



**IDAHO ASSOCIATION OF COUNTY  
RECORDERS AND CLERKS**

**Kristina Glascock, Twin Falls – *President***  
**Henrienne Westberg, Latah – *Vice President***  
**Sharee Sprague, Power – *Secretary/Treasurer***  
**Kim Muir, Madison – *Immediate Past President***

**Idaho Association of County Recorders and Clerk  
2019 IACRC Association Meeting  
Boise Centre // Boise, Idaho  
September 25, 2019**

**Kristina Glascock called the meeting to order at 1:05 pm**

The following clerks were present for roll call:

Ada County Clerk, Phil McGrane	Bannock County Clerk, Jason Dixon
Bear Lake County Clerk, Cindy Garner	Bonneville County Clerk Penny Manning
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	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 Brenda Armstrong
Lincoln County Clerk Brenda Farnworth	Minidoka County Clerk Tonya Page
Oneida County Clerk Lon Colton	Owyhee County Clerk Angela 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 Doug Miller
Washington County Clerk Donna Atwood	

*(29 members in attendance)*

The following visitors joined the association meeting:

- Kootenai County Chief Deputy Clerk Jennifer Locke
- Secretary of State's Office: Secretary Lawrence Denney, Chad Houk, Chief Deputy Secretary of State, Foster Cronyn, Director of Operations and IT, Aimee Mickelsen-Hall, Elections Technology Specialist, Roger Contreras, Elections Technology Specialist, and Rodger Anderson, IT Programmer and Analyst
- Idaho Association of Counties: Kelli Brassfield, Sara Westbrook, Seth Grigg
- ICRMP: Mary Kummer and Jim McNall
- State Tax Commission: Tom Katsilometes and George Brown
- Supreme Court: Sara Thomas, Administrative Director of the Courts and Christina Iverson, Director of Court Management

President Kristina Glascock welcomed the members and guests. President Glascock recognized the Education Committee for the informative presentations provided on Monday and requested that any ongoing education inquiries be sent to Education Committee Chair, Angela Barkell.

**Financial Reports:** Sharee Sprague, Secretary/Treasurer



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Sharee presented the financial report advising the Association fund balance is \$42,794.46, actual revenues to date are \$41,690.17 and actual expenditures to date are \$34,426.40. Secretary/Treasurer Sprague advises that the majority of the billings for the August Clerk's Conference are pending payment. Upon conclusion a motion to accept the financial reports as presented was presented by Kathy Ackerman with a second by Colleen Poole. Following audible call, motion passed.

### **Approval of Minutes:** Henrienne Westberg, Vice-President

Henrienne reported that the draft minutes were posted to the i/o forum and she has reviewed all feedback. Henrienne reported substantive changes to the draft minutes. Upon conclusion, a motion to approve Annual Conference minutes from August 12-15, 2019, was presented by Cindy Garner with a second by Betty Dressen. Following audible call, motion passed.

### **IACRC Group Pictures:** Joe Larsen, Cassia County Clerk

Copies of the 2019 group pictures were distributed (2 pictures, 1 of which reflects clerk names) to those in attendance. Sharee advised that Joe needs to submit a bill and he had never charged the association for pictures. Betty advised that he has not submitted any reimbursement for his work on the Electronic Recording Commission either. Joe advises that the Electronic Recording Commission has been disbanded and there is no statutory authority or support from the Governor and recommends striking that expenditure line from the budget. Sharee will mail out pictures to those not in attendance.

### **Committee Assignments:** Kristina Glascock, President

Kristina reviewed the proposed Committee Assignments advising that she restructured the listing to assure that there is 1 clerk from each district on each committee and 2 clerks from each district on the Elections Committee and the Judicial Committee to allow for adequate coverage to the body.

#### **Bylaw Committee**

Kristina advised that the Bylaws require review by the membership every two years. Kristina reports they were last amended August 16, 2018. Kristina reports that the Officers have identified some areas for clarification or amendment. Angie Barkell inquired if the Nominating Committee could also be listed as the Bylaw Committee. Kristina reports that the Bylaws do not have a specific Bylaw Committee listed but just appointed by the President in odd years. Kristina inquired if the members of the Nominating Committee in attendance were willing to also serve as the Bylaw Committee without dissent. Kristina provided the proposed Bylaw changes to those in attendance and requested that comments on the proposals and any additional suggested changes be forwarded to Nominating Committee Chair Kim Muir for review and discussion by the Committee. The Bylaw changes will be voted on during the August 2020 Clerk's Conference.

