



**IDAHO ASSOCIATION OF COUNTY
RECORDERS AND CLERKS**

Angie Barkell, Owyhee – President
Kim Muir, Madison – Vice President
Kristina Glascock, Twin Falls – Secretary/Treasurer
Joe Larsen, Cassia – Immediate Past President

**Idaho Association of County Recorders and Clerk
IAC Midwinter Legislative Conference
Boise, Idaho
Thursday, February 8, 2018**

IACRC Members Present

Ada County Clerk, Chris Rich
Adams County Clerk, Sherry Ward
Bear Lake County Clerk, Cindy Garner
Bingham County Clerk, Pamela Eckhardt
Boise County Clerk, Mary Prisco
Bonner County Clerk, Michael Rosedale
Bonneville County Clerk, Penny Manning
Boundary County Clerk, Glenda Poston
Camas County Clerk, Korri Blodgett
Canyon County Clerk, Chris Yamaoto
Caribou County Clerk, Denise Horsley
Cassia County Clerk, Joe Larsen
Clark County Clerk, Pamela Barrett
Clearwater County Clerk, Carrie Bird
Elmore County Clerk, Barb Steele
Franklin County Clerk, Shauna Geddes
Fremont County Clerk, Abbie Mace

Gem County Clerk, Shelly Tilton
Idaho County Clerk, Kathy Ackerman
Jefferson County Clerk, Colleen Poole
Kootenai County Clerk, Jim Brannon
Latah County Clerk, Henrienne Westberg
Lincoln County Clerk, Brenda Farnworth
Madison County Clerk, Kim Muir
Minidoka County Clerk, Tonya Page
Oneida County Clerk, Lon Colton
Owyhee County Clerk, Angie Barkell
Payette County Clerk, Betty Dressen
Power County Clerk, Sharee Sprague
Teton County Clerk, Mary Lou Hansen
Twin Falls County Clerk, Kristina Glascock
Valley County Clerk, Doug Miller
Washington County Clerk, Betty Thomas

IACRC Members Absent

Bannock County Clerk, Robert Poleki
Benewah County Clerk, Deanna Bramble
Blaine County Clerk, JoLynn Drage
Butte County Clerk, Shelly Shaffer
Custer County Clerk, Lura Baker
Gooding County Clerk, Denise Gill
Jerome County Clerk, Michelle Emerson
Lemhi County Clerk, Terri Morton
Lewis County Clerk, Lisa Winner
Nez Perce County Clerk, Patty Weeks
Shoshone County Clerk, Peggy DeLange-White

Visitors Present

JoAnn Anderson, Chief Deputy Clerk, Bannock County
Phil McGrane, Chief Deputy Clerk, Ada County



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I. Welcome/Pledge/Invocation/Roll Call

The meeting was called to order at 8:00 by President Angie Barkell. Lon Colton, Oneida County Clerk lead us in the pledge and the invocation was offered by Betty Thomas, Washington County Clerk. Roll was taken by Kristina Glascock, Twin Falls County Clerk. There was 33 members present and 11 members absent.

II. Approval of Minutes from August and September meetings

Motion was made by Kim Muir to approve the minutes for the 2017 IACRC August conference and IACRC meeting held on September 27, 2017. It was seconded by Denise Horsley. Motion passed.

III. Financial Report: Kristina Glascock, Secretary-Treasurer

Fund balance as of 12-31-17 \$30,738.83. For October – December 2017, expenditures were \$14,208.68 and we received \$6,161.29 in revenue. IAC needs to update the Budget vs. Actual to the FY 2018 Budget Worksheet that was approved.

IV. Fund Balance Discussion – Seth Grigg, Executive Director, Idaho Association of Counties

Angie Barkell stated that Dan Chadwick recommended \$100,000. Angie believes one year's annual budget is sufficient. Seth Grigg said he's had this conversation with the outside auditor for IAC and there isn't a standard. He advised IAC, as a rule of thumb, to have one year of fund balance, but it's not necessary to go beyond one year.

