

# 2020-21 INTRODUCTION TO IAC MEMBERSHIP

**VISION** Be the most trusted source for county government policy information and the leading source of knowledge for county officials.

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IAC promotes county interests, advocates good public policy on behalf of Idaho counties and provides education and training to assist Idaho county officials in performance of public service.

**MISSION**

**VALUES**

IAC conducts its affairs in a professional, accountable manner acting with the highest integrity. We are knowledgeable, resourceful and credible and adhere to these values at all times.



2020-21  
INTRODUCTION TO  
IAC MEMBERSHIP

2020

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208.345.9126

# WELCOME!

Welcome to IAC. Whether you are new to county government or moving up through the ranks, IAC is your resource for training and learning opportunities. Formed in 1976, IAC is the voice of Idaho's 396 county elected officials. We are focused on providing our members with the tools and resources you need to better serve your constituents.

As county elected officials, we all face similar issues and problems. IAC offers the opportunity to network with other elected officials and share in their collective wisdom and experience. By taking advantage of that wisdom and experience, errors can be avoided and successes duplicated.

Our form of government allows regular citizens to be elected to positions of great responsibility. I encourage all elected officials to take advantage of the opportunity to become better equipped to execute the duties of public office by utilizing the programs offered by IAC.

The law that governs our duties is a living thing; it tends to change with each legislative session. IAC staff continues to monitor changes and is active in protecting the interests of counties and keeping them informed.

If you have any questions about IAC, please contact the IAC office at (208) 345-9126 or visit the association's website at [www.idcounties.org](http://www.idcounties.org).

Idaho's 44 counties provide a framework for action that is carried out through IAC's governing board, steering committees, programs and services. IAC is here for you and wants to see each of us succeed as county elected officials. The best way to help IAC help you is to get involved!

I look forward to working with all of you in the coming year.

Warmest Regards,  
Kathy Ackerman, IAC President 2020-2021  
Idaho County Clerk

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MISSION STATEMENT  
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## WHAT IS IAC?

- Background Information
- Organizational Structure
- Members at a Glance
- IAC Districts
- IAC Committees
- IAC Staff
- History of County Government in Idaho

# Idaho Association of Counties

## BACKGROUND INFORMATION

The Idaho Association of Counties (IAC), formed in 1976, is a non-profit, non-partisan service organization dedicated to the improvement of county government. It was designed and incorporated by county elected officials to provide services, research, uniformity and coordination among member counties, in order for the county elected officials to serve their constituents better. IAC is funded annually by dues paid by member counties and revenues generated by IAC services and conferences.

The Constitution and By-Laws of IAC provide that the management of the organization is vested in a Board of Directors which appoints an Executive

Director to assist and serve at the pleasure of the board. The Executive Director is responsible for the management of the affairs of IAC under general direction of the board. The officers of the board are elected at the IAC Annual Conference. Other board members are elected by the affiliate associations and IAC Districts. IAC is owned, organized and operated by Idaho's county governments.

In the pages that follow, you will find the organizational structure of IAC, as well as information about each of the county elected officials who make up the IAC membership.

*The IAC serves as an umbrella organization and provides staff assistance for seven other organizations of county officials:*

Idaho  
Association  
of County  
Assessors

Idaho  
Association  
of County  
Recorders  
and Clerks

Idaho  
Association  
of  
Commissioners  
and Clerks

Idaho State  
Association  
of County  
Coroners

Idaho  
Association  
of County  
Treasurers

Idaho  
Prosecuting  
Attorneys  
Association

Idaho  
Sheriffs  
Association

## ORGANIZATIONAL STRUCTURE

IAC's membership consists of county elected officials from the seven county offices.

Assessor

Clerk

Commissioner

Coroner

Prosecuting Attorney

Sheriff

Treasurer

Each member has an equal voice in guiding the direction of the association. IAC is governed by a board of directors. The executive committee consists of the President, Vice President, Secretary/Treasurer and Immediate Past President.

# MEMBERS AT A GLANCE

## Assessor

The county assessor is primarily responsible for the determination of market value on both real and personal property for tax purposes (63-207). The assessor also acts as the agent of the Idaho Transportation Department in titling vehicles (49-401) and in handling vehicle licensing (49-113 and 49-3210). The law also provides that if the governor calls up a militia, he may order the assessor to carry out a registration of all county residents liable for such service (46-104). Election of the county assessor occurs every four years.

## Clerk/Recorder/Auditor

Constitutional and statutory laws have given this one elective county officer five distinct titles: clerk of the district court, auditor, recorder, clerk of the board of county commissioners and chief elections officer of the county. The Idaho Constitution establishes the position of clerk of the district court and provides for the election of this position every four years (Article 5, Section 16). A separate section of the state constitution provides that the clerk of the district court shall be ex-officio auditor and recorder (Article 18, Section 6). State law provides that the clerk of the district court be ex-officio auditor, recorder and clerk of the board of county commissioners (34-2001 and 34-112). In addition, the election laws specify the duties of the county clerk in the elections process (34-112).

## Commissioner

Currently, a three-member board of county commissioners is the governing body in each Idaho county. Two county commissioners are elected every four years - one for a two-year term and one for a four-year term (Article 18, Section 10). Commissioners are both the executive and legislative body for the county. A board of county commissioners has a number of responsibilities spread throughout Idaho Code and generally can act only as a body rather than individual commissioners. Commissioners may appoint an administrative assistant or appoint a member of the commission to act as the administrator (31-818).

## Coroner

The Idaho Constitution establishes the office of county coroner providing the position be filled by election every four years beginning in the general election of 1986 (Article 18, Section 6). The county coroner plays an important role in death investigations. He or she investigates and may hold an inquest to determine facts surrounding the death of a person who dies within a county. (See 19-4301 and 31-2801 and subsequent statutes for more information about the duties of the coroner.)

# MEMBERS AT A GLANCE

## Prosecuting Attorney

The county prosecuting attorney, along with the county sheriff, is the chief law enforcement officer in the county (31-2227). The prosecutor is ultimately responsible for all felony cases within a county. In addition, the prosecuting attorney is the chief legal advisor to the county (31-2604 and 31-2607). The prosecuting attorney is required to be a licensed Idaho attorney and is elected for a term of four years. However, if no person is available to hold office within a county, the law gives the board of county commissioners the authority to contract for the position (59-907).

## Sheriff

The sheriff, as the chief law enforcement officer in the county (31-2202 and 31-2227), is responsible for keeping the peace, making arrests and maintaining the county jail. In addition, the sheriff has a number of other responsibilities including civil process, issuance of driver's licenses and search and rescue (31-2202 and 31-2229). The Idaho Constitution (Article 18, Section 6) and state law (31-2001 and 31-2003) establish the office of sheriff and to serve four-year terms.

## Treasurer

The county treasurer is the finance officer, tax collector and public administrator for the county (31-2101 and 31-2102). As tax collector, the county treasurer plays a key role in the property tax system from collection to disbursement to all taxing districts that use property taxes (63-901 and other statutes in title 63). The county treasurer is elected every four years (34-620).

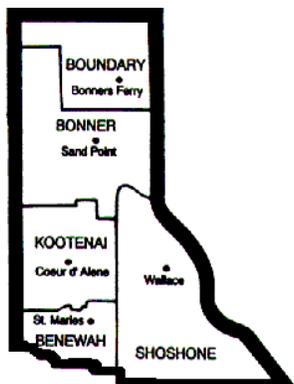
# Idaho Association of Counties

## DISTRICTS

For purposes of regional representation, the IAC groups Idaho's 44 counties into six geographic regions. Each district elects a chair to preside at the district meetings, a member who represents that district on the IAC Board of Directors and a member to represent them on the IAC Legislative Committee.

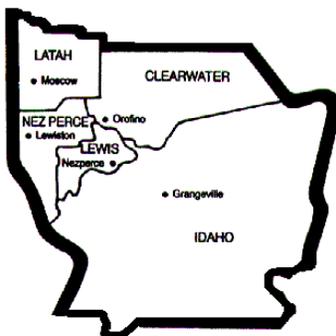
### District 1

Benewah · Bonner  
Boundary · Kootenai  
Shoshone



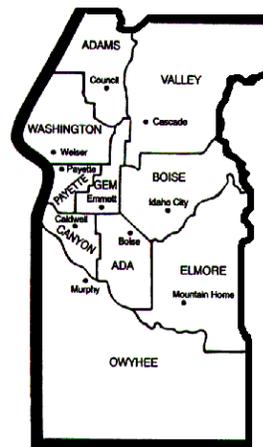
### District 2

Clearwater · Idaho · Latah  
Lewis · Nez Perce



### District 3

Ada · Adams · Boise  
Canyon · Elmore · Gem  
Owyhee · Payette  
Washington



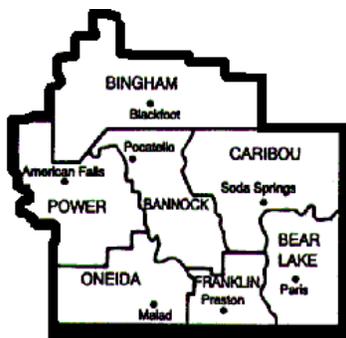
### District 4

Blaine · Camas · Cassia  
Gooding · Jerome · Lincoln  
Minidoka · Twin Falls



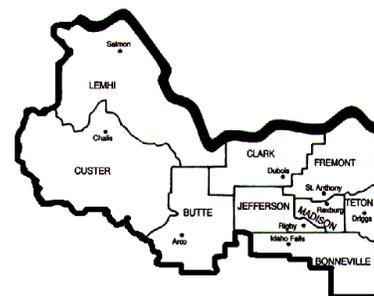
### District 5

Bannock · Bear Lake  
Bingham · Caribou  
Franklin · Oneida · Power



### District 6

Bonneville · Butte · Clark  
Custer · Fremont · Jefferson  
Lemhi · Madison · Teton



# IAC COMMITTEES

IAC has one standing committee and several steering committees that meet to review county concerns and issues. The IAC President appoints committee leadership. Elected officials volunteer for committee membership to represent the interests of their counties and constituents. The committee roster is published and distributed in the IAC Directory of County Elected Officials in February of each year. Other committees are appointed as the need arises. Current committees are as follows:

## Legislative

The Legislative Committee, IAC's only standing committee, consists of a chair and vice chair appointed by the IAC President, a representative from each of the seven affiliate associations and one member from each of the six IAC Districts.

