



**IDAHO ASSOCIATION OF COUNTY
RECORDERS AND CLERKS**

Kim Muir, Madison – *President*
Kristina Glascock, Twin Falls – *Vice President*
Henrienne Westberg, Latah – *Secretary/Treasurer*
Angie Barkell, Owyhee – *Immediate Past President*

**Idaho Association of County Recorders and Clerk
2019 IAC Mid-Winter Conference
The Riverside Hotel, Boise Idaho
February 7, 2019**

IACRC Members Present

Ada County Clerk, Phil McGrane
Adams County Clerk, Sherry Ward
Bannock County Clerk, Jason Dixon
Bear Lake County Clerk, Cindy Garner
Bingham County Clerk, Pamela Eckhardt
Bonner county Clerk, Mike Rosedale
Bonneville County Clerk, Penny Manning
Boundary County Clerk, Glenda Poston
Canyon County Clerk, Chris Yamamoto
Caribou County Clerk, Denise Horsley
Cassia County Clerk, Joe Larsen
Clark County Clerk, Judith Maldonado
Clearwater County Clerk, Carrie Bird
Custer County Clerk, Lura Baker
Elmore County Clerk, Shelley Essl
Franklin County Clerk, Camille Larsen
Fremont County Clerk, Abbie Mace
Gooding County Clerk, Denise Gill

Idaho County Clerk, Kathy Ackerman
Jefferson County Clerk, Colleen Poole
Kootenai County Clerk, Jim Brannon
Latah County Clerk, Henrienne Westberg
Lemhi County Clerk, Brenda Armstrong
Lewis County Clerk, Lisa Winner
Lincoln County Clerk, Brenda Farnworth
Madison County Clerk, Kim Muir
Oneida County Clerk, Lon Colton
Owyhee County Clerk, Angie Barkell
Payette County Clerk, Betty Dressen
Power County Clerk, Sharee Sprague
Shoshone County Clerk, Tamie Eberhard
Teton County Clerk, Kim Keeley
Twin Falls County Clerk, Kristina Glascock
Valley County Clerk, Douglas Miller
Washington County Clerk, Donna Atwood

IACRC Members Absent

Benewah County Clerk, Deanna Bramblett
Blaine County Clerk, JoLynn Drage
Boise County Clerk, Mary Prisco
Butte County Clerk, Shelly Shaffer
Camas County Clerk, Korri Blodgett
Gem County Clerk, Shelly Tilton
Jerome County Clerk, Michelle Emerson
Minidoka County Clerk, Tonya Page
Nez Perce County Clerk, Patty Weeks

Visitors Present

Ada County Chief Deputy, Trent Tripple



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Kim Muir called the meeting to order at 8:00 A.M. in the Delamar Room of The Riverside Hotel in Boise, Idaho.

I. Approval of the Minutes

Sharee Sprague moved, and Brenda Farnworth seconded to approve the minutes from the IACRC affiliate meeting held during the IAC 2018 Conference September 26, 2018 in Boise, Idaho. The motion passed unanimously.

II. Roll Call

Roll Call of the members and guests was taken by Secretary Treasurer Henrienne Westberg.

III. Treasurer's Report

The IACRC Balance Sheet shows a total of \$41,056.67 as of January 28, 2019. Our Budget to Actual shows an Income of \$ 18,122.36 or 32%, and Expenses of \$ 12,921.38 or 23% for a Net Income of \$5,200.98. These reports will be filed for membership review.

IV. United States Census Bureau

Carolina Valderrama Echavarria spoke to us regarding preparations being made to conduct the 2020 Census. She is one of four Partnership Specialist in Idaho. Their goal is to establish Complete Count Committees, or CCC's, to educate communities and promote the census. They will be opening field offices and developing strategies for a work plan. They would like to develop partnerships with local governments, churches, schools, and other community members to coordinate participation in the census. Brochures with more information were made available to the membership.

V. Introduction of New Members

Kim asked all of the new members to come up front and introduce themselves and tell everyone a little about themselves. New members present were Brenda Anderson from Lemhi County, Phil McGrane from Ada County, Jason Dixon from Bannock County, Camille Larsen from Franklin County, Shelley Essl from Elmore County, Kim Keeley from Teton County, Judith Maldonado from Clark County, Donna Atwood from Washington County, and Tamie Eberhard from Shoshone County. Phil McGrane also introduced his new Chief Deputy Trent Tripple.

