE - WEBSITE MAINT	66-003-000-0000-6261		N
59		41.41	CANDY - A/T MEETING	66-003-000-0000-6331		N
59		5.34	BATTERIES	66-003-000-0000-6401		N
59		34.19	FILTER	66-003-000-0000-6401		N
59		197.60	FILTERS	66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST	66-003-000-0000-6402		N

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



Warrant Form **WF91**  
Commissioner's Warrants

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

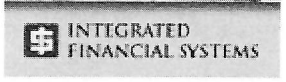
Approved 09/19/2024  
Pay Date 09/19/2024

<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>
59	US Bank	919.35	ATLASSIAN		66-003-000-0000-6402		N
59		129.69	STANDING DESK		66-003-000-0000-6609		N
59		169.99	CHAIR		66-003-000-0000-6609		N
59		43.94	CHAIR WHEELS		66-003-000-0000-6609		N
59		369.63	STANDING DESKS		66-003-000-0000-6609		N
<b>Warrant #</b>	<b>2878</b>	<b>Total...</b>	<b>2,127.34</b>				
137	VSP Insurance Co.	33.34	VISION INSURANCE - SEPTEMBEF		66-003-000-0000-6871	821229896	N
<b>Warrant #</b>	<b>2879</b>	<b>Total...</b>	<b>33.34</b>				
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>3,731.56</b>	<b>25 Transactions</b>			
	<b>Final Total...</b>	<b>3,731.56</b>	<b>25 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** \*\*\*\*



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							<u>From Date</u>	<u>To Date</u>
126	Ahmann/Karen	100.00	EXECUTIVE MTG			66-003-000-0000-6106		N
126		100.00	JOINT POWERS MTG			66-003-000-0000-6106	09/16/2024	09/16/2024
126		179.56	MILEAGE			66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2880</b>	<b>Total...</b>				09/23/2024	09/23/2024
176	Andries/Thomas D.	100.00	JOINT POWERS MTG			66-003-000-0000-6106		N
176		117.92	MILEAGE			66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2881</b>	<b>Total...</b>				09/23/2024	09/23/2024
181	Antony/Ronald J.	100.00	EXECUTIVE MTG			66-003-000-0000-6106		N
181		100.00	JOINT POWERS MTG			66-003-000-0000-6106	09/16/2024	09/16/2024
181		99.16	MILEAGE			66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2882</b>	<b>Total...</b>				09/23/2024	09/23/2024
209	Bruns/Julie	124.62	MILEAGE - IFS IN SARTELL			66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2883</b>	<b>Total...</b>				09/20/2024	09/20/2024
213	Carahsoft Technology Corp	13,250.00	SPLUNK 1 YEAR			66-003-000-0000-6402	IN1773296	N
	<b>Warrant #</b>	<b>2884</b>	<b>Total...</b>				08/05/2024	08/05/2025
30	Center Point Energy	23.62	SERVICE 08/08-09/10/24			66-003-000-0000-6251	10942506-6	N
30		23.62	SERVICE 08/08-09/10/24			66-003-000-0000-6251	08/08/2024 11831812-0	09/10/2024
	<b>Warrant #</b>	<b>2885</b>	<b>Total...</b>				08/08/2024	09/10/2024
151	City of Morris	76.39	WATER/SEWER SERVICE			66-003-000-0000-6251	02-22900610-02-0	N



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



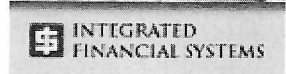
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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
	<b>Warrant # 2886</b>	<b>Total...</b>	<b>76.39</b>			
33	CPS Technology Solutions	2,180.00	HOSTING FEE - OCTOBER	66-003-000-0000-6261	385473	N
	<b>Warrant # 2887</b>	<b>Total...</b>	<b>2,180.00</b>			
160	Drietz/Joseph	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
160		132.66	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant # 2888</b>	<b>Total...</b>	<b>232.66</b>		09/23/2024	09/23/2024
161	Hollingsworth/Christopher	100.00	PERSONNEL MTG	66-003-000-0000-6106		N
161		100.00	JOINT POWERS MTG	66-003-000-0000-6106	09/09/2024	09/09/2024
161		166.16	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant # 2889</b>	<b>Total...</b>	<b>366.16</b>		09/23/2024	09/23/2024
185	IMDIEKE/ROGER R.	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
185		84.42	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant # 2890</b>	<b>Total...</b>	<b>184.42</b>		09/23/2024	09/23/2024
159	Johnson/Paul M.	100.00	EXECUTIVE MTG	66-003-000-0000-6106		N
159		100.00	EXECUTIVE MTG	66-003-000-0000-6106	08/26/2024	08/26/2024
159		100.00	JOINT POWERS MTG	66-003-000-0000-6106	09/16/2024	09/16/2024
159		120.60	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant # 2891</b>	<b>Total...</b>	<b>420.60</b>		09/23/2024	09/23/2024
166	Johnson/Troy	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
166		32.16	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024

