
**JOINT POWERS BOARD
COUNTIES PROVIDING TECHNOLOGY**

Monday, November 25, 2024

Old No. 1 Southside, Morris

10:00 a.m.

AGENDA

10:00 am Convene

- Pledge
- Roll Call
- Additions to Agenda
- Approve Agenda
- Approve Minutes of 10-28-2024 CPT Executive Board Meeting

10:10 am Financial Reporting – Mike Koehler

- Review of Revenue and Expenditures
- Warrants for Review and Approval
- Monthly Deposit Report
- 2025 Budget for approval

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

10:40 am Personnel Update/Personnel Committee

- Personnel policy changes for approval
- Employee Promotion for approval

10:50 am Software Committee Update – Gwen Gillespie

- Tax Rewrite update
- Daily happenings
- IBM Server

11:05 am Other Business –

- Nominating Committee

11:10 am Upcoming Meetings

- Executive Committee December 23, 2024 at 9:00 am at CPT Office and via Zoom
- Executive Committee January 13, 2025 at 9:00 am at CPT Office and via Zoom (January 20 is a holiday)
- JPB January 27, 2025 at 10:00 am; The Old No. 1 – Southside, Morris; full staff lunch

Zoom Attendance

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

11:15 am Adjourn

Commissioner Virtual Attendance Locations:

Commissioner Demuth Jr.: Nobles County Courthouse, Board of Commissioners Room,
315 10th St., Worthington, MN

Commissioner Wakefield: Redwood County Courthouse Board Room, 403 South Mill St,
Redwood Falls, MN 56283

Commissioner Abbe: Steele County Board Room, 630 Florence Ave, Owatonna, MN 55060

Commissioner Kopitzke: 203 E 5th St., Morris, MN 56267

Commissioner Olson: Traverse County Board Room, 702 2nd Ave N, Wheaton, MN 56296

**COUNTIES PROVIDING TECHNOLOGY
EXECUTIVE BOARD
Monday, October 28, 2024, 9:00 a.m.**

The regular meeting of the Counties Providing Technology (CPT) Executive Board was called to order at 9:00 a.m., Monday, October 28, 2024, by Chair Paul Johnson. Members present were: Mahnomen: Commissioner Ahmann (virtual), Pope: Commissioner Lindor (virtual), Renville: Commissioner Kramer (virtual), Wilkin: Commissioner Larson (virtual).

Others present: Vicki Knobloch-Kletscher (virtual), Gwen Gillespie (virtual), Mike Koehler (virtual), Heidi Roiland (virtual), and Erica Swenson (virtual).

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

Commissioner Larson moved to approve minutes of the September 23, 2024 meeting with verbiage being added regarding the arrival time of Commissioner Imdieke at 10:15 a.m., seconded by Commissioner Ahmann. A roll call was taken, all members voted aye, motion carried.

Commissioners Hollingsworth of Pipestone County and Antony of Yellow Medicine County joined the meeting at 9:05 a.m.

Mike Koehler presented the Financial Reports and Warrant Registers.

Commissioner Lindor moved to approve the September 2024 Financial Reports and the warrant registers from September 19, September 26, October 4, October 10 and October 17, 2024, seconded by Commissioner Antony. A roll call was taken, all members voted aye, motion carried. The monthly deposit report was presented.

Discussion on independent contractor contract, investments and budget work. The final budget is to be presented to the executive committee on November 18 and if recommended, then to the full board on November 25, 2024.

Mike Koehler presented an executive director update.

Committee Chair Lindor along with Erica Swenson presented the personnel committee update from the meeting held October 8, 2024. Personnel policy changes in verbiage were presented.

A Software committee update was presented by Gwen Gillespie. The annual HR users meeting was held October 17, 2024. Upcoming meetings include November 14, 2024 for Auditor/Treasurers, December 4, 2024 for Auditor/Treasurers, December 5, 2025 Payroll users meeting and December 12 for the Assessors.

Commissioner Ahmann left the meeting at 9:30 a.m.

Update with regards to the Building Committee and status of projects.

Many thanks were offered to the budget committee and staff for work on the proposed 2025 budget.

The next meeting of the Executive Committee will be held on Monday, November 18, 2024 at 9:00 a.m. The next meeting of the full Board will be Monday, November 25, 2024 at 10:00 a.m. Meeting adjourned at 9:55 a.m.

