



IDAHO ASSOCIATION OF COUNTY  
RECORDERS AND CLERKS

Henrienne Westberg, Latah – *President*  
Sharee Sprague, Power – *Vice President*  
Lon Colton, Oneida – *Secretary/Treasurer*  
Kristina Glascock, Twin Falls – *Immediate Past*

Idaho Association of County Recorders and Clerks  
Virtual business meeting  
February 11<sup>th</sup>, 2021

<u>Participating Counties</u>		<u>Guests</u>
Ada – Phil McGrane	Bannock – Jason Dixon	Kristin Cundiff - IAC
Bingham – Pam Eckhardt	Boise – Mary Prisco	Kelli Brassfield – IAC
Bonner - Michael Rosedale	Bonneville – Penny Manning	Shari Fernandez - IAC
Boundary – Glenda Poston	Clearwater – Carrie Bird	Sara Westbrook - IAC
Fremont – Abbie Mace	Gem – Shelly Tilton	
Gooding – Denise Gill	Idaho – Kathy Ackerman	
Jefferson – Colleen Poole	Latah – Henrienne Westberg	
Lemhi – Brenda Armstrong	Lewis – Alesia Winner	
Lincoln - Brenda Farnworth	Minidoka – Tonya Page	
Nez Perce – Patty Weeks	Oneida – Lon Colton	
Owyhee – Angie Barkell	Payette – Lindsey Bratcher	
Power – Sharee Sprague	Shoshone – Tamie Eberhard	
Teton – Kim Keeley	Twin Falls – Kristina Glascock	
Valley – Doug Miller	Washington – Donna Atwood	

President Westberg called the meeting to order at 9:00 a.m. with a warm welcome to all participants. The meeting minutes from the August 2020 conference were reviewed. Abbie Mace made the motion to approve the minutes as written and Denise Gill seconded. Secretary Colton presented the financial report after which roll call was taken.

Henrienne called for committee reports from the respective chairpersons.

**Budget committee** – Mary Prisco had no report for the budget committee however she asked the group for topics that could be addressed in the annual conference in August. The suggestions given were; 1- internal audits conducted by the county auditor, 2- follow up on House Bill 73 if passed by the legislature, 3- basic accounting practices. Henrienne asked if it would be possible to have updates on HB73 during the clerk’s monthly conference calls. Mary reminded the group of a scheduled meeting with the controller’s office on the 12<sup>th</sup> of this month to discuss HB73.

**Elections committee** – Phil McGrane reported that the elections committee had decided to conduct the annual conference virtually this year due to covid restrictions even though the majority of clerks prefer the in-person meetings. The dates for the conference have been set for April 20<sup>th</sup> and 21<sup>st</sup>. Phil informed the group that presenters were still needed for some of the agenda items and asked for volunteers from any county that could help. Phil has been in communication with Jason Hancock from the Secretary of State’s office to decide what training they can provide that will be beneficial to the group including Tenex issues and campaign finance. Phil asked for feedback on the in-person e-pollbook training that has been taking place across the state. Mike Rosedale reported that the training he attended proved to be a good refresher on the e-poll books



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however the second half of the training came in the form of a power point style presentation that was projected on a screen. Michael stated that even being on the front row he could not see the screen and was very disappointed in their training. It was further reported that the same presentation given in other parts of the state were equally unsuccessful. Michael clarified that his main concern is in the set up for an election and not the operations of the e-poll book on election day. Penny Manning reported that Bonneville County paid for an additional day of training when they purchased their equipment and her experience is that Tenex gives a great overview of the product but does not help much when you get “into the weeds”. Her greatest learning has come from reading the manuals after the training and making a lot of phone calls.

Phil said that a virtual meeting will enhance the ability to hold breakout sessions that can be tailored to the participants and that everyone will be looking for various levels of training, especially when it comes to Tenex. All counties were encouraged to register and participate in the upcoming conference.

**Recording Committee** – Brenda Farnworth reported that the training which had been planned was unfortunately put on hold due to COVID and that a new scheduled will be formulated. Brenda polled the attendees regarding the best time for the recording training. One suggestion was to wait until the August conference. The May / June time line was also thought to a good option as many clerks are anxiously waiting for the training. All counties were asked to report the number of clerks that will be attending the training so that the proper accommodations could be made. Kathy Ackerman reminded us of the May elections and asked that consideration be given to the smaller counties with limited employees who may not be able to send a clerk to the recording training if the two events coincide.

