

HR & Payroll User Group Annual Meeting

Wednesday, May 20

2:30-3:30 pm

Madden's on Gull Lake (Sibley)

Agenda

1. Call to Order: Darren Brooke
2. Recognition of Officers & Liaisons
3. Consent Agenda Items
 - a. Approval of Agenda
 - b. Approval of Minutes: June 4, 2025
 - c. Approval of Minutes: April 16, 2026
4. Financial Report
 - a. Current Financial Report & Budget
 - b. Proposed 2027 Fee Schedule and Budget
 - i. New Member Fee: \$2,500.00 for first year
 - ii. User Group Fee: \$1,000.00 for second year and beyond (annual)
 - iii. Approved blended rate for Core: \$9.75/employee/month
 - iv. Improv: Fees based on contracted services
Other UKG fees based on services selected
5. UKG Update
6. Improvizations Update
7. Liaison Reports
 - a. ISSG: Matt Troska
 - b. MnCCC: Annalee Jones
8. User Group Elections
 - a. Recording Officer
9. Transition of Officers
10. Other Business/Membership Concerns
 - a. Review and Approval of Rules and Regulations
 - b. June Meeting Date
11. Adjourn

Next User Group Meeting: Thursday, June 18, 2026, at 9:00 am – Zoom

In accordance with Mn. Stats. § 13.01, Subds. (b)(6) and (c), this meeting is subject to Open Meeting Law. For more information, visit MnCCC's Resource Center: <https://mnccc.gov/resource-center/open-meetings>

Executive Officers:

Past-Chair: Jamie Bachtle, Freeborn County
Chair: Darren Brooke, Clay County
Vice-Chair: Heather Behr, Chisago County
Recording Officer: Lisa Neutgens, Renville County

Liaisons:

MnCCC Board Liaison: Annalee Jones, Polk County; Annalee.jones@polkcountymn.gov
ISSG Liaison: Matt Troska, McLeod County; matt.troska@mcleodcountymn.gov

Voting Members

Brown County
Cass County
Chisago County
Clay County
Des Moines Valley Health & Human Services
Faribault County
Fillmore County
Freeborn County
Houston County
Hubbard County
Isanti County
Jackson County
Le Sueur County
Martin County
McLeod County
Mower County
Renville County
Roseau County
Wabasha County
Watsonwan County

