



**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*

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**Idaho Association of County Recorders and Clerk  
2018 Annual Conference  
Limelight Hotel – Ketchum, Idaho  
August 13 – August 16, 2018**

**IACRC Members Present**

Ada County Clerk, Chris Rich  
Bannock County Clerk, Robert Poleki  
Bear Lake County Clerk, Cindy Garner  
Bingham County Clerk, Pamela Eckhardt  
Blaine County Clerk, JoLynn Drage  
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  
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  
Gooding County Clerk, Denise Gill

Idaho County Clerk, Kathy Ackerman  
Jefferson County Clerk, Colleen Poole  
Jerome County Clerk, Michelle Emerson  
Latah County Clerk, Henrienne Westberg  
Lemhi County Clerk, Terri Morton  
Lewis County Clerk, Lisa Winner  
Lincoln County Clerk, Brenda Farnworth  
Madison County Clerk, Kim Muir  
Minidoka County Clerk, Tonya Page  
Nez Perce County Clerk, Patty Weeks  
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  
Washington County Clerk, Betty Thomas

**IACRC Members Absent**

Adams County Clerk, Sherry Ward  
Benewah County Clerk, Deanna Bramblett  
Butte County Clerk, Shelly Shaffer  
Canyon County Clerk, Chris Yamamoto  
Caribou County Clerk, Denise Horsley  
Custer County Clerk, Lura Baker  
Kootenai County Clerk, Jim Brannon  
Shoshone County Clerk, Peggy DeLange-White  
Valley County Clerk, Doug Miller

**Visitors Present**

Phil McGrane, Chief Deputy, Ada County  
JoAnn Anderson, Chief Deputy Clerk, Bannock County  
Kristi Klauser, Comptroller, Bannock County  
Shelley Essl, Clerk Elect, Elmore County



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Brenda Armstrong, Clerk Elect, Lemhi County  
Vicki Gifford, Chief Deputy, Lewis County  
Tamala Eberhard, Chief Deputy, Shoshone County  
Donna Atwood, Clerk Elect, Washington County



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**I. Monday, August 13, 2018**

IACRC Dinner on your own...meet up with friends in the courtyard and do a walking tour of town

**II. Tuesday, August 24, 2018**

**Welcome/Presentation of Colors/Pledge/Invocation/Welcome to Blaine County/Roll Call**

The meeting was called to order at 8:30 by President Angie Barkell, Owyhee County Clerk. The presentation of Colors and Pledge of Allegiance was done by a local Boy Scout Troop. Neil Bradshaw, Ketchum City Mayor, welcomed the clerks. The invocation was offered by Joe Larsen, Cassia County Clerk. Larry Shoen, Blaine County Commissioner Vice Chairman, welcomed the clerks to Blaine County. Roll was taken by secretary Kristina Glascock, Twin Falls County Clerk. There were 35 members present and 9 members absent.

**III. IACRC Budgeting Committee Presentation: Financial Policy & Fund Balance**

Chair Mary Prisco, Boise County Clerk

Mary presented the following in a PowerPoint: Why do you need a Financial Policy; Components of a Financial Policy; The Link Between Audited Financials and the Budget Cycle; The Link Between Completion of Audit and the Next Budget Cycle; Cash Carryover and Transfer Budget General & Road Funds. The handouts included a Resolution Adopting Financial Policies in Boise County, Balance Sheet, Notes to Financial Statements and Boise County Financial Policy with Exhibit A: Committed, Assigned and Unassigned Fund Balance; Exhibit B: Order of Spending Resource; Exhibit C: Cash Basis; Exhibit D: Minimum Fund Balance; Exhibit E: Subsequent Year's Expenditure. Excel Spreadsheet – Cash Basis needed for first 3-4 months operations for the next year. Minimum Fund Balance – up to 30% of the fund balance restricted.

**IV. Idaho Legislature - Office of Performance Evaluations**

Lance McCleve and Brian Welch

Lance and Brian are working on a project for the legislature. They are researching how court fines and fees are collected through the counties. The legislature is looking at the financial burden on counties and increasing demands on the Judicial system. Funding is an issue to be able to pay for all the costs. They want to know how efficient fines and fees are being collected and if there's anything the legislature can do to help. They want to



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work with counties to find out challenges, processes and what stands in the way of collecting fines and fees. They are working with Administrative Office of the Idaho Supreme Court to get data of total amount of fines and fees ordered and collected. The clerks mentioned that judges waive or suspend fines and fees and some indigent defendants just can't pay. Also, recent legislative changes on not allowing license suspensions on failure to pay infractions and potentially removing tax intercept on infractions hinders the clerks' ability to collect.