VI. Idaho Association of Commissioners & Clerks/Social Service Conference



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Shelly Tilton will be working with IAC to coordinate the Social Service Conference for us this year and asks everyone to email her with any ideas we have for the conference that will take place in June at the Nampa City Center in conjunction with the IACC Conference. The plan is to start around noon on Tuesday and go the about noon on Thursday, with one day dedicated to social services. Clerk will try to go between the Clerks and Commissioners Conference to attend portions of the Social Service Conference. More information is to follow.

VII. Election Conference Review

Discussion was held on ways to improve the Election Conference. Everyone felt that it was a very good conference. Brenda Farnworth felt more time could be given to Deputy Clerks who need hands-on training. Sharee Sprague felt they might consider a different date than January since smaller counties are short-handed with Assessor Deputies also out for training at that time. Joe Larsen felt that it would be good if they integrated better with the IACRC when planning the conference. Kristina Glascock reminded everyone that they may need to budget additional funding for this next year. The group felt that the Secretary of State's Office should be clear about which dates of the conference they will be willing to pay for next year to reduce the confusion that we had this year.

VIII. Marriage License Update

Penny Manning reported that the Marriage License template has been amended to include room for the instrument number but it will be tight. The Bureau of Vital Statistics has requested that we only use 8 ½" X 11" acid free 28# paper. More information can be found on the i.o.group website. The date to change over to the new paper will be July 1, 2019. A motion was made by Tamie Eberhard to adopt the new marriage license template. Brenda Farnworth seconded, and it passed unanimously.

IX. Proper Use of the i.o.group Website

It has become apparent that many of us are not using the website properly which has allowed it to become vulnerable to outside scams and phishing. Joe Larsen demonstrated the correct way to reply on the site by click at the bottom of the body of the email. When you "Reply All" in this way it will not repeat the previous emails over and over, and, it allows the email to remain in the closed group. Another point he made was to select from the Home page how much you want to receive of the emails. (i.e. summary, details, etc.) Another idea is to go directly to the i.o.group and start a new topic or to answer the groups email so there is no chance of outside interference.



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Clerks can ask their I T Department to “white list” the connection if you experiencing delays in receiving your emails. If you need something taken down from the site contact Angie Barkell. Discussion was held on allowing Deputy Clerks to access the group, and it was decided to leave it as a Clerks Only subscription, and forward emails to deputies as needed.

X. **Odyssey Conference Call Update**

Sharee Sprague reported that they have had some good conference calls. Christina Iverson with the Idaho Supreme Court will be helpful in getting items resolved, and she would like candid feedback on Monday’s Clerk’s Conference. Judges and Trial Court Administrators are having conversations about better communication with the Idaho Supreme Court Division as well. Glenda Poston voiced concern that there is no follow-up after the round table discussions. In the TCA’s job description it states that they are to have quarterly meetings with the Clerks. Phil McGrane requested a copy of the TCA’s job description, and Sharee agreed to send it out to everyone.

In an effort to make improvements, a Work Group that would include clerks from each district will be formed to improve business and system processes, increase efficiencies and reduce manual data entry. The ISC would like two deputy clerks or elected clerks from each district to serve two year terms. They would have quarterly meetings and at least one in-person meeting annually with travel costs paid by the ISC. To communicate the Work Group’s activities they will use agendas and minutes, education updates, conferences and forums. Others in the group will be TCA’s, and Administrative District Judges.

Each clerk should receive an email listing of the Miscellaneous Fees that they will need to remove from Odyssey by June 1, 2019. Sharee will continue to work to push the deadline out. The collections module is ready for launch. They are testing the out-of-county probation fees. Our TCA’s are to give us updates. Sharee advised that the deadlines for the Trial Court Finances and Juvenile Justice Reports are not mandated by rule or statute, but tied to Legislative Reporting deadlines. Sharee will put a file folder on the i.o.group with all the handouts received from Monday’s training, the TCA Job Description, and any other materials provided after her follow-up meeting with Christina Iverson.

