



**IDAHO ASSOCIATION OF COUNTY  
RECORDERS AND CLERKS**

**Sharee Sprague, Power – *President***  
**Lon Colton, Oneida – *Vice President***  
**Douglas Miller, Valley – *Secretary/Treasurer***  
**Kristina Glascock, Twin Falls – *Immediate Past***

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**Idaho Association of County Recordors and Clerk  
IAC ANNUAL Conference – Clerk Breakout  
Boise Center // Boise, Idaho  
September 29, 2021**

**IACRC Members Present**

Ada County Clerk, Phil McGrane  
Bannock County Clerk, Jason Dixon  
Bear Lake County Clerk, Cindy Garner  
Blaine County Clerk, Stephen Graham McDougall  
Boise County Clerk, Mary Prisco  
Caribou County Clerk Denise Horsley  
Cassia County Clerk Joe Larsen  
Elmore County Clerk Shelley Essl  
Franklin County Clerk Camille Larsen  
Fremont County Clerk Abbie Mace  
Gem County Clerk Shelly Tilton  
Gooding County Clerk Denise Gill  
Idaho County Clerk Kathy Ackerman  
Kootenai County Clerk Jim Brannon  
Latah County Clerk Henrienne Westberg

Lemhi County Clerk Brenda Armstrong  
Lincoln County Clerk Cindi Sievers  
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  
Payette County Clerk Lindsey Bratcher  
Power County Clerk Sharee Sprague  
Shoshone County Clerk Tamie Eberhard  
Teton County Clerk Kim Keeley  
Twin Falls County Clerk Kristina Glascock  
Valley County Clerk Doug Miller  
Washington County Clerk Donna Atwood

**The following visitors joined the association meeting in person:**

- **County Personnel:** Jennifer Locke, Kootenai County Chief Deputy Clerk and Tonya Dodge, Latah County Clerk incoming Clerk
- **Idaho Supreme Court:** Christine Iverson, Director, Court Management Director and William G. Mitchell, Statewide Access to Justice Manager
- **State Tax Commission:** Alan Dornfest, Property Tax Policy Bureau Chief Ben Seloske, Principal Research Analyst, and Eric Wilson, Research Analyst
- **IICRMP:** Jim McNall
- **IAC:** Amanda Steinmetz, Senior Financial Officer/Staff Accountant and Tim Hibbard, Policy Analyst

**IAC Clerk's Breakout Session**

Welcome by President, Sharee Sprague and she acknowledged Latah County Clerk, Henrienne Westberg services to her county of Latah and the Clerks. Henrienne introduced Tonya Dodge who will be sworn in next week as the Latah County Clerk as she will be retiring.

President Sprague introduced Blaine County Clerk, Stephen F. McDougall Graham

President Sprague introduced newly appointed Clerk, Cindi Severs from Lincoln County.



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President Sprague advised that she asked Twin Falls Clerk, Kristina Glascock to stay on the Executive Committee as Past President to fulfill the term vacated by the retirement of Clerk Westberg. The body agreed to allow Twin Falls County Clerk, Kristina Glascock to continue her service on the Executive Committee.

President Sprague swore in Valley County Clerk, Douglas Miller as Association Secretary/Treasurer elected by the members at the August Annual Conference.

President Sprague introduced Statewide Access to Justice Manager, Bill Mitchell and he provided a brief introduction to the Clerks. He provided an overview of his experience and his background. He explained the cross functional team that was assigned to address continuing jury trials during the pandemic. He also discussed the new jury orientation video that was created. He also advised that he was appointed to another cross functional team to address technology to allow access to the court. He presented on on-line dispute resolution and explained the process. He advised that initially the cases that are being heard through this process is evictions. Mr. Mitchell presented on Idaho's Court Assistance Officer program and described the modifications that have been made with the program during the pandemic. He also explained the new operations that have occurred. He presented on the existing court forms that are available and explained that the court forms are being reviewed to determine if the forms are still prevalent or if they should be modified. He described the Court Assistance Office Committee Meetings and the topics that are being discussed. He welcomed communication with the Clerks and Deputy Clerks across the State of Idaho. Latah County Clerk, Henriane Westberg had a question regarding the ability to modify or add an existing form. Mr. Mitchell provided an explanation of the discussion that occurred in the committee meetings related to modifying or creating new forms. He discussed the committee process that would need to take place but advised that there are forms that can be changed without going through the committee process. He advised that new forms and forms requiring a substantive change require review and approval by the Committee.

Twin Falls County Clerk, Kristina Glascock asked about the forms that are not in compliance with e-filing rules. Mr. Mitchell acknowledged that they were behind on updating those forms that were not in compliance with the rules but would make it priority to review. President Sprague discussed the process of modifying forms.

Treasurer/Secretary Douglas Miller took roll call and informed the body that 29 out of the 44 counties were present. District 1, Kootenai County, Shoshone County. District 2, Latah County, Nez Perce County, Idaho County. District 6, Lemhi County, Jefferson County, Madison County, Fremont County, Teton County. District 3, Valley County, Washington County, Payette County, Boise County, Ada County, Elmore County, Owyhee County. District 4, Blaine County, Gooding County, Lincoln County, Minidoka County, Twin Falls County, Cassia County. District 5, Power County, Caribou County, Bannock County, Oneida County, Franklin County, Bear Lake County.

