Idaho Association of County Recorders and Clerk
2020 Annual Conference
Best Western Plus University Inn // Moscow, Idaho
August 18-20, 2020

IACRC Members Present
Ada County Clerk, Phil McGrane
Adams County Clerk, Sherry Ward
Bannock County Clerk, Jason Dixon
Bingham County Clerk, Pam Eckhardt
Blaine County Clerk, Jolyn Drage
Bonner County Clerk, Michael Rosedale
Canyon County Clerk, Chris Yamamoto
Caribou County Clerk, Denise Horsley
Clark County Clerk, Judith Maldonado
Clearwater County Clerk, Carrie Bird
Elmore County Clerk, Shelley Essl
Franklin County Clerk, Camille Larsen
Fremont County Clerk, Abbie Mace
Gem County Clerk, Shelly Tilton
Idaho County Clerk, Kathy Ackerman
Jefferson County Clerk, Colleen Poole
Jerome County Clerk, Michelle Emerson
Latah County Clerk, Henrianne Westberg
Lewis County Clerk, Alesia Winner
Lincoln County Clerk, Brenda Farnworth
Madison County Clerk, Kim Muir
Minidoka County Clerk, Tonya Page
Nez Perce County Clerk, Patty Weeks
Oneida County Clerk, Lon Colton
Owyhee County Clerk, Angela Barkell
Power County Clerk, Sharee Sprague
Twin Falls County Clerk, Kristina Glascock
Valley County Clerk, Doug Miller
Washington County Clerk, Donna Atwood

The following visitors joined the association meeting in person:
• Secretary of State’s Office: Lawerence Denney, Secretary of State, Chad Houck, Chief Deputy Secretary of State, Foster Cronyn, Deputy Secretary of State Jason Hancock, Deputy Secretary of State, and Frank Decarvalho, Deputy Secretary of State over Special Projects
• Idaho Association of Counties: Kelli Brassfield, Seth Grigg
• ICRMP: Mary Kummer
• State Tax Commission: Property Tax Policy Bureau Chief Alan Dornfest and Property Tax Administrator Archie Keeton
• Chief Deputy Clerks: Vicky Gifford, Lewis County and Vicki Trevathan, Elmore County

The following visitors joined the association meeting via Zoom:
• Supreme Court: Administrative Director of the Courts Sara Omundson
• Public Defense Commission: Executive Director Kathleen Elliott, introduced Mark LaSalle, Senior Analyst working on improving forms, Jared Ricks, Regional Coordinator for Eastern Idaho and Jennifer Roark, Regional Coordinator for Western Idaho
• ICRMP: Human Resources Risk Manager Tammy Middleton and Underwriting & Technology Manager Sandy Moser
• PRIA: Customer Service Manager Larry Burtness
Monday, August 17, 2020

Golf Scramble followed by Social and Dinner in the Courtyard of the Best Western Inn. Golf prizes were awarded to participants of the Golf Scramble.

Tuesday, August 18, 2020

The annual meeting was called to order by President Kristina Glascock, who led the association in the Pledge of Allegiance. Invocation was given by Sharee Sprague. University of Idaho President Scott Green and Latah County Clerk Henrianne Westberg welcomed the members and guests. Secretary/Treasurer Sharee Sprague conducted roll call of the members.

I. Lessons Learned in 2020 from COVID-19 Roundtable Discussion – Kristina Glascock

Members engaged in roundtable discussions about the impact and changes related to the COVID-19 Virus. Members shared failures and success stories amongst the group. The quote of the year is “Make sure you test positive for Faith. Keep your distance from doubt, and isolate yourself from fear.”

II. Nominating Committee and Mills Adler Committee

Nominating Committee Chair Kim Muir, Madison County Clerk, announced that Oneida County Clerk Lon Colton has been nominated for Secretary Treasurer. Clerk Muir called for nominations for the floor. No nominations having been presented, Clearwater Clerk Carrie Bird moved for nominations to cease, with a second by Caribou County Clerk Denise Horsley. Upon conclusion, Lon Colton accepted the nomination and thanked the members for their confidence.

Mills Adler Committee Chair - Patty Weeks, New Perce County Clerk, reported that the Committee has met and selected a winner for the Mills Adler Award and the recipient will be announced at the IAC Annual Conference in September.