For more information on IAC's legislative process, please read pages 25-26.

## Intergovernmental Affairs

Members of this steering committee examine financial resources of counties, federal assistance, municipal borrowing, county revenues, grants, mandates and self determination. This steering committee also handles issues dealing with county structure, procedures, management, intergovernmental relations, elections, liability costs and insurance, and maintaining a line of communication between the counties, cities, state and federal governments, thereby providing a forum for discussion of ideas and issues of mutual concern.

*Staff Representative: Sara Westbrook*

## Health and Human Services

This steering committee handles issues relating to health care delivery and health care financing, which include local public health programs, mental health, substance abuse, social services, health care for the uninsured, medical indigence, county welfare, long-term care, Medicaid and Medicare.

*Staff Representative: Kelli Brassfield*

## Justice and Public Safety

The IAC Justice and Public Safety Committee is responsible for all matters relating to criminal justice and public safety including, but not limited to, law enforcement, courts, corrections, firearm control, criminal justice planning, crime prevention, common law and civil law matters, public safety communications, jails and juvenile justice and delinquency prevention.

*Staff Representative: Kelli Brassfield*

## Public Lands

The IAC Public Lands Committee is responsible for all matters relating to federal and state owned public lands, including tax immunity issues, federal and state land management programs, natural resources and endangered species.

*Staff Representative: Timothy Hibbard*

## Transportation

The IAC Transportation Committee is responsible for all matters pertaining to transportation planning, highway finance, highway safety, airport development and aviation concerns, railroads and other modes of transportation and improvements.

*Staff Representative: Sara Westbrook*

# IAC STAFF

IAC represents the interests of county government throughout the year on a wide range of important issues and serves as the main voice of county government during each annual legislative session. Staff members must be well versed in the policies of IAC and its members, the political and legislative process and the myriad of activities and directives of county government. Also, the staff must maintain effective working relationships with numerous government and business representatives involved in various governmental activities. The staff also attends committee, commission, and task force meetings and various conventions on a continuing basis. During the legislative session, the IAC staff monitors committees and legislation, lobbies legislators and coordinates testimony of county elected officials before committees on bills that have either been adopted as part of the IAC Platform or on other issues that have a potential impact on counties.

## **Seth Grigg**

### **Executive Director**

As the Executive Director of IAC, Seth is responsible for carrying out the organization's strategic objectives as set by the IAC Board of Directors. In this capacity, Seth provides overall strategic and operational oversight of IAC's staff, member service programs, financial programs, and legislative advocacy.

*Email Seth at [sgrigg@idcounties.org](mailto:sgrigg@idcounties.org)*

## **Kristin Cundiff**

### **Director of Operations**

The Director of Operations provides administrative and managerial services for major programs and services of IAC. Kristin also serves as the communications director - coordinating IAC's website, major publications, social media, and e-newsletter.

*Email Kristin at [kcundiff@idcounties.org](mailto:kcundiff@idcounties.org)*

## **Amanda Steinmetz**

### **Sr. Financial Officer/Staff Accountant**

As the senior financial officer/staff accountant of IAC, Amanda is responsible for handling the fundamental aspects of IAC and all affiliate organizations' financial bookkeeping, including budget management, processing of accounts

payable and receivable, monitoring and tracking investments, reconciling bank statements, and working with our outside CPA firm.

*Email Amanda at [asteinmetz@idcounties.org](mailto:asteinmetz@idcounties.org)*

## **Mindy Linn**

### **Member Services Coordinator**

Mindy provides administrative support to ensure efficient operation of the organization. She's often seen juggling multiple projects for IAC and the affiliate associations. Mindy is the staff liaison for the IAC Scholarship Fund. She is also responsible for managing meetings and educational events for the Idaho Emergency Managers Association.

*Email Mindy at [mlinn@idcounties.org](mailto:mlinn@idcounties.org)*

## **Shari Fernandez**

### **Event Coordinator**

Shari is responsible for managing meetings and educational events for the Idaho Association of Counties (IAC), Idaho Sheriffs Association (ISA), Idaho Association of County Assessors (IACA), Idaho Association of Commissioners and Clerks (IACC), Idaho Association of County Recorders and Clerks (IACRC), and the Idaho State Association of County Coroners (ISACC).

*Email Shari at [sfernandez@idcounties.org](mailto:sfernandez@idcounties.org)*

# STAFF

## **Sara Westbrook**

### **Policy Director**

Sara administers policy research and development functions of IAC. She serves as the chief deputy lobbyist and oversees the policy analysts. Her role also includes organizing testimony of county officials and presenting training and legislative updates in support of the executive director.

Email Sara at [swestbrook@idcounties.org](mailto:swestbrook@idcounties.org)

## **Kelli Brassfield**

### **Policy Analyst**

As a policy analyst, Kelli assists in drafting proposed legislation, lobbying, and presenting testimony before state legislative bodies. She also provides professional and technical services to various programs and activities of the association.

Email Kelli at [kbrassfield@idcounties.org](mailto:kbrassfield@idcounties.org)

## **Timothy Hibbard**

### **Policy Analyst**

Tim carries out research to further IAC's mission. He fills the statistical and data-driven component of IAC's legislative advocacy, and enables IAC to provide sound and objective metrics to the legislature, IAC's members, and the general public.

Email Timothy at [thibbard@idcounties.org](mailto:thibbard@idcounties.org)

## **Kathryn Mooney**

### **Catastrophic Health Care Program Director**

Kathryn is the program director for the CAT Fund which is administered by IAC. She is responsible for the day-to-day management of the CAT Fund and the CAT Board of Directors that includes troubleshooting for counties with CAT fund cases. Kathryn also assists the chair on legislative and other issues of importance to the CAT fund.

Email Kathryn at [kmooney@idcounties.org](mailto:kmooney@idcounties.org)

## **Carolyn Carder**

### **CAT Health Care Program Coordinator**

Carolyn's duties include case work from initial case review through the processing of payments of all medical bills received from the counties. She also provides reporting support on production issues and assists the counties with SCI scanning support. She is the first point of contact on all case work and provides extensive customer support for providers and counties alike.

Email Carolyn at [ccarder@idcounties.org](mailto:ccarder@idcounties.org)

# OFFICE LOCATION

The IAC operations staff are located at the IAC Building at 3100 Vista Ave, Suite 200, Boise, Idaho. The policy and CAT fund staff are located in downtown Boise at 700 W. Washington. A limited number of parking spaces may be available and conference rooms for committee meetings are available to all county officials.

You can reach IAC by phone at (208) 345-9126 or by fax at (208) 345-0379. IAC's home page is [www.idcounties.org](http://www.idcounties.org).

# HISTORY OF COUNTY GOVERNMENT IN IDAHO

There are 44 counties in Idaho. Counties are the largest political subdivisions within the state. Every Idaho citizen lives in a county.

The term "county" comes from an ancient unit of government. Originally the term referred to the area controlled by a court in medieval England. Counties have developed in the United States from colonial times. Every state in the United States has counties except for Louisiana which has parishes.

Counties have played an important role in Idaho's governmental history. The Idaho constitution of 1890 directed the legislature to establish a system of county government which shall be uniform throughout the state.

When Idaho became a territory in March, 1863, there were four counties in existence: Boise, Idaho, Nez Perce and Shoshone. By the time Idaho became a state 27 years later, there were 15 counties. The rest of the 44 counties came into existence during the 30 years after Idaho became a state. Two of the former counties disappeared during this time. Alturas, which was created in 1864, was later divided into the many counties now found in central Idaho. Logan County was only in existence for six years, from 1889 to 1895. It was combined with Alturas to form Blaine County and Lincoln County, which was formed just two weeks after Logan lost its identity.

The legislature has kept firm control of the taxing powers of the counties, giving them only the right to tax property. These property taxes, as they are called, are the main source of money for county operations.

As the cost of government has grown and government services at the county level have grown, the counties have come to rely more on money from other sources. Such aid has grown since the 1930s and the state and federal governments have taken over many county functions such as welfare. Counties share in highway revenues, inheritance taxes and taxes on such things as cigarettes, liquor and gasoline.