Chair – Paul Johnson

Clerk – Mike Koehler

**** Counties Providing Technology ****



REVENUES & EXPENDITURES BUDGET REPORT As of 10/2024

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>83% % of BDG</u>
3 DEPT Counties Providing Technology					
----- REVENUES -----					
66-003-000-0000-5501	Charges For Services-MN	161,114.00-	1,753,303.72-	2,119,752.00-	83
66-003-000-0000-5502	Hosting Fees - MN	20,663.00-	189,729.00-	246,096.00-	77
66-003-000-0000-5512	Charges For Services - ND	14,144.00-	175,943.00-	205,296.00-	86
66-003-000-0000-5513	Hosting Fees - ND	3,092.00-	37,874.00-	43,356.00-	87
66-003-000-0000-5701	Investment/Interest Earnings	2,542.08-	63,835.80-	50,000.00-	128
66-003-000-0000-5702	Unrealized Gain/Loss Investments	0.00	1,092.53	0.00	0
66-003-000-0000-5802	Misc. Revenue	1,600.00-	156,550.00-	120,000.00-	130
66-003-000-0000-5992	Dental/Disability Insurance	10,196.90-	102,367.20-	165,000.00-	62
----- EXPENDITURES -----					
66-003-000-0000-6101	Regular Salaries	113,653.88	1,183,816.71	1,525,218.00	78
66-003-000-0000-6102	Part Time Wages	0.00	933.37	0.00	0
66-003-000-0000-6106	Per Diem	100.00	17,750.00	28,800.00	62
66-003-000-0000-6110	CPT Contribution	17,100.00	165,775.00	205,200.00	81
66-003-000-0000-6160	Employer PERA	8,341.63	85,561.67	114,391.00	75
66-003-000-0000-6170	Employer FICA	7,121.50	73,122.97	94,564.00	77
66-003-000-0000-6180	Employer Medicare	1,665.49	17,101.09	22,116.00	77
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	14,120.00	26,000.00	54
66-003-000-0000-6215	Postage	37.16	499.45	1,000.00	50
66-003-000-0000-6244	Printing/Publishing & Advertising	0.00	2,369.49	5,000.00	47
66-003-000-0000-6245	Dues, Subscriptions and Books	69.59	528.18	4,000.00	13
66-003-000-0000-6251	Utilities	835.75	9,948.21	24,000.00	41
66-003-000-0000-6261	Professional Fees for Services	17,575.19	196,662.43	180,000.00	109
66-003-000-0000-6271	Professional Cleaning	600.00	6,080.00	10,600.00	57
66-003-000-0000-6331	Training/Registration	533.26	13,658.62	17,000.00	80
66-003-000-0000-6337	Lodging/Meals	1,026.69	10,272.22	8,000.00	128
66-003-000-0000-6338	Mileage	715.56	14,947.08	28,000.00	53
66-003-000-0000-6401	Office Supplies	355.96	6,262.15	7,000.00	89
66-003-000-0000-6402	Software/Licenses	1,316.08	77,051.53	95,000.00	81
66-003-000-0000-6481	Small Equipment	5,308.12	6,724.97	20,000.00	34
66-003-000-0000-6482	Electronic Supplies	0.00	550.83	6,000.00	9
66-003-000-0000-6606	Building Improvements	2,495.00	2,865.00	53,000.00	5
66-003-000-0000-6609	Large Equipment - Furniture	0.00	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 10/2024

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>83% % of BDG</u>
66-003-000-0000-6817	Refunds of Capital Contribution	1,080,000.00	1,080,000.00	0.00	0
66-003-000-0000-6871	Insurance	10,196.90	127,047.86	190,000.00	67
3 DEPT	Totals Counties Providing Technology	Revenue 213,351.98-	2,478,510.19-	2,949,500.00-	84
		Expend. 1,271,077.76	3,117,132.09	2,897,889.00	108
		Net 1,057,725.78	638,621.90	51,611.00-	1237-
66 FUND	Totals Counties Providing Technology	Revenue 213,351.98-	2,478,510.19-	2,949,500.00-	84
		Expend. 1,271,077.76	3,117,132.09	2,897,889.00	108
		Net 1,057,725.78	638,621.90	51,611.00-	1237-
FINAL TOTALS	35 Accounts	Revenue 213,351.98-	2,478,510.19-	2,949,500.00-	84
		Expend. 1,271,077.76	3,117,132.09	2,897,889.00	108
		Net 1,057,725.78	638,621.90	51,611.00-	1237-