III. Secretary of State - Lawerence Denney, Secretary of State, Chad Houck, Chief Deputy Secretary of State, Foster Cronyn, Deputy Secretary of State, Jason Hancock, Deputy Secretary of State, and Frank Decarvalho, Deputy Secretary of State over Special Projects presented before the members. Secretary Denney thanked the Clerks for their patience and diligence with the COVID-19 related impacts to the elections. Kim Muir advised that there is an issue with Tenex not properly processing voters who request absentee ballots and then move. The members concurred and advised that if the voter moves they are required to complete a new registration form and would also require a new absentee ballot request form and Tenex should cancel any absentee requests upon a change to the voter registration. Deputy Secretary Foster Cronyn advised that he will check into a reset anytime a voter moves. Tim Vlack of Tenex provided the members with an update on the software advising that they are working on the data base to allow users to parse out unnecessary columns and provide for larger report availability. Chief Deputy Secretary Chad Houck provided updates regarding proposed communication from the Secretary of State for the 2020 General Election and assured they would pass drafts of all such communication through the Clerks prior to distribution. Deputy Secretary of State Jason Hancock provided statutory clarification regarding co-location versus consolidation of precincts and the public
notifications of the same. Chief Deputy Houck provided updates regarding Campaign Finance Training, notification and enforcement. It was advised that Candidates should not be fined unless it is determined that they blatantly violated the law. Chief Deputy Houck advised that they cannot move forward with training at this time as there are legislative challenges that need to be solidified first. Chief Deputy Houck advised that the Idaho Votes website is changing to Vote Idaho to streamline internet traffic. Chief Deputy Houck that IACRC and IAC will determine whether to move forward with the January Election Conference and that the SOS will extending support for Election Conference for the next four (4) years.

IV. IACRC Election Committee Training – Chairman Phil McGrane opened the training by recognizing that today is the actual anniversary of the ratification of the 19th Amendment and shared the video “Ahead of Her Time; Women’s Suffrage in Idaho”. Clerk McGrane advised that he anticipate the Governor will proclaim a special session to address pending election legislation in relation to COVID-19. Clerk McGrane encouraged all to contact their Legislatures immediately if the special session is called. Clerk McGrane requested that counties let him know if they choose to utilize vote centers.

V. State Tax Commission – Property Tax Policy Bureau Chief Alan Dornfest provided an update on 2020 Budget and Levy completion advising that the Governor’s dedicated funds would not change if some of the Taxing Districts withdraw from his Property Relief Program. Mr. Dornfest advised that they sent out Urban Renewal numbers, however they need to change those to include all relevant information and will resend by Tuesday, August 25, 2019. Mr. Dornfest provided clarification on requirements regarding forgone amount changes. Mr. Dornfest explained L2 filing impacts and requirements depending on participation in the Governor’s Property Relief Program. Archie Keeton, Property Tax Administrator, introduced himself and provided updates regarding the Sales Tax Distributions and L2 Filing process.

VI. Approval of Minutes – Secretary Treasurer Sharee Sprague reported that the draft minutes for the February 2020 Mid-Winter Conference Business meeting were posted to the i/o forum, reviewed and recommended corrections made. Sharee reported the substantive changes to the draft minutes. Upon conclusion, a motion to approve February 2020 Mid-Winter Conference Business meeting, was presented by Kathy Ackerman with a second by JoLyn Dredge. Following audible call, motion passed.

VII. Financial Reports – Secretary Treasurer Sharee Sprague reported that the Association financial reports were posted to the i/o forum reflecting an Association fund balance is $49,377.06. Upon conclusion a motion to accept the financial reports as presented was presented by Brenda Farnworth with a second by Donna Attwood. Following audible call, motion passed.

VIII. Bylaw Review – ByLaw Committee Chair Kim Muir presented recommended updates to the Association ByLaws, which were posted to the i/o forum. Upon conclusion a motion to adopt the revised ByLaws as presented was presented by Kathy Ackerman with a second by Michael Rosedale. Following audible call, motion passed.