Seth also advised us that Rep. Gannon wants additional compensation for jury pay. It would increase the daily required compensation after five days of service on a trial to \$50. The Supreme Court would reimburse the counties at a rate of \$40 per day. The clerks expressed support.

V. By-Laws Update Discussion

Sharee Sprague would like a representative from each district on the nominating committee. It would require a change to the bylaws. Sharee Sprague, Brenda Farnworth and Glenda Poston volunteered to serve on a committee to work on the language and it will be presented at the annual conference for a vote. Please forward any other concerns on the bylaws to Sharee. Angie will get a representative from each district on the committee to review the by-laws.



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VI. Mills-Adler Nominations

Glenda Poston said it will be done during the summer months. Kathy Ackerman recommended nominating like it's done in Commissioners and Clerks Association by using a form. The nomination forms go to the nominating committee, executive board and possibly district reps. It gives the membership time to look at fellow clerks to determine and have a voice. It worked well on the commissioners and clerks side. Sharee Sprague thought it sounded like a great idea for the by-laws committee to review. There needs to be a timeline for nominations to be determined at the conference. Glenda Poston said we need to limit the number of people involved in the selection committee to keep it a secret until the September conference.

VII. Annual Conference - Dinners and Events

Discussion was held about what nights to have activities. There was a discussion about higher room rates to make sure everyone would be able to attend. We want all the clerks to be able to attend. Should IACRC cover additional room costs or reduce the registration fee? We discussed a later start time on the first day to allow clerks to travel in the morning of the conference. It takes about 2 hours from Twin Falls to Sun Valley. Monday night you will be on your own and maybe we'll have a dessert social after every one gets checked in. Tuesday night there will be an event with optional attendance and Wednesday night will be the banquet. Topics for the conference were discussed.

VIII. Idaho State Tax Commission – updates and recap of 2017 tax season

Gary Houde handed out the budget/levy workshop training schedule. May 9 – Latah County Fair Grounds; May 8 - Kootenai County Administration Bld; May 1 – Idaho Falls College of Eastern Idaho; May 2 – Pocatello Clarion Inn; May 3 - College of Southern Idaho; May 17 – College of Western Idaho. Please invite your school districts to the morning session.

L-2 forms have changed regarding solar farms. Fire districts may levy against property of public utilities provided there is an agreement between the fire district and the public utility to do so. (NUGS) Non-utility generators do not meet the definition of a public utility company. This year will get value for the fire districts. A list was provided to Angie of NUGS that don't meet the definition. It will show as operating property value.

HB450 – deals with forgone resolution. Current statute requires it be done during annual budget hearing. Legislation eliminates that requirement to disclaim foregone amount.



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Kristina Glascock requested the forgone instructions on the L-2 worksheet be modified so taxing district have to list the amount of their forgone whether they use it or not.

HB 390, 391, 392, tax commission legislation. 390 removed the requirement for abstracts to be sent by certified mail. 391 deals with operating property and correction of value errors 1st Monday in November to 3rd Monday in October. 392 changes the dates for gross receipts from solar and wind farms to help the counties. HB 487 when a district holds a bond or levy election and it fails cannot hold another one for 12 months. HB 492 deals with veterans with 100% disability with circuit breakers. If they qualify, they get an additional dollar amount of their property taxes paid for through a reimbursement. Tax Commission rules are moving through the legislature.

Sub-roll - about half of the counties have submitted. Reminder to get all the district abstracts - A2B and PPQ20 property tax report.

LSO is notifying the counties of non-compliant entities.

Pam asked why the clerks are involved in the abstracts. Pam noticed the signature language has not been updated. Computer Arts has not updated the signature language. Gary requested the names of the reports in Computer Arts be named the same as other non-Computer Arts counties.

Mary Lou asked for an update to the state's software. Owyhee county has the beta and will go live in May.

Tonya Page asked what A2 and A2B stand for. A2 is the listing of valuation for each taxing district in the county for the main roll closed up in June and sent in August to State Tax Commission. A2B same report except with missed and sub-roll provides a year end value for all taxing districts.

Mary Prisco has a Fire District that wants to run an override in the May election. Is there anything that requires them to use a December value. Gary suggested to use the best information you have at the time.