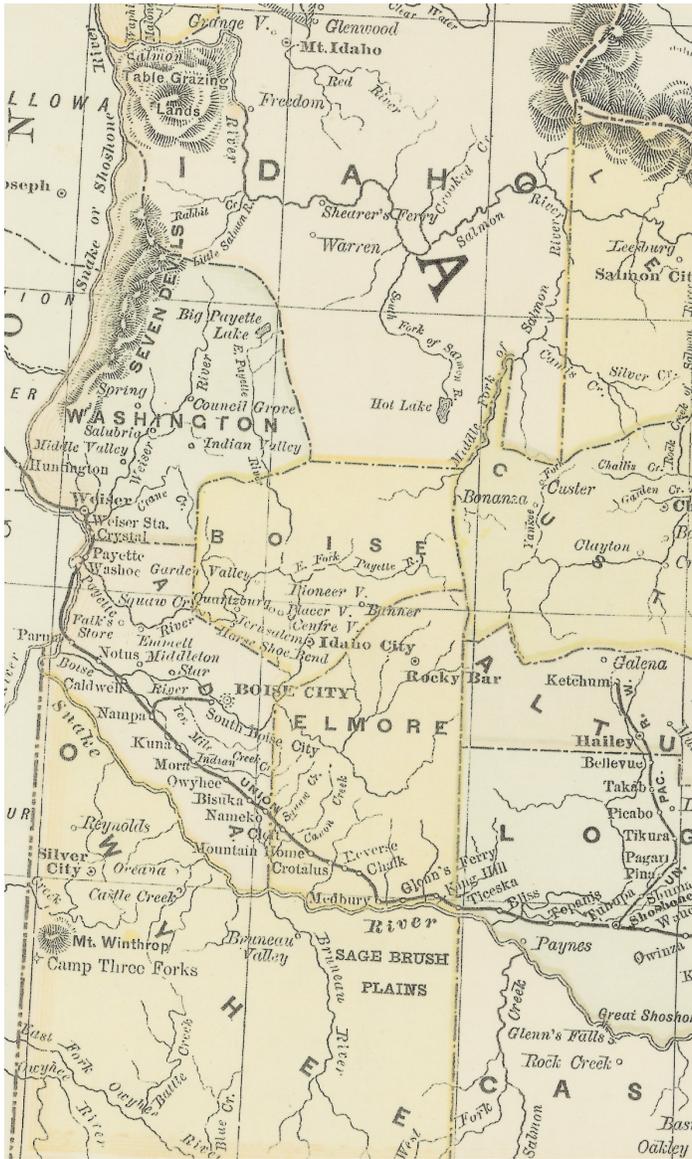
The boards of county commissioners are the administrators of the counties and are given by law the responsibility of supervising the conduct of all county officers. Within the counties are many elected officials who are responsible for the many different duties necessary to keep the county running smoothly. The county clerk, the sheriff, assessor, treasurer, prosecuting attorney and coroner all have important jobs to do for the county.

The clerk is the person who records all of the licenses and records of property ownership. It is also the clerk's job to be sure that all records are kept accurately. The sheriff makes sure that the laws of the nation, the state and the county are obeyed throughout the county. The assessor decides how much tax people should pay on their property. The treasurer keeps track of the county's money and often acts as a tax collector. The prosecuting attorney represents the county in court. The coroner investigates unusual deaths. The coroner may also hold a trial or inquest if the coroner suspects that a crime has been committed.

County governments are more important to people living in areas that have no large cities. Areas away from cities are called rural areas. Most of Idaho is rural. There are some urban, or city, areas. In these rural areas the county and city officials work together to make decisions that are best for everyone in the area.

The county commissioners pass laws that are called ordinances. The commissioner can give what is known as an order. This is a type of action that must be obeyed by all the people in the county. The commissioners can also make a resolution. In a resolution, the commissioners voice their desires or opinions.

Digital Atlas of Idaho. 2012. Idaho State University.  
<http://imnh.isu.edu/digitalatlas/counties/counties.htm>



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# MEMBER SERVICES

- Conferences & Educational Opportunities
- Publications
- IAC Website
- ICRMP Background & Structure
- GemPlan Background & Structure
- NACo Membership: A Blueprint for Success
- Programs & Services
- H. Sydney Duncombe Award
- Mills Adler Awards
- Presidents and Annual Conference Locations

# CONFERENCES & EDUCATIONAL OPPORTUNITIES

## Annual Conference

IAC holds its annual conference in September in Boise. The event, which is normally attended by over 200 county officials, lasts approximately three days. The conference features committee meetings, guest speakers, general session workshops on topics of current county interest, a general business meeting, vendor exhibits, and most importantly, an opportunity for county officials to share information. It is at this meeting that IAC's legislative agenda and general policies are established for the next year.

## Initiation and Continuing Education

The County Officials Institute (COI) is a training program designed to provide the skills and knowledge to be an effective leader in county government. County elected officials and county staff are welcome to participate in the program. The IAC County Officials Institute kicks off in November of 2020. For more information on the curriculum for COI, please visit IAC's website at [www.idcounties.org](http://www.idcounties.org).

## Midwinter Legislative Conference

During each legislative session, IAC hosts a conference in Boise, typically the first full week of February. The goal of the conference is to bring the county elected officials up to date on IAC's Legislative Package, as well as other major legislative proposals affecting counties. County officials have an opportunity to visit with their legislators and provide testimony on key bills.

## Affiliate Association Meetings

Each affiliate association holds an annual conference in locations throughout the state. Several affiliates have additional meetings or trainings throughout the year.

## IAC District Meetings

For purposes of regional representation, IAC groups Idaho's 44 counties into six geographic districts. Each IAC District holds meetings throughout the year.

## 2021 Dates to Remember

February 1 - 4	IAC Midwinter Legislative Conference <i>Boise Centre</i>	August 24 - 26	IACA Annual Conference <i>Hilton Garden Inn, Idaho Falls</i>
February 4 - 5	ISACC Midwinter Conference <i>Riverside Hotel, Boise</i>	September 27 - 29	IAC Annual Conference <i>Boise Centre</i>
May	Spring County Officials Institute <i>Dates and Locations TBD</i>	Sept. 30 - October 1	ISACC Annual Conference <i>Hampton Inn Boise Spectrum</i>
May 25 - 27	ISA & IJAA Summer Conference <i>Sun Valley Resort</i>	November	Fall County Officials Institute <i>Dates and Locations TBD</i>
June 8 - 10	IACC Annual & Social Services Conf. <i>Best Western Coeur d'Alene Inn</i>	November 30	IACA Fall Meeting <i>Boise</i>
August 9 - 13	IPAA Annual Conference <i>Riverside Hotel, Boise</i>	December 13 - 16	ISA & IJAA Annual Conference <i>Riverside Hotel, Boise</i>
August 10 - 12	IACRC Annual Conference <i>Tamarack Resort, Donnelly</i>		

# PUBLICATIONS

## Directory of County Elected Officials

Published annually, the directory is a valuable tool for anyone dealing with or wanting to contact county officials in Idaho. The directory lists the names, phone numbers, email and mailing addresses of all 396 county elected officials. It also lists Idaho's federal and state officials, IAC board and affiliate association presidents, IAC's committee membership, other county department contacts, corporate partners, and staff.

## County Connection

IAC publishes a bi-monthly electronic newsletter to provide and foster information sharing as a resource for its county members and state officials. It is an excellent avenue for people trying to reach county elected officials in Idaho. It is distributed via email every two weeks.

## Introduction to IAC Membership

This publication serves as an introduction to the Idaho Association of Counties. It provides a basic overview of IAC and the benefits you receive as a member of the association. The handbook outlines the history, purpose and structure of the association, explains the policies and member services provided, gives a brief summary of the programs offered, responsibilities of the IAC staff, and IAC's legislative process.

## County Focus Magazine

The *County Focus* is a quarterly magazine mailed to all IAC members. This magazine provides topical articles on the local, state, and federal level.

## Uniform Budgeting & Accounting Manual

This manual was designed as a "how to" book to assist county officials in the preparation of the county's annual budget. The manual provides an understanding of the accounting procedures used by and for counties. It also explains the county budget cycle and process, as well as an overview of the fund and account descriptions used in county government.

## Legislative Bulletins & Alerts

During the legislative session, IAC emails a weekly legislative bulletin. This report contains brief summaries of county interest legislation. In addition to the legislative bulletins, staff also send out legislative alerts when a specific issue needs immediate attention from the membership.

## IAC Salary Survey

Each year, IAC surveys all 44 counties collecting information about salaries and benefits. This publication, found on IAC's website, compiles those findings.

# IAC WEBSITE

For information at your fingertips, try the Idaho Association of Counties website at [www.idcounties.org](http://www.idcounties.org). Developing a website is an ongoing process, so if you have updated information or questions about the IAC website, please contact a member of the IAC staff. IAC is always updating the website to bring our members the most current information.

The IAC website is divided into several sections that are accessible at the top of the screen. We've provide a quick summary of the main sections below.

## Home Page

In addition to links to the sections listed below, IAC's home page features quick links to upcoming events and the latest news stories from the IAC Blog.

Links to the IAC Facebook, Twitter, and LinkedIn accounts are included on the home page for easy access to IAC via social media.

