

# MnCCC Board Meeting Minutes

Thursday, April 9, 2026, at 9:30 am  
In-Person at MnCCC & 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>

## Members Present:

Jody Moran, Past-Chair, Washington County  
Kathy Jenson, Chair, Roseau County  
Dylan Edwards, Vice-Chair, Stearns County  
Mia Higgins, Treasurer, Sherburne County - Zoom  
Al Paulson, Region I, Clearwater County  
Bridgitte Konrad, Region II, Chisago County  
Lynn Boraas, Region IV, Carver County  
Matt Troska, IT Representative, McLeod County  
Annalee Jones, At-Large Representative, Polk County

## Others Present:

Lisa Meredith, MnCCC  
Jonathan Simon, MnCCC  
Amanda Beyer-Schulte, MnCCC  
Emily Wick, MnCCC

## Absent:

Jason McCaslin, Region III, Olmsted County

## Call to Order

Kathy Jenson called the meeting to order at 9:30 am.

## Approval of Agenda Items

Annalee Jones moved to approve the agenda with the addition of a NACo discussion, seconded by Jody Moran. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0.

## Approval of Minutes: March 12, 2026

Bridgitte Konrad moved to approve the minutes from March 12, seconded by Al Paulson. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0.

## Financials

### 2025 Audit Report

Marc Colin from Carpenter, Evert and Associates joined to discuss the 2025 audit. The annual audit involves reviewing financial statements, evaluating accounting practices, assessing risks (including fraud and revenue recognition), and issuing an audit opinion. Lynn Boraas moved, seconded by Annalee Jones, to accept the draft audit for presentation and approval at the Membership Meeting. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0.

### March Financials and Checks

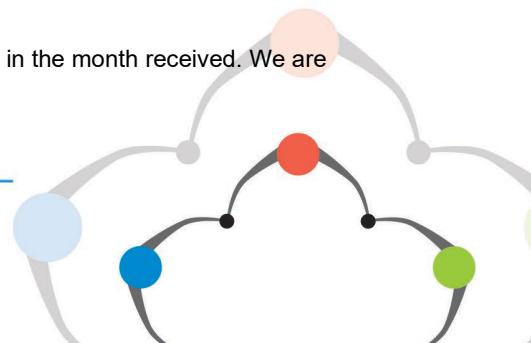
Jonathan Simon presented the March financials and check run. Jody Moran moved to approve the March financial report, seconded by Al Paulson. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0.

### Balance Sheet & Subsidiary Schedule

- Cash is coming down from its beginning of the year peak as we used some of the funds collected at the beginning of the year to pay quarterly support invoices, etc.
- 3 CDs matured in March and were replaced by 3 new CDs

### Income Statement & Subsidiary Schedule

- Deferred revenue for annual conference until May. Previously this was recognized in the month received. We are accruing expenses so wanted to do the same with revenue to be consistent
- Earned another \$36k in interest income from unused cash



### Accounts Receivable Aging Report

- \$1.8M in outstanding receivables as of 3/31/26
- \$157k in payables over 90 days past due
- \$922k in payables between 61-90. Jonathan to do a big push in April to clean this up

### Accounts Payable Aging Report

- \$541,432 in outstanding payables as of 3/31/26
- All payables are 0-30 days from date on invoice as of 3/31/26
- Holding US Signal invoices. Working with US Signal to sort out the CSTS/MCAPS Azure environment charges
- Holding all future Aumentum payables for review/approval by the User Group

### Budget Report

- Dues/memberships at 41% of budget. So far MNGFOA membership for Jonathan. MnCCC Costco renewal, and MN Council of Nonprofits annual membership
- Staff development at 39% of budget, largely driven by Jonathan's Power BI training and the Nonprofit Finance Conference for Jonathan in April

### Other Accounting Items

- Performed an audit of User group fees charged and found \$22,500 in missing User Group fees that have been billed to members
- Digging into Adobe contract and pricing to see if this is still a viable solution that MnCCC should provide
- *February check numbers ended on 28737, for reference.* March check numbers are 28738-28807 (28758-28773 voided/shredded for printing issues) for \$1,850,034.96. Al Paulson moved to approve the check run, seconded by Lynn Boraas. Roll call was conducted to capture voting. Motion was unanimously adopted 9X-0.

### Contract Advisory Panel (CAP) Update

*Kathy Jenson, Dylan Edwards, Jody Moran, & Matt Troska*

Clarity Solutions responded with proposed contract language on liability and breach of data, which was shared with MnCCC's legal team. The goal is to have the draft contract for the May Board meeting. Dave Zubke plans to do contract training and guided review of the Guidelines for Vendor Contracts after the conference. MnCCC will meet with vendors whose contracts have automatic renewal clauses to ensure services and terms remain as expected.