### **V. IACRC Recording, Records Retention and Technology Committee Presentation: Flat Fee Recording**

Heather Luther, MPA, Recording Supervisor, Ada County

Heather presented the following in a PowerPoint: She attended a PRIA conference where they talked about flat fee recoding and since then she's been researching and handed out proposed legislation for flat fee recording. She talked about states that have predictable fees like Idaho. Heather sent out a survey to Idaho counties and 24 of the 44 counties responded. The survey asked for the number of documents recorded compared to revenue, average amount collected per recorded documents for two fiscal years. The results of the survey provided each county would see an increase in revenue in recording fees going to a flat fee. Heather talked about the pros of flat fee recording. She reviewed the proposed legislation, which is regardless of page count the fee will be \$30 per instrument. The clerks seemed to be in favor of the proposed legislation and the Land Title Association has been contacted and they are in favor.

### **VI. Refreshment Break – Sponsored by Simplifile**

### **VII. GIS in the County Clerk's Office**

Bonnie Moore, GIS Director, Madison County and city of Rexburg

Bonnie presented the following in a PowerPoint: What is GIS – Geographic Information Systems. It has evolved over the years, especially with the introduction of the cloud. It's the science of where; Components of GIS including hardware, software, data and people; How can GIS help the clerk's office – elections; Geocoding – compares voter registration list against address database; Redistricting and Re-precincting. Bonnie demonstrated the ESRI software.



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**VIII. IACRC Lunch with Past Elected Clerks – Sponsored by ICRMP**



Helen Edwards (right), Gooding County Commissioner and former Gooding County Clerk, joined us for lunch. Pictured with Denise Gill (left), Gooding County clerk.

**IX. IACRC Judicial Committee Presentation – Magistrate Commissions**

Kerry Hong, TCA, Sixth Judicial District

Kerry presented the following in a PowerPoint: Introduction of Unified Court System; Magistrate Commissions established by Idaho Code 1-2205 and 1-2207(3) to select new magistrate judges; Membership; Proceedings; Recruitment Process; Selection Process; Qualifications, Evaluations, Public Comment, Background Check; Interviews; Appointment; Removal or Discipline of a Magistrate Judge.

**X. Why Don't You Act my Age? Ethics & Generation**

Ken Jenkins, Ada County Juvenile Court Services

Ken presented the following in a PowerPoint: Who are we talking about, the generations; five generations in or served by our county employees; collaboration techniques to help bridge generational gaps; ethical challengers for generations; trait for each generation; cross-generational communication skills; G.I. Generation (ages 94 to 108); Silent Generation (ages 76 to 93); Baby Boomers (ages 54 to 75); Generation X (ages 37 to 53); Millennial Gen Y (ages 24 to 36); Gen Z (up through age 23); Tips for making meetings



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work for all generations; Communication Preferences; Boomer Preferences; Gen X'er Preferences; Millennial Preferences; Generational Concerns: The Heart of the Matter; Ethics and Generations; The Bell, Book, and Candle Test; Idaho ethics in Government Act (2015); Idaho Code 74-404 County Officials; Idaho Code 74-406 The Civil Penalty; Four recent studies – Verschoor Study; Ethics Resource Center (ERC); Donde Article; Guss & Miler Research; Ethics and Generations – and now?; The Right Thing to Do; Generations and Collaboration; Generations and Leaders; Ways to Build a Strong Multi-Generational Team; Ways for Generations to Collaborate; and References.

**XI. Refreshment Break – Sponsored by US Imaging Inc.**

**XII. IACRC Business Meeting**

**a. IACRC Review and Approval of Minutes – Angie Barkell, IACRC President**

Motion was made by Kim Muir to approve the minutes for the IACRC Midwinter Legislative Conference meeting held on February 8, 2018. It was seconded by Glenda Poston and Motion passed.

**b. Financial Review and 2019 Budget Proposal – Kristina Glascock, IACRC Secretary/Treasurer**

Fund balance as of June 30, 2018 \$37,527.12. For October-June 2018, expenditures were \$29,408.65 and we received \$26,511.65 in revenue.

