The meeting was called to order at 8:05 am on August 16, 2016 by President Glenda Poston. Clerk Mary Lou Hansen led the group in the Pledge of Allegiance and Clerk Kathy Ackerman delivered the Invocation.

The group was welcomed to Shoshone County by Mike Dexter from Hecla Mining followed by an overview of the company.

The following clerks were present for roll call:

Adams County Clerk, Sherry Ward  Bingham County Clerk, Pam Eckhardt
Blaine County Clerk, JoLynn Drage  Boise County Clerk, Mary Prisco
Bonneville County Clerk, Penny Manning  Boundary County Clerk, Glenda Poston
Butte County Clerk, Shelly Shaffer  Canyon County Clerk, Chris Yamamoto
Cassia County Clerk, Joe Larsen  Clearwater County Clerk, Carrie Bird
Custer County Clerk, Lura Baker  Elmore County Clerk, Barb Steele
Fremont County Clerk, Abbie Mace  Gem County Clerk, Shelly Tilton
Idaho County Clerk, Kathy Ackerman  Jefferson County Clerk, Colleen Poole
Jerome County Clerk, Michelle Emerson  Kootenai County Clerk, Jim Brannon
Latah County Clerk, Henrianne Westberg  Lemhi County Clerk, Terri Morton
Lewis County Clerk, Lisa Winner  Lincoln County Clerk, Brenda Farnsworth
Madison County Clerk, Kim Muir  Minidoka County Clerk, Patty Temple
Nez Perce County Clerk, Patti Weeks  Oneida County Clerk, Lon Colton
Owyhee County Clerk, Angie Barkell  Payette County Clerk, Betty Dressen
Power County Clerk, Sharee Sprague  Shoshone County Clerk, Peggy White
Teton County Clerk, Mary Lou Hansen  Twin Falls County Clerk, Kristina Glascock
Valley County Clerk, Doug Miller  Washington County Clerk, Betty Thomas

Others present at the meeting included, Ada County Chief Deputy Clerk, Phil McGrane, Dan Blocksom and Kristin Cundiff representing Idaho Association of Counties, Gary Houde representing the Idaho State Tax Commission, Susan Lasuen representing LHTAC, Secretary of State Lawrence Denny and Betsie Kimbrough representing The Idaho Secretary of State’s Office. 35 counties out of the 44 were represented.

Colors were presented by local ROTC member Lucas (Kellogg High).
Tuesday, August 16, 2016

Committee Reports:

Election Committee Chair Clerk Patty Weeks reported that 29 other states are conducting election audits and there is some ongoing discussion in Idaho. However, the Secretary of State’s Office is not ready to run legislation to require it and that we need to start thinking about it so we can be proactive in the process.

Budget Committee Chair Clerk Abbie Mace discussed best practices for budgeting and took questions from the group.

Judicial Committee Chair Clerk Kristina Glascock and Ada County Chief Deputy Clerk Phil McGrane discussed the ongoing process of implementing ICOURT in their offices. Phil warned that we may not see the efficiencies promised by the new system. Twin Falls County added four new full time staff members and Ada County has twenty new temporary employees to handle the work flow ques. This is because ALL of your processes will change. We should plan for lots of learning, training and extra staff hours. They believe it may be even more painful for smaller counties because court staff handle so many different functions. Forms are also a big issue, but they are working on the bugs and hopefully it will be a smoother transition for the rest of us. Phil reiterated that we really need to plan for extra wage costs during this time. Ada County added $250,000 to their court budget for temporary employees, training and overtime costs.

Clerk Mary Lou Hansen and Jim McNall from ICRMP gave a brief presentation regarding Commissioner Minutes. Minutes should be an unbiased and accurate report from each meeting. We should remember that the minutes are our historical record and should be made user friendly for searching in the future. We should avoid abbreviations and use full names. We should also avoid making too many motions on an issue, as it could confuse the issue as well as a reader. If your board is having trouble wording a motion make sure to read it back to them as you understood it so it will be clear in the minutes. Mary Lou suggested approving the total payroll as part of the claims approval and recording it in the minutes.

Recording Committee Chair Clerk Carrie Bird and IAC Rep Dan Blocksom reported that the updated Recording Manual is done but still needs a few formatting changes. Dan presented an overview of how the online manual works. District or statewide training was discussed and Clerk Abbie Mace suggested that it could be done through a webinar with follow-up questions. No final decision was made on training.

House Bill 312 Funds

Susan Lasuen, Administrative Manager, LHTAC reminded the group that the Annual Road Report is due by December 31, 2016 and can be downloaded from the ITD or LHTAC websites. The report has been only 2 pages in the past and this year the additional third page is required. Some changes have been made to the report since last year so we should make sure we are using the correct forms. She also reported that they are in process of working on an online reporting procedure.