## About IAC

This section includes information on IAC's purpose and responsibilities, as well as our mission, vision, and values. You'll also find information on the IAC Board of Directors, the bylaws of the association, and the IAC Scholarship Fund under this section.

Another point of reference under this category are the previous award winners and information on each of IAC's districts.

## Advocacy

The Advocacy section on the website is where you'll find information on IAC's committees, an overview on IAC's legislative process, our current legislative priorities, and helpful links. You'll also find our bill tracker where staff track legislation throughout the session that is relevant to our members.

## Research & Data

This section includes elections results from county races from the last few elections. You'll also find information about each of the counties in Idaho.

Another feature in this area is our collection of data. New information is being added to our data portal all the time, so check back frequently to see the latest updates.

## Resources

The Resources section houses past IAC conference documents, links to our current publications, and links to each of the affiliate associations. Another feature in this area is IAC's blog which contains all of our past newsletter articles. Here you can also find current county job openings and information on the Indigent Program.

## Events & Training

Found under the Events & Training tab, you'll discover a searchable calendar that includes dates for upcoming events and conferences. Links to agendas and registration pages are added as they become available for each event.

## Corporate Partners

This section of the website is targeted for companies and other associations that want to do business with Idaho's counties. IAC's current Corporate Partners are listed under this tab. If you are looking for a vendor for a specific product or service, this is a great place to start to find a company that wants to partner with you.

# ICRMP - YOUR INSURANCE & RISK MANAGEMENT PROGRAM



Member Owned, Member Driven

In the 1980s commercial insurance carriers either stopped offering public entity insurance or raised premiums to the point that counties couldn't afford coverage. To control their own destiny, IAC members creatively decided that if they couldn't buy insurance then why not form their own insurance program. In 1985, Idaho Counties Risk Management Program (ICRMP) was created to provide Idaho public entities with a stable, long-term source of insurance and risk management. Based on the concepts of ownership and pooling together, ICRMP has experienced tremendous success and has grown to now almost 1,000 members including counties, cities, schools, and special districts.

ICRMP is owned by its members who elect a Board of Trustees to govern it. The Board is comprised of six (6) county commissioners, one elected from each district, two (2) city elected officials, one (1) appointed special district representative, and one (1) appointed sheriff representative in an ex-officio capacity.

Beyond providing comprehensive insurance coverage, ICRMP was created to be your Risk Manager. ICRMP has a dedicated team of risk management professionals offering training and consulting in a wide variety of high-risk areas such as employment law, law enforcement liability, general liability, cyber liability, and human resources. ICRMP also offers sample forms and policies to help your entity stay current with best practices. ICRMP sponsors risk management training in conjunction with the IAC Annual and Midwinter Legislative Conferences.

The insurance coverages ICRMP offers is drive by its members. The pool provides comprehensive property and liability coverages, as well as specific county required coverages, such as:

## **Member Property**

- Buildings
- Drones
- Vehicles
- Heavy Equipment

## **Crime**

- Employee Dishonesty
- Embezzlement
- Bonding

## **Aviation Operations**

- Airports and Airstrips Liability

## **Liability**

- Auto Liability
- Chemical Spraying
- Cyber Liability
- Employee Benefits
- Employment Practices
- General Liability
- Law Enforcement & Jails
- Professional Liability for Medical Directors, EMTs, & Paramedics
- Public Land Fire Suppression
- Public Officials Errors and Omissions
- Sexual Molestation
- Special Events

We are here for you when you need us. Feel free to call us anytime at 1-800-336-1985 or email us at [intake@icrmp.org](mailto:intake@icrmp.org).

# GEMPLAN BACKGROUND AND STRUCTURE

## About GemPlan

GemPlan started operation in 2004 with five member counties and approximately 400 beneficiaries.

As of October 1, 2020, twenty-four member counties have joined GemPlan with approximately 6,871 beneficiaries.

## GemPlan's Network

GemPlan has partnered with Blue Cross of Idaho to provide its members with the leading network available.

Blue Cross of Idaho, a non-profit insurance company based in Meridian, is a leader in delivering health products, services, and information to its members.

## Why is GemPlan Different?

GemPlan is owned and controlled by counties. Decisions are made by the Board of Trustees elected by member counties.

GemPlan does not have to share risk with private employers or individuals.

For the tenth year in a row, GemPlan has kept rate increases at single digits for all pooled counties.

## GemPlan Board of Trustees

Glenda Poston, Boundary County.....District 1  
Rick Winkel, Clearwater County .....District 2  
Marc Shigeta, Payette County.....District 3  
Kent McClellan, Minidoka County .....District 4  
Vaughn Rasmussen, Bear Lake County ....District 5  
Greg Shenton, Clark County .....District 6  
Mark Bair, Bingham County .....At-Large  
Ernie Moser, Bannock County.....Self-Funded

## Program Highlights

- Medical
- Prescription Drugs
- Dental
- Vision
- Employee Life & ADD
- Cobra Administration
- Employee Assistance Program (EAP)
- Early Retiree Coverage
- Wellness
- MDLive
- Smoking Cessation
- Diabetic Education
- Weight Loss
- Flexibility in all aspects of the plan

## Owned and Controlled by Counties

For additional information or to obtain a customized proposal for your county, please contact GemPlan at 208.237.9696 or 800.632.0905.

## GemPlan Contacts

Todd Lakey.....Board Legal Counsel  
BJ Helterbrand .....Representative  
Tim Marks .....Representative  
Lydia Pool.....Service  
Kathy Murray .....Representative



# NACo MEMBERSHIP: A BLUEPRINT FOR SUCCESS

The National Association of Counties (NACo) strengthens America's counties, serving nearly 40,000 county elected officials and 3.6 million county employees.



Founded in 1935, NACo unites county officials to

advocate county priorities, promote exemplary county policies, nurture leadership skills, optimize county and taxpayer resources, and enrich the public's understanding of county government.

## NACo Membership Overview

Membership in the National Association of Counties delivers unmatched member value to America's 3,069 counties, boroughs, and parishes. As an association owned and governed by our members, NACo focuses on practical, real-world solutions to help all people and places thrive - ultimately achieving healthy, safe, and vibrant counties across America.

## Cost-Saving Solutions

NACo membership offers access to unrivaled expertise and cutting-edge resources to save counties and residents time and money.

## Leadership Experiences

NACo enables county leaders to expand knowledge, enhance skills, and grow networks to more effectively service residents. Some of our most beneficial experiences include:

- **County Leadership Institute**
- **Web-based Education**
- **High Performance Leadership Academy (HPLA) & Enterprise Cybersecurity Leadership Academy (ECLA)**

## Federal Policy Advocacy

Federal policy decisions have direct - and often immediate and lasting - impacts on county governments. Your membership dues ensure that your county has a sustained and respected presence in the halls of Congress, the White House, and federal agencies.

## Innovation Exchanges

NACo connects leaders from counties of all sizes to foster innovation and develop solutions to real-world challenges. We promote innovative ideas for county officials through:

- **Best practices and Research:** Professional, data-driven reports on emerging trends and proven methods to improve county governance, policy, and management.
- **County Explorer:** Online, mobile friendly interactive tool provides over 1 million users each year mapping to over 100 datasets and 1,000 indicators on counties, boroughs, and parishes.
- **County News:** NACo's award-winning publication delivers county-specific stories and updates from Washington D.C. and counties across the nation

## Get Involved in NACo

NACo members have the opportunity to serve on 31 committees, caucuses, task forces, and advisory boards to inform national policy and help solve problems impacting counties, boroughs, and parishes.

NACo meetings feature thousands of county officials and partners, networking opportunities, committee meetings, and dozens of informative sessions and seminars.

# PROGRAMS & SERVICES

## Unemployment Fund

The IAC, in conjunction with Employer Advocates, has provided a program to ease the burden of required state unemployment insurance since 1978. This is done by stabilizing premium payments and auditing claims to assure that no erroneous claims are paid.

## Public Lands Trust

The Idaho Association of Counties Public Lands Trust is a fund created by the IAC Board of Directors. It provides a source of funds that supports IAC and its membership in the National Association of Counties, Western Interstate Region, and in participating with any other organization that supports public lands issues consistent with IAC policy. The program is funded by voluntary contributions of counties through an assessment that is based on the percentage of PILT that a county receives from the federal government.

## Capital Crimes Defense Fund

Idaho's counties are authorized by Idaho Code Section 19-863A to create a voluntary capital crimes defense fund to ease the burden of the cost of trials for death penalty cases. The Capital Crimes Defense Fund (CCDF) is created through a Joint Powers Agreement authorized by chapter 23, title 67, Idaho Code, and is administered by a seven-member Board of Directors elected by the counties. The counties, on a per capita basis, pay the cost of operating the CCDF.

## Administrative and Executive Actions

Idaho's counties are affected by numerous non-legislative actions taken by state and federal agencies. IAC represents and works to protect the interests of county governments in Idaho by continuously monitoring and advising numerous state and federal agencies.

## Catastrophic Health Care Cost Program

The CAT Program was established to meet the needs of the medically indigent in Idaho who do not qualify for county assistance. Beginning July 1, 2009, the resident county is responsible for the first \$11,000 in medical bills for the medically indigent in any twelve month period. The state program is responsible for all medical bills in excess of \$11,000.