**c. FY 2019 Budget Approval – Angie Barkell, IACRC President**

The following changes were suggested:

Increase line 521.20 Travel/Vice President from \$2,500 to \$4,000

Reduce line 531.50 Telephone Expense from \$1,000 to \$200

Increase line 560.10 Legislative from \$220 to \$1,000

Add revenue and expense line for Election Conference

Adjust Fund Balance Draw so expenditures and revenue match

Shauna Geddes recommended funds for the recording committee do training videos for new recording clerks. The clerks will adopt the final FY 2019 budget at the September conference.

**d. Fund Balance Discussion with Seth Grigg, IAC Executive Director**

Seth Grigg addressed the group. IAC has talked to their outside auditor and they carry one year's operating expenses in their fund balance. The same guidelines would apply to us, but it's not required. We have a stable revenue source. Seth doesn't think we need to have a year of operating in our fund balance. Joe Larsen is of the opinion



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it's not harmful to have a year's worth of operating in case we have some one-time expenses. Registration fees for the annual conference were reduced due to the hotel rates. Seth recommended we keep charging dues so those remain in county budgets. Lon Colton said we should stick to the budget for conference, but have some direction for the fund balance and what it should be used for. Joe Larsen recommended if it's not broken, don't fix it. Lon Colton again recommended that we stay within budget and he would like something in writing directing how the fund balance should be spent. Seth recommended a group of clerks come up with a proposal. Glenda Poston asked what other IAC associations have for a fund balance. Angie Barkell said our fund balance is the lowest of all affiliates. Dan Chadwick recommended \$100,000. Betty Dressen questioned why the vice president's travel was reduced. Angie recommended it be increased back to \$4,000. Carrie Bird questioned why legislative was reduced due to travel. Seth recommended raise it back to \$500. Joe Larsen said it's worth having our legislative representative be able to travel and be at meetings. It was recommended to move it to \$1,000. The executive committee will get with Amanda from IAC to make the adjustments and present a budget to adopt at the September conference.

### **e. IACRC Affiliate Proposed Legislation Resolutions Presentation, Discussion, and Voting**

#### Resolution 10 – Distribution of Payments in Criminal Cases

Abbie Mace proposed amended I. C. 31-3201I changing priority of payments to a prorated system. So that with each payment made, it is prorated to all the fines, fees, and restitution ordered by the courts. Pam Eckhardt made a motion to hold this proposed Resolution for a year until we are all on Odyssey and to get more data in the upcoming year. Brenda Farnworth seconded and voting was unanimous.

#### Resolution 11 – Marriage Licenses, Certificates and Records

Pam Eckhardt proposed changing I.C. 32-403 requiring the social security number be included in the application be removed. She also proposed changing I.C. 32-412A requiring the education pamphlet and risk assessment on AIDS currently being administered by the county recorder to all applicants for marriage licenses be removed from the duties of the county recorder. Patty Weeks stated there are Federal requirement for the clerks to collect the social security number on marriage license applications.



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Kathy Ackerman made a motion to restrict Clerks from having to issue, sign and retain the AIDS pamphlet. Abbie Mace seconded and voting was unanimous.

Resolution 12 – Collection of Debt Owed to the Court and Disclosure of Information for Juvenile Correction Act Case.

Kristina Glascock proposed amending I.C. 19-4708 and I.C. 20-520 to allow collection agencies to collect fees in Juvenile Correction Act cases and the disclosure of information for the purpose of collections. Henrienne Westberg made a motion to support this resolution. JoLynn Drage seconded and voting was unanimous.

Resolution 13 – Tax Intercept on Debt Owed to the Courts

Kristina Glascock proposed amending I.C. 1-1624 to clarify that tax intercept can be applied to Juvenile Correction Act cases and to remove I.C. 1-1624(5) allowing to intercept taxes for balances lower than \$50. Carrie Bird made a motion to support this resolution and include tax intercept on infraction civil penalties. Kathy Ackerman seconded and voting was unanimous.

Resolution 14 – Pre-Trial Release and Misdemeanor Probation Fees

Kristina Glascock proposed amending I.C. 31-870 and I.C. 31-3201I to clarify that fees ordered for pre-trial release and misdemeanor probation can be assessed and collected in Odyssey and assigned priority #3 under I.C. 31-3201I. Henrienne Westberg made a motion to support this resolution. Sharee Sprague seconded and voting was unanimous.