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



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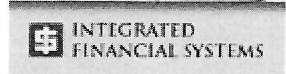
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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
<b>Warrant #</b>	<b>2892</b>	<b>Total...</b>	<b>132.16</b>		09/23/2024	09/23/2024
208	Klages/Jeffrey	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
208		46.23	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2893</b>	<b>Total...</b>	<b>146.23</b>		09/23/2024	09/23/2024
124	Kopitzke/Bob	100.00	BUILDING MEETING	66-003-000-0000-6106		N
124		100.00	JOINT POWERS MTG	66-003-000-0000-6106	09/04/2024	09/04/2024
<b>Warrant #</b>	<b>2894</b>	<b>Total...</b>	<b>200.00</b>		09/23/2024	09/23/2024
155	Lakes Country Service Coop Ins Pool	8,506.02	HEALTH INS - OCTOBER	66-003-000-0000-6871		N
<b>Warrant #</b>	<b>2895</b>	<b>Total...</b>	<b>8,506.02</b>			
173	Larson/Dennis	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
173		80.40	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2896</b>	<b>Total...</b>	<b>180.40</b>		09/23/2024	09/23/2024
172	Lee/Jesse M	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
172		194.30	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2897</b>	<b>Total...</b>	<b>294.30</b>		09/23/2024	09/23/2024
169	Lindor/Larry	100.00	PERSONNEL MTG	66-003-000-0000-6106		N
169		100.00	EXECUTIVE MTG	66-003-000-0000-6106	09/09/2024	09/09/2024
169		100.00	JOINT POWERS MTG	66-003-000-0000-6106	09/16/2024	09/16/2024
169		21.44	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
					09/09/2024	09/09/2024



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



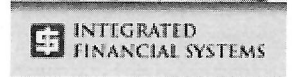
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						<u>From Date</u>	<u>To Date</u>
169	Lindor/Larry	21.44	MILEAGE		66-003-000-0000-6338		N
169		21.44	MILEAGE		66-003-000-0000-6338	09/16/2024	09/16/2024
	<b>Warrant #</b>	<b>2898</b>	<b>Total...</b>			09/23/2024	09/23/2024
164	Meyer/Charlie L	100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
164		67.00	MILEAGE		66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2899</b>	<b>Total...</b>			09/23/2024	09/23/2024
182	Miller/Rolland	100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
182		294.80	MILEAGE		66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2900</b>	<b>Total...</b>			09/23/2024	09/23/2024
157	Neumann/Randy	80.40	MILEAGE		66-003-000-0000-6338		N
	<b>Warrant #</b>	<b>2901</b>	<b>Total...</b>			09/23/2024	09/23/2024
171	Olson/Jerrel	100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
171		48.24	MILEAGE		66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2902</b>	<b>Total...</b>			09/23/2024	09/23/2024
170	Pederson/Edward	100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
170		36.52	MILEAGE		66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant #</b>	<b>2903</b>	<b>Total...</b>			09/23/2024	09/23/2024
101	Ratwik, Roszak & Maloney, P.A.	396.00	COPYRIGHT ISSUE		66-003-000-0000-6261	1715-0009	N
	<b>Warrant #</b>	<b>2904</b>	<b>Total...</b>				
186	RENVILLE COUNTY	100.00	EXECUTIVE MTG		66-003-000-0000-6106		N
						08/26/2024	08/26/2024