**** Counties Providing Technology ****



midstate
11/19/24 9:03AM

TREASURER'S CASH TRIAL BALANCE

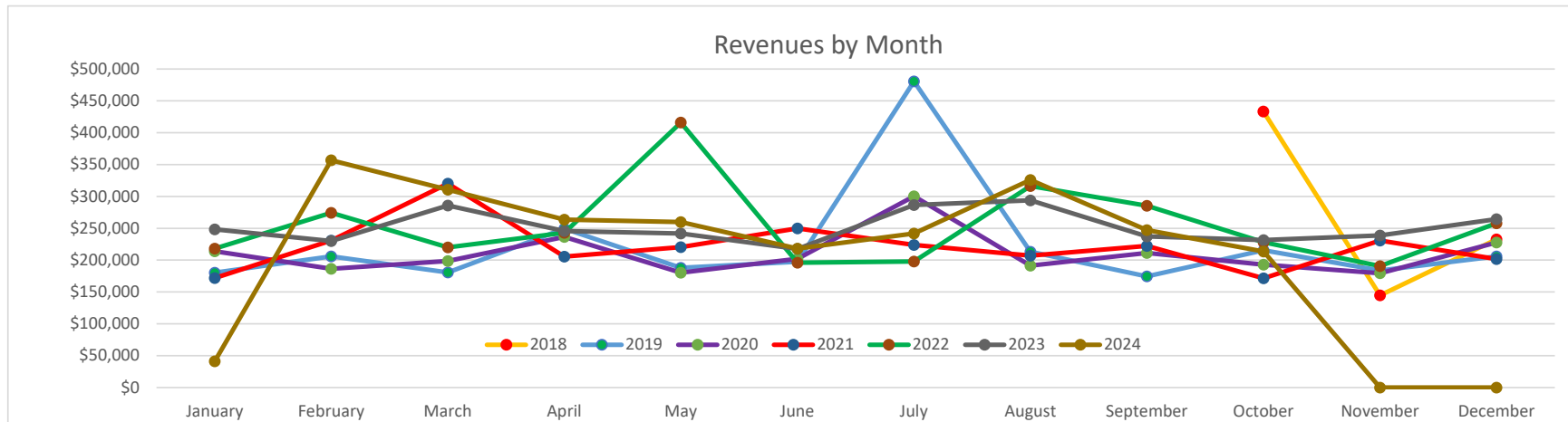
As of 10/2024

<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		213,351.98	2,484,803.88	
Disbursements		1,123,195.26-	1,595,922.44-	
Payroll		147,882.50-	1,526,310.81-	
Journal Entries		0.00	1,092.53-	
Fund Total		1,057,725.78-	638,521.90-	1,933,228.09
 All Funds	 2,571,749.99			
Receipts		213,351.98	2,484,803.88	
Disbursements		1,123,195.26-	1,595,922.44-	
Payroll		147,882.50-	1,526,310.81-	
Journal Entries		0.00	1,092.53-	
Total		1,057,725.78-	638,521.90-	1,933,228.09

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	\$213,352		

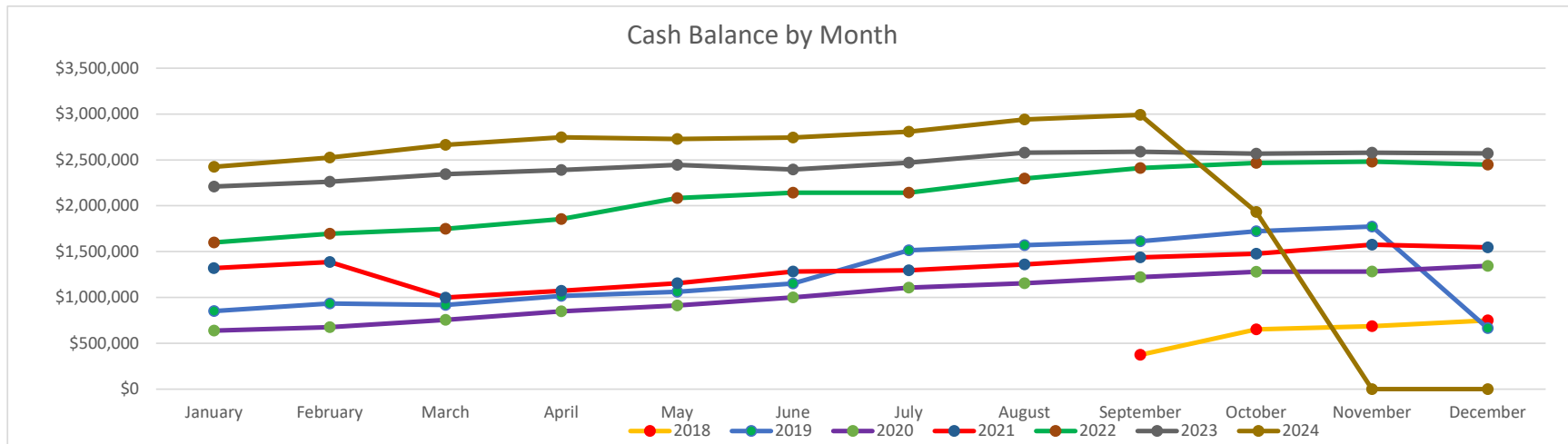


Note: October 2018 revenue includes \$290,000 for the tax system re-write; \$10,000 from each of the counties in the Mid-State Computer Collaborative
 July 2019 revenue includes \$270,000 for the tax system re-write; remaining \$20,000 was received in August 2019
 July 2020 revenue includes \$30,000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

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	\$1,933,228		



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

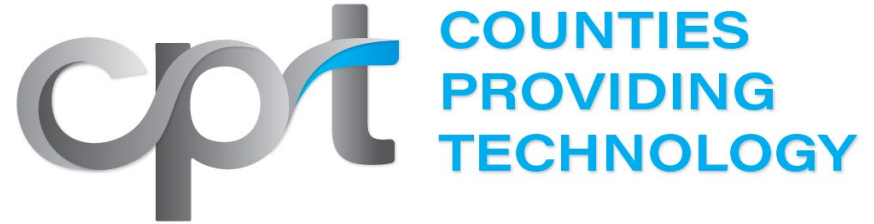
Cost to purchase CPUI in September 2018 (including purchase, non-compete, equipment purchase and prepaid expenses) was \$3,650,879.