Resolution 15- Mail Ballot Threshold

Henrienne Westberg proposed amending I.C. 34-308 and I.C. 34-1413 to increase the number of registered electors within a precinct, with no more than 190 registered voters, to be designated as a mail ballot precinct. Patty Weeks moved to support this resolution. Mike Rosedale seconded and voting was unanimous.

Resolution 16 – Flat Fee Recording

Ada County proposed amending I.C. 31-3205 for recording every instrument, paper or notice, regardless of page count to \$30. Pam Eckhardt made a motion to support this resolution. Sharee Sprague seconded and voting was unanimous.





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**f. By-Laws – Discussion and adopt changes**

Sharee Sprague, Chair, By-Laws Committee

Sharee addressed the clerks with the proposed changes in the By-Laws for the Nominating Committee and Mills Adler Committee to the following:

Nominating Committee – shall identify suitable candidates for the IACRC Secretary-Treasurer and IACRC Representative to the IAC Board of Directors. This committee will consist of a past president from each district. In the event that a past president for any given district is unavailable, the President shall appoint a member from within said district to serve. The President shall also designate the chairperson.

Mills Adler Committee – shall select a county clerk worthy to receive this annual award. This committee will consist of five past winners of the Mills Adler Award, appointed by the President, who shall also designate the chairperson.

Motion was made by Shauna Geddes to accept the changes to the By-Laws. It was seconded by Lisa Winner. Carrie Bird moved to amend the motion if there's a tie, we flip a coin. Motion was seconded by Mike Rosedale and Motion passed.

**g. IACRC/IACC Training Program Discussion**

Angie Barkell met with Dr. Stephanie Witt and Seth Grigg and discussed a formal training program. Seth said IAC is the process of creating a continuing education program for commissioners and clerks because all other associations have training programs. They met with Stephanie to see what it would look like. In the past, BSU and IAC have had local government training institutes over a course of a year with topics identified and training develop on specific areas. Seth is recommending training sessions that address hot topic items and ICRMP will assist in putting together training videos on their website. Angie would like the clerk's education committee to work with IAC and Dr. Witt. Please email Angie or Kim if you're interested on working on this committee and e-mail training topics to Seth at IAC.

**h. 2019 Election Conference with Phil McGrane, Ada County Chief Deputy**

Phil addressed the clerks about the resolution we passed last year to have an Election conference. The Secretary of State's office is in favor and they are engaged. It will help the Secretary of State's office meet statutory requirements to do the training. The date that received the most votes was to have the conference January 16-18 and the



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second option was July 17-19. Seth recommended rolling into mid-winter conference in February. Phil said it would be a challenge due to mailing ballots at that time for the March election. The conference will be held in Boise and they are looking for a location. Phil is working with SOS and IAC to find a location and lock in dates. The Secretary of State's office will have some funding available to help counties pay for their costs.

The group felt like January would be the best time. Pam Eckhardt asked if the Social Services conference would be held every other year. Seth said we need to look at getting commissioners to Social Services Conference and budgeting for a conference held every other year is difficult. It will also depend on Medicaid expansion. Seth has heard from commissioners and clerks that we need to be aware of travel burdens placed on counties for all the conferences. Phil said there is a great need for professional election training. Federal and state funding is available for this training along with some training on the new software. Brenda Farnworth would like training for deputy clerks when they are hired. She would like a good training for new election directors so they know and understand the process from the time they are hired so they don't have to wait for a conference.

**i. 2019 Social Services Conference Discussion**

Lon Colton asked that we try and roll Social Services conference into another conference. Later in our meeting, it was decided to have the Social Services Conference with the Commissioners and Clerks Conference at the Nampa Civil Center in June 2019.

**XIII. Nominations for Secretary/Treasurer**

Henrienne Westberg, Latah County Clerk, was nominated for secretary/treasurer by the Nominating Committee. There were no nominations from the floor.

**XIV. Dinner and Group Photo – Rotary Park, 117 Warm Springs Road**

**XV. Wednesday, August 15, 2018**

**Legislature - Office of Performance Evaluation**

Tony Grange, Amanda Bartlett, Lauren Bailey

Amanda addressed the clerks. The Office of Performance Evaluation sent out a survey for the study of legislative mandates on counties - 30 of the 44 counties have responded. They want to know what state mandates do counties report as being the most burdensome; what factors help or impede counties as they implement state mandates;



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what strategies do counties use to manage mandates they find most burdensome. The next survey will go out during the week of August 20.

