

Local Elected Official Board Meeting

Location: Virtual / In Person

In person attendance at the Virginia CareerForce in the Conference Room

820 N 9th St Ste 240, Virginia, MN 55792

Date: November 26, 2025

Facilitator: Travis Leiviska

I. Call to Order

Chair Travis Leiviska called the meeting to order at 10:29am.

Present: Commissioners: Travis Leiviska (Chair), Garry Gamble, Paul McDonald, Thomas Proulx, Ricky Roche

Staff: Marie Domiano, Ashlee LeNoie, Randy Lampton, Randy Back, Kari Paulsen

Guests: Betty Hess, Tim Shea, Justin Whirley

Excused: Commissioner Goutermont, Commissioner Hopkins

II. Approval of Agenda

Motion by Commissioner McDonald, seconded by Commissioner Proulx.

Agenda approved unanimously.

III. Approval of October 22nd Minutes

Motion by Commissioner Proulx, seconded by Commissioner Gamble.

Agenda approved unanimously.

IV. Fiscal Software Modernization Proposal – GovSense & CBIZ

Presented by: Marie Domiano

Key Points:

- A new fiscal software system is proposed to replace the current THO system, with GovSense selected after evaluating several vendors including Tyler Technologies, Sage Intact, and OpenGov.

- **Costs:** Annual subscription not to exceed \$50,000; implementation cost not to exceed \$135,000.
- **Benefits of GovSense & CBIZ:**
 - Enhanced security, increased efficiency, transparency, accessibility, and compliance.
 - Estimated 50–55% reduction in staff labor costs for certain tasks.
 - Streamlined workflow management, payroll automation including work experience payroll, and audit readiness.
 - Cloud-based with strong data protection.
 - Flat implementation support cost with extensive vendor assistance.
- **Comparison with Sage Intact:**
 - GovSense is government-specific; Sage is nonprofit-focused.
 - GovSense supports automated cost allocations, external approval chains, and integrates work experience payroll more efficiently.
 - Sage charges hourly for implementation support, whereas GovSense provides extensive support at no extra cost.
- Vendor demos and evaluations were reviewed by the management team; GovSense and CBIZ were recommended based on fit for government operations.
- Board discussion included clarifying quotes, five-year contract terms, and service expectations.

Board Action:

- Motion to approve fiscal software modernization project with GovSense and CBIZ: Motion by Commissioner Roche; supported by Commissioner McDonald.
- Motion carried unanimously.

V. Career Force Locations, Career Lab Devices, and Service Updates

Presented by: Marie Domiano

Key Points:

- Ongoing transition of career lab devices and internet services to JET-managed systems for cost efficiency.
 - Updates on specific locations:
 - Aikin, Carlton, Virginia, Grand Rapids, Cloquet, Hibbing, and Duluth.
 - Changes include device management, internet provider adjustments, and security improvements.
 - Duluth Workforce Development area:
 - Mayor Reinert is seeking redesignation to remove city oversight, which would require state approval and a longer process.
 - Discussions ongoing with city and state officials.
 - Staffing updates:
 - Ashlee LeNoie now full-time (five days/week).
 - Staffing remains at status quo; careful monitoring of potential impacts from Minnesota Paid Leave.
 - Safety updates:
 - Front desk hours and door lock policies in Duluth adjusted for staff safety.
-

VI. Financial Reports

Presented by: Randy Lampton

Key Points:

- County contracts expected to be fully spent by December; new contracts starting soon.
 - Minor adjustments needed for DWP budgets.
 - FSRs (Financial Status Reports) attached for board review.
 - Carlton MFIP contracts are pending; all other contracts progressing normally.
-

VII. County Workforce Updates

Commissioner Reports:

Paul McDonald (St. Louis County):

- Five bargaining units settled recently, including those eligible to strike.
- Ongoing recruitment for diesel mechanics, deputies, social workers, and financial workers.
- Truth in taxation and final levy approval scheduled for December.

Garry Gamble (Cook County):

- Preliminary levy set between 6–7%; new bonding for law enforcement expansion and transfer station.
- Focus on evidence-based budgeting.
- Recognition planned for long-term retiring employees.

Ricky Roche (Koochiching County):

- Preliminary budget reduced from 8.99% to 6.0%.
- New jail occupancy expected January 17th; minor budget overage (~\$1M).
- Public health staffing at 100%.

Thomas Proulx (Carlton County):

- Preliminary levy at 3.5%; insurance numbers slightly better than anticipated.

Travis Leiviska (Aitkin County):

- Apartment complex construction ongoing; snow delays noted.
- Health and Human Services building remodeling in progress; remote work arrangements in place.
- Budget preliminarily set at 5.24% due to insurance increase (20%).

VIII. Other Updates / Announcements

- Next board meeting: January 28th; no meeting in December.
- Holiday greetings extended to board members.

IX. Adjournment

- Motion to adjourn: Commissioner Gamble; supported by Commissioner Roche.
- Meeting adjourned at 1:30 PM.