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



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Commissioner's Warrants

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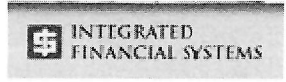
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						<u>From Date</u>	<u>To Date</u>
186	RENVILLE COUNTY	50.00	EXECUTIVE MTG		66-003-000-0000-6106		N
						09/16/2024	09/16/2024
186		100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
						09/23/2024	09/23/2024
186		121.94	MILEAGE		66-003-000-0000-6338		N
						09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2905</b>	<b>Total...</b>	<b>371.94</b>				
107	Todd County Auditor Treasurer	100.00	PER DIEM - R.NEUMAN		66-003-000-0000-6106		N
						09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2906</b>	<b>Total...</b>	<b>100.00</b>				
162	Weyer/Michael L.	100.00	PERSONNEL MTG		66-003-000-0000-6106		N
						09/09/2024	09/09/2024
162		100.00	JOINT POWERS MTG		66-003-000-0000-6106		N
						09/23/2024	09/23/2024
162		148.74	MILEAGE		66-003-000-0000-6338		N
						09/23/2024	09/23/2024
<b>Warrant #</b>	<b>2907</b>	<b>Total...</b>	<b>348.74</b>				
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>29,745.80</b>	<b>60 Transactions</b>			
<b>Final Total...</b>		<b>29,745.80</b>	<b>60 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** \*\*\*\*



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			<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
165	Holmen/Norman	100.00	JOINT POWERS MTG	66-003-000-0000-6106		N
165		176.88	MILEAGE	66-003-000-0000-6338	09/23/2024	09/23/2024
	<b>Warrant # 2908</b>	<b>Total...</b>			09/23/2024	09/23/2024
214	Infinite Design Consulting, LLC	875.00	PRE-DESIGN AGREEMENT	66-003-000-0000-6606		N
	<b>Warrant # 2909</b>	<b>Total...</b>				
188	Kroona/Jay M	1,695.00	TESTING - SEPTEMBER	66-003-000-0000-6261		N
	<b>Warrant # 2910</b>	<b>Total...</b>				
134	Marco Technologies, LLC	47.50	SHRED SERVICE	66-003-000-0000-6261	INV13004251	N
	<b>Warrant # 2911</b>	<b>Total...</b>				
100	Morris Electronics	2,030.00	DATE CIRCUIT	66-003-000-0000-6210	#DATAOCT2024	N
	<b>Warrant # 2912</b>	<b>Total...</b>				
43	Morris Electronics	75.00	LABOR	66-003-000-0000-6261	9488	N
43		250.00	LABOR	66-003-000-0000-6261	9590	N
43		437.50	LABOR	66-003-000-0000-6261	9636	N
43		100.00	MAP SERVER - AUGUST	66-003-000-0000-6261	9721	N
43		315.00	ND TAX WEB - AUGUST	66-003-000-0000-6261	9722	N
43		1,508.00	MN TAX WEB - AUGUST	66-003-000-0000-6261	9723	N
43		187.50	LABOR	66-003-000-0000-6261	9738	N
43		1,789.28	MICR PRINTER/TONER/CABLE	66-003-000-0000-6481	9704	N
	<b>Warrant # 2913</b>	<b>Total...</b>				
16	Vanderweyst/Valerie	6,700.00	CONTRACTED SERVICES - SEPT	66-003-000-0000-6261	SEPTEMBER	N
	<b>Warrant # 2914</b>	<b>Total...</b>				
	<b>Warrant Form WF91</b>	<b>Total...</b>	<b>16,286.66</b>	<b>15 Transactions</b>		
	<b>Final Total...</b>	<b>16,286.66</b>	<b>15 Transactions</b>			

CPTSHAN  
10/04/2024

12:20PM

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

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 **INTEGRATED  
FINANCIAL SYSTEMS**

Page 2

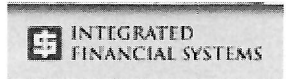
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\_\_\_\_\_  
Director