University of Idaho Extension Update
Director Barbara Petty provided an overview of how the Extension Service operates from the federal, state and local levels. She is the newly appointed Director and provided her phone number (208-885-5883) for anyone that had questions.

**Recording Fees Proposal**

Rick Eboral, President of Alliance Title and Escrow, presented an overview of the proposed legislation for flat fee recording. He indicated that the change would help the closing process flow and allow title companies to be able to better quote citizens for the cost of closing when buying real property. He indicated that “most” counties would actually see a small revenue increase. A copy of the analysis was emailed to Clerk’s prior to the meeting along with the proposed language.

**2020 Census Session**

Rick Campbell from the US Census Bureau addressed the group regarding the upcoming census. He stated that they will allow internet responses this time. An overview of the redistricting program was presented and he reported that there are 911 distinct voting districts in Idaho. In 2017 the Bureau will contact each county’s highest official for direction on whom the County contact will be for their geocoding address file verification program known as LUCA (local update of census addresses). More information on geographic partnerships can be located at [www.census.gov](http://www.census.gov).

**Election Insights: How do Counties Compare?**

Ada County Chief Deputy Clerk Phil McGrane presented a data statistics comparison with population data for the last election in and around the different areas of Ada County and all areas of the State. Phil stated that he would be happy to share this information and that he does it for the love of the election and statistical data.

**Election Updates**

Secretary of State, Lawerence Denney and Election Director Betsie Kimbrough addressed the group and provided that the office is currently working on an online voter registration process. They were unsure when it might become available. Director Kimbrough reported on the changes to the system. Phil McGrane asked about the possibility of election audits and Secretary Denney replied that it would not be anytime soon.

**Teton County Election Update**

Teton County Clerk Mary Lou Hansen reported on her problem with an incumbent changing parties during the May 2016 Primary Election. The decision to remove the incumbent from the ballot was overruled by a US magistrate. Clerk Hansen was trying to abide by Idaho Code 34-627. Secretary Denney stated that they are looking at some legislative changes to address these issues.

The meeting was recessed and the association gathered for a trip to Wallace for a HOBO Hunt and dinner.
Wednesday, August 17, 2016

IACRC President Glenda Poston called the meeting to order at 8:00 am.

Idaho State Public Defense Commission

Executive Director Kimberly Simmons reported on the public defense grant program. All but one Idaho County applied and were awarded grants. She stated that these grants are intended for long term funding and should be used to comply with standards set by the Commission or to improve the indigent defense delivery system in our Counties. It is not intended to replace the dollars we are already spending. She reminded us we must have contracts in place based on the model established by the Commission for our public defenders, as well as any conflict defenders we may be using. Clerk Mary Lou Hansen stated that the code specifically says the Commission shall supply a model contract and she would like to have it. Commission Member William Wellman is the Public Defender for Owyhee County and they already have a contract in place based on the recommendations. Clerk Barkell will forward a copy to IAC for sharing with all Counties.

Idaho Supreme Court Update

Sara Thomas, newly appointed Administrative Director of the Courts presented an ICOURT update. She discussed the implementation preparation and the cost. Clerk Joe Larsen stated that he understood there have been many problems. Clerk Chris Yamamoto remarked that he was disappointed in the whole thing. Deputy Clerk Phil McGrane said he felt like the entire project was underfunded and the Courts should ask for more funding. Clerk Patty Temple stated that she had been told that they will not have any onsite help during implementation. Clerk Carrie Bird added that the Court should provide more details and plan in advance. Director Thomas thanked everyone for their comments and added that all these issues will be addressed.

A brief discussion was held regarding compiled record requests. Director Thomas stated that elected clerks have no obligation to compile records for requests and those requests should be forwarded to the Administrative Court Office Manager Taunya Jones.

Idaho Supreme Court Human Resource Director discussed Language Access Services. Sandra Barrios is the new Language Access Manager and will coordinate interpretative services statewide. She reported that the Legislature has appropriated funds for remote interpreting for both equipment and services. They are in the process of planning for this project. ADA rules have a direct impact on these services and local TCA’s will be the contact for each district for accommodations should you have a request.

