

H& Payroll User Group Meeting
Thursday, April 16, 2026
9am via Zoom

Attendees:

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|---------------------------|--------------------------------|
| Allison Magnus, Cass | Kayla Oldridge, Nicollet |
| Annalee Jones, Polk | Lauren Sandeen, Clay |
| Becky Toso, Cass | Lisa Meredith, MnCCC |
| Bradley Lutz, Chisago | Lisa Neutgens, Renville |
| Bradley Schoenrock, UKG | Lori Johnson, Clay |
| Christy Smith, Fillmore | Lynette Idso, Nicollet |
| Darren Brooke, Clay | Mary Evink, Hubbard |
| David Lloyd, LeSueur | Mary Sarracino, Improvization |
| Emily Wick, MnCCC | Robin Hansen, Hubbard |
| Gayle Popowski, Watonwan | Sarah Pint, LeSueur |
| Gwen Bruegger, Wabasha | Shannon Van Allen, Wabasha |
| Heather Behr, Chisago | Sharon Katka, Isanti |
| Jamie Bachtle, Freeborn | Stacey Skalsky, Roseau |
| Jane Staehnke, Hubbard | Steph Thorsen, Renville County |
| Jonathan Simon, MnCCC | Tasia Johnson, UKG |
| Kari Stein, Nicollet | Theresa Kubes, LeSueur |
| Kassandra Engberg, Isanti | Wilton Watson, Improvization |

AGENDA

Darren Brooke (Clay) called the meeting to order at 9:08am.

Approve Agenda: Becky Toso (Cass) moved to approve the agenda. Jane Staehnke (Hubbard) second. Motion carried.

Approve Minutes: Heather Behr (Chisago) moved to approve minutes from March 19, 2026 meeting. Jane Staehnke (Hubbard) second. Motion carried.

UKG Updates & Hot Topics:

Tasia Johnson (UKG) reminded everyone about release notes. She will be reaching out to counties if they have cases impacted by current releases. Third-party sick pay is still an issue. UKG wants counties to pay for service request. This is a tax issue, so question on if counties should need to pay for this. Tasia requested a list of talking points and issues to be provided to her ahead of time so she can comment on them during the meeting.

Bradley Schoenrock (UKG) gave an update on Wabasha's extended leave functionality. Would like to do a joint demo for any counties interested in learning more about this. Employees request leave and submit documents through the system. Could eliminate some of the paperwork and spreadsheets currently being used. If interested in seeing recorded demo, connect with Lisa Meredith (MnCCC), we will look at it as a larger group after the annual conference.

Approve Financial Report: Jonathan Simon (MnCCC) discussed the financial report, some counties are still missing from the report. Moving everyone to same renewal (December). Not approving current report as Jonathan will send out a revised version with all counties.

Liaison Reports

ISSG: Had an AI workshop on April 1. Annual planning session will be held in May. Plan to host additional training with state IT leadership group.

MnCCC: Annalee Jones (Polk) reported. MnCCC Board met April 9. March checks and financials were reviewed and approved. Missing User Group fees for 2026 have been billed to members. Reviewing the Adobe contract and pricing to see if this is still a viable solution to provide. Received a clean audit. MnCCC's attorney plans to do contract training and guided review of the Guidelines for Vendor Contracts. Q1 RSVP enhancements have been delayed to mid-April. Conference preparation continues. The New Officer Prep was well-attended. MnCCC's updated accessibility policy was approved by the Board. Annual region meetings will be held on April 27 at 10:00 am on Zoom. The Board meeting date for June is TBD, and the annual retreat will be held in August or September (TBD). Bylaws and JPA have been updated and approved by the Board. Next meeting May 18 at 10:00 am – MnCCC Conference (Madden's)

Committee/Module Updates

Improvisation: Mary Sarracino gave update. Initial assessment has been completed. Report is available to all counties on the MnCCC website under User groups. Will be presenting at the MnCCC Conference.

Issues Roundtable & Peer Support

Deduction Time Import Template

Other Business

Ideas for Future Training/Discussion Topics

- i. New Hire Processing Through
- ii. Open Enrollment

MnCCC Annual Conference: Annual membership meeting at 4pm on Tuesday at conference, in person only. If you are a voting member county and can't attend, please give someone the ability to vote on your behalf.

MnCCC Region Meetings also coming up for everyone, not just voting members. Register through RSVP.

HR/Payroll Usergroup – we will need a new Recording Secretary. If you are interested, please connect with Emily Wick (MnCCC).

Adjourn – Darren adjourned the meeting at 10:04am.

After Meeting Discussion: Recruitment

Next Meeting: Wednesday, May 20, 2026, from 2:30 to 3:30 pm at Madden's – MnCCC Conference

Submitted by Lisa Neutgens (Renville), Recording Secretary