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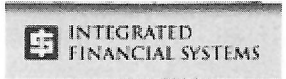
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							<u>From Date</u>	<u>To Date</u>
201	Culligan Ultrapure, Inc.	92.88	WATER			66-003-000-0000-6401	17708139-09302024	N
	<b>Warrant # 2915</b>	<b>Total...</b>						
		<b>92.88</b>						
179	MINNESOTA COUNTIES COMPUTER COOP	40.00	IFS YEAR END - JULIE			66-003-000-0000-6331	2409071	N
	<b>Warrant # 2916</b>	<b>Total...</b>						
		<b>40.00</b>						
43	Morris Electronics	281.25	LABOR			66-003-000-0000-6261	10103	N
43		100.00	MAP SERVIER - SPETEMBER			66-003-000-0000-6261	10136	N
43		315.00	ND TAX WEB - SEPTEMBER			66-003-000-0000-6261	10137	N
43		1,508.00	MN TAX WEB - SEPTEMBER			66-003-000-0000-6261	10138	N
43		400.00	LABOR			66-003-000-0000-6261	10144	N
43		250.00	LABOR			66-003-000-0000-6261	10145	N
43		50.00	LABOR			66-003-000-0000-6261	10209	N
43		2,357.72	2 LAPTOPS			66-003-000-0000-6481	10205	N
43		1,161.12	LAPTOP			66-003-000-0000-6481	10206	N
	<b>Warrant # 2917</b>	<b>Total...</b>						
		<b>6,423.09</b>						
28	Old No 1 Bar & Grill	738.13	MEETING SET UP & BUFFET DINN			66-003-000-0000-6337	333	N
28		125.00	MEETING SET UP & REFRESHEME			66-003-000-0000-6337	334	N
	<b>Warrant # 2918</b>	<b>Total...</b>						
		<b>863.13</b>						
9	Swanson/Craig	600.00	OFFICE CLEANING - OCTOBER			66-003-000-0000-6271		N
	<b>Warrant # 2919</b>	<b>Total...</b>						
		<b>600.00</b>						
	<b>Warrant Form WF91</b>	<b>Total...</b>	<b>8,019.10</b>		<b>14 Transactions</b>			
	<b>Final Total...</b>	<b>8,019.10</b>			<b>14 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  10/17/24  
Director



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



Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 10/17/2024  
Pay Date 10/17/2024

<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>
204	Cigna Health & Life Insurance Co	96.45	ACCIDENT INS - NOVEMBER	66-003-000-0000-6871	AI961469	N
204		89.20	CRITICAL ILLNESS INS- NOVEMBE	66-003-000-0000-6871	CI961398	N
204		112.78	HOSPITAL INS - NOVEMBER	66-003-000-0000-6871	HC960734	N
	<b>Warrant # 2920</b>	<b>Total...</b>	<b>298.43</b>			
37	Hartford/The	224.66	LIFE INSURANCE - NOVEMBER	66-003-000-0000-6871	873747	N
	<b>Warrant # 2921</b>	<b>Total...</b>	<b>224.66</b>			
24	Koehler/Mike	176.88	MILEAGE - ASSESSOR'S CONF	66-003-000-0000-6338		N
	<b>Warrant # 2922</b>	<b>Total...</b>	<b>176.88</b>		09/23/2024	09/23/2024
54	Lincoln Financial Group	394.85	LTD INSURANCE - NOVEMBER	66-003-000-0000-6871	10247942	N
54		302.40	STD INSURANCE - NOVEMBER	66-003-000-0000-6871	10258571	N
	<b>Warrant # 2923</b>	<b>Total...</b>	<b>697.25</b>			
29	Otter Tail Power Company	650.37	SERVICE 08/29-09/27/24	66-003-000-0000-6251	4093126	N
29		86.92	SERVICE 08/29-09/27/24	66-003-000-0000-6251	20076543	N
	<b>Warrant # 2924</b>	<b>Total...</b>	<b>737.29</b>			
55	Sun Life Financial	32.00	DISABILITY INS - NOVEMBER	66-003-000-0000-6871	935910	N
	<b>Warrant # 2925</b>	<b>Total...</b>	<b>32.00</b>			
13	Swenson/Erica	69.66	MEAL REIMBURSEMENT	66-003-000-0000-6337		N
					10/01/2024	10/01/2024
13		361.80	MILEAGE - PEMBINA CO	66-003-000-0000-6338		N
	<b>Warrant # 2926</b>	<b>Total...</b>	<b>431.46</b>		10/01/2024	10/01/2024
59	US Bank	11.55	UPS - POSTAGE	66-003-000-0000-6215		N
59		14.02	UPS - POSTAGE	66-003-000-0000-6215		N
59		8.59	UPS - POSTAGE	66-003-000-0000-6215		N
59		3.00	UPS - POSTAGE	66-003-000-0000-6215		N
59		52.50	MAAO MEMBERSHIP - SUSIE	66-003-000-0000-6245		N
59		17.09	MONTHLY ZOOM	66-003-000-0000-6245		N
59		45.56	ENGBRETSONS - GARBAGE	66-003-000-0000-6251		N