## Industrial Litigation Fund

IAC's membership voted to establish an Industrial Litigation Fund to assist counties in defending industrial litigation cases. An oversight committee establishes criteria, reviews, and determines the propriety of using the Industrial Litigation Fund. Costs related to expert witnesses, outside appraisals, additional legal services, and court preparation costs (depositions, exhibits, charts, etc.) are eligible for usage of the fund.

## Natural Resource Litigation Fund

The Natural Resource Litigation Fund assists counties in litigating natural resource issues. Based on established criteria, an oversight committee reviews and determines the propriety of using the Natural Resource Litigation Fund to litigate such cases. Costs related to expert witnesses, outside appraisals, additional legal services, and court preparation costs are eligible for the usage of the funds.

## Judicial Actions

There are times when the only way the interests of Idaho's counties can be protected and advanced is through court action. IAC participates in judicial action on an as-needed basis. In addition, Idaho's court facilities are funded by the counties and all court personnel, except the judges, are county employees. IAC works with the judiciary to ensure the system is working effectively.

# H. SYDNEY DUNCOMBE AWARD

The Idaho Association of Counties has developed two awards to promote the advancement and continuing improvement of county government in Idaho - the H. Sydney Duncombe Award and the Mills Adler Award. These awards recognize significant contributions of individuals who further county government in Idaho.

## H. Sydney Duncombe Award

This award recognizes the numerous contributions of Dr. Sydney Duncombe to counties and local governments in Idaho. Each IAC District nominates an individual who is qualified to receive such a distinguished award. The criteria is based upon, but not limited to the following:

- Promotion and improvement of county government image
- Development of public awareness concerning the role of county government
- Improvement of internal functions/operations of county government
- Assistance in formulation of public policy
- Education of the public and county officials to better understand their duties and responsibilities

## Previous Recipients:

1989	Clyde Burtenshaw, <i>Bonneville County Commissioner</i>	2005	Sherry Krulitz, <i>Shoshone County Commissioner</i>
1990	Mary Kautz, <i>Washington County Clerk</i>	2006	Duane Smith, <i>Minidoka County Clerk</i>
1991	Don Ponozzo, <i>Clearwater County Commissioner</i>	2007	Jim McNall, <i>ICRMP Loss Control Coordinator</i>
1992	Jim Siddoway, <i>Fremont County Commissioner</i>	2008	Teresa Wolf, <i>Nez Perce County Indigent Director</i>
1993	Judi Danielson, <i>State Representative, District 8</i>	2009	J.R. VanTassel, <i>Nez Perce County Commissioner</i>
1994	Jean Esplin, <i>Bingham County Clerk</i>	2010	John "Jack" Nelson, <i>Latah County Commissioner</i>
1995	Anthony J. Poinelli, <i>IAC Deputy Director</i>	2011	William "Bill" Thompson, <i>Latah County Prosecutor</i>
1996	Lila Jordan, <i>Bonneville County Treasurer</i>	2012	Mary Childers, <i>Jerome County Treasurer</i>
1997	Caroline Meline, <i>Bannock County Commissioner</i>	2013	Patti Bolen, <i>Valley County Sheriff</i>
1998	Jack Buell, <i>Benewah County Commissioner</i>	2014	Abbie Mace, <i>Fremont County Clerk</i>
1999	Arnold Howard, <i>Former Payette Co. Commissioner</i>	2015	Gordon Cruickshank, <i>Valley County Commissioner</i>
2000	Theodore Argyle, <i>Ada County Deputy Prosecutor</i>	2016	Marc Shigeta, <i>Payette County Commissioner</i>
2001	Jerry Mason, <i>Attorney</i>	2017	Gene Kuehn, <i>Canyon County Assessor</i>
2002	Roger Simmons, <i>Ada County Commissioner</i>	2018	Tom Katsilometes, <i>Idaho State Tax Commissioner</i>
2003	George Enneking, <i>Idaho County Commissioner</i>	2019	Dave McGraw, <i>Latah County Commissioner</i>
2004	Daniel G. Chadwick, <i>IAC Executive Director</i>		

# MILLS ADLER AWARDS

This award was designed to promote continuing involvement within the associations and in recognition of elected officials that have made significant contributions to the improvement of the Idaho Association of Counties through their dedicated service. This award is named in honor of two distinguished county elected officials: the late Darwin Mills, Lincoln County Sheriff, and the late Betty Adler, Payette County Treasurer. Both Darwin and Betty exemplified the qualities all county elected officials attempt to strive for.

The following guidelines are used in the process of selecting nominees and recipients of this award:

- Each association shall review and select one candidate to represent their association
- Only county elected officials, past or present, who have been actively involved in the functions of IAC and who have willingly given of themselves for the betterment of the association should be nominated

## Previous Recipients:

<b>1993</b>	Duane Little, Shoshone County Assessor Mary Kautz, Washington County Clerk George Enneking, Idaho County Commissioner Terry Thompson, Fremont County Sheriff Betty Adler, Payette County Treasurer	<b>1998</b>	Chuck Johnson, Canyon County Assessor Duane Smith, Minidoka County Clerk Tom Katsilometes, Bannock Co. Commissioner Bob Barowsky, Payette County Sheriff Maurine Ainscough, Franklin County Treasurer
<b>1994</b>	David Kinghorn, Jefferson County Assessor Arlene Kolar, Boise County Clerk Ralph "Moon" Wheeler, Power Co. Commissioner Nick Albers, Clearwater County Sheriff Zelda Nickel, Canyon County Treasurer	<b>1999</b>	Harley Hinshaw, Valley County Assessor Marcia Wingfield, Shoshone County Clerk Roger Simmons, Ada County Commissioner Brent Bunn, Bear Lake County Sheriff Lori Beck, Butte County Treasurer
<b>1995</b>	Marty Holland, Cassia County Assessor Rose Gehring, Idaho County Clerk Carolyn Meline, Bannock County Commissioner Don Fortney, Lewis County Sheriff Carlyne Reed, Boise County Treasurer	<b>2000</b>	Steve Fiscus, Latah County Assessor Lee Heinrich, Valley County Clerk Laurine Nightingale, Lewis County Commissioner Vaughn Killeen, Ada County Sheriff Patricia McCoy, Fremont County Treasurer
<b>1996</b>	Tom Moore, Kootenai County Assessor Mickie Funke, Fremont County Clerk Con Alder, Oneida County Commissioner Wayne Tousley, Twin Falls County Sheriff Shelley Shannon, Bannock County Treasurer	<b>2001</b>	Diane Bilyeu, Bannock County Assessor Ethel Peck, Custer County Clerk Marvin Hempleman, Twin Falls Co. Commissioner Walt Femling, Blaine County Sheriff Mary Childers, Jerome County Treasurer
<b>1997</b>	Larry Bachman, Owyhee County Assessor Dave Navarro, Ada County Clerk Vern Bisterfeldt, Ada County Commissioner Tim Nettleton, Owyhee County Sheriff Cathy Quiroga, Lincoln County Treasurer	<b>2002</b>	Bob MacKenzie, Payette County Assessor Laura Stigle, Payette County Clerk John Foard, Boise County Commissioner David Young, Canyon County Prosecutor Blair Olsen, Jefferson County Sheriff Audrey Porter, Bingham County Treasurer

- 2003** Max Vaughn, Minidoka County Assessor  
Sharon Widner, Washington County Clerk  
Sherry Krulitz, Shoshone County Commissioner  
Greg Bower, Ada County Prosecuting Attorney  
Lorin Nielsen, Bannock County Sheriff  
Judi Leuzinger, Custer County Treasurer
- 2004** Patty Bauscher, Gooding County Assessor  
Joan Eborn, Bear Lake County Clerk  
Jerry Bush, Oneida County Commissioner  
Bill Thompson, Latah County Prosecutor  
Shaun Gough, Gooding County Sheriff  
Vicki Dick, Blaine County Treasurer
- 2005** Gene Kuehn, Canyon County Assessor  
Rora Canody, Boise County Clerk  
Bruce Dredge, Caribou County Commissioner  
John Swayne, Clearwater County Prosecutor  
Jim Higen, Cassia County Sheriff  
Wilma Devore, Boundary County Treasurer
- 2006** Jim Beckman, Idaho County Assessor  
Patty Weeks, Nez Perce County Clerk  
Paul Kimmel, Latah County Commissioner  
John Buck, Gem County Coroner  
Grant Loebs, Twin Falls County Prosecutor  
Chuck Reynolds, Shoshone County Sheriff  
Sharon Cox, Idaho County Treasurer
- 2007** Mike McDowell, Kootenai County Assessor  
Marie Scott, Bonner County Clerk  
Robert Cope, Lemhi County Commissioner  
Erwin Sonnenberg, Ada County Coroner  
Mark Hiedeman, Bannock County Prosecutor  
Roy Klingler, Madison County Sheriff  
Jeannie Johnson, Clearwater County Treasurer
- 2008** Dan Anderson, Nez Perce County Assessor  
Abbie Mace, Fremont County Clerk  
Wayne Brower, Bingham County Commissioner  
Duayne Sims, Caribou County Coroner  
Philip Robinson, Bonner County Prosecutor  
Marvin Williams, Washington County Sheriff  
Barbara Fry, Nez Perce County Treasurer
- 2009** Robert McQuade, Ada County Assessor  
Dan English, Kootenai County Clerk  
Roger Christensen, Bonneville Co. Commissioner  
Harvey Grimme, Owyhee County Coroner  
Kimron Torgerson, Lewis County Prosecutor  
David Sanders, Camas County Sheriff  
Gayle Erikson, Cassia County Treasurer
- 2010** Jerry White, Shoshone County Assessor  
Cathy Larson, Lewis County Clerk  
Ken Estep, Power County Commissioner  
Mick Mellett, Boundary County Coroner  
Dane Watkins, Jr., Bonneville Co. Prosecutor  
Chris Smith, Canyon County Sheriff  
Mary Ann Heiser, Lemhi County Treasurer
- 2011** Mellisa Stewart, Clearwater County Assessor  
Betty Dressen, Payette County Clerk  
Gordon Cruickshank, Valley Co. Commissioner  
Lonny Duce, Shoshone County Coroner  
Wayne Rausch, Latah County Sheriff  
Tom Malzahn, Kootenai County Treasurer
- 2012** Chris James, Custer County Assessor  
Kristina Glascock, Twin Falls County Clerk  
Cleone Jolley, Bingham County Commissioner  
Jon Walker, Bonneville County Coroner  
Jim Thomas, Blaine County Prosecutor  
Dave Johnson, Bingham County Sheriff  
Janice Lawes, Bingham County Treasurer
- 2013** Georgia Plischke, Washington County Assessor  
Susan Petersen, Latah County Clerk  
Kimber Ricks, Madison County Commissioner  
Pamela Garlock, Boise County Coroner  
Clayne Tyler, Clearwater County Prosecutor  
Daryl Wheeler, Bonner County Sheriff  
Gayle Bachtell, Custer County Treasurer