### MnCCC Update

*Provided by MnCCC Staff*

Since the last Board meeting, the MnCCC staff has worked on several projects and core organizational functions. The following is a very high-level overview of the previous month's activities:

- There were 33 User Group and Committee meetings in March + the CSTS Coffee Break, Celebrating Women in Government, and New Officer Prep training
- Q1 RSVP enhancements have been delayed to mid-April due to other projects on Logisolve's side. Logisolve was acquired by V-Soft Consulting, which will not change our current service or agreements, but will change billing
- Conference preparation continues. We have 31 vendors registered and hope to reach 35 to sell out the show. The agenda has been released, and updates are being posted to RSVP and the website weekly
- The New Officer Prep on March 19 was well-attended and allowed potential new officers a chance to gain knowledge of available positions
- Amanda and Emily are re-formatting all Rules and Regulations. They will be shared with User Groups at their annual meetings
- Jonathan and Lisa are working with all the User Groups on their fee schedules for 2027 to ensure they're available for approval at the annual meetings
- Amanda is reviewing the website to offer recommendations for updates to comply with the Title II ADA requirements by April 2026. An accessibility self-assessment will be presented with the updated policy
- Jonathan and Lisa are working on insurance comparison and audit and looking at options for coverage changes. Staff will conduct an updated asset and inventory review after the conference
- Annual region meetings will be held on April 27 at 10:00 am on Zoom. Mia Higgins (Treasurer) will attend in person to comply with Open Meeting Law
- Lisa, Amanda, and Jonathan are reviewing the Adobe contract and pricing. They met with representatives from SHI, Carahsoft, and adobe on 4/3/26 to get the discussion started and get questions answered
- MnCCC is partnering with Carahsoft to offer document accessibility training. As of posting on April 8<sup>th</sup>, over 100 people have registered



Outstanding action items and their updates are as follows:

Action	Update	Status
Review of and training on Guidelines for Vendor Contracts with CAP	Lisa is working with Dave Zubke (MnCCC attorney) to host a 90-minute training session	In progress
Board to review Engagement Matrix at a future Board meeting. Edit to add: Staff to review Board and Staff priorities and bring to April meeting	Brought to April meeting for review. Staff to review priorities for to-dos, completed, and other suggestions and bring to April meeting	In progress
Bylaws, Personnel Policy, Board Handbook, and Joint Powers Agreement	Review at April meeting	Almost complete
Market BlueZones Scripting project to counties through ISSG and MNCITLA. Lisa to contact Dusty (User Group Chair)	Clarity Solutions responded with proposed contract language on liability and breach of data, which was shared with MnCCC's legal team. The goal is to have the draft contract for the May Board meeting	In progress
Subcommittee to meet with staff to review job descriptions and address questions	Amanda's is ready for review. Need to match language between Amanda's and Emily's descriptions	Complete
Research business insurance	Jonathan and Lisa are working on insurance comparison and audit, setting up a call for cyber insurance. Staff will conduct an updated asset and inventory review after the conference	In progress
Lisa to meet with Dr. Tessia Melvin (DDA) for final Personnel Policy review	Dr. Melvin provided suggestions, which were shared with the Board. Recommendation to update policy based on April meeting discussion and review again in June	Meeting complete, Personnel Policy in progress
Amanda to bring completed accessibility self-audit and finalized Accessibility Policy to April meeting	No changes have been made to the policy since the March meeting. The self-audit was included in the Board SharePoint and is available to share	Complete
Emily to clean up JPA, Bylaws, and Board Handbook and update SharePoint site and bring to April Board meeting	This has been done	Complete

A motion to approve the Accessibility Policy as presented was made by Dylan Edwards, seconded by Bridgitte Konrad. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0.

#### Document Review – Bylaws, JPA, Board Handbook, and Personnel Policy

The documents have been reviewed by MnCCC staff, MCIT legal, and MnCCC's legal.

Dr. Tessia Melvin (DDA) provided suggestions on the Personnel Policy, which the Board reviewed. Lisa recommends updating the policy based on today's discussion and revisiting at the June Board meeting. Kathy, Lynn, Bridgitte, Dylan, Jody, Lisa, and Emily will work on reviewing and restructuring the Personnel Policy for full Board review this summer/fall.

A motion to approve the revised JPA to be sent to the Membership for approval was made by Bridgitte Konrad, seconded by Annalee Jones. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0. A motion to approve the revised Bylaws to be sent to the Membership for approval was made by Jody Moran, seconded by Al Paulson. Roll call was conducted to capture voting. Motion was unanimously adopted 9-0. Lisa and Emily will conduct a final review of JPA and Bylaws for any formatting or clerical errors, create a memo with all changes, and send them through RSVP by April 17.