President Sprague introduced Idaho State Tax Commission, Alan Dornfest. He introduced Ben Seloske and Eric Wilson, Research Analysts, from the State Tax Commission. He presented on the training that had been occurring with Ben and Eric with Archie Keaton. Alan acknowledged that it had been a tough year because of the change in the statutory structure. He appreciated the work that was conducted by the Clerks during this process. He thanked Tim Hibbard with IAC for his involvement to create the spreadsheet. He requested that the IACRC President – [ssprague@co.power.id.us](mailto:ssprague@co.power.id.us) – 543 Bannock Ave, American Falls, ID 208-226-7611



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clerks be flexible during this time. He advised that the State Tax Commission was willing to work with the clerks and the taxing districts. He acknowledged that the system was imperfect but we can work together. He advised that the most important next steps are that the levies are set correctly and to make sure that limits are not exceeded. He advised that they plan on being done within their statutory deadlines reviewing the levies that have been submitted for certification. He requested that the clerks look for significant changes that might have occurred from Tax Year 2020 to Tax Year 2021. He also advised that look for paths for success and identify how error can be rectified if the taxing districts had made a significant error. He explained that Idaho State Tax Commission does not mind taking phone call questions from the clerks and advised that is what they do to make the process work. Twin Falls County Clerk, Kristina Glascock appreciated the collaboration between State Tax Commission and IAC but asked if the process could change when reporting the information to the LSO. There was conversation with how to accomplish providing the information on a centralized location. Fremont County, Abbie Mace proposed another alternative to provide the information to Idaho State Tax Commission. Research Analyst, Ben Seloske presented and provided the clerks with his background. He described the L2 process and presented his vision on how things could be done differently in the future. Shoshone County Clerk, Tamie Eberhardt thanked the Idaho State Tax Commission for the assistances that was provided. Ada County Clerk, Phil McGrane asked questions about State Tax Commission discussions with legislation and Alan responded accordingly. Fremont Clerk, Abbie Mace asked when counties would be notified when levies are certified. Alan explained the proposed process and challenges that might impact when notification is conducted. New Research Analyst, Eric Wilson introduced himself to the clerks. Idaho State Tax Commission concluded their presentation.

Treasurer, Douglas Miller provided a report on the Idaho Association of County Recorders & Clerks Updated FY2022 Budget Worksheet and provided an overview of the funds that had been collected after the invoices were submitted out by IAC for cost of a Lobbyist.

President Sprague explained the Lobbyist Committee that would be created and the work that would be expected. She also explained the fees that were determined per county for the cost of hiring a lobbyist. She also discussed the dues for the Clerks. She advised that while other associations have increased their fees, the Clerk's have remained the same for over 10 years and discussed the need to consider increasing the fees to assist with the cost associated with conferences. She believed that the Clerks might need to consider increasing but realized that it potentially could impact smaller counties. She opened to the floor for discussion. Ada County Clerk, Phil McGrane provided a presentation to the clerks regarding the work that a lobbyist would do for the clerks and when the individual would need to be selected and start. It was advised that IAC would be involved with the selection process and members of a special committee that had yet to be created. Latah County, Henrienne Westberg had questions about the functions of a lobbyist and if they would assist with all types of proposed legislation. Ada County Clerk, Phil McGrane answered with his suggestions and described the model that he thought would be beneficial. He also commented on request for a forensic audit to be conducted for the November 2020 election. Phil also discussed the Election Conference that would potentially be held the first week of January 2022. He requested assistance from the Election Committee for suggestions on training topics.

President Sprague asked the clerks what IAC needs to do to help the clerks related to ARPA Funds. Cassia County Clerk, Joe Larsen suggested getting an idea of what other counties are doing and possibly collaborating on ideas of how to expend the ARPA Funds. There was a suggestion to utilize the IO Group for discussions on how to  
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expend ARPA Funds. It was suggested that IAC could be involved with answering questions utilizing Eide Bailey. It was advised that Sara Westbrook with IAC would be the point of contact to answer questions. There were questions on what the roll of the clerks are regarding the expenditure of ARPA Funds. President Sprague advised in her view the Auditor is to make recommendations to the Commissioners for decision. There were also other discussions related to the use of ARPA funds and it was suggested that you get guidance from your Prosecuting Attorney's before expending any ARPA funds. Amanda with IAC explained that IAC will have a page on their website dedicated to ARPA and that they are creating a template form for counties that choose to contribute ARPA funds to a other entities.


President Sprague provided an overview of all the assignments for committee participation. She also discussed the additional training that the clerks committee was proposing for newly appointed or newly elected clerks. She asked that if any clerks were not satisfied with the committees that they were on to discuss with her directly. She also advised that there was a need to have a by-laws committee to review possible additions to the existing clerk by-laws. President Sprague advised that Nez Perce Clerk, Patty Weeks would be the IACRC Representative to IAC Board of Directors with Idaho County Clerk, Kathy Ackerman being the alternative. She requested again that the clerks review the proposed committee selection.

Owyhee County Clerk, Angie Barkell presented on matters related to Public Defense Commission matters and reporting requirements. She advised that the PDC did apologize for the time turn around for the requested information that was emailed. She informed the clerks why they wanted the information in an expedited fashion. There was continued conversation about the Public Defense Commission.


Boise County Clerk, Mary Prisco requested having an agenda item specifically related to Computer Arts and President Sprague advised that she would schedule.

The County Clerks adjourned the committee meeting at 3:46 p.m. Committee chairs remained and discussed goals for the ensuing year with the Executive Committee

Approved:

  
Sharee Sprague, President

Attest:

  
Douglas Miller, Secretary/Treasurer