Michael Rosedale commended all clerks in small counties on their ability to “keep it together”. He compared his requirements and commitments of working in the 8<sup>th</sup> largest county and always running around “with my hair on fire” to how a smaller county clerk has to do so much of the hands-on work. Brenda reciprocated the complement by stating that the work is just different and that she would not want to worry about the issues that a clerk of a larger county must deal with.

**Indigent Committee** – Tonya Page reported that the committee has not met due to the indigent program being discussed in the legislature with the possible intent of repealing the program. She spoke with Representative Wood who indicated that they are looking to repeal the indigent side but leave the levy intact so that mental health, public health, public defense and other programs could still be paid for. The repayment would also remain intact however the eligibility side would go away. The offer to organize a conference was put on the table. Phil recommended a possible update on the state of indigent as it currently stands. His frustration comes from laying off staff members one at a time and not knowing where the program is headed. He stated that the legislature needs to know that there is a human factor in all of this and not just the monetary factor they are looking at. Henrienne read a message from the chat box saying that Alesia Winner suggested training on indigent software. The software being referenced was the Indigent Healthcare Solutions (HIS) program that IAC was moving to. Not all clerks were aware of the change in vendors until the payment request was received in the mail. Kathy Ackerman participated in a review of the software and reported that it was very user friendly. Kelly Brassfield from IAC reported that the change came about because the previous vendor terminated their contract.



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**Judicial Committee** – Sharee Sprague reported that the state is opening up for trials and that further information should be coming through the Trial Court Administrators (TCA's). On site vendor training should be forthcoming for the ZOOM tv's that were sent out to each county. Doug Miller is the new representative for the judicial Education committee. Administrative Director of the Courts, Sara Omundson, is working to provide Sharee with an update of all committees with the ISC. Sharee is also on a sub-committee to review the mentoring judge program and policies. Sharee has recommended that when the new judges are nearing the end of their probation time that discussions take place with the elected clerk. The courts are following three legislative issues. HB27 addresses the addition of a new district Judge in the third district. Senate Bill 1036 regarding appointment of temporary guardians. Time to conduct a hearing will change from 10 days to 14 days. This comes about as they try to create uniformity in the laws and move to a seven-day increment. Senate Bill 1037 dealing with civil commitment cases is being looked at. This bill would extend the length of time for the continuance from five days to seven days. The Supreme Court advised that they have no interest in other legislation or interest in making changes to the magistrate committee at this time.

Henrienne referenced the legislation that Representative Troy is taking to committee. This legislation deals with appointing a new clerk on the committee when selecting a magistrate judge in the clerk's own county due to a possible conflict of interest. Kelli Brassfield stated that this was House Bill 95 for those wanting to look at the legislation. There are other components to the bill however Kelli felt they were of little significance and that the main concern was to avoid any possible conflicts of interest. Pam Eckhart questioned if there was any concern with a commissioner or Mayor from the home county being on the committee. Kelli noted that this has been discussed in the past and that the only concern has been for the clerks due to their close working relationship with the attorneys and judges.

**Ad Hoc Committee** – Angie Barkell explained that the committee is looking for suggestions for future training and what type of training everyone is most interested in having. She further asked for each clerk to identify at least one area where they feel they are experts to the point they could teach or train others. She further made the request that everyone identifies at least two areas where they need training. Some of the examples included better organization and effective filing systems etc.

Kathy Ackerman recognized areas where she could benefit from training and shared an example of how she learned a lesson the hard way when publishing a notice in the paper as provided by an engineering firm. This example helped her formulate the idea to teach others and learn from others. To this end the committee is anxious to move forward in preparing their training for the August conference.

**Nominating Committee** – Kim Muir asked for all interested clerks willing to serve as the new secretary/treasurer to send a short message to one of the nominating committee members. The committee will start working on nominations around June.

**Mills Adler Committee** - Patty Weeks stated that last year's presentation was put on hold due to meetings being canceled however the 2020 award will be presented in our August conference and the 2021 award will be presented in the September conference.



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### Representative reports:

**IAC executive board** - Patty Weeks; An executive board meeting was held via zoom on February 4<sup>th</sup>. Harris CPA presented the outside audit and gave a clean audit report. Investments are drawing small returns at the moment. The Industrial Litigation Fund has been changed and will be known as the Valuation Litigation Fund. This will reflect a broader scope for non-residential properties. The board has accepted the policies and procedures manual with the intent of helping the counties. Shoshone County has requested funding assistance in a law suit with a resort in their county. Five entities comprise the makeup of the resort as a whole and each one is seeking personal property exemptions. The County is asking for assistance with an appeal in District Court with the Board of Tax Appeals. They have received about \$170,000.00 dollars and they need an additional \$41,000.00 dollars to see the appeal through. The board approved the additional money. Counties, Cities and Highway Districts are joining together to promote a “keep it local” campaign to help educate the public. They have a website created and a few short videos have been uploaded already.