**2014** Valdi Pace, Blaine County Assessor  
Ron Longmore, Bonneville County Clerk  
Lan Smith, Gem County Commissioner  
Dennis Chambers, Twin Falls County Coroner  
Louis Marshall, Bonner County Prosecutor  
Gary Raney, Ada County Sheriff  
Ann Frei, Washington County Treasurer

**2015** Patrick Vaughn, Latah County Assessor  
Glenda Poston, Boundary County Clerk  
Paul Christensen, Cassia County Commissioner  
Bryan Taylor, Canyon County Prosecutor  
Paul Wilde, Bonner County Sheriff  
Debbie Kauffman, Twin Falls County Treasurer  
Kathryn Rose, Bonner County Coroner

**2016** June Fullmer, Valley County Assessor  
Mary Lou Hansen, Teton County Clerk  
Lin Hlntze, Custer County Commissioner  
Barry McHugh, Kootenai County Prosecutor  
Chris Goetz, Clearwater County Sheriff  
Pauline Malone, Lewis County Treasurer  
Kathryn Rose, Bonner County Coroner

**2017** Sharon Worley, Payette County Assessor  
Patty Temple, Minidoka County Clerk  
Helen Edwards, Gooding County Commissioner  
Dotti Owens, Ada County Coroner  
Zach Pall, Lewis County Prosecuting Attorney  
Patti Bolen, Valley County Sheriff  
Radene Barker, Bannock County Treasurer

**2018** James Zehner, Idaho County Assessor  
Terri Morton, Lemhi County Clerk  
Terry Kramer, Twin Falls County Commissioner  
Dotti Owens, Ada County Coroner  
Jan Bennetts, Ada County Prosecuting Attorney  
Len Humphries, Fremont County Sheriff  
Laura Twiss, Minidoka County Treasurer

**2019** Laurie Gamett, Butte County Assessor  
Carrie Bird, Clearwater County Clerk  
Wayne Butts, Custer County Commissioner  
Lucky Bourn, Minidoka County Coroner  
Daniel Clark, Bonneville County Prosecutor  
Kieran Donahue, Canyon County Sheriff  
Christina "Tine" Wines, Gooding Co. Treasurer

# PRESIDENTS AND ANNUAL CONFERENCES

YEAR	PRESIDENT	OFFICE	COUNTY	CONF. LOCATION
1976-77	John Crutcher	Clerk	Valley	Pocatello
1977-78	Gary Morris	Commissioner	Latah	Moscow
1978-79	Gary Morris	Commissioner	Latah	Boise
1979-80	Margorie Jonasson	Treasurer	Ada	Boise
1980-81	Blaine Skinner	Sheriff	Bonneville	
1980-81	Del Nicholson	Assessor	Blaine	Boise
1981-82	Merl Leonard	Commissioner	Twin Falls	Boise
1982-83	Jim Lloyd	Clerk	Nez Perce	Coeur d'Alene
1983-84	Lionel Koon	Sheriff	Madison	Pocatello
1984-85	Norma Slade	Treasurer	Latah	Twin Falls
1985-86	Duane Little	Assessor	Shoshone	Coeur d'Alene
1986-87	Don Ponozzo	Commissioner	Clearwater	Idaho Falls
1987-88	Myrna Archibald	Clerk	Caribou	Moscow
1988-89	Don Fortney	Sheriff	Lewis	Burley
1989-90	Shirley Povlsen	Treasurer	Cassia	Lewiston
1990-91	David Kinghorn	Assessor	Jefferson	Pocatello
1991-92	Cyde Burtenshaw	Commissioner	Bonneville	Moscow
1992-93	Arlen Kolar	Clerk	Boise	Idaho Falls
1993-94	Terry Thompson	Sheriff	Fremont	Post Falls
1994-95	Marty Holland	Assessor	Cassia	Burley
1995-96	Zelda Nickel	Treasurer	Canyon	Lewiston
1996-97	Jack King	Commissioner	Shoshone	Idaho Falls
1997-98	Duane Smith	Clerk	Minidoka	Coeur d'Alene
1998-99	Brent Bunn	Sheriff	Bear Lake	Pocatello
1999-2000	Steve Fiscus	Assessor	Latah	Boise
2000-01	Carlyne Reed	Treasurer	Boise	Burley
2001-02	Sherry Krulitz	Commissioner	Shoshone	Moscow
2002-03	Lee Heinrich	Clerk	Valley	Idaho Falls
2003-04	Walt Femling	Sheriff	Blaine	Coeur d'Alene
2004-05	Robert Mackenzie	Assessor	Payette	Boise
2005-06	Lori Beck	Treasurer	Butte	Burley
2006-07	Roger Christensen	Commissioner	Bonneville	Moscow
2007-08	Abbie Mace	Clerk	Fremont	Idaho Falls
2008-09	Lorin Nielsen	Sheriff	Bannock	Coeur d'Alene
2009-10	Patty Bauscher	Assessor	Gooding	Boise
2010-11	Sharon Cox	Treasurer	Idaho	Moscow
2011-12	Lee Staker	Commissioner	Bonneville	Sun Valley
2012-13	Erwin Sonnenberg	Coroner	Ada	Boise

# PRESIDENTS AND ANNUAL CONFERENCES

<b>YEAR</b>	<b>PRESIDENT</b>	<b>OFFICE</b>	<b>COUNTY</b>	<b>CONF. LOCATION</b>
2013-14	Patty Weeks	Clerk	Nez Perce	Moscow
2014-15	Len Humphries	Sheriff	Fremont	Boise
2015-16	Robert McQuade	Assessor	Ada	Boise
2016-17	Bill Thompson	Prosecutor	Latah	Boise
2017-18	Donna Peterson	Treasurer	Payette	Boise
2018-19	Rose Beverly	Commissioner	Butte	Boise
2019-20	Jerry White	Assessor	Shoshone	Boise



## MISSION STATEMENT

IAC promotes county interests, advocates good public policy on behalf of Idaho counties and provides education and training to assist Idaho county officials in performance of public service.



# LEGISLATIVE ADVOCACY

- IAC Legislative Process
- Lobbying the Legislature

# IAC LEGISLATIVE PROCESS

The IAC legislative resolution process provides the membership with the opportunity to influence state legislative policy affecting county governments. The process is designed to be open to allow participation from as much of the IAC membership as possible. In order to facilitate the legislative resolution process, some policies have been created to make the process as clear and precise as practicable. The policies are as follows:

## Submitting Legislative Resolutions

Legislative resolutions can be submitted by affiliate associations of IAC, IAC districts, individual elected officials who are members of IAC, and appointed committees of IAC.

Legislative resolutions are only considered at the IAC annual conference held during the month of September each year. After September 1st, no legislation or policy shall be drafted by IAC staff unless the request is authorized by the Board or the IAC Legislative Committee.

Legislative resolutions must be submitted in the standard IAC resolution format to be considered (see resolution template on page 34). To comply with the standard, resolutions shall include the following:

- The resolution sponsor(s)
- Idaho statutes affected including any new language or additional sections
- Impacted county offices or departments affected
- A concise statement of the issue and explanation
- Proposed policy change (this is the purpose of the resolution and should specify the action to be taken by IAC)
- Relevant background information (one or more paragraphs that succinctly describe the need for the resolution and why counties have an interest)
- Fiscal impact (statement of the direct cost/cost savings to counties or other relevant entities of the proposed policy)
- Identification of the standing or steering committee with jurisdiction and responsibility for the issue addressed by the resolution

If possible, legislative resolutions should be no longer than one page. Draft legislative language should also be included with the resolution as an attachment. IAC Staff are available to assist members in writing legislation; however, the actual resolution shall be drafted by IAC members.