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).

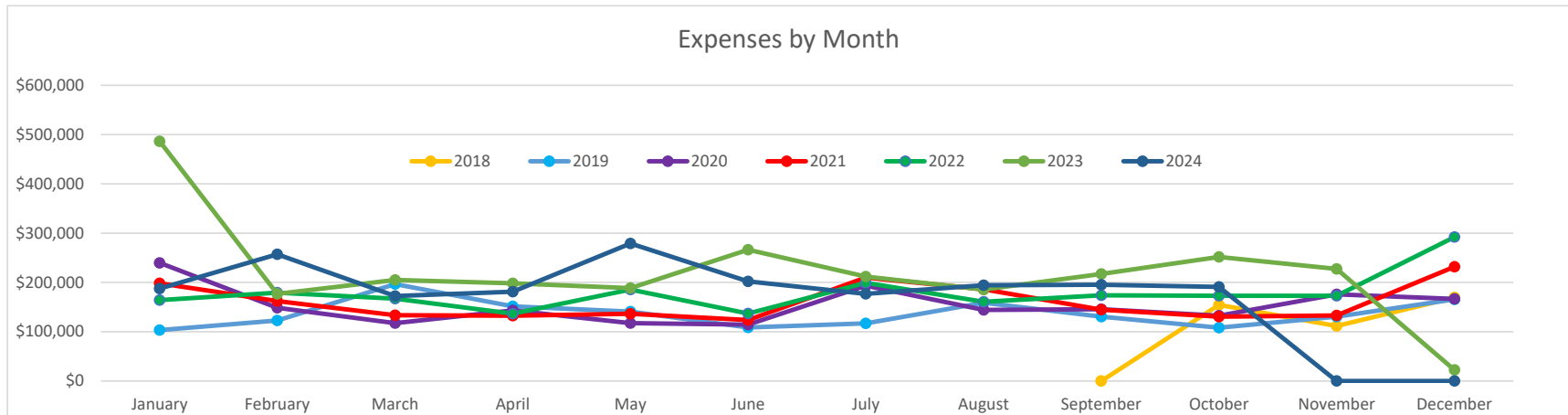
Capital contribution received in May 2022 for \$170,000 from Pope County for membership into the JPA.

Return of capital contributions were paid in October 2024 totaling \$1,080,000 to the 24 owning counties (\$45,000 to each county).

Expenses by Month

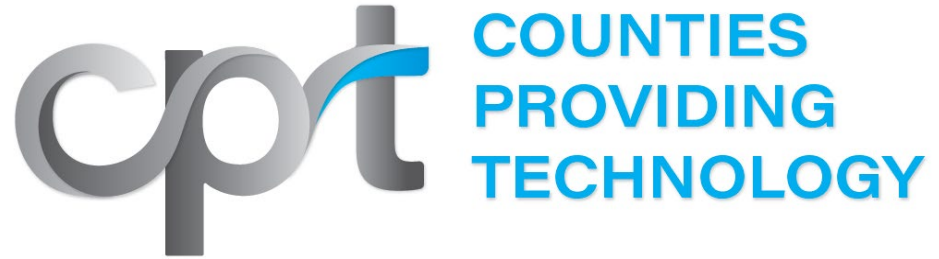


	January	February	March	April	May	June	July	August	September	October	November	December
2018	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$64	\$129,327	\$103,905	\$177,309
2019	\$103,295	\$122,646	\$196,642	\$151,635	\$140,983	\$108,582	\$116,958	\$158,921	\$130,779	\$108,171	\$130,728	\$165,593
2020	\$239,764	\$148,611	\$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	\$191,078		