#### **Election Committee**

Kristina reports that Sara Westbrook at Idaho Association of Counties will be the lead contact to set up conference calls with the Secretary of State's Office. Kristina advises that Election Committee Chair Phil McGrane will be working with Sara to get them started and determine who should be included on the call. Kristina advised that the Election Committee could utilize the same conference system used for the Ad Hoc conference calls.

#### **Ad Hoc Committee – Continuing Education**



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Kristina passed around a sign-up sheet for volunteers to facilitate monthly conference calls. Following inquiry of the group, it was determined that continuing education should not be incorporated with the January Elections conference. Continuing Education will be provided during the February, June and September conferences. The Recording and Education Committee was directed to work with Brian Cane of the Attorney General's Office to arrange for Deputy Auditor and Recording Clerk training at the February conference. Carrie Bird reminds everyone to use the Recorder's Manual available on IAC's website as a resource and recommends clerks plan on bringing their Clerks and Prosecutors to that meeting. Mary Kummer of ICRMP reported that the Prosecutor's Association will be moving to the ICRMP Building on Vista. Kelli Brassfield of IAC advises that CAT and Policy staff will be housed in the IAC Office on Washington Street. Angie Barkell advised that she will work on scheduling and advises we will probably need a full extra day to cover all the education topics that month. It was suggested that a conference call be conducted in October to update on Monday's continuing education and discuss future education sessions.

### **Judicial Committee**

Kristina updated the group that the Supreme Court continues to extend the circle back training for Waive 1. Angie Barkell reported on credit card issues and proposed changes from the Court. Angie reports that following inability to get resolution with the credit card machines from Michelle Crist-Aguiar she changed the provider in her county to Access Idaho. Angie reports that all costs associated to process payments through Access Idaho are addressed directly between Access Idaho and the cardholder, which eliminates any cost to the Court. Angie report that Access Idaho charges 3% on cards and \$1.00 to process a check over the phone. Angie advised that during this week's conference she received communication from Sara Thomas who copied her Judge and Commissioners but neglected to communicate with her TCA. Angie advises that no one from the Court attempted to contact her to discuss concerns or remedy, but simply sent the letter expressing Court's concerns regarding compliance with IC 31-3221 and 1-1623 and demanding the County to reimburse the Court \$3.00 for every transaction processed through Access Idaho. Angie advised that the letter also stated that only the Court could enter into agreement with a contract for credit card processing through the Court and inquired if any other counties were using alternate vendors. Joe Larsen reported that the Port Of Entry uses a different credit card system that allows the truckers to pay at the port. Joe reports that removal of the same would create hardship for his county, however, he has never been challenged on the matter. Penny Manning reports that they changed to Point and Pay prior to Odyssey and the Court was aware of the change. Penny reports that due to improper Odyssey setup the Courts have \$30,000 of Bonneville County funds that they have been waiting extensively to be reimbursed.

### **IACRC Representative to the IAC Board of Directors:** Kristina Glascock

Kristina reports that the Bylaws direct that the Association elect a representative on odd years. Kristina advises that Patty Weeks is our current representative and she is willing to continue to serve. Angie Barkell advises that the Nominating Committee reached out and did not have any interested parties to submit names and advised that the body could nominate from the floor. Brenda Farnworth nominated Patty Weeks as IACRC Representative to the IAC Board of Directors. Carrie Bird presented a motion to cease nominations, and Brenda Farnworth presented a second. Following audible call, motion passed. Kristina confirmed that Patty Weeks will



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continue to serve as our representative and advised that Patty is attending a National Cyber Security Conference and therefore not present.

### **I Voted stickers for 2020:** Phil McGrane, Ada County Clerk

Phil advises that they are in the process of developing a contest through the Association of Graphic Designers. Following the contest the winner would receive recognition of artwork on the sticker. Phil advises that he anticipates the stickers would be available in advance of March Elections. Phil will work with Idaho Women 100 regarding sponsorship and requests that election offices across the state would post advertising.