IX. IACRC Budget/Auditing Committee Training – Latah County Clerk Henrianne Westberg facilitated the Budget and Auditing Training. Henrianne explained internal audits and the necessity to investigate and analyze funds and provided the following steps;
• What is the volume of material you are dealing with
• Plan ahead – Don’t point fingers or accuse of wrong doing
• Track the money from beginning to end – where does it go. Who handled the money
• Communicate in person DO NOT USE EMAIL
• Walk through the area and analyze their process
• Calm fears and build relationships
• Map out risks – What is the potential impact to county – probability of fraud – find gaps in the procedure
• Run through legal BEFORE you start – Call outside Auditor for direction

Henrianne recommends getting all available parties together for a meeting before you start the audit. Follow it up with a meeting after the Audit. A good measure of success is when both sides feel good about the end result. Henrianne recommended everyone watch “All the Queens Horses” an embezzlement documentary on YouTube. It is recommended that contracts be reviewed and terms enforced. IAC Executive Director Seth Grigg addressed the Association advising that the focus of the Legislature moving forward will be focusing on transparency and providing notice to taxpayers on taxing impact prior to adopting budgets. It was advised that the Legislative Services Office will be working with the interim Property Tax Committee and recommends members listen to the livestream as much as possible.

X. Group Photo followed by Dinner and Trap Shooting at the Troy Deary Gun Club

Wednesday, August 19, 2020

XI. Administrative Office of the Courts – Sara Omundson, Administrative Director of the Courts appeared via Zoom and addressed the Pandemic impact to the Courts. Ms. Omundson recognized the Clerks for their efforts in keeping the Courts open as many other states were required to close the courts. Ms. Omundson advised that all Supreme Court Administrative Orders are available on the Idaho Supreme Court Website. Ms. Omundson reports that Administrative Office of the Courts has suspended many of their projects and trials at this time. Ms. Omundson advises that the Odyssey upgrade called Navigator will continue to move forward with trainings occurring virtually with an anticipated launch date following the November Election. The Clerks requested the launch be delayed until January. Ms. Omundson advises that the Courts are investigating remote options for trials and preparing for the upcoming Legislative Session. Ms. Omundson directed the Clerks to reach out if there is a local need to access the CARES funds provided to the Supreme Court. Ms. Omundson advises the Courts are looking at joint venture opportunities to provide online law libraries. Ms. Omundson reports that the statutory requirement for public libraries needs to be amended to allow that public libraries meet the availability condition.

XII. Judicial Committee Training – Committee Chair, Power County Clerk Sharee Sprague reported on Judicial Committee activities. There was discussion about the ongoing difficulty in communications between the Association and the Courts. Upon conclusion, Senator Lakey agreed to assist with facilitation of discussions.
XIII. **Ethics Training** – Idaho County Clerk Kathy Ackerman and Nez Perce County Clerk Patty Weeks provided training on Ethical fitness.

XIV. **Public Defense Commission** – Executive Director Kathleen Elliott, introduced Mark LaSalle, Senior Analyst working on improving forms, Jared Ricks, Regional Coordinator for Eastern Idaho and Jennifer Roark, Regional Coordinator for Western Idaho, appeared via Zoom. Ms. Elliott advised that Tammy Zookin is working on rules and is not participating today. Ms. Elliott reports the Commission is in the final process of finalizing draft rule changes. Ms. Elliott reports the changes are structured toward simplifying language, introducing necessary chapters and eliminating unnecessary rules. Ms. Elliott reports the commission is working toward resource equity between the Prosecutor and Public Defenders in workload and funding. Ms. Elliott explained the one time financial awards provided to counties and the funding process moving forward. Ms. Elliott explained the Pandemic impact to delivery of services to defendants via telework and Zoom court appearances. The members expressed concerns related to the Commission’s view of equity between the prosecutor and public defender as the job duties are not the same. The members discussed virtual court appearance options and caseload determination concerns.

XV. **ICRMP Training** – Human Resources Risk Manager Tammy Middleton provided training on the importance of keeping good documentation and necessary elements for creation. Ms. Middleton discussed the importance of using strong language and providing a balanced approach.

XVI. **Affiliate proposed legislation presentation** – IAC Executive Director Seth Grigg lead the discussion explaining the need to prioritize legislation so that the Legislative Committee could better manage the need. Seth explained the Bylaws were modified to cap the number of bills the Association will carry at 5 and in order for IAC to carry the legislation, it must impact more than 1 county and more than 1 county office. Seth explained the upcoming legislative session will be dominated by Coronavirus, property tax and health districts. Seth explained that the interim committees have all addressed their meetings differently in an effort to control the spread of the virus.