#### User Group Liaison Highlights

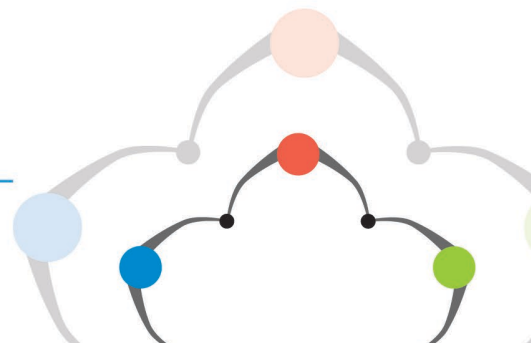
##### Finance & General Government (F&GG) User Group

*Provided by Lynn Boraas*

The Advisory Committee will meet again on May 11 at 10:00 am via Zoom. The RTVision contract automatically renews this year. MnCCC met with them to obtain an updated Service Level Agreement for 2026 and will meet again in October to obtain a 3-year contract. TRUST is the replacement product for Treasurers' Financial and will integrate with IFS. An initial meeting of interested counties was held on April 8 to determine by-in moving forward.

##### IFS Advisory and User Group

*Provided by Lynn Boraas*



The Advisory Committee will meet again on April 10 at 9:00 am on Zoom. 2027 fees were presented to the Finance Committee and recommended for approval by the Advisory Committee and User Group. The Enhancement Committee met on April 9 during the Board meeting.

#### **Child & Teen Checkups User Group**

*Provided by Kathy Jenson*

There is a CATCH Enhancement Workgroup meeting under the CHS User Group for the time being.

#### **Property Information User Group (PIUG)**

*Provided by Kathy Jenson*

The User Group will meet again on May 4 at 10:00 am on Zoom.

#### **Tyler User Group**

*Provided by Bridgitte Konrad*

The User Group met on March 25. The DOR provided reminders on PRISM submissions, compliance issues, and upcoming deadlines. Tyler shared updates on version support ending for 2024, ongoing testing of judicial safety masking, and progress on the PTR report. Committees reported minimal updates but noted new enhancement requests and legislative items being monitored. The roundtable focused on reporting issues, enhancement ideas, and user needs. The next meeting will be held on April 22, 2026.

#### **County Attorney User Group**

*Provided by Jody Moran*

The Executive Committee met on April 8 but didn't have a quorum. Discussion included liaison and committee reports, the STI status update, conference updates from MnCCC, and positions for election at the conference. The annual voting message will go out on April 10 to ensure quorum is reached for the User Group meeting at the conference. The Executive Committee will meet again on May 13 at 1:00 pm on Zoom.

#### **Aumentum Tax User Group**

*Provided by Jody Moran*

The User Group met on April 2. The DOR provided updates on legislative activity, PRISM deadlines, compliance concerns, and exam changes. Counties discussed ongoing issues with Aumentum Technologies, including numerous critical tickets, platform upgrade challenges, billing concerns, training needs, and data validation problems. Committee updates highlighted legislative changes, training delays until all counties are live on Platform, significant testing and reporting issues, and upcoming discussions on funding increases. The Steering Committee raised concerns about training quality, ticket management, and implementation gaps. There was a meeting scheduled with upper management. Aumentum has begun marketing their product to Minnesota counties. The next meeting will be at the MnCCC Conference.

#### **Community Health Services (CHS) User Group**

*Provided by Al Paulson*

The User Group met on March 16. Support desk hours were down, though an increase was expected with upcoming installations. A major discussion centered on the proposed CATCH enhancement, including funding options, technical-hour usage, and contractor needs. Members agreed to send the enhancement request back to the Enhancement Committee for recommendations before making a final decision in May. Committees reported on training, quality assurance issues, and system updates. The group also discussed holding their annual meeting at the MnCCC Conference.

#### **Law Enforcement User Group**

*Provided by Lisa Meredith/Al Paulson*

The User Group met on March 26. No enhancement or issue discussions occurred. CIS presented new updates after adjournment. The meeting concluded quickly with no action items noted. The group will have another in-person meeting in August or September, where CIS will feature their latest updates.

#### **Association of Minnesota Counties (AMC)**

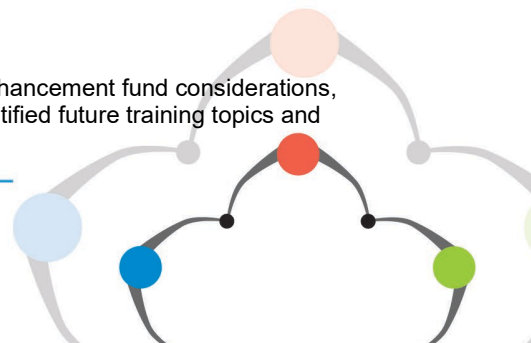
*Provided by Al Paulson*

Last meeting was canceled due to the Day at the Capitol. Their next meetings will be held on April 29 and May 1.