Kim Muir asked when counties will have December values. Gary said when counties submit missed and sub rolls to the State Tax Commission.



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IX. Legislative Update - Phil McGrane, Chief Deputy Clerk, Ada County

The flat fee recording bill was introduced yesterday by the Title Companies. Ada County sent their recording clerk to the PRIA conference and she surveyed other states on what they charge. Ada County would like to see a true flat fee recording like Wisconsin and Arizona. Pam Eckhardt encouraged counties to join PRIA and the benefits.

Phil would like to bring back the Election conference similar to Social Services Conference to bring counties together on election training/issue. They are looking at next winter and want to start the planning. Every county will need to budget for this expense. Phil recommends budgeting what you spend to send clerks to the Social Services conference to use as a model 2-3 day conference. It will be in Boise, at least for the first conference, and have breakout sessions. The Secretary of State's office is changing the clerk's link on their web site to be username and password protected. It's in the testing phase.

X. Idaho Secretary of State - Tim Hurst, Chief Deputy Secretary of State

Tim Hurst reported that there's not much legislation brought forth by the Secretary of State's office. HB 385 moving dates off of Saturday to a Friday before the election and remove gender from voter registration card. It will not go anywhere this year. It was an issue for the House Affairs Committee. It will be brought back next year. House State Affairs has two bills tomorrow dealing with record retention - adds more records in there and shifts some around, correspondence from two to five years retention due to Federal law. Changing the official registrar of election to the statewide voter registration system allows you to scan and store for five years. Sunshine law is the other bill. There was a working legislative group that made a lot of changes. Tim is not sure how far it will go this year. It started in House State Affairs and has a print hearing tomorrow. The Secretary is presenting and everyone would be covered under the law. Anyone who spends more than \$500 would have to file a report with Secretary of State on-line. Secretary of State is requesting funding to develop a new reporting system to allow anyone to file on-line with Secretary of State's office and the county is notified. The county would need to follow up if there are issues. There is a bill to move the school district trustees date from May to November due to voter turnout. It was introduced in House State of Affairs. It has an impact on election consolidation if it's moved. It will drive down voter turnout to almost nothing in May of odd numbered years. Legislation to change poll worker age from 17 to 16 and annual Ballot Security Plan is moving along.

The primary will be closed for the republicans and open for the democrats. A letter needs to be sent out ahead of time to everyone who has requested an absentee ballot for mail ballot precincts and those that have requested an absentee ballot for the entire year to



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see which ballot they would like to receive. If they don't respond, they only get the ballot they are entitled to. If they are unaffiliated, they need to affiliate if they want a republican ballot. The absentee request form is online.

Tim said Phil will talk to the group about having an Election conference.

The online voter registration system is working. The hardest part is how streets are defined in the application versus how the voter enters their street. The election clerk then needs to look at it. There have been about 450 users.

The cross check program between states is being looked at by Secretary Denney. Are we using it and is it beneficial? Tim asked the clerks to please send an e-mail with comments to the Secretary of State's office. In the Secretary of State's budget, there is an upgrade to the voter registration system (2019) and sunshine law.

XI. Certificates of Residency – Tina Polishchuk, Idaho State Department of Education

Dual credit courses are taken in high school with adjunct college faculty. Grade is on high school and college transcripts. Advanced opportunity is bigger than dual credit. It depends on course work. Fast Forward program is a funding program for high school students only. Funds can be used for dual credit tuition. Stats presented. 13 million spent on fast forward – saved 46 million for families. 4 to 1 return on investments. Out-of-district tuition for three community colleges are sponsored by five counties. There's an agreement between these counties. \$65 per credit that live in those five counties because they are paying property taxes. \$115 per credit for out-of-county tuition. Liquor funds are used by counties to pay additional tuition. Certificate of residency \$500 per semester and a lifetime cap of \$3,000. A student who uses fast forward to pay \$65 per credit, the state will reimburse the county \$50. Over \$1 million spent. The hardest hit are the counties outside of the community college counties. SDE will reimburse \$50 per credit for dual credits paid for by fast forward program. Do not reimburse for any courses taken by students no longer in high school or private or home schooled. Will counties know when a student is maxed out. Tina will add a link in the portal to see usage. How are you paying for your credits – advanced opportunity or scholarship would be a great thing to add to the next version of the form. Courses reimbursed by state should not count against lifetime cap. For access to advanced opportunity portal, contact Tina. There is a bill being presented to clarify language to use the formula in the portal to assume residency in Idaho. If they are using fast forward funds, they don't need certificate of residency, if the bill is passed. The clerks are in favor and will help, if needed, to get this passed. A copy of the presentation will be sent to IAC and posted on the Clerk's iogroup. Brenda