### **XVI. Mindfulness – Say What?**

Angie Barkell, Owyhee County Clerk

Angie talked about her journey to quit smoking. It's been six months since she quit. What is mindfulness? She signed up for Ted Talks and recommended everyone sign up when you get home. All it takes is 10 mindful minutes. We need meditation, step back and see thoughts clearly with a relaxed focused mind. We can't change every little thing that happens to us in life. We need to step back, focus, be calm and find clarity in your life. We need to practice mindfulness in the morning to get clarity in our brain. You can train your brain with this exercise throughout the day. Mindfulness makes you smarter, improves your mood, increases empathy, keeps you focused, and enhances creativity. Why mindfulness is a superpower. The ability to know what happened in your head without getting carried away with it. The way to get it is through meditation. You need to relax, sit with your back straight with your eyes closed, notice the feeling of your breath coming in and going out, notice when you have gotten lost and start over, again and again and again. You should meditate five to ten minutes a day. It will make a big difference. Go confidently in the direction of your dreams. Live the life you have imagined.

### **XVII. Personnel Management & Policies with Q&A**

Jim McNall, Risk Management Specialist, ICRMP

Jim presented the following in a PowerPoint: Why we have policies and procedures. Policies provide structure. On ICRMP's website there are sample policies. Your policy needs to be clear if your employees are "At Will" or "For Cause" and you should avoid mixing. You need to have in your policy things that are in the law. Equal Employment Opportunity Statement; Veteran's Preference and Rights; Nepotism/Hiring of Relatives; Overtime/Compensatory Time Policy; Work Periods; Payroll Procedures and Paydays; Military Leave; Family Medical Leave Act (FMLA) Opportunity to be Heard "Name Clearing Hearing"; Workplace Discrimination, Harassment and Retaliation Policy; Employee Personnel Records kept; Access to Personnel Files; Reporting and Verifying Time Records; Payroll Deductions; Employee Performance and Discipline; Resignation Policy.

Jim also covered the following: Why we have a policy; What is the Role of the Governing Board; Intention vs. Perception; Supervisors create liability; Supervisor's responsibility;



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Evaluations; Documenting; Problem Words; Harassment – Supervisor’s duty; Retaliation; Ethic Issues; Termination.

**XVIII. Refreshment Break**

**XIX. Budget and Levy Process**

Gary Houde, Senior Analyst, Idaho State Tax Commission

Gary presented the following in a PowerPoint: L-2’s - how and what to submit; When to add increment value to qualifying funds I.C. 50-2908; Changes to Web L-2; LSO requirements and dates to remember; Penalties for non-compliance; Taxing districts that sales tax is being withheld; Tentative budget/levy workshop dates for 2019 May 7-8 Northern Idaho; Southern Idaho May 14-16; Nampa May 24; Gary said he’s available for newly elected clerks. He is going to retire in spring of 2020 if anyone is interested in his position. He’s working on a handbook on how to fill out L-2 forms.

**XX. IACRC Election Committee Presentation**

Chair Chris Rich, Ada County Clerk

Chris talked about an article in USA Today on cyber security and how hackers can get into election software. There was a discussion of a public records request for images of voted ballots, some counties denied while others granted the request. Tim Hurst said they talked to the AG’s office and counties were told to consult their county prosecutor. The recommendation from Secretary of State would be to photocopy ballots instead of providing a digital image. Mike Rosedale asked for guidance from the AG’s office on public record requests for ballots before recounts so all counties can handle them the same. Election equipment challenges – Express Vote had smeared ink in Bingham County. Power County had to reconfigure after setting up their Express Votes. Penny Manning addressed school districts elections with two voters in a precinct and how to protect how they voted. Campaign Finance reports – what’s our responsibility? There’s a lot of responsibility and lack of training. Tim Hurst said the Secretary of State will be conducting training statewide before the October reporting deadline. Robert Poleki is having trouble using schools as polling places. The schools no longer want them to use their facilities due to security, voters carrying weapons and lockdowns. Phil McGrane said we need to get legislative support to address the issue because churches are exempt from ADA standards. Phil tried a couple of years ago to get a bill passed to have elections on inservice days.