#### **HR & Payroll User Group**

*Provided by Annalee Jones*

The User Group met on March 19. UKG shared no major updates. Discussions covered enhancement fund considerations, liaison updates, and issues such as employees holding two PERA positions. Members identified future training topics and



reviewed upcoming UKG and MnCCC events. After the User Group, Improv (3<sup>rd</sup>-party support vendor) presented their findings from their assessment and provided recommendations for next steps. Lisa and Emily will meet with Improv next week to discuss the contract and how the User Group will participate. All renewal dates were changed to December 31. Lisa continues to meet with Brian and Talona from UKG on pricing, contracting, support issues, and UKG Ready.

#### **Human Services User Group**

*Provided by Dylan Edwards*

The User Group has not met since January and will meet again in May to review 2027 fees.

#### **Information Services Support Group (ISSG)**

*Provided by Matt Troska*

The User Group held their special topic workshop on April 1: AI governance in county government. Annual Planning Meeting scheduled for May 6. Considering changing the meeting cadence.

#### **Neumo Tax & CAMA User Groups**

*Provided by MnCCC*

The combined User Groups will meet again on April 16 at 10:00 am on Zoom.

#### **Tax Court User Group**

*Provided by MnCCC*

The User Group has not met but remains in good standing.

#### **Corrections User Group**

*Provided by Mia Higgins*

The Executive Committee met on March 18. The majority of the meeting was a presentation from the Leech Lake Band of Ojibwe Tribal Court about their restorative justice programs and potential CSTS adoption. The proposed 2027 user group fees (with a 4% increase) were approved, along with plans to extend the contract to 2028. STI provided updates on CSTS v5.0, data migration progress, and Twilio integration, which the group voted to have each agency manage individually rather than at MnCCC. Additional updates included progress on the DWI Data Utility pilot and dashboard work.

#### **Other Business/Action Items**

##### **Region Meetings**

Annual region meetings will be held on April 27 at 10:00 am on Zoom, with Mia Higgins attending in person at MnCCC. Representatives for Regions 1 and 3 will be elected during the breakout sessions.

##### **MnCCC Annual Conference**

The agenda is being updated regularly, with weekly revisions posted on RSVP and the website. Activities, lodging, entertainment, etc. have all been finalized. Staff and Board members are encouraged to arrive early on May 17 to begin setup. The Board meeting will be on Monday, May 18 at 10:00 am in the Olson Board Room of Town Hall. Discussion on how to conduct voting during the Membership meeting. Board members are asked to be room hosts for certain sessions.

##### **NACo Conference Discussion**

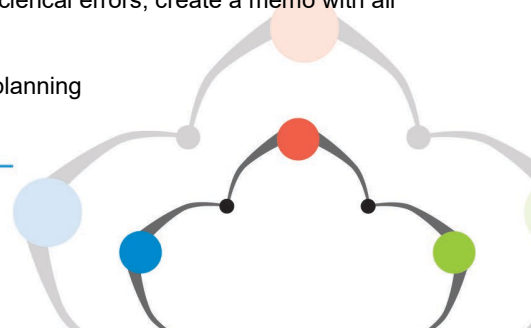
Lisa presented the NACo conference agenda and fees for the Board to decide if she should attend. A motion to approve Lisa's attendance at NACo was made by Al Paulson, seconded by Lynn Boraas. Discussion on the benefits of attending the conference and marketing MnCCC. Mia Higgins and Jody Moran left the meeting; no virtual attendees remained, so roll call voting was not conducted. Motion passed unanimously.

##### **Board Meeting Schedule**

Review of meetings through the end of 2026. Need to discuss June Board meeting. The annual retreat will be held in August or September – date TBD.

##### **Action Items**

- Emily and Lisa to coordinate a 2-hour Personnel Policy meeting with Kathy, Lynn, Bridgitte, Dylan, and Jody
- MnCCC staff to propose date options for Board retreat
- Lisa and Emily will conduct a final review of JPA and Bylaws for any formatting or clerical errors, create a memo with all changes, and send through RSVP by April 17
- Discuss Board meeting on June 5 at conference meeting
- Future agenda items: Board engagement matrix, Dave Unmacht report, strategic planning



**Adjourn**

Kathy Jenson adjourned the meeting at 1:31 pm.

**Next meeting: May 18, 2026, at 10:00 am – MnCCC Annual Conference**

*Minutes respectfully submitted by Emily Wick, MnCCC Marketing & Membership Specialist*

