



2023 IAC MEMBERSHIP HANDBOOK

VISION

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

MISSION

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

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.

2023 IAC MEMBERSHIP HANDBOOK

2023

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IDAHO ASSOCIATION OF COUNTIES

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ABOUT IAC

The Idaho Association of Counties (IAC), formed in 1976, is a nonprofit, nonpartisan member service organization dedicated to the improvement of county government. It was designed and incorporated by county elected officials.



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) is a non-profit, non-partisan service organization dedicated to improving county government that formed in 1976. IAC is funded annually by dues paid by member counties and revenues generated by IAC services and conferences.

IAC is owned, organized, and operated by Idaho's county governments. The "Constitution and By-Laws of the Idaho Association of Counties" provide that the organization's management is vested in a Board of Directors. The Board appoints an Executive Director to assist and serve at the pleasure of the Board. The Executive Director is responsible for managing the affairs of

IAC under the general direction of the Board. IAC members elect the Board's executive officers, the NACo representative and one of WIR's two representatives at the IAC Annual Conference. The board also consists of the three past presidents, a county official from each of the three most populated counties and representatives from each of the affiliate associations and IAC Districts who are elected by their respective groups.

In the following pages, 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 is made up of 44 member counties with county elected officials from each of the seven county elected offices: assessors, clerks, commissioners, coroners, prosecuting attorneys, sheriffs, and treasurers. Each member has an equal voice in guiding the direction of the association. The constitution and bylaws 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.

MEMBERS AT A GLANCE



Assessor

The county assessor is primarily responsible for determining the market value in the county of real and personal property ([§63-207](#)). The assessor also acts as the agent of the Idaho Transportation Department in motor vehicle registration ([§49-401A](#)) and handling vehicle titles ([§49-205](#)). The law also provides that if the governor calls up a militia, he may order the assessor to register 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 the ex-officio auditor ([Chapter 23, Title 31, Idaho Code](#)), recorder ([Chapter 24, Title 31, Idaho Code](#)), and clerk of the board of county commissioners ([§31-707](#)). In addition, the election laws specify the duties of the county clerk as the general supervisor of the administration of election laws. ([§34-206](#)).

Commissioner

Currently, a three-member board of county commissioners serves as the governing body in every 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](#)). The Board of County Commissioners (BOCC) serves as the executive branch of the county, making budgetary decisions; the county's legislative body (sets county policy through ordinances and resolutions); and, at times, as a quasi-judicial branch ([Chapter 8, Title 31, Idaho Code](#)). A BOCC has numerous responsibilities and generally can act only as a body rather than individual commissioners.

MEMBERS AT A GLANCE

Coroner

The county coroner plays an essential 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 ([Chapter 28, Title 31](#) & [Chapter 43, Title 19 Idaho Code](#)). 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](#)).

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](#)). Idaho law requires the prosecuting attorney to be a licensed Idaho attorney. The position is elected for a term of four years. If there are three or less resident attorneys willing and qualified to hold office within a county, the law gives the board of county commissioners the authority to contract for the county prosecuting attorney position ([§59-907](#)).

Treasurer

The county treasurer is the county's finance officer, tax collector, and public administrator ([§31-2101](#) and [§31-2102](#)). As tax collector, the county treasurer plays a crucial 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, Idaho Code](#)). The county treasurer is elected every four years ([§34-620](#)).

Sheriff

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



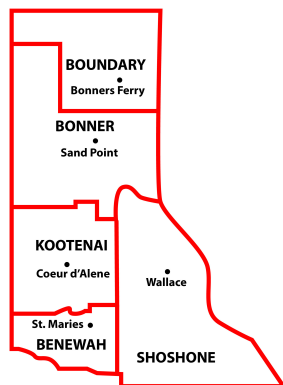
Idaho Association of Counties

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



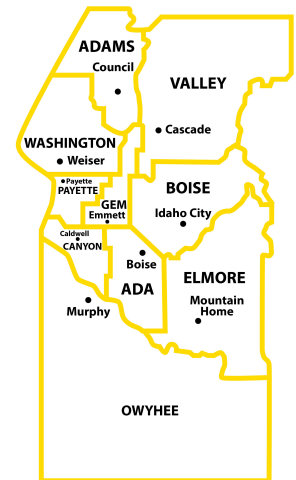
District 2

Clearwater · Idaho · Latah
Lewis · Nez Perce



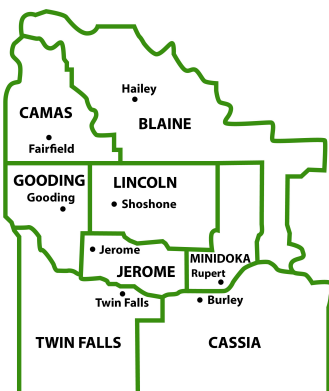
District 3

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



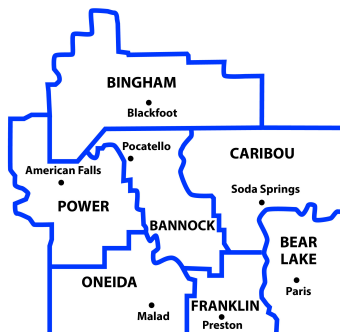
District 4

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



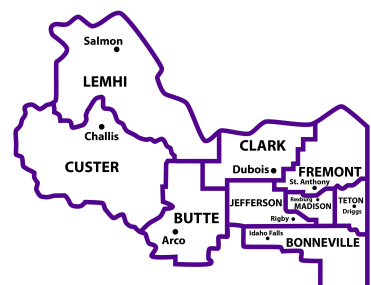
District 5

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 four steering committees that meet periodically to review county concerns and issues. The IAC President annually appoints the chair and vice chair of each committee. Elected officials may join up to two committees. Other committees are appointed as the need arises. Current committees are as follows:

Legislative

The IAC 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.

Staff Representative: Kelli Brassfield

Intergovernmental Affairs

Members of this steering committee examine the 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

Public Lands

The IAC Public Lands Committee is responsible for all federal and state-owned public lands

matters, including tax immunity issues, federal and state land management programs, natural resources, and endangered species.

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

Transportation & Infrastructure

The IAC Transportation and Infrastructure Committee is responsible for all matters relating to transportation planning, highway finance, highway safety, airport development and aviation concerns, railroads and other modes of transportation and improvements, broadband deployment, public infrastructure, innovative infrastructure funding, and finance.

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 leading 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 environment and legislative process, and the myriad of county government activities and directives. It is incumbent that IAC staff maintains effective working relationships with numerous government and business representatives involved in various governmental capacities. During the legislative session, the IAC policy 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. IAC staff administer various IAC programs and continuing education opportunities and organize multiple events each year for IAC members and affiliate organizations. IAC staff also work closely with corporate partners to match up members with solutions they may be seeking.

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

Kristin Cundiff

Director of Professional Development & Events

Kristin is responsible for coordinating IAC's professional development and training programs for county officials, including planning all meetings and educational events for the IAC and its affiliates, overseeing IAC's mentorship program, and providing administrative support to the executive director for the IAC Board planning and development.

Email Kristin at kcundiff@idcounties.org

Amanda Steinmetz

Director of Finance & Administration

Amanda is responsible for developing IAC's financial management strategy; working with an outside CPA firm to prepare