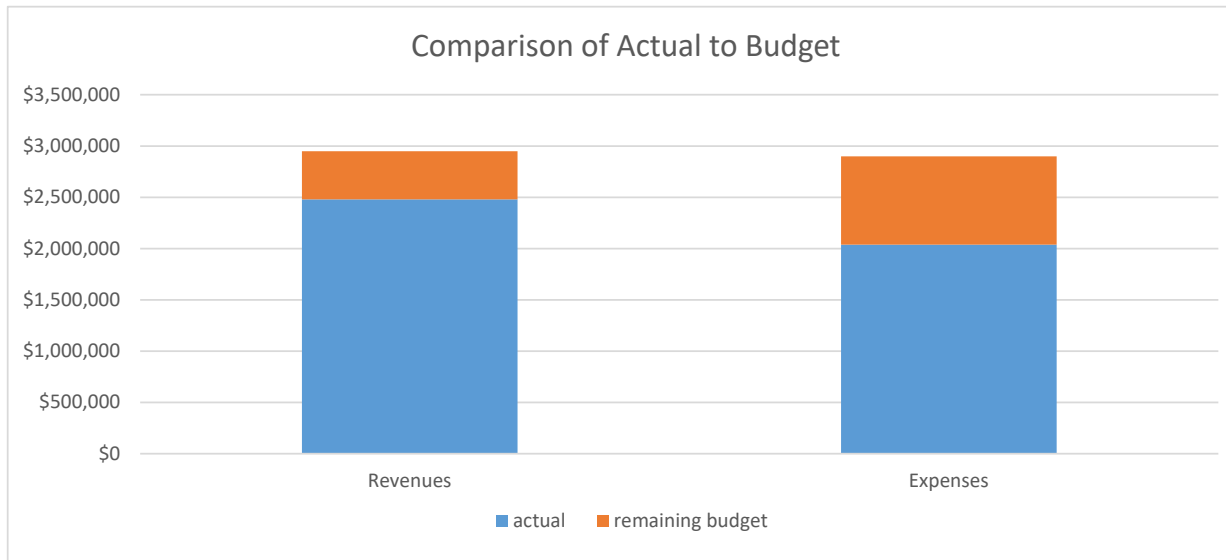
Budget to Actual Comparison

Through October 2024



Percent of year completed **83%**

Year-to-date		Percent of budget	Approved 2024 Budget	
Revenues	\$2,478,510	84%	Revenues	\$2,949,500
Expenses	\$2,037,132	70%	Expenses	\$2,897,889
Return of capital	\$1,080,000	0%	Return of capital	\$0



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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 07/22/2024
Pay Date 10/23/2024

<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>
88	Big Stone County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2929	Total...				
		45,000.00				
89	Cottonwood County Auditor Treasurer	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2930	Total...				
		45,000.00				
90	Douglas County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2931	Total...				
		45,000.00				
91	Grant County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2932	Total...				
		45,000.00				
92	Kandiyohi County Auditor Treasurer	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2933	Total...				
		45,000.00				
93	Lincoln County Auditor Treasurer	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2934	Total...				
		45,000.00				
94	Lyon County Auditor Treasurer	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2935	Total...				
		45,000.00				
95	Mahnomen County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2936	Total...				
		45,000.00				
96	Marshall County Auditor Treasurer	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2937	Total...				
		45,000.00				
97	Meeker County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2938	Total...				
		45,000.00				
98	Nobles County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2939	Total...				
		45,000.00				
99	Norman County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2940	Total...				
		45,000.00				
102	Pipestone County Auditor	45,000.00	Board Approved Capital Payment	66-003-000-0000-6817		N
	Warrant # 2941	Total...				
		45,000.00				

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 07/22/2024
Pay Date 10/23/2024

<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>
215	Pope County Auditor Treasurer	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2942	Total...						
		45,000.00						
103	Redwood County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2943	Total...						
		45,000.00						
104	Renville County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2944	Total...						
		45,000.00						
105	Steele County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2945	Total...						
		45,000.00						
36	Stevens County Auditor Treasurer	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2946	Total...						
		45,000.00						
106	Swift County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2947	Total...						
		45,000.00						
107	Todd County Auditor Treasurer	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2948	Total...						
		45,000.00						
108	Traverse County Auditor Treasurer	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2949	Total...						
		45,000.00						
109	Wadena County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2950	Total...						
		45,000.00						
110	Wilkin County Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2951	Total...						
		45,000.00						
111	Yellow Medicine Auditor	45,000.00	Board Approved Capital Payment			66-003-000-0000-6817		N
	Warrant # 2952	Total...						
		45,000.00						
	Warrant Form WF91	Total...	1,080,000.00	24 Transactions				
	Final Total...	1,080,000.00	24 Transactions					

CPTSHAN
10/22/2024

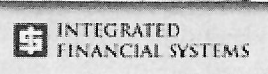
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Warrant Form **WF91**
Commissioner's Warrants

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

WARRANT REGISTER
Commissioner Warrants

Approved 07/22/2024
Pay Date 10/23/2024



Page 3

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

A handwritten signature in black ink, appearing to read 'Curtis', written over a horizontal line.

Director

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

Warrant Form **WF91**
Commissioner's Warrants


WARRANT REGISTER
Commissioner Warrants

Approved 10/24/2024
Pay Date 10/24/2024



<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>
30	Center Point Energy	29.28	SERVICE 09/10-10/09/24	66-003-000-0000-6251	10942506-6	N
30		23.62	SERVICE 09/10-10/09/24	66-003-000-0000-6251	11831812-0	N
	Warrant # 2953	Total...	52.90			
33	CPS Technology Solutions	500.00	TODD COUNTY ADDITION - OCT	66-003-000-0000-6261	385578	N
33		2,680.00	HOSTING FEE - NOVEMBER	66-003-000-0000-6261	385578	N
	Warrant # 2954	Total...	3,180.00			
155	Lakes Country Service Coop Ins Pool	8,506.02	HEALTH INS - NOVEMBER	66-003-000-0000-6871		N
	Warrant # 2955	Total...	8,506.02			
78	Staples/Randy	1,620.00	ROOF - TIN WORK	66-003-000-0000-6606		N
	Warrant # 2956	Total...	1,620.00			
	Warrant Form WF91	Total...	13,358.92	6 Transactions		
	Final Total...	13,358.92	6 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.