**Legislative Committee**- Carrie Bird; weekly reports have been sent out and Carrie asked for any questions that clerks may have with the current legislation. She referenced an e-mail from Seth regarding the transparency bill and reported that the State Controller’s office has committed to helping the counties work through this new process. Phil reported that one legislator is working to remove absentee precincts. The end goal is to have the results reported with the precinct that they normally would have voted in. Abby objected due to ballot cost. Doug also stated that some organizations want the information for absentee vs. regular ballot. Penny reported that even though they have an absentee ballot the information is still reported by precinct. Mike reported a conversation with Chad Houck regarding the possibility of provisional ballots coming to Idaho to which Mike was opposed. Other clerks felt the same way. Sentiment is that Idaho conducts elections the right way and that other states should use us as a pattern rather than the legislature trying to change everything. Phil stated that he anticipates more “creative legislation” surrounding elections to be presented as the legislature moves forward and deadlines draw closer. Bills to be concerned about could include 1- the introduction of provisional ballots and 2- not counting early and absentee votes in a Presidential election. The question was asked if the bill to change the election dates for schools had any traction and Phil reported that they were looking closely at removing the August election date. It was further questioned if the state funding would change if the August election date went away however the report is that the Secretary of State’s office is not looking at a reduction in this funding. Henrienne recommended that all clerks call their legislature and voice their opinion so that Legislators can understand how the counties will be affected.

**State Tax Commission Committee** – Tamie Eberhard has not participated in any meetings at this time. Most meetings have been reduced due to COVID. She has been in contact with Archie and Alan regarding the training later this spring. They are still looking at who they will invite due to size restriction on meeting attendance. Currently they are looking at training the clerks who could then train the districts. Training modules will be made available to the districts at a later date.



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On behalf of IAC president Kathy Ackerman Henrienne reported that the annual Commissioners and Clerks conference is on track to be held in person this year. Sheri Fernandez gave updates on when and where the conference will be held including what the conference will look like such as vendor participation and social distancing requirements. There is a possibility that a waiver can be obtained that will allow a larger group meeting in one location. Topics for the conference were requested and it was suggested that anything dealing with the basics of county government would be a good idea where there are many new commissioners that have just taken office. Henrienne also reminded the clerks of the August IACRC conference at the Tamarack in Donnelly and asked if anyone was having issues with reserving rooms noting that lodging for this venue is a bit different than what we are used to.

Henrienne announced the need for volunteers to lead the monthly conference calls beyond the next couple of months.

A reminder of the meeting with the Controller's office on February 12<sup>th</sup> was given, with the suggestion to also have the county budget staff attend. This meeting will be a good opportunity for clerks to report how the new legislation will affect their offices.

The meeting was opened to topics not listed on the agenda.

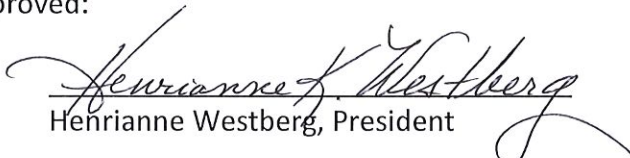
Abbie reported issues with PERSI when running payroll. The confusion arises when PERSI questions a person's eligibility for the program and requests the employee's status to be changed. Abbie's issue is mainly with her EMS personnel. Denise is also having similar issues along with Power and Oneida.

Pam Eckhardt reported that Phil McGrane and his finance team won an award as noted in the publication put out by the Government Finance Officers Association. Pam thought all clerks could take a lesson from Phil's example of interacting with the public when it comes to budgeting in addition to the public hearing.

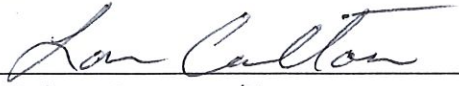
Henrienne suggested a user group for Computer Arts. She noted that they really need to step up their game and improve their software if they want to keep the customer happy. Her county has to perform a lot of work arounds just to accomplish what they need to do. Some clerks are being pressured by commissioners or IT personnel to look at other software, which will not be cheap for any county. Many counties reported that they are not getting good response when they call for help.

With no other topics coming forward Henrienne thanked everyone for their participation and adjourned the meeting.

Approved:

  
Henrienne Westberg, President

Attest:

  
Lon Colton, Secretary/Treasurer