Idaho State Tax Commission

Gary Houde discussed new legislation regarding forgone amounts and the requirement for a taxing district to hold a public hearing and provide a resolution. Clerk Patty Temple suggested the legislation needs to be amended to allow for small dollars amounts that create forgone amounts due to errors or omissions from L2’s.
Gary apologized that the Budget and Levy training was scheduled for the day after an election day. Clerk Mary Lou Hansen suggested the trainings be moved to July, but for sure to stay away from election dates. Gary further reported that the web L2 program is not ready as they are still waiting for the updates. Clerk Abbie Mace asked when we can be done with scanning, emailing and in general wasting our time since we are entering all the data anyway.

**Working with your Assessor**

Shoshone County Assessor Jerry White and Kootenai County Assessor Mike McDowell spoke about the differences from small to large counties and the functions they provide within their Counties as elected officials.

**IACRC Business Meeting**

Clerk Betty Dressen provided the Nominating Committee Report and selection of Clerk Kim Muir for the 2017 IACRC Secretary.

A motion was made by Clerk Peggy White to accept the Committee’s recommendation and elect Clerk Kim Muir as the 2017 IACRC Secretary/Treasurer. Clerk Angie Barkell seconded the motion. Motion carried by unanimous vote.

IACRC Secretary Angie Barkell called the roll. 34 Counties were present.

President Glenda Poston led a discussion regarding the tentative 2017 Budget. Several questions including why we don't budget for the scholarship, adding a training line for such things as the new recording manual and the handling of the Indigent Conference revenues and expenses. Clerk Barkell with request a 5 year budget history and the matter will be further discussed during the next meeting in September.

Clerk Angie Barkell presented the minutes from the February 2, 2016 IACRC meeting in Boise. Three typographical errors were noted.

Clerk Jim Brannon made a motion to approve the minutes as corrected. Clerk Peggy White seconded the motion. Motion carried by unanimous vote.

The meeting was adjourned for lunch. Former clerks Marie Scott, Bonner County and Dan English, Kootenai County joined the group for lunch.

**Workman’s Comp 101**

Idaho Industrial Commission Representative Lene O’Dell presented a workman’s comp and risk management overview. The Industrial Commission regulates the worker’s compensation program in Idaho. They ensure that proper coverage is in place, settle disputes and administer the Crime Victims Compensation program. She stated that Counties should always require a work comp certification from contractors or the county could be liable for the cost of workman’s compensation premiums.

Idaho State Insurance Fund Risk Management Consultant Marty Anderson reported that the majority of work comp claims are behavior based. Training can help minimize the costs related
to work comp claims and premiums. He explained how the loss ratio rates are calculated and provided a Loss Run report for interested Counties.

**Restitution Practices**

Idaho Department of Corrections Victim Witness Coordinator Andrea Blades gave an overview regarding the collection of restitution. They conducted a study and discovered that only 38 of 265 victim specific restitution orders had been received by them. The 265 orders totaled over $1.6 million. They can collect, even when the defendant is still incarcerated. She encouraged clerks to make sure the orders are getting to their office.

Crime Victims Compensation Program Lead Recovery Officer Leah Little presented an overview of how the program works. Not only do they help the victims of crime, they also help navigate the restitution process, assuring that a defendant is ordered to pay. Even going as far as attaching a portion of funds deposited into inmate account.

Meeting was adjourned.

**Thursday August 18, 2016**

President Glenda Poston called the meeting to order at approximately 8:30 a.m.

Clerk Glenda Poston swore in the new officers. President Joe Larson, Vice President Angie Barkell and Secretary Treasurer Kim Muir.

The group then broke into similar size county groups for discussions on issues affecting their counties.

**Questions and Answers Panel**

Dan Blocksom and Jim McNall

**Legislative Issues**

Clerk Patty Temple opened the floor for legislative issues and resolutions. Clerk Mary Lou presented a resolution to modify early voting language in code section 31-1012(6). The proposed change would remove the requirement for election personnel to proclaim that an early voter has voted.

Clerk Mary Lou Hansen made a motion to accept the resolution as presented, seconded by Clerk Kathy Ackerman. Motion passed by unanimous vote.

It was announced that $650 was raised from the silent auction for the IAC Scholarship Fund.

A brief discussion was held regarding the Abstract and A2 report. Clerk Joe Larsen told the group that he has refused to sign it because of the language certifying that the report is true and correct. He stated that we have no way of knowing if the report is accurate and he will not attest to it.
Clerk Abbie Mace made a motion appointing Clerk Joe Larsen to represent IACRC in endeavors to cause a change to the A2 form to read that the County Clerk signature is only representing that the form was submitted on time to the Clerk, rather than attesting the accuracy of the report. Motion was seconded by Clerk Kim Muir. Motion passed by unanimous vote.

With no further business, the meeting was adjourned at 11:07 a.m.

Respectfully submitted,

Angela Barkell

Angie Barkell
Secretary/Treasurer