**Secretary of State Lawrence Denney** addressed the group and thanked the clerks for their continued patience.

**Tenex Update: Voter Registration, Campaign Finance:** Secretary Denney introduced his team in attendance. Foster Cronyn presented a status update and agreed to share the PowerPoint with the group. Foster advises that the Campaign Finance module will not be implemented until December as the mandates used in development will not be effective until January. Foster advises that the login pages requires an account for each module at this time and follows WEB based account creation. All entries are tracked in live time. Aimee Mickelsen-Hall advises that the reporting deadlines are changing as well. Foster advises that when the Candidate assigns the Treasurer a link is sent in an email to the Treasurer to create their account and accept the appointment. Compliance reports will be available to counties to provide notice/compliance. Election staff will create an account and have access to the TED Desk, which is not visible to candidate/treasurer. The public can only see what the Treasurer can see. It was recommended that County Election teams for setup of Campaign Finance, Voter Central, Streets and Districts. Foster advises that BETA Testing of the system will begin by training the 6 initial counties (Idaho, Washington, Jerome, Bonner, Bonneville, Ada, and Gem) with a projected rollout date in November. Statutory requirements prohibit postponing the rollout. Foster clarified that Tenex does not recognize consolidated elections at this time, however, Aimee verifies that they believe it is possible and they are familiar with the concept, however, the terminology between the developers and the Secretary of State's Office (SOS) has caused some confusion and delays. Central training is slated to occur in December and will be recorded on Tenex University and users will have access to User and Help guides online and the SOS Analyst will be available to provide assistance. A mock election is slated to occur in December using November set-up and data. A half day of hands on training is slated for January. Phil advises that the association will provide and assist with training set-up and will turn over whatever time the SOS can provide. Voter Central will be the most utilized module and will receive the most focus on training.

**Equipment Requirements:** Foster advises that county owned equipment will work on TENEX and the State dedicated system will go away. They are currently testing on all internet browsers, but have found that Chrome is the most stable environment to date. IVSRS maintenance agreement expires at end of year. Chad Houk advises that they can renew the agreement for an extra quarter if necessary. There was discussion on availability to at least view or access the IVSRS system while transitioning to verify that information converted correctly. The SOS staff did not have any confirmation regarding the request. Kristina advised that all equipment requirements need to be shared with the Clerks as not all county IT were able to attend the forum. It was advised that the Clerks should be included on all correspondence with county personnel to assure that things are not overlooked. Chad Houk reported that PowerPoints of information provided to Clerks and IT as well as minimum specs and infrastructure details prior to the



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November training and as Tenex rolls out the SOS will assure that the Clerks are cohesively involved. The proposed rollout date is November 18, 2019.

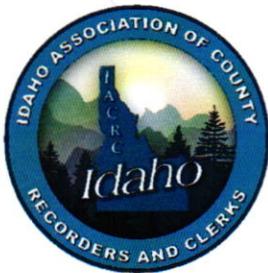
**SOS Staff:** Kristina Glascock inquired of changes in light of the resignation of Lisa Powers and the status of the conference calls with the association that Lisa was to be setting up. Secretary Denney advises that he is in the process of replacing Lisa and she will continue to serve under contract through the end of the year.

**SOS Funding and Support:** Secretary Denney advised the estimated cost to provide electronic poll books in all precincts is approximately \$2 million of which they have a plan for \$500,000. They intend on requesting an additional \$500,000 in the next budget cycle however if unfunded from the legislature, SOS will still provide a pro-rata cost share and if a county has been proactive and already purchased, the SOS will arrange a fair remedy. Secretary Denney reports US Congress passed HAVA Grant funds and the State is estimated to receive a minimum of \$3 million grant dollars upon certification that all DRE are replaced. Chad clarified that request to cut funding in the budget was a directive from Governor and they are discussing alternative ways to have Governor's support and recommendation. Chad Houk advised that the room schedule and reimbursement for the Election Training in January will be available again, they will write the grant application differently to allow some flexibility lodging, however, all lodging will be direct billed to the SOS Office.

**State Tax Commission:** Tom Katsilometes introduced new Property Tax Division Manager George Brown. George provided a brief background and confirmed concerns related to the retirement of Gary Houde. George advises that they are working on retaining his replacement with ample cross-training availability. George advises that while he is hopeful for a smooth transition there may be an interruption in service. George advises that the goal is to expand Gary's position in the future to allow for more support to the Clerks regarding tax levy etc.

