**Wednesday August 9, 2023 1:00PM**

**Cass County Courthouse 211 9 St S, Fargo, ND Conference Room**

**AGENDA**

**In Person: Virtual:**

Cass Finance Director Brandy Madrigga (Chair) Clay Finance Director Lori Johnson

Cass Commissioner Mary Scherling Wyatt Papenfuss – Fargo Finance Dept

WF Commission President Bernie Dardis Fargo City Administrator Michael Rudlinger

Moorhead Council Member Ryan Nelson

Fargo Commissioner Denise Kolpack

Clay Commissioner Kevin Campbell

RRRDC Asst Dir Amanda Glasoe

**Chair Madrigga called meeting to order at 1301hrs.**

1. Approval of Agenda
   1. Motion by Commissioner Scherling, Second by Commissioner Kolpack – all in favor, motion passed.
2. Approval of Minutes from June 7, 2023 meeting
   1. Motion by Council Member Nelson, second by Commissioner Dardis. All in favor, motion passed.
3. 2023 Year to Date Budget –Assistant Director Glasoe
   1. Detail budget report – 58% through the year with 50% expended. Standouts:
      * Overtime – below staffing needs so overtime is high. Expected to continue. Several job offers to be made soon.
      * Life insurance benefit at 162% - this is paid by RRRDC in advance and reimbursed after payroll.
      * Legal services – will be well over budget due to facility discussion – expected to continue.
      * Other services – pertaining to hiring candidates (drug testing, health screening)
      * Computer equip repair (4321) 342% - over budget due to UPS battery project, completed in 2022 but billed in 2023.
      * General liability – one-time payment so will stay unchanged for remainder of year.
      * Capital outlay – server migration. Equipment needed to be moved for FBI standards during annual audit. IS completed. Realized in 2022 but actualized in 2023. All approved prior to new JPA.
   2. Revenue Report
      * Member Assessments – New World maintenance invoices that go out to agencies. These have been received and in process. City of Fargo sending out assessments. Adjustment has been made on their side but other agencies are still remaining.
      * Commissioner Campbell asked if there will be a cost associated to move from City to County as fiscal host. Chair Madrigga said just equipment for the accounting software. Commissioner Campbell – any outside work needing to be done in the process? Chair Madrigga – not foreseen, no.
   3. Trial Balance
      * Requested to be looked at and compared in the audit (Sept). Nothing to compare at this time.
4. RRRDC annual audit status - Assistant Director Glasoe
   1. Widmer Roel completed audit, report due in about a week – prior to Sept meeting. Widmer Roel will present at that meeting. No questions.
5. Other Business
   1. Staffing update req by Commissioner Kolpack:
      * 5 currently in training, 1 resigned yesterday.
      * Making 7 offers this week. We understand people will wash out in the backgrounding process but turnout was good for interviews last week.
      * Currently at 34 full time staff, authorized to 43, and 47 if meeting that 43.
   2. Commissioner Campbell: 911 fees in North Dakota comes back to Cass Co. Does 100% of the funds do that? Not as good or gracious a return on the 911 lines in MN and looking to word legislation to help with funding. Robert Wilson: Not 100% - unsure on percentage off top of head. Maybe 25-50% held back by the state as they’re building out NextGen911. Commissioner Campbell – wanting to know what fees are collected throughout Clay Co and then what portion goes to the state. Wilson believes $1.50 charged per line per month in North Dakota and then $0.50 gets held back to the state. Wilson will work on numbers to share. Chair Madrigga mentioned that the Association of Counties may be taking over distribution of those fees and that could be included in numbers presented.
   3. Assistant Director Glasoe - Market Survey is being worked on now. Completion set for November. Looks at salaries of staffing at all levels to make sure RRRDC is in line w/ other agencies similar in size and responsibilities. Completed last in 2020 midyear – completed every 3 years per policy. Cost of living increased is averaged out by agencies the following year. Council Member Nelson – in regards to agencies comparable, are there similar agencies that dispatch across state lines? Assistant Director Glasoe – Survey look at several agencies locally in regards to work wise and location. Similar call volume etc. Many agencies have been looked at in previous market surveys.

Sept 13, 2023 is next meeting.

**Chair Madrigga adjourned meeting at 1320.**

Next Meeting Budget and Finance Committee. September 13, 2023