XVII. **IACRC Indigent Committee Training** – Committee Chair, Minidoka County Clerk Tonya Page reported on Indigent Committee activities. Seth Grigg provided an update on Medicaid expansion explaining that discussed proposals failed to materialize. Seth advises that if 17% of revenue sharing was diverted for coverage it could remove the county obligation to provide indigent services. Seth reported that Senator Wood advised that there isn’t much legislation going on Medicaid expansion right now and his legislation to remove state health district funding and administrative clean-up didn’t get much traction. Seth reports that County costs should be reducing. Seth advised that CAT had 17.5 Mil in claims for 2019 and 19.5 Mil for 2020. The members discussed the impact of the Medicaid expansion, where some counties saw significant decreases in indigent services while others saw significant increases.

XVIII. **University of Idaho Walking Tour** – Many of the members joined in a walking tour of the University of Idaho.

XIX. **Social and Installation of Officers for 2020-2021** – The members gathered for a Social with live music by the Intentions. Following the social, the members gathered for dinner and installation of officers.
In the interim, Kristina Glascock emcee’d a live auction for the IAC Scholarship fund auctioneered by Senator Todd Lakey. Following President Kristina Glascock installed the following officers:

- Henrianne Westberg, Latah County Clerk, President
- Sharee Sprague, Power County Clerk, Vice President
- Lon Colton, Oneida County Clerk, Secretary/Treasurer

Thursday, August 20, 2020

XX. **IACRC Continuing Education Committee Training** – Committee Chair, Owyhee County Clerk Angie Barkell reported on Education activities and inquired where the trainings should go. There were several requests for more auditing and budgeting trainings moving forward.

XXI. **IACRC Recording/Records Management/Technology Committee Training** – Committee Chair Lincoln County Clerk Brenda Farnworth reported on Recording Committee activities and introduced PRIA President Larry Burtness. Mr. Burtness appeared via Zoom and provided an overview of (Property Records Industry Association) PRIA. Mr. Burtness advised that PRIA was founded by Government and Business leaders collaborating on how to share information and resources. Mr. Burtness provided an overview of changes that have occurred over the past 20 years. Mr. Burtness reports that PRIA has local chapters that can be developed and the tools and templates are available from PRIA. Mr. Burtness advised that education tools are available on both the public and member site at [www.pria.us](http://www.pria.us).

XXII. **ICRMP Training** – Member Services Manager Mary Kummer appeared in person and facilitated the training. Ms. Kummer advised that ICRMP started over 35 years ago and currently has 975 members in the property and liability insurance pool. Ms. Kummer reports that ICRMP has 3 teams:

- Claims Team
- Risk Management Team
- Underwriting Team (pricing)

Ms. Kummer reported that Jim McNall is semi-retired and working part-time and that Jerry Mason will be retiring by the end of the year. Ms. Kummer announced the addition of Risk Manager Expert Tammy Middleton and Law Enforcement Risk Manager Chad Sarmento. Underwriter, Sandy Moser appeared via Zoom and presented changes to the employment claims deductibles. Ms. Moser advises
that employment claims are the highest are of claims processed by ICRMP and provided a historical summary of claims and average payout per claims. Ms. Moser reports that County’s employment claim deductible will be influenced by whether or not they seek ICRMP involvement and follow recommendations. Ms. Moser reports cyber security claims are extremely costly and provided some historical claims impact information. Ms. Moser reports that County’s cyber claim deductible will be influenced by whether or not they participate in Cyber Risk Management programs.

XXIII. **IAC In-depth Legislative Review** – IAC Executive Director Seth Grigg facilitated the discussion advising that IAC is working on messaging sheet to use during the Special Legislative Session. Seth provided a 2020 Legislative review and discussed anticipated action for the 2021 Legislative Session.

XXIV. **Wrap Up & Conclusion of Conference** – President Henrianne Westberg thanked Kristina Glascock for offering such a great conference and requested the Executive Board stay for a planning meeting, box lunches were provided and the conference adjourned at 11:18 am.

Approved:

Attest:

[Signature]
Kristina Glascock, President

[Signature]
Sharee Sprague, Secretary/Treasurer