A Court Reporter Committee is being formed and the ISC would like two clerks to serve on the committee. They will review transcript rates and other concerns. Doug Miller, Angie Barkell, Joe Larsen, and Colleen Poole agreed to serve if asked. Pam Eckhardt said



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that she had people interested in learning to be a court reporter but that training is difficult to find. Discussion was held on options, and mention was made that the jobs may phase out in the future.

XI. **Clerk Education**

Seth Grigg, the Executive Director of IAC, would like suggestions on how to develop ongoing education for clerks. We have 4 touch points of opportunity through the IAC Conferences and he feels we could roll good training components into these events. The Clerks and Commissioners Conference in June would be our first opportunity. He feels we could establish a basic training, and then an advanced training level as well. We are to let our Education Committee Chair, Angie Barkell, know what our ideas are for programs. Also, in April there will be budget training meetings regionally in Coeur d Alene, Pocatello, Twin Falls, and Weiser. They will review the statutory boundaries of Commissioners and Clerks with a session on roles and responsibilities. The goal is to build in more workshops blocks for everyone in the future.

XII. **Public Defense Commission, Introduction and Discussion**

Kathleen Elliott, the new Executive Director of the Public Defense Commission addressed the group. With her was Darrell Bolz, who is the Chairperson of the PDC, Nicole Devine her Administrator, and Breanne McCoy who serves regionally for 18 counties. Kathleen has been on the job since December 17th and wants to work as a team with the counties. She said they are listening to our concerns and they want to do more and make changes. The governor wants her to cut red tape and simplify the rules.

The case load rules have passed, but they will only be implemented if the legislature provides \$3.6 million in funding. The PDC is also asking for \$12M for the counties. The governor is supportive. Extraordinary Litigation money cannot be carried over from one year to the next and they are trying to change that and give us more flexibility. They would like a dedicated fund.

The ACLU trial will go from April to July of this year, so the problem in the state is not going away, and she feels that Idaho is leading the nation in developing public defense.

(FIRE ALARM at 9:38 A.M.-EVERYONE EXITED THE HOTEL)

Kathleen is focused on the legislature now, but will get out to the counties after the session is over. She has plans to be up North in April. Brenda Farnworth asked if it was possible to move away from the grant process as a means of reducing the red tape.



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Brenda's county share is too high for certain reasons and she can't apply for the grant. There will be more discussion on this topic later.

XIII. Submission of No Contact Orders and Restitution Orders to the Idaho Department of Corrections

Brittney Durrell, Victim Coordinator for the IDOC addressed the group about trying to streamline the submission process for No Contact Orders and Restitution Orders. She provided us with a handout of contact information with a specific email address to use, prisonvictimservices@idoc.idaho.gov for amended NCO's and any order quashing/rescinding a NCO. Brian Sayles handles restitution and he will send an email to Kim Muir once they have additional information. Restitution is handled through inmate accounts. If you have questions email Brian at bsayles@idoc.idaho.gov or Elaine Munn at emunn@idoc.idaho.gov.

XIV. Tenex Software Implementation Timeframe

Chad Houck, Deputy to the Secretary of State, went over the plan for implementation of the Tenex software. Election night reporting was done as a pilot project last November with no issues. Plans are to implement the software in 2019. The Lobbyist Tracking module went live with video based training and manuals. Campaign Finance module was started in October with plans to have the module ready January of 2020 once it is in statute. We can start training on the module in March of 2019. The Voter Registration and Election Management will be released in four sections. The first part will be available in March, and the additional parts will be released in waves. The Reporting module should be ready in September and will address duplicate matches. The Redistricting module will be a GIS based system to redraw zones. At this point the training will be geared towards online videos in a chat setting for clerks to work with other clerks to gain knowledge about the systems functionality. Phil McGrane suggested that training with screen time is important. The equipment currently in the counties is a dedicated computer and that will change. We will be on the cloud and we will use Google Chrome. Internet Explorer 11 will not work for this system. There will be a User Guide and a pdf with Frequently Asked Questions. Tami Eberhard asked what the clerks will do if the county system goes down. Chad felt that the election system should be viewed as critical infrastructure and clerks could as for grants to acquire a second connection.

