



2018 FALL COUNTY OFFICIALS INSTITUTE

DAY ONE

8:00 am - 9:00 am	Registration
9:00 am - 10:30 am	<p>About IAC</p> <p>Why does IAC exist and how can it help you on your journey as an elected official? This session gives attendees an overview of Idaho Association of Counties, including programs and services, events and training, governance of the association, and ways to get involved.</p>
10:30 am - 10:45 am	Break
10:45 am - 12:00 pm	<p>Nature and Power of Counties</p> <p>This session explores the Constitutional basis for county government in Idaho, as well as how Idaho Law affects counties. Participants will also learn about each of the elected officials and their role in the county, as well as the importance of the relationships between the offices.</p>
12:00 pm - 1:15 pm	Lunch
1:15 pm - 2:00 pm	<p>Panel Discussion: Civility in the Courthouse</p> <p>This panel discussion will feature experienced elected officials who will share stories on working with the other elected officials in the courthouse.</p>
2:00 pm - 2:45 pm	<p>Personnel Management</p> <p>This session will provide an overview of how to hire, manage, discipline, and fire your employees without setting off liability land mines.</p>
2:45 pm - 3:00 pm	Break
3:00 pm - 4:00 pm	<p>Panel Discussion: Surviving Your First Term in Office</p> <p>In this panel, you'll hear from several elected officials that made it through their first term. The panelists will reflect on what they wish they would have known and what changes they've made over the last few years as a "new" elected official.</p>
4:00 pm - 5:00 pm	<p>Elected Official Breakout Session</p> <p>Each elected official group will get the opportunity to break away from the larger group to meet their peers and ask questions about their specific position.</p>
5:00 pm - 5:30 pm	<p>Day One Wrap-Up and Q&A</p> <p>The last thirty minutes of our day will give the participants an opportunity to ask questions to our presenters that weren't answered during the day.</p>
6:00 pm - 7:30 pm	Social and Dinner



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DAY TWO

8:00 am - 9:30 am

Openness in Government Session 1: Idaho's Open Meeting Law

How much do you know about Idaho's Open Meeting Law? Do you know the difference between a meeting and a hearing? What is an executive session? Can you go to lunch with a fellow commissioner? This session will provide answers to the questions you need to know about conducting the public's business prior to taking office.

9:30 am - 9:45 am

Break

9:45 am - 10:15 am

Intergovernmental Affairs

This session will focus on learning about the three branches of state government: Legislative, Executive, and Judiciary. We'll also take some time to review local units of government and non-governmental entities.

10:15 pm - 10:45 am

Openness in Government Session 2: Idaho Public Records Law

How much do you know about Idaho's Public Records Law? Do you need to keep every note that comes across your desk? Are electronic records like text messages and social media posts public records? Are any records exempt from public disclosure? This session covers Idaho's Public Records law so you can be ready to comply with the law when you take office.

10:45 am - 11:30 am

Ethics in Government

Idaho has three primary statutes governing ethics in government: the Bribery and Corrupt Influence Act; the Prohibition Against Contracts with Officers Act; and the Ethics in Government Act. There is no such thing as a "get out of jail free card," so this one is not to miss!

11:30 am - 12:00 pm

Liability Coverage for County Officials

This session will look at some of the top areas of insurance claims for ICRMP with regards to liability exposure. This session is a must for all elected officials prior to taking office.

12:00 pm - 1:00 pm

Lunch

1:00 pm - 3:00 pm

Everything Else (In a Nutshell)

We'll cover the high points of procurement, planning and zoning, budgeting, highway maintenance, emergency management, and other topics including funding sources for counties.

3:00 pm - 3:30 pm

Day Two Wrap-Up and Q&A

We'll conclude the Fall County Officials Institute with a brief overview and take questions from attendees.