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Phil McGrane presented statistics on elections. Presidential races in the state of Idaho 1992-2016; Number of Voters in the Democratic Governor Primary in Ada County 1994-2018 10,067 in 2014 and 29,564 in 2018; Number of Votes in Republican Governor Primary in Ada County; 30,087 in 2014 and 47,808 in 2018; Absentee ballot turnout in the state for each party; 2018 Primary – Precinct turnout by county; Change in participation rates by county 2014-2018; 2018 Primary voter makeup in Ada County with voter history and age 2012-2016; 2018 Primary – Percent vote female.

**XXI. IACRC Lunch – Sponsored by Helion Software**

Silent auction ends at 1:00 p.m.

**XXII. General Elections & Campaign Finance Legislation**

Lawrence Denney, Secretary of State  
Tim Hurst, Chief Deputy, Secretary of State  
Chad Houck, Deputy, Secretary of State  
Lisa Mason, Election Division Manager, Secretary of State

Secretary Denney asked what their office needs to be doing that they're not doing and how they can better serve us. He apologized for the turmoil in their office over the last year. He asked for continued feedback and how they can help us. They are about to sign a contract with a new software vendor, Tenex, for voter registration, election night reporting and campaign finance. They want election night reporting up and going by the November election. The Secretary of State's office held a table top exercise in Boise yesterday for cyber security. In attendance were election clerks from around the state, FBI, Homeland Security and Idaho State police. Cyber security is a big issue.

Chad Houck presented the following in a PowerPoint on election cyber-security; can we prevent; identify the hacker; can we isolate the hacker; disable their ability, eradicate the threat; remediate, analyze and report; public perception/opinion; network outages; election website DDOS; main website deface; SOS uses Cloudflare to block FTP requests; office social media; email or domain spoofs; ballot security process; e-poll books; 2<sup>nd</sup> & 3<sup>rd</sup> channels like private Facebook accounts; HVAC contractors.

The Secretary of State's office asked for input on election night reporting proposed timeline. They would like the test site ready by October 1; immediately need file format and tech support contact at county level. The clerks were hesitant to do this at this time due to Wave 3 for Odyssey. Chad was going to get some more information from the vendor and then determine how to proceed.



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**XXIII. Idaho Public Defense Commission Update**

Kimberly Simmons, Executive Director, Idaho State Public Defense Commission

Kimberly presented a PowerPoint on the following: they are in the rule making process for workload standards, contracts and annual reporting for attorneys; they are working on their annual budget and requesting funds to comply with workload standards; FY 2020 indigent defense grant application - content and purpose - indigent defense grant accounting - county indigent defense budget and expenditures - compliance reporting - list of defending attorneys.

Clerks expressed their frustrations with the application, reporting, counting criminal cases, ELF application, cost of conflict public defenders and defense attorneys. The clerks recommended treating the funds like election consolidation funds so we don't have to apply for the appropriations each year. We would get the appropriation and then the county would report on the use of the funds at the end of each fiscal year.

**XXIV. Refreshment Break**

**XXV. Dual Credit Students**

Tina Polischuk, Statewide Coordinator, State Department of Education  
Matt McCarter, Director of Student Engagement, Career & Technical Readiness, State Department of Education

Tina and Matt presented the following in a PowerPoint on dual credit and out-of-county tuition: Idaho Code 33-2110; out-of-district tuition max of \$500 per semester and \$3,000 lifetime cap; deadlines for certificate of residency; why dual credit; advanced opportunities; dual credit out-of-district tuition; savings for Idaho families; FY 18 Year End totals 32,000 students, 184,000 dual credit, \$13.4 million invested in credits; county-community colleges for advanced opportunities; AO county payment breakdown; statute revision for out-of-district tuition; advanced opportunities SDE sends out-of-district tuition straight to colleges; \$43.33 per credit reimbursed to counties; no need for CORs, counties will get a receipt to prevent double dipping.