The Tenex electronic poll books will be certified and ready by the end of this month. The software loads to an ipad.



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Kristine Glascock voiced concern about the data conversion for registered voters and suggested a pilot project for the actual roll out. Chad explained that they will do significant testing because the current data base is very convoluted. He also suggested

that the clerk make him aware of any anomalies that we know of in our data bases so that they can be reviewed before conversion.

Lisa Winner felt that the cyber training that went out last week was good and asked if she was able to share it with other county employees. Chad stated that we can share that training and suggested getting in touch with Vince who is developing another cyber training module.

XV. Workshop Schedule, Sub and Missed Roll Abstract, and A2B Form

Gary Houde with the State Tax Commission has sent out dates for Budget and Levy training, but wanted us to be aware that the Boise training place will change. He also announced that he will be retiring in 14 months. He is willing to travel to counties during August and September if they need help with their L-2's or levy calculations. We were cautioned to watch our operating property values and compare them to last years to make sure they look okay. Go to the STC website for any forms. Angie will post them on the clerks i.o.group as well.

In August the STC will be moving to their new location. The emails, phone numbers and P.O. Box address will remain the same.

XVI. Budget and Recording Manuals

Angie Barkell announced that the Budget and Recording Manuals are posted to the clerk's i.o.group. This resource has been a work in progress for several years and will be helpful to new clerks.

XVII. Dates for Write-in Candidates and Other Possible Legislative Changes

Brenda Farnworth feels that the deadline to file as a write-in needs to be changed and is willing to work on legislation. Phil McGrane stated that there is resistance to this idea in the legislature. Raising the mail ballot threshold would be very helpful for school levy elections. There is talk of having only May and November elections. If Consolidated Elections were to go away so would the funding we receive. There is also consideration of closing schools on Election Day so they can be used for voting. Or there is thought of moving the Primary to June so that we could use the schools for voting. Further



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consideration has been given to making city elections partisan and moving them to even numbered years, which would mean there would be no candidate elections in the odd numbered years. The problem of voter fatigue could happen if the ballot became several pages long. Another idea is to move the Presidential Primary may from March to May.

XVIII. Flat Fee for Recording

Phil McGrane reported that the Flat Fee for Recording bill will have a new print hearing on Monday to amend the amount to \$ 27.00 from \$ 30.00. With this change no counties will lose money, but some counties could realize a 20% increase in revenue. There is good support for passage of the bill.

XIV. IACRC Officer Guidebook

Angie Barkell announced that the IACRC Officer Guidebook will be out on the clerk's i.o.group once the travel policy has been reviewed and updated. If you are interested in serving as an officer this will allow you to review the duties and responsibilities.

XV. Update on our Election Conference Concerns

Kim Muir spoke with Chad after his presentation today about addressing the concerns we had raised. He stated that in the future the SOS will be more clear regarding the dates they are willing to cover for the hotel. He also said that it was our Election Conference and we will be helping with the plans being made. We will poll the membership to find a date that will work for the conference. Our Election Committee should help plan with the SOS.

XVI. Other Topics for Discussion

Discussion was held on the status of ballots after an election for review by a public records request. The SOS says that you must give the ballots up, but others felt that in some cases that could remove the privacy of the ballot box. Penny Manning felt that we need more clarification on this issue.

The group continues to feel that there is trouble with communicating in a timely Manner with the SOS. The generic email address is not helping. Some felt that the SOS Office is in disarray. The answered given to the same question can vary. There were multiple errors on the election calendar and it was updated a few times. It was agreed that if you are having concerns you should send them to Kim and she will draft a letter to the SOS outlining the problems we are having.



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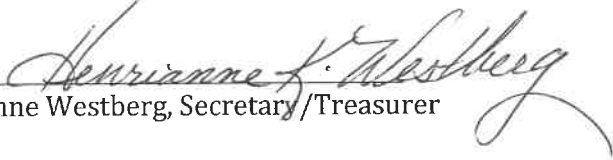
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The meeting was adjourned at 11:42 A.M.

Approved:


Kim Muir, President

Attest:


Henrienne Westberg, Secretary/Treasurer