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



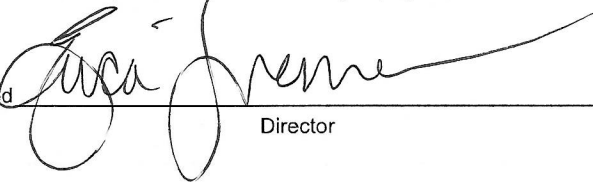
Warrant Form **WF91**  
Commissioner's Warrants

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

Approved 10/17/2024  
Pay Date 10/17/2024

<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>
59	US Bank	34.19	SIMPLISAFE			66-003-000-0000-6261		N
59		100.00	TERRACE - WEBSITE MAINT			66-003-000-0000-6261		N
59		450.00	MAAO TRAINING			66-003-000-0000-6331		N
59		43.26	ASSESSOR'S CONFERENCE			66-003-000-0000-6331		N
59		44.58	ASSESSOR'S CONF MEALS			66-003-000-0000-6337		N
59		49.32	WILKIN TRAINING MEALS			66-003-000-0000-6337		N
59		114.87	TONER			66-003-000-0000-6401		N
59		78.81	PAPER & HAND SOAP			66-003-000-0000-6401		N
59		48.91	ROBERT'S RULES			66-003-000-0000-6401		N
59		20.49	UTILITY KNIFE & BLADES			66-003-000-0000-6401		N
59		21.50	ZOHO ASSIST			66-003-000-0000-6402		N
59		938.21	ATLASSIAN			66-003-000-0000-6402		N
59		100.00	GITHUB			66-003-000-0000-6402		N
59		256.37	ADOBE			66-003-000-0000-6402		N
<b>Warrant #</b>	<b>2927</b>	<b>Total...</b>	<b>2,452.82</b>					
137	VSP Insurance Co.	33.34	VISION INSURANCE - OCTOBER			66-003-000-0000-6871	821426372	N
<b>Warrant #</b>	<b>2928</b>	<b>Total...</b>	<b>33.34</b>					
<b>Warrant Form</b>	<b>WF91</b>	<b>Total...</b>	<b>5,084.13</b>	<b>34</b>	<b>Transactions</b>			
	<b>Final Total...</b>	<b>5,084.13</b>	<b>34</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

	A	B	C	D	E	F	G	H	I	J	K
1	COUNTIES PROVIDING TECHNOLOGY										
2	TREASURER'S MONTHLY REPORT OF DEPOSITS ON THE LAST DAY OF SEPTEMBER 2024										
3											
4											
5											
6	Type	Depository	FDIC Number	Maturity Date	Interest Rate	Step-Up?	Last Balance	Interest Earned	Deposited	Withdrawn	Balance
7											
8	CK	Bremer Bank, Morris					327,148.47		494,798.62	409,516.74	412,430.35
9							-				-
10		Bremer Payroll Account opened 12/31/2015					18,987.18		150,000.00	148,933.57	20,053.61
11											
12		Flex Account					2,000.00		0.00	0.00	2,000.00
13											
14		Bremer Money Market Savings					1,504,202.72	2,267.19	0.00	250,000.00	1,256,469.91
15											
16											
17											
18		Edward Jones									
19		Interest on Credit Balance					-				-
20	CD	Bangor Savings Bank ME [060243KV3]	18408	10/18/24	5.000%	N	-		213,000.00		213,000.00
21	CD	Charles Schwab [15987UCG1]	57450	12/4/24	5.350%	N	242,000.00				242,000.00
22	CD	Bank of America Charlotte NC [06051XCD2]	3510	1/13/25	5.100%	N	236,000.00				236,000.00
23	CD	Key Bank National [49306SL61]	17534	5/17/25	5.050%	N	200,000.00				200,000.00
24	CD	First Natl Bk of Omaha NE [332135LN0]	5452	6/6/25	5.300%	N	209,000.00				209,000.00
25	CD	Oakwood Bk Dallas TX [674054AB7]	10334	6/20/25	5.350%	N	200,000.00				200,000.00
26		TOTAL DEPOSITS (Broker Balances)					2,939,338.37	2,267.19	857,798.62	808,450.31	2,990,953.87
27											
28	Non-Restricted Accounts								Per state auditors:		
29		Cash Accounts					1,690,953.87				0.00
30		Edward Jones					1,300,000.00				
31											
32											
33											
34											
35											
36											
37									Total Balance		2,990,953.87
38									For Month-End		
39							2,990,953.87				



Employee Benefits during Paid Leave or Leave: Employee benefits will not be earned by an employee while on leave without pay. However, CPT's contribution toward health and other group insurance shall be continued, if approved by Executive Director, for leaves of up to 90 days (inclusive of all accrued paid leave which must be used first) when the leave is for the serious health condition of the employee which prevents the employee from working, or which requires the employee to care for a spouse or dependent child. Such leave must be verified by a doctor in writing.