**XXVI. Petitions, Legislation and Other Matters**

Seth Grigg, IAC Executive Director



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Seth presented a PowerPoint on the following: 2019 Legislative Issues and IAC Legislative Priorities Process: set in September at Annual Conference, bylaws cap IAC priority legislation at 10; currently have 15+ legislative proposals; membership will need to be thoughtful in considering proposals; IAC legislative committee authorized to prioritize/narrow proposals; legislative turnover - 17 house seats and 5 senate seats; Medicaid expansion voter initiative; the clerks expressed an interest in combining the Social Services conference with Commissioner's/Clerk's conference in June at the Nampa Civic Center and have indigent directors from Ada and Canyon help plan the conference; public defense; transportation funding; county criminal justice needs with justice fund and local option sales tax for jails and courthouses; business personal property tax; sales tax on groceries, further income tax reductions, expand application of online sales tax; agricultural valuations; campaign finance reform.

### **XXVII. IACRC Social**

Entertainment by Rick Hoel

### **XXVIII. IACRC Dinner and Installation of Officers for 2018-2019 – Sponsored by Gem Plan**

Patty Weeks recognized the following clerks, who did not seek re-election, for their years of service and they gave us advice: Chris Rich, Ada County Clerk; Robert Poleki, Bannock County Clerk; Barb Steele, Elmore County Clerk; Shauna Geddes, Franklin County Clerk; Terri Morton, Lemhi County Clerk; Peggy DeLange-White, Shoshone County Clerk; Mary Lou Hansen, Teton County Clerk; Betty Thomas, Washington County Clerk.

President Angie Barkell, Owyhee County Clerk, installed the following officers:  
Kim Muir, Madison County Clerk, President  
Kristina Glascock, Twin Falls County Clerk, Vice President  
Henrienne Westberg, Latah County Clerk, Secretary/Treasurer



(left to right) Angie Barkell, Kim Muir, Kristina Glascock, Henrienne Westberg



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**XXIX. Thursday, August 16, 2018**

**Role of the Clerk with Advisory Boards**

Jim McNall, Risk Management Specialist, ICRMP

Jim presented the following in a Powerpoint: Other duties as assigned; Boards/Committees/Commissions duties and requirements; statutory guidance for P&Z Commissions and Fair Boards, except Ada; Boards/Committees in General - take care of appointments; Personal liability - none - covered by Tort; Open meeting law HB611 for agendas and posting on website; Where can you be of help - meeting notice/agenda/minutes, provide training, assist with recruitment, remind the Board of limitations.

**XXX. Empowering Yourself and Others**

Tina Polischuk, State Department of Education

Tina presented the following in a PowerPoint: Thoughts, experiences, research, opportunities for reflection; 50% of every interaction is within my control; we are in the business of human elevation; education and faith are two investments that can never be taken away from you; treat all people with respect and compassion regardless of how their status compares to yours; always put people before programs; the secret ingredient is the ability to build and sustain high performance relationships; be in tune with people's needs; genuine servant leadership requires sacrifice; leading is giving; leadership is an ethic, a gift of oneself; the ability of an leader to inspire staff is greatly dependent on the leader's willingness and ability to serve other by establishing and maintaining positive professional relationships; people are most empowered when they are in their element; share your faith with others - faith gives us meaning and purpose, drives us to serve, provides a medium for healing, calls us to be joyful.

**XXXI. Refreshment Break**

**XXXII. Idaho Supreme Court – Odyssey Update**

Sara Thomas, Administrative Director of the Courts

Sara started with a thank you to the clerks for their effort and they know they are not meeting our expectations. She specifically thanked Chris Yamamoto for sharing his clerks as resources. Janica Bisharat is leaving the courts to spend time with her children. She will be around for Wave 3 go live. Her job was posted this week and they





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would like to hire an attorney to fill this position. Sara hopes to have someone hired by mid to late September. There will be a few other internal changes within the courts. Judge Wood will be around for another year until next September.

Sara talked about 31-870 fees a number of fees in ISTARs and Odyssey that are owing to the county but not to the courts. When Odyssey went live, pre-trial fees were added in Odyssey due to county. Sara went to the legislature this last legislative session with two proposals and she said the legislature is not putting these fees in statute – they have to be collected by the counties and not the court. There are other fees besides pre-trial release and there's no way the court can collect them. They are doing an assessment of each county and what fees are imposed, collected and due and owing to the courts, but paid to someone else. They are putting together a list of fees that should not be in the system and they are giving counties until December 31 to figure out how to collect these fees outside of Odyssey. As of January 1, if the fee is not imposed by a judge, not statutory, it will not be in Odyssey. Pam Eckhardt suggested more time due to go live of Odyssey.