Signed 
Director

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



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 11/05/2024
Pay Date 11/05/2024

<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>
211	Asmus/Shannon	146.00		POSTAGE	66-003-000-0000-6215	
	Warrant #	2957	Total...	146.00		
216	Hanson/Susie	38.50		SUPPER AT TRAINING	66-003-000-0000-6337	
					10/27/2024	10/29/2024
216		194.30		MILEAGE - ASSESSOR TRNG	66-003-000-0000-6338	
					10/27/2024	10/29/2024
	Warrant #	2958	Total...	232.80		
79	IBM Corporation	2,134.19		HWMA & SWMA 11/01-01/31/25	66-003-000-0000-6402	393570
	Warrant #	2959	Total...	2,134.19		
188	Kroona/Jay M	1,845.00		TESTING - OCTOBER	66-003-000-0000-6261	
	Warrant #	2960	Total...	1,845.00		
134	Marco Technologies, LLC	47.50		SHRED SERVICE	66-003-000-0000-6261	INV13115833
	Warrant #	2961	Total...	47.50		
179	MINNESOTA COUNTIES COMPUTER COOP	80.00		IFS MTG - JULIE & DOMINIQUE	66-003-000-0000-6331	2405038
	Warrant #	2962	Total...	80.00		
100	Morris Electronics	2,030.00		DATA CIRCUIT - NOVEMBER	66-003-000-0000-6210	DATANOV2024
	Warrant #	2963	Total...	2,030.00		
101	Ratwik, Roszak & Maloney, P.A.	110.00		DRAFT COUNTEROFFER	66-003-000-0000-6261	77598
	Warrant #	2964	Total...	110.00		
78	Staples/Randy	450.00		INSTALL DOWNSPOUTS & HANGE	66-003-000-0000-6606	
	Warrant #	2965	Total...	450.00		
16	Vanderweyst/Valerie	7,150.00		CONTRACTED SERVICES - OCT	66-003-000-0000-6261	OCTOBER
	Warrant #	2966	Total...	7,150.00		
	Warrant Form	WF91	Total...	14,225.49		11 Transactions
			Final Total...	14,225.49		11 Transactions

CPTSHAN
11/05/2024

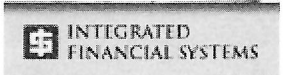
1:12PM

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

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 11/05/2024
Pay Date 11/05/2024



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 _____

A handwritten signature in black ink, appearing to read 'Eric [unclear]', written over a horizontal line.

Director

**** Counties Providing Technology ****



Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 11/14/2024
Pay Date 11/14/2024

<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>
161	Hollingsworth/Christopher	100.00	PERSONNEL MTG		66-003-000-0000-6106		N
161		100.00	EXECUTIVE BOARD MTG		66-003-000-0000-6106	10/08/2024	10/08/2024
						10/28/2024	10/28/2024
Warrant #	2967	Total...	200.00				
43	Morris Electronics	59.98	DOMAIN RENEWAL MN & ND		66-003-000-0000-6245	10263	N
43		2,194.20	RSA LICENSE SUBSCRIPTION		66-003-000-0000-6245	10651	N
						10/01/2024	09/30/2025
43		499.99	WILDCARD SSL - 1 YEAR		66-003-000-0000-6245	10661	N
43		50.00	LABOR		66-003-000-0000-6261	10251	N
43		62.50	LABOR		66-003-000-0000-6261	10262	N
43		93.75	LABOR		66-003-000-0000-6261	10286	N
43		62.50	LABOR		66-003-000-0000-6261	10314	N
43		156.25	LABOR		66-003-000-0000-6261	10349	N
43		50.00	LABOR		66-003-000-0000-6261	10363	N
43		93.75	LABOR		66-003-000-0000-6261	10513	N
43		100.00	MAP SERVER - OCTOBER		66-003-000-0000-6261	10540	N
43		315.00	ND TAX WEB - OCTOBER		66-003-000-0000-6261	10541	N
43		1,508.00	MN TAX WEB - OCTOBER		66-003-000-0000-6261	10542	N
43		62.50	LABOR		66-003-000-0000-6261	10625	N
43		93.75	LABOR		66-003-000-0000-6261	10630	N
43		93.75	LABOR		66-003-000-0000-6261	10662	N
43		55.15	WIRELESS KEYBOARD		66-003-000-0000-6481	10417	N
Warrant #	2968	Total...	5,551.07				
29	Otter Tail Power Company	514.86	SERVICE 9/28-10/29/24		66-003-000-0000-6251	4093126	N
29		55.38	SERVICE 9/28-10/29/24		66-003-000-0000-6251	20076543	N
Warrant #	2969	Total...	570.24				
9	Swanson/Craig	600.00	OFFICE CLEANING - NOVEMBER		66-003-000-0000-6271		N
Warrant #	2970	Total...	600.00				
Warrant Form	WF91	Total...	6,921.31	22 Transactions			