#### 7.D. Request for FML

Eligible employees may make a request for FML to the Executive Director.

### Section 8. Employee Benefits

#### 8.A. Group Insurance

CPT will provide group health insurance for all employees regularly assigned to work 30 hours per week or more. ~~The type of health insurance coverage and the monthly employer contribution toward group health insurance benefits will be determined annually by CPT.~~ For information about coverage and eligibility requirements, employees should refer to the health plan coverage summary or contact the HR Director.

Employees have the option of purchasing additional supplemental coverage for the employee, the employee's spouse and the employee's dependents. In addition, CPT employees will have the opportunity to participate in programs through payroll deduction such as deferred compensation, flex spending accounts, long and short-term disability, dental, vision, and supplemental life insurance.

The type of health insurance coverage and benefit options, along with the monthly employer contribution toward group health and other benefits, will be determined annually by CPT. Employees must use at least half of their monthly contribution for pre and post-tax benefits.

#### 8.B. Employee Assistance Program

##### **Policy**

CPT recognizes that problems of a personal nature can have an adverse effect on an employee's job performance and the performance of the organization. CPT further recognizes that most personal problems can be dealt with successfully when identified early and referred to appropriate resources. Therefore, CPT has established an Employee Assistance Program (EAP) to provide assistance to employees with problems of a personal nature either on a voluntary basis, or when referred by management.

##### **Scope**

The overall objective of the Employee Assistance Program is to maximize the employee's ability to function in personal matters and maximize job performance. The EAP is designed to deal with a broad range of human problems, such as alcohol and/or drug, emotional/behavioral, family and marital, financial, legal, and other personal problems.

##### **Program Services**

to the Minnesota State Retirement System (MSRS), Health Care Savings Plan (HCSP) on the participants behalf unless the total amount of compensation is less than \$500.00 then it shall be paid in cash. This payment is intended to be paid two weeks after the employee's last regular paycheck. All lump-sum payments on participant's behalf to the MSRS HCSP are exempt from Federal and Minnesota state income taxes, FICA and Medicare taxes.

### **Compensatory Leave**

Upon termination of employment, a regular employee shall be paid for unused compensatory time up to a maximum of 40 hours. Compensation for comp time shall be paid at the employee's pay rate effective on the last workday.

In the event of the death of an employee, any unused compensatory leave will be issued to the legal heir of the deceased employee.

Any employee who is terminated or resigns following charges of misconduct shall not be entitled to payment of accrued paid leave.

### **6.O. Returning to Work After a Medical Absence**

During a medical absence (3 or more plus days), a physician's statement or a return-to-work form may be required, indicating the nature of the illness or medical condition and attesting to the employee's ability to return to work and safely perform the essential functions of the job with or without reasonable accommodation.

Any work restrictions must be stated clearly on the return-to-work form. Employees who have been asked to provide such a statement may not be allowed to return to work until they comply with this provision.

CPT has the right to obtain a second medical opinion to determine the validity of an employee's Workers' Compensation claim or other medical absence, or to obtain information related to restrictions or an employee's ability to work. CPT will arrange and pay for an appropriate medical evaluation when it has been required by CPT.

### **6.P. Regular Leave without Pay/Unpaid Leave**

Executive Director may authorize leave without pay for up to 30 days. Longer leaves may be granted by the CPT Board at its sole discretion

Employee benefits will not be earned by an employee while on leave without pay.

If an employee is on a regular leave without pay and is not working any hours, the employee will not accrue (or be paid for) holidays or vacation leave. Employees who are working reduced hours while on this type of leave will receive holiday pay on a prorated basis and will accrue vacation leave based on actual hours worked.

All accrued vacation and sick leave must normally be used before an unpaid leave of absence will be approved.