## Submitting Policy Resolutions

An IAC steering committee may submit policy resolutions for consideration by the IAC membership. Policy resolutions are proposals that express the opinion of the association in support or opposition of an issue for which legislation is not necessary. The sponsor or their designee shall present the resolution to the assigned steering committee. The steering committee shall evaluate the resolution and submit its recommendation to the IAC membership for consideration. The IAC membership shall consider and vote on the policy resolution.

Adopted policy resolutions remain the official policy of the association for up to two years unless incorporated in the Germaine IAC steering committee policy platform.

## Distribution of Resolutions

All legislative resolutions must be submitted electronically to IAC staff no later than September 1. IAC staff will compile legislative resolutions and prepare a legislative resolution packet to be distributed to the IAC membership. The resolution packet will be emailed to IAC members no later than two weeks prior to the start of the annual conference.

# IAC LEGISLATIVE PROCESS

## Criteria for Evaluating Resolutions

A legislative resolution shall be evaluated by the sponsoring entity and membership on the following criteria:

- Focus on a single issue within the general realm and scope of county government; and
- Affect more than one county; and
- Affect more than one elected office or department; and
- Either affect taxation, spending, revenue generation authority or create significant efficiencies or cost savings; and
- Be politically feasible

IAC steering committees, the IAC Legislative Committee, and IAC membership shall evaluate each proposal in light of these standards and vote on resolutions accordingly. IAC staff may assist in conducting the evaluation.

## The Role of Steering Committees

IAC has five official steering committees. These committees include Health and Human Services, Intergovernmental Affairs, Justice and Public Safety, Public Lands, and Transportation. IAC steering committees serve a variety of roles, including reviewing legislative resolutions. Steering committees meet during the annual conference to, among other things, review legislative resolutions germane to their committee and either approve or reject each resolution presented. Any resolution not supported by 2/3 of the voting committee members present will not be considered by the IAC Legislative Committee or IAC general membership.

## The Role of the Legislative Committee

The Legislative Committee meets during the annual conference to review all resolutions approved by the five official IAC steering committees to ensure clarity and compliance with IAC's bylaws and adopted policies. After certifying that approved resolutions comply with IAC's

bylaws and adopted policies, the Legislative Committee will present the resolutions to the IAC membership for a final vote. Only resolutions approved by the membership may become part of IAC's priority legislation.

After the annual conference, the legislative committee will meet to prioritize the legislative resolutions. These will be submitted to the IAC Executive Director for inclusion in the IAC Legislative Package which will be provided to each IAC member prior to the start of the legislative session. According to the IAC Bylaws, the Legislative Committee can recommend no more than 5 resolutions to be included in the IAC Legislative Package.

## The Role of IAC Membership

Each IAC member is responsible for reviewing the legislative resolution package prior to the annual conference and educating themselves on the issues. Members will be asked to take a formal position at the annual conference. The action of members will ultimately dictate the IAC Legislative Package. The sponsor(s) of legislative resolutions should be prepared to present their resolutions to IAC steering committees, the IAC Legislative Committee, and the IAC membership and answer any questions that may arise as part of the debate.

Once IAC's official Legislative Package is established, IAC members should familiarize themselves with the legislation and speak with legislators concerning the legislation and seek their support.

## Voting

All voting during the conference shall be by voice. A standing vote may be called for by an IAC member or by the chairman if the chairman is in doubt of the results of the voice vote. A two-thirds vote is required for adoption. The voting procedures for IAC meetings are set forth in IAC's voting procedures as adopted by the IAC Board of Directors.

# LOBBYING THE LEGISLATURE

## Tips for County Elected Officials

**County elected officials are the most effective lobbyists.** While IAC staff is at the Capitol every day, county elected officials are the most effective voice for county government. Phone calls, visits, emails or fax messages from you to your legislators carry tremendous weight.

**Develop a rapport with members of your delegation.** Remind them that county officials and IAC are some of the few sources of information where a legislator can get an idea of the impact legislation on an entire community. Mostly, they are approached by lobbying organizations and individuals who have a very narrow, self-interested constituency. Counties represent all of the citizens in Idaho.

**Plan on visiting the Capitol several times during the session.** You can do this by participating in IAC's Legislative Committee held during the Session, or during the Legislative Conference in February. Make appointments with members of your legislative delegation. Visit with them each time you are at the Capitol. Attend committee meetings they serve on.

**Regular phone contact during the session is important.** Let legislators know how certain bills would affect your constituents. Do not limit your contacts to legislators representing your county only. Include as many legislators as you can.

**Know the best time to reach them.** Ask them when they are usually available for you to contact. Keep in mind, their schedules are less predictable in the final two weeks of the Session.

**Offer technical support on issues you share in common.** If your legislator is carrying support, provide him or her with local anecdotes and situations that have prompted your support, as well as fiscal impacts the bill will have on your county. Factual information and local impact will help your legislator argue more effectively in the committees and on the floor.

**Offer to testify on a bill or interest to the county.**

Testimony from county officials is encouraged and welcome during committee meetings. Legislators appreciate other elected officials testifying in support of their bill. Even if you can't come to the Capitol, a phone call can be helpful, especially if you have already developed a relationship with your legislator.

**Give legislators an early "heads up" call if one of their bills is going to cause problems to your county.**

They will appreciate your early warning of problems as their bill moves through the process. Also, they may wish to team up with you to work out a solution.

**Maintain direct contact while your legislators are at home.** Virtually all legislators will be in their home districts during weekends and when the Session is over. Make a point to visit them and arrange periodic meetings with them. Personal contact is key. Invite legislators to district meetings and update them on the IAC Legislative Platform at the fall meeting.

# LOBBYING THE LEGISLATURE

## Tips for County Elected Officials

**Avoid attacking legislators if they do not agree with your position.** This is especially important when it comes to the press. Publicly attacking legislators is rarely an effective way to communicate with them.

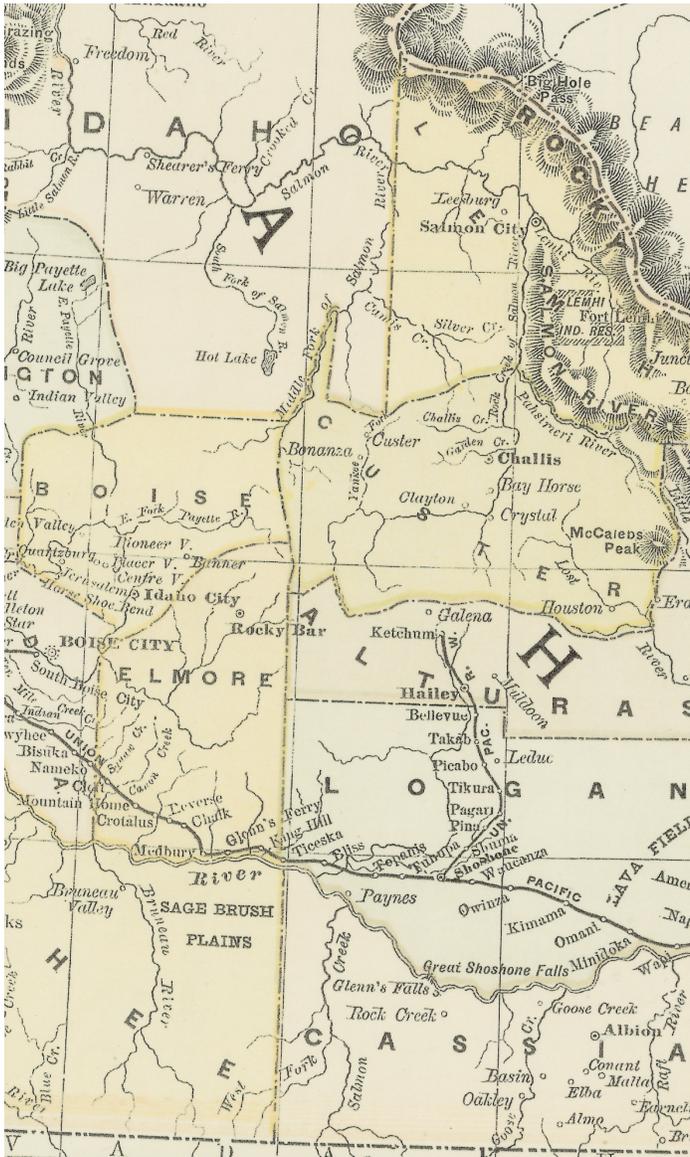
**Be direct in giving your opinions.** Most legislators want to know what you think about an issue. Don't hesitate to explain your thinking and position, but be factual and polite.

**Don't burn bridges.** It is natural to be disappointed if your legislator doesn't vote the way you ask him or her to vote. But don't let one vote destroy your relationship - you will need their support on many other issues in the future.

**Thank them for the positive things they do.** Complaints not balanced by appreciation can wear thin over time. Take time to send a letter or make a call to say thank you.

**Offer to help legislators with constituent issues that may never find their way into legislation.**

Legislators are asked to address a wide variety of issues during the year. Often, you may have the knowledge and background to help a legislator handle a constituent issue. Many of the constituency groups that contact you also contact their legislators. If they do not get a satisfactory resolution from you, it could easily show up as legislation in the next session.