CPTSHAN
11/14/2024

1:44PM

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

Warrant Form **WF91**
Commissioner's Warrants

WARRANT REGISTER
Commissioner Warrants

Approved 11/14/2024
Pay Date 11/14/2024



Final Total... 6,921.31 22 Transactions

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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 OCTOBER 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					412,430.35		1,224,656.06	1,342,790.06	294,296.35
9							-				-
10		Bremer Payroll Account opened 12/31/2015					20,053.61		220,000.00	148,287.70	91,765.91
11											
12		Flex Account					2,000.00		0.00	0.00	2,000.00
13											
14		Bremer Money Market Savings					1,256,469.91	1,695.92	0.00	800,000.00	458,165.83
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	846.16	846.16	213,846.16	-
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)					2,990,953.87	2,542.08	1,445,502.22	2,504,923.92	1,933,228.09
27											
28	Non-Restricted Accounts								Per state auditors:		
29		Cash Accounts					846,228.09				0.00
30		Edward Jones					1,087,000.00				
31											
32											
33											
34											
35											
36											
37									Total Balance		1,933,228.09
38									For Month-End		
39							1,933,228.09				



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 25, 2024		
Agenda Item:	Personnel policy verbiage clarifications		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p>CPT Contribution verbiage: 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.</p> <p>CPT Medical Leave verbiage: 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.</p> <p>CPT Sick/ESST verbiage, combining the two banks into one: Sick Leave and ESST (Earned Sick and Safe Time) Sick/ESST (Earned Sick & Safe Time) Leave</p> <p>Full documents attached.</p>			
Financial Impact:			
Yes or No? No			
Was this budgeted for 2025? N/A			
Recommended Action/Motion:			
Approve as requested			

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.

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

26 - 30 years	27 days per year
31+ years	30 days per year

~~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;



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 25, 2024		
Agenda Item:	Personnel policy addition/change		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p>CPT would like to begin a donation leave program for CPT employees (verbiage attached). Requesting approval to add this to the existing personnel policy effective January 1, 2025.</p>			
Financial Impact:			
Yes or No? No			
Was this budgeted for 2025?			
Recommended Action/Motion:			
Approve as requested			

Donation of Leave

In the event employees have exhausted or are expected to exhaust their accrued leave balances, due to critical illness or bereavement needs for themselves or immediate family member, CPT provides an opportunity for other employees to donate from their accrual banks.

Employees may donate vacation, sick or comp hours to the CPT general leave bank. The minimum donation is 4 hours and a maximum of 40 hours annually. The donor may not fall below 5 days in their sick or vacation accruals, but may donate more than once per year.

Employees must complete the donation authorization form and this is irrevocable, once the request is made. The donated hours will be deducted from the applicable bank for the donating employee.

The recipient will be allocated the appropriate hours necessary on a per pay period basis. These hours may not be used as vacation.

The donated hours are transferred on a 1 to 1 equivalent. Unused donated hours will be retained in a CPT general leave bank and may be used at another time by another employee.



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 25, 2024		
Agenda Item:	Personnel policy addition/change		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p>CPT would like to begin an employee recognition program for CPT employees (verbiage attached). Requesting approval to add this to the existing personnel policy effective January 1, 2025.</p>			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2025? Yes			
Recommended Action/Motion:			
Approve as requested			

Recognition Program

As CPT employees are our most valuable resource, we wish to provide formal recognition for longevity, service and wellness through our Employee Recognition Program. The program may expend funds as necessary to achieve the objectives of the program, based on annual recommendations by the Executive Director and approval by the CPT board through budget allocation.

Service Recognition

Recognition awards will be presented each month to celebrate employee's service achievement to CPT based on their anniversary date, or hire date, if the anniversary date reflects higher service years for accrual purposes only. Gifts are presented to active employees at five-year increments, along with a certificate. The type of gift provided will be a tangible item and determined by the HR Director and Executive Director. Cash will not be offered in lieu of a gift.

Recognition awards will not be presented to service milestones prior to the approval of this policy.

If an employee terminates and returns to CPT employment at a later date, the anniversary date will be determined by the HR Director and Executive Director.

1 Year	Certificate
5 Year	Certificate & gift valued at \$40
10 Year	Certificate & gift valued at \$80
15 Year	Certificate & gift valued at \$120
20 Year	Certificate & gift valued at \$160
25 Year	Certificate & gift valued at \$200
30 Year	Certificate & gift valued at \$240
35 Year	Certificate & gift valued at \$280
40 Year	Certificate & gift valued at \$320

Retirement Recognition

Employees will be recognized upon retirement provided they have been a CPT employee for at least 5 years. CPT may spend up to \$75.00 for refreshments etc. to celebrate the employee's dedication and contributions to CPT. The recognition event may be held on or off-site, based on the employee's preference. The employee may not choose to receive funds in lieu of a retirement event.