Sara wants to be clear about resources for Wave 3 counties – there will be one resource in each county. October 9 is the go live date and they will be in the districts up to 3 weeks after go live. It will depend on how the clerks are doing, how long the resource will be staying.

Financials – a lot of struggles with financials. When this project started there was not enough focus on financials. Sara authorized two additional employees for Michelle to hire.

Since the Odyssey rollout will be done this year and it is the bare bones skeleton of the product, there's a tremendous amount of work after that - a complete upgrade of Odyssey in January to February 2019 - prosecutor's and public defender's will be able to go on with attorney manager – they are identifying other priorities – hire someone to do report writing – piloting background checks on the portal and it should be up in the next couple of weeks.

Sharee Sprague expressed concerns she had and fellow clerks have: counties having to buy additional bandwidth, kiosk very unfriendly, frustrations with Supreme Court, bullying, no communication, Supreme Court contracting with Chadwick's - why another 3<sup>rd</sup> person in the broken communication line – not a good use of tax dollars, helpdesk is



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not working, sending requests and not getting answers. Sara agreed to have a monthly phone conference with the IACRC Judicial committee.

Kristina Glascock pointed out the reason these fees were configured in Odyssey by Supreme Court was for Twin Falls County to pilot Odyssey Supervision. It replaced misdemeanor probation's case management software. Kristina suggested a workgroup or committee to look at the fees configured for pre-trial release so we don't have to resurrect a county system for probation to collect fees. Sharee recommended moving the December deadline to after the legislative session. Sara cannot commit to that – Supreme Court told her to take them out July 1 and it was extended to January 1. Sara will ask the court for another extension at their September oral conference, but will not commit the court will work with the counties. Seth told Sara the original bill was not given to IAC until the night before it was presented and the counties were blindsided with no time to react or know it was coming. It became challenging to work with. Sara agreed she would like more communication with IAC. Henrienne Westberg said they have a new pretrial release program in Latah county and we need a broader picture of all the fees. She said Kerry Hong talked about how the courts are a unified system. The clerks are a part of that unified system. She said the courts have taken a hard line to only collect statutory fees and now counties have to set up another system with software to collect fees making less data available to the court in the long run. There are a lot of fees imposed and collected by the county. Sara said they could work on it. Supreme Court is in the process of identify fees collected in ISTARs and hope to have a list by the end of September out to the counties and then sit down and talk about legislation.

Kristina Glascock asked about equipment replacement and if the counties should have to buy equipment. Twin Falls County had requested 14 scanners be replaced and only received two. Sara has in the court budget for FY 19 funding to do equipment refresh. The goal is to do it every 3 years and there's funding in the budget to start refreshing. Sara said the counties shouldn't have to replace state equipment with county funds.

Sharee Sprague asked if counties can reach out to other counties for help during go live if the Supreme Court will pay for their travel. Sharee said counties are having to pay for bandwidth and Joe Larsen confirmed.

Seth complimented Sara on magistrate court funding. Seth suggested using that same model to look at court-ordered fees. Sara explained why they hired the Chadwicks for communication, but Sharee pointed out the clerks had no knowledge.



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Tamala Eberhard asked when you turn in a helpdesk ticket and don't hear anything, what's the escalation? Sara said to go online and see what's been done. If nothing has been done, e-mail Sara and Kevin if nothing is getting done. Joe Larsen said during the later part of December and January his office had difficulty balancing under deadlines to do month-end reports, but all they got was out-of-office replies. He suggested when we send requests for help and get an out of the office auto reply on vacation, let us know who we can contact. Joe said we need to know on the key people who their backup is to rectify issues. Michele Crist-Aguilar said they have 3 people in the organization that know financials. She said they did new financial training in Wave 2 and Wave 3, but they have a lot of work to circle around with Twin Falls, Ada and Wave 1 counties on financials and balancing. Angie Barkell asked Michelle about the \$6 fee for magistrate court funding. Michelle said there are two new fee codes and one new OFM general ledger. You will now have to disburse to the Rangeland Commission at month end. It's under due to agency.

**XXXIII. Wrap Up & Conclusion of Conference**


Kim Muir thanked Angie Barkell for a good conference and asked for input at the September conference. Angie thanked everyone. See you at the September Conference.

The meeting was adjourned at 11:40 a.m.

Approved:

  
Angie Barkell, President

Attest:

  
Kristina Glascock, Secretary/Treasurer