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## AND SO MUCH MORE...

- Frequently Used Acronyms & Abbreviations
- 6 Ways to Get Involved in IAC

# FREQUENTLY USED ACRONYMS & ABBREVIATIONS

AG	Attorney General	IDL	Idaho Department of Lands
ADA	American with Disabilities Act	IDPR	Idaho Department of Parks and Recreation
ADEA	Age Discrimination in Employment Act	IFB	Invitation for Bid
AIC	Association of Idaho Cities	IFP	Invitation for Proposal
APA	Administrative Procedure Act (or IDAPA)	IOEM	Idaho Office of Emergency Management
BLM	Bureau of Land Management	IPAA	Idaho Prosecuting Attorneys Association
BOE	Board of Equalization	IRCA	Immigration Reform and Control Act
BOR	Bureau of Reclamation	ISA	Idaho Sheriffs Association
BTA	Board of Tax Appeals	ISACC	Idaho State Association of County Coroners
CCDF	Capital Crimes Defense Fund	ITD	Idaho Transportation Department (see IDOT)
CAT	Catastrophic Health Care Cost Program	JFAC	Joint Finance and Appropriations Committee (Idaho Legislature)
CEO	County Elected Official	Jud & Rules	Judiciary and Rules Committee (Idaho Legislature)
CDBG	Community Development Block Grant	LHTAC	Local Highway Technical Assistance Council
CES	Cooperative Extension Service	LID	Local Improvement District
CWA	Clean Water Act	MOU	Memorandum of Understanding
DEQ	Division of Environmental Quality	NACo	National Association of Counties
DHW	Department of Health and Welfare	NACo FSC	Nat'l Assoc. of County Financial Service Center
DJC	Department of Juvenile Corrections	NACRC	National Association of County Recorders, Election Officials and Clerks
DOA	Department of Agriculture	NACCTFO	National Association of County Collectors, Treasurers and Finance Officers
DOC	Department of Correction	NCD	National Council on Disability
DOE	Department of Energy	NEPA	National Environmental Policy Act
DOI	Department of Interior	NFMA	National Forest Management Act
DOL	Department of Labor	NHS	National Highway System
DOT	Department of Transportation	NMFS	National Marine Fisheries Service
EMS	Emergency Medical Service	NRCS	National Resources Conservation Service
EMT	Emergency Medical Technician	NRDC	National Rural Development Council
EOC	Emergency Operations Center	NVRA	National Voter Registration Act
EPA	Environmental Protection Agency	OSHA	Occupational Safety and Health Act
ESA	Endangered Species Act	PERSI	Public Employees Retirement System of Idaho
FILT	Fee in Lieu of Taxes	PILT	Payment in Lieu of Taxes
FLPMA	Federal Land Policy Management Act	PIO	Public Information Officer
FLSA	Fair Labor Standards Act	PRIA	Property Records Industry Association
FMLA	Family Medical Leave Act	POST	Police Officer Standards and Training
FOIA	Freedom of Information Act	RAA	Revenue Allocation Area
FY	Fiscal Year	Rev & Tax	Revenue and Taxation Committee (Idaho Legislature)
GA	General Assistance	RFP	Request for Proposals
GIS	Geographic Information System	SRDC	State Rural Development Council
HAVA	Help America Vote Act	STC	State Tax Commission
IAAO	International Association of Assessing Officers	UC	Unemployment Compensation
IACA	Idaho Association of County Assessors	URA	Urban Renewal Agency
IACC	Idaho Assoc. of Commissioners and Clerks	URD	Urban Renewal District
IACI	Idaho Association of Commerce and Industry	USCIS	U.S. Citizenship and Immigration Service
IACJJA	Idaho Association of County Juvenile Justice Administrators	USDA	United States Department of Agriculture
IACMPA	Idaho Association of Counties Misdemeanor Probation Administrators	USFS	United States Forest Service
IACRC	Idaho Assoc. of County Recorders and Clerks	WIR	Western Interstate Region
IACT	Idaho Association of County Treasurers	YTD	Year to Date
IAHD	Idaho Association of Highway Districts		
ICF	Idaho Community Foundation		
ICRMP	Idaho Counties Risk Management Program		
IDOT	Idaho Department of Transportation (see ITD)		

# 6 WAYS TO GET INVOLVED IN IAC

As a newly elected county official, there is a lot to learn when you step into your new position. The Idaho Association of Counties is an organization designed to help you become the best elected official you can be. There are many learning opportunities at conferences, through webinars or your affiliate association.

Here are the top six ways that you can get more involved in the association:

## 1. Read the *County Connection* & *County Focus*

The *County Connection* is IAC's biweekly newsletter. As soon as the latest issue is published, IAC will email a link to the elected officials to read the newsletter. The *County Focus* will be mailed to you quarterly. Both publications contain articles from IAC staff, affiliate associations, the National Association of Counties (NACo), various state agencies, and other articles that are of interest to the county elected officials.

## 2. Join a Committee

Decisions are made by the people that join and attend the committee meetings. IAC has one standing committee, the IAC Legislative Committee, and five steering committees. If you are interested in becoming involved in one of IAC's committees, contact the staff representative to officially join as a member.

## 3. Visit with Your Legislators

It is important for all of county elected officials to form a relationship with each of their legislators. The best way for IAC's voice to be heard is through its members. Make sure you take some time every few months to connect with your legislators. When important issues arise during the legislative session, they are going to listen to the elected officials that they have a connection with.

## 4. Attend a Conference

One of the best ways to get involved with IAC is to attend one of our conferences. The Midwinter Legislative Conference occurs each February in Boise and the Annual Conference occurs in September in Boise. IAC Conferences have many opportunities for networking with your fellow county elected officials. They are also an opportunity to further your education as an elected official by attending general sessions, committees and the association's business meeting.

## 5. Participate in a Webinar

IAC offers a webinar once a month on various topics of interest to counties. These webinars are an excellent way to get involved without leaving the county. Most webinars are

## 6. Run for a Position on the IAC Board

Another great way to be involved in IAC is to run for a position on the IAC Board. There are several different opportunities to run for a position: through your affiliate association, through your district, or at the IAC Annual Conference in September as an officer or a representative of NACo or WIR.



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## APPENDIX

- IAC Resolution Format Sample
- IAC Resolution Template

# IAC RESOLUTION FORMAT SAMPLE

## IG-15

*Instructions: All fields below are required for your resolution to be considered by the Idaho Association of Counties. If you are unsure of what to enter in a certain field, enter your best estimate, and also feel free to request the assistance of IAC staff.*

**TITLE:** Property tax relief

**SPONSOR:** IACA

**STATUTES AFFECTED:** 63-705

**COUNTY OFFICE(S) AFFECTED:** Assessors, Treasurers

**COUNTIES AFFECTED:** Any county with a PTR applicant who has a tax burden exceeding \$1320.

**ISSUE/PROBLEM:** Rising values have increased the tax burden to the lowest income property owners.

**BACKGROUND & DATA:** The state has a program in place to assist vulnerable low-income property owners: i.e: the elderly, the disabled, disabled veterans, widows, ect; to keep them from getting taxed out of their homes. The state pays a portion, or all, of the property tax according to a bracket system with the maximum reduction of \$1,320. This amount was set in 2006. Idaho has had an average home value appreciation of 5 percent a year since 2010.

**PROPOSED POLICY:** Amend 63-705 to increase the maximum allowable reduction from \$1,320 to \$2,640. This is roughly the same increase as 5 percent a year since the inception year of 2006.

**ARGUMENTS & ENTITIES IN SUPPORT:** Counties, AARP, veteran's organizations

**ARGUMENTS & ENTITIES AGAINST:** Freedom foundation, budget hawks

**FISCAL IMPACT:** Budgets and incomes of county governments would not change outside of normal statutory limits. Still waiting on numbers from the tax commission.

# IAC RESOLUTION TEMPLATE

2021 RESOLUTION NO. \_\_\_\_\_

*Instructions: ALL fields below are required for your resolution to be considered by the Idaho Association of Counties. If you are unsure of what to enter in a certain field, enter your best estimate. Feel free to request the assistance of IAC policy staff.*

*NOTE: Due to the anticipated unusual nature of the 2021 legislative session because of Covid19, only emergency legislation should be proposed for the 2021 legislative session. In addition, please note that recent changes in the bylaws require that proposed legislation must affect more than one county office AND at least three counties.*

**TITLE:**

**SPONSOR:**

**STATUTES AFFECTED:**

**COUNTY OFFICES AFFECTED:** At least two county offices in Idaho must be affected by this issue.

**COUNTIES AFFECTED:** At least three counties in Idaho must be affected by this issue.

**ISSUE/PROBLEM:** Explain what the problem is.

**BACKGROUND & DATA:** Provide a brief history of the issue and any proposals that have been put forth, successful or otherwise. Also, because legislation often requires data and supporting research to become law, attach any current data and research you have on the subject (e.g. surveys, qualitative studies, costs, etc.).

**PROPOSED POLICY:** Explain your suggested solution to this issue. Attach draft legislation if available.

**ARGUMENTS & ENTITIES IN SUPPORT:** List potential arguments and entities in support of your proposed policy.