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Farnworth asked if the certificate of residency should be sent to the college or should the student take it to the college. Joe Larsen said the instructions are on the form and answered the question. It's only valid to the junior college once approved by the Board of County Commissioners and the county sends it to the colleges marked on the certificate of residency.

XII. The Legislative Process – Kelli Brassfield, IAC Government Affairs Associate

If you have a concept and want to change a law, talk to IAC to draft it or draft on your own. There are 3 ways to get a concept to IAC by resolution using the proper form: affiliate meetings; district meetings; steering committees at annual conference. IAC reaches out to the stakeholders that it will impact for input. The final draft of the bill is given to the legislative committee to review. Legislators have to sign a purple slip to get the bill into the system to get a print hearing. Seth and Kellie will talk to legislators behind the scene before the print hearing. Then there's a full hearing before the committee and it goes to the full floor to vote on. They have 3 readings calendared a day apart. At the 3rd reading calendar, the sponsor will present the bill and have debate/discussion and the bill is voted on. Once it passes on the floor, it's off to the other floor for the same 3 readings. If it passes, it will go to the governor. If he doesn't sign it, it will become law.

XIII. GemPlan Sponsored Lunch

XIV. Computer Arts Discussion – Clarissa Parker, Service Manager, and Leah DeSantis

There is an enhancement for departmental budgeting. It was released when budgets were almost done. There will be a training and refresher in the next month. There is setup involved. They have made an excel spreadsheet export. You can export reports out of excel, work your budget, add sheets and re-import back into Computer Arts program to help cutdown on workload. Sharee Sprague recommended in-person training instead of a webinar. Computer Arts is working on the ACA report and getting it out. They are working on errors and testing in service department. They are hoping to get it out next week to the counties. Treasurer's update and reconciliation process. It should roll out the beginning of March. They still need to work on financial entries with accruals and revamp journal entry process the beginning of summer. Payroll users have requested a management tool in WebTime payroll application to look at hours and attendance. It will be towards the end of summer in WebTime. Building permit reports and processes need to be fixed. They are going to squeeze in this summer. In the spring training survey, everyone asked for regional training. She's looking at March and first week in April and then another one in the fall. She asked when you get a new user or employee, please call



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Computer Arts for training. With Odyssey coming, Computer Arts is at a standstill with the financial integration with Supreme Court. Kristina Glascock suggested they contact Stephenson's computer for the program they wrote to import into county financials.

XV. Salary Survey - Kristin Cundiff, Director of Operations, IAC

Brenda Farnworth asked that they add years of experience and starting hourly wage. Kristin will also accept reports and she will enter the information. Mary Lou also asked if the range should be included.

XVI. Round Table discussions

Odyssey – Chris, Yamaoto, Canyon County Clerk, invited several of his deputy clerks Zach Wagoner, Chief Deputy Clerk and Controller
Raena Bull, Training and Development Manager
Shawna Larsen and Anna Hernandez, Canyon County deputy clerks
The clerks asked a lot of questions regarding Odyssey Case Manager, OFM and File & Serve

Additional discussion was held regarding job descriptions, salary surveys, step and grades, and performance evaluations.

XVII. Committee Meetings

A lot of the committee chairs left the conference early so they will need to get with their committee members and put together a presentation for the annual August conference.

The meeting was adjourned at 4:15 p.m.

Approved:

Angie Barkell, President

Attest:

Kristina Glascock, Secretary/Treasurer