<b>26 - 30 years</b>	<b>27 days per year</b>
<b>31+ years</b>	<b>30 days per year</b>

~~Sick Leave and ESST (Earned Sick and Safe Time)~~ **Sick/ESST (Earned Sick & Safe Time) Leave**

Exempt employees, shall earn sick leave at the rate of one (1) day for each full month of service. ~~The first 48 hours of sick leave will be cross designated as ESST and once the 48 hours are fulfilled, the accrual will go to sick leave. No additional ESST will be granted in any calendar year, above the cross designated 48 hours. Any unused ESST will be carried over to the next calendar year not to exceed 80 hours.~~

Seasonal and temporary employees earn one hour of ESST for every 30 hours worked, provided they work 80 hours in the calendar year.

Sick/**ESST** leave ~~and ESST~~ shall accrue from the date of employment. Unpaid leave up to 30 days in duration may be granted for illnesses or injury at the discretion of the Department Head.

Sick/**ESST** ~~and ESST~~ may be taken only to the extent that it is earned, except as provided during the initial probation period for an employee, and will not be used in the pay period it is accrued. Accumulation of Sick/**ESST** leave time ~~and ESST~~ shall be recorded and kept on file and updated each payroll period.

By law, employees may use their **Sick/ESST** for reasons such as:

1. the employee's mental or physical illness, treatment or preventive care;
2. a family member's mental or physical illness, treatment or preventive care;
3. absence due to domestic abuse, sexual assault or stalking of the employee or a family member;
4. closure of the employee's workplace due to weather or public emergency or closure of a family member's school or care facility due to weather or public emergency; and
5. when determined by a health authority or health care professional that the employee or a family member is at risk of infecting others with a communicable disease.

By law, employees may use earned **Sick/ESST** for the following family members:

1. their child, including foster child **and stepchild**, adult child, legal ward, child for whom the employee is legal guardian or child to whom the employee stands or stood in loco parentis (in place of a parent);
2. their spouse or registered domestic partner;
3. their sibling, stepsibling or foster sibling;
4. their biological, adoptive or foster parent, stepparent or a person who stood in loco parentis (in place of a parent) when the employee was a minor child;
5. their grandchild, foster grandchild or step-grandchild;
6. their grandparent or step-grandparent;
7. a child of a sibling of the employee;

8. a sibling of the parents of the employee;
9. a child-in-law or sibling-in-law;
10. any of the family members (1 through 9 above) of an employee's spouse or registered domestic partner;
11. any other individual related by blood or whose close association with the employee is the equivalent of a family relationship; and
12. up to one individual annually designated by the employee.

#### 6.M. Maximum Accumulation

##### **Vacation Leave**

Vacation leave will be capped at a total accrual of 31 days on the final payroll of the calendar year. Unused vacation leave in excess of the 31 days may be contributed to the ~~Minnesota State Retirement System (MSRS), Health Care Savings Plan (HCSP)~~ **employee's Deferred Compensation Account (i.e. John Hancock)** on the participants behalf provided the employee has taken at least 5 consecutive vacation days in the current calendar year and is approved by the Executive Director.

If the stipulation for 5 consecutive vacation days may not be met due to extenuating work circumstances or demands, the Personnel Committee may recommend the excess to be contributed to ~~MSRS~~ **employee's Deferred Compensation Account (i.e. John Hancock)** on a case by case basis, without the 5 day requirement.

##### **Sick/ESST Leave**

Cross-designated Sick/ESST leave will be capped at a total accrual of 120 days.

#### 6.N. Liquidation

##### **Vacation Leave**

Upon termination of employment, a regular employee shall be paid for unused vacation time up to a maximum of 31 days. Compensation for unused vacation time shall be paid at the employee's pay rate effective on the last workday. Individuals who terminate their employment due to retirement may coordinate vacation use with their retirement date (qualified and receiving PERA or FICA benefits) or receive a lump-sum payment for the unused vacation. Those who are not retirees shall receive a lump-sum payment for their unused vacation. Other than for retirees, individuals shall not be allowed to use vacation after their resignation has been submitted without CPT Board approval.

In the event of the death of an employee, any unused vacation leave will be issued to the legal heir of the deceased employee.

Any employee who is terminated or resigns following charges of misconduct shall not be entitled to payment of accrued paid leave.

##### **Sick/ESST Leave**

Upon resignation, full time employees in good standing, after at least one year of employment with CPT, shall contribute 100% of any unused sick or **ESST** leave, up to a maximum 120 days