



Micki O'Keefe
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TO: County Board of Commissioners
FROM: Micki O'Keefe, Accountant II
SUBJECT: County Auditor Reporting Data Submissions (CARDS)
DATE: June 18, 2024

Discussion:

The Minnesota Department of Education (MDE) will be modernizing several of the County Auditor submissions through a new reporting portal called the County Auditor Reporting Data Submissions (CARDS). The CARDS project will produce a web-based automated data reporting tool that county auditors will use to deliver data to MDE for use by School Finance in a variety of reporting and calculation functions. This new reporting system will be in lieu of receiving and submitting the current Excel documents via email. The first report that will use CARDS is the Six-Month Abatement Report due to MDE by July 15th, and then MDE will modernize the School Tax Report, the County Apportionments Report, Tax Increment Financing (TIF) Report, Taconite Report, and the Year-End Abatement Report. MDE will roll additional information out on the reports as submission deadlines become closer.

In order to ensure authorized users are submitting data on behalf of the Counties, each County Auditor or designated staff will have to create an account within MDE's security system. The Minnesota Department of Education (MDE) can assign an Identified Official with Authority (IOwA), only the IOwA can assign user access, and only authorized users can access secure applications/reports.

Recommendation:

Staff recommends that the County Board designate Micki O'Keefe as an Identified Official with Authority as she is the one who submits these reports to the Minnesota Department of Education.

BOARD OF COUNTY COMMISSIONERS
GOODHUE COUNTY, MINNESOTA

Date: 18 June 2024

RESOLUTION ESTABLISHING GOODHUE COUNTY IOWA

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Goodhue County

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0025-91

Superintendent or Exec. Director Name: Scott Arneson

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Micki O'Keefe

Title: Accountant II

Board Member Signature:

Name: _____

Date: _____

State of Minnesota
County of Goodhue

Anderson Yes____ No____
Betcher Yes____ No____
Flanders Yes____ No____
Greseth Yes____ No____
Majerus Yes____ No____

I, Scott Arneson, duly appointed, qualified and County Administrator of the County of Goodhue, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County commissioners, Goodhue County, Minnesota at their session held on the 18th day of June, 2024, no on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Red Wing, Minnesota, this 18th day of June, 2024.

Scott Arneson
County Administrator