Recognition Events

An annual employee event will be held to recognize the dedication of CPT team members.

The Executive Director and/or the CPT Board may choose to have other employee recognition events when appropriate; i.e. meeting project goals and other accomplishments.

Sympathy & Memorial Recognition

In the event CPT experiences a loss of an active employee, a memorial gift of up to \$100 will be provided to the surviving party. If an active employee experiences an unfortunate loss of an immediate family member, a memorial gift of up to \$75 will provided to the employee.



Counties Providing Technology Board of Commissioners Agenda Request

Requested Meeting Date:	November 25, 2024		
Agenda Item:	Employee movement		
Submitted By:	Erica Swenson	Department:	Human Resources
Presenter:	Erica Swenson	Estimate of Time Needed:	
Issue Summary:			
<p>Having met the requirements of the CPT promotion Policy, approval is requested to move Software Developer 1 Taylor Carrington to a Software Developer 2 position. Per policy he will be moved to a Grade 9 Step 5, effective November 10, 2024.</p>			
Financial Impact:			
Yes or No? Yes			
Was this budgeted for 2025? Yes			
Recommended Action/Motion:			
Approve as requested			

Software Committee Summary for November 2024

Summary of the 4 pieces of the ETAX Project –

- **TAXWEB** – Currently, Douglas, Kandiyohi, Meeker, Mille Lacs, Pope, Renville, Sibley and Yellow Medicine County are live. The counties in testing mode are Lincoln, Stevens and Todd. We have communication out to Grant, Redwood and Rock County to see if they are ready for the next step. We have a meeting on the November 14th to talk about Delinquent Tax Collection on the Web.
- **New CAMA/LandCalc** - We are still in the process of getting the security pieces done for CAMA/Land Calc which includes LDAP to Todd county. We just got the log in information from Todd on Tuesday and we are in the process of updating programming with this information. Proceeding forward we will keep working on more CAMA/Land Calc programs.
- **New Report Generator** – Michelle in Big Stone County is currently testing our newest release which included her having a command on the Green Screen to the Report Generator Server in Big Stone. We did get Michelle the secure link for Tax on Report Generator Server working. We are working on the next release for Michelle. Then next county to update with the current release will be Sibley.
- **ETAX** – The ETAX developers have continued to work on “Quick Access” and Menu TAXX10 programs. We have made some good progress to the speed of receiving the data in the grids and creating some more user friendly changes that will help with that also.

Just a reminder of our goal's below

- Our 1st Goal is to have TAXWEB and New Report Generator live.
- Our 2nd Goal is to have CAMA/Landcalc live.
- Our 3rd Goal is to get Assessor's Module of ETAX live.

Day to Day at CPT

- User meetings that are planned; most of them “zoom”. HR meeting took place on Oct. 17th in preparation for Open Enrollment. Auditor/Treasurer discussion on paying DLQ Taxes on the Updated CPT Tax Web on November 14th. Auditor/Treasurer meeting on Dec 4th, and the Assessor Meeting on Dec 12th. Also, will follow up with an additional meeting in January in final preparation for Tax Statements and Valuation Notices. Finally, the Payroll/Financial meeting is in person on Dec. 5th.
- ND RE Tax-Programming is in process for Residence Credit (new this year) for Tax Statements. ND Tax Statements are in the mail as early as first week in December.
- ND RE Tax-Programming is underway to expand the Parcel# to 14 digits. After that, we will be converting Griggs County in ND to the CPT Tax System, by next July 1st.
- ND Griggs County will need a conversion of IFS Data by the end of the year. We are in the process of converting the files to our CPT System. As well, Griggs County will start on the CPT Payroll system on January 1st. Griggs is currently on a Windows Server.
- ND PERS-Programming for a new PERS Code. Final stages.
- MN PLZ Project for Kandi is underway. We are converting the files and testing the maintenance, hoping to give Kandiyohi County a first look at that in the next couple of weeks.
- Mike, Gwen, and Suzie will attend a State Assessed Forum in St. Paul, put on by the DOR on Nov. 20th.
- Mike and Gwen attended the Assessor’s Fall Conference at Maddens Resort, September 23-24. Because of the board meeting that day and Madden’s kicking the Vendor’s out early on the 24th. We did not get a lot of time with clients. But this does look like a good opportunity for us and the Assessor’s we visited with were really glad to see us attend.

Server/Network

- **New Servers:** New servers have arrived. Waiting on getting Power Distribution and some network equipment
- **MFA:** New multi-factor authentication on remote connections
- **IP address change:** IP address changes
- **Phone email:** Phone email usage/Multi-Factor authentication
- **SIEM/Security:** Have started implementing Splunk
- **Security Meeting:** Meeting in February