**Odyssey Financial Balancing & Credit Card Vendors:** Sara Thomas, Administrative Director of the Courts provided a memo to the clerks regarding the financial refresh for Wave 1 advising that the Supreme Court will visit counties on site over the next three months. Sara advises that the Court is beginning the process to identify a new statewide vendor to process credit cards through the Courts. Sara reported on the Odyssey upgrade and thanked counties that have agreed to allow Deputy Clerks to serve as SMEs and Trainers as the Court cannot supply enough people to cover the state. Sara updated the Clerks on the Sacrata implementation advising that Sacrata is a small company that allows for much easier report building in Odyssey. However, Sacrata is a visualization program and you cannot export data. Goal is to make it accessible, but unable to manipulate. Sara closed by assuring that the Supreme Court is here to make the Deputy Clerk's life easier. Kristina Glascock inquired if the Clerks could meet with the Courts for ½ day in February instead of the full day as we will have continuing education. Kristina recommended meeting in the morning for breakfast and finishing the morning by having lunch with the Justices. Sara confirmed that the Court will be available to meet at the Clerk's request.

**Medicaid Expansion Task Force Update:** Seth Grigg requested help on the framework for the Medicaid compromise options for the counties. Seth pointed to the Handout given with registration materials showing analysis. Seth advises that revenue sharing is 62 million split between the counties based on population and the handout shows true revenue sharing allocations. Seth advises that there was discussion with the Commissioners regarding merging charity/current expense levies together and adjust levy rate OR roll into Justice and the Commissioners were in favor of the current expense option. The group discussed the option to



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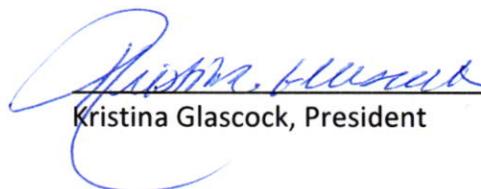
move toward a city levy model where everything is in the general fund levy with an optional road and bridge levy. Angie Barkell inquired if combining charity current expense and justice would work. Following conclusion Seth advised that IAC will run further analysis and report back to the association. Phil McGrane suggested looking at utilization to create a better history of why things were set up correctly. Henrienne Westberg expressed concern that continued reduction in revenue sharing makes it difficult to keep budgets sustainable and requested data on all losses to the counties. Seth advised that IAC will reach out to the counties to secure information to do the analysis. Seth expressed concern that the current proposal is a much higher expense than what the counties currently have. Utilization counties pay more (Kootenai/Bonneville) and any county with Indigent expenses over 5 million dollars will be adversely impacted. Seth advises that people who are at 138% of the poverty guidelines and above are taken care of, and if they incur catastrophic event they could sign up on Medicaid within 90 days, which would anticipate a significant reduction in Indigent. There was discussion on individual availability, dependent coverage. Seth advises that the current cost of insurance on the exchange is equivalent to purchasing a compact car every year. Seth advises that if the bill gets public comment, IAC will invite counties to appear.

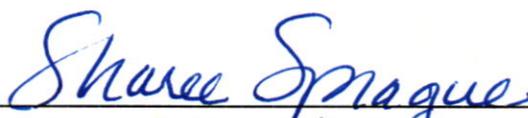
**Legislative Priority:** Seth Grigg, Sara Westbrook and Kelli Brassfield appeared on behalf of IAC. Seth provided a Legislative Update report advising that the Clerks have a large number of resolutions for presentation and the Legislative Committee meets mid-October. Seth expressed concern to provide ample assistance pending the large number of resolutions to be covered by IAC. Seth advises that they will bundle all Odyssey related legislation under one bill and that Pretrial and Supervision fees will have priority and suggested tabling the uncontested city election legislation to the 2021 session. Seth provided some alternate processes to allow the Clerks to present their own legislation with assistance from IAC. Upon conclusion, it was determined that an i/o poll would be set-up to allow the clerks to rank pending legislation by high, medium, and low. Phil McGrane advised that it is significant for the Association to understand prioritization. The Association is the biggest user of IAC staff and one of the only Associations that does not have their own Lobbyist. Phil agreed to work with IAC and provide training to Clerks on the process.

The meeting was adjourned at 3:57 P.M.

Approved:

Attest:

  
\_\_\_\_\_  
Kristina Glascock, President

  
\_\_\_\_\_  
Sharee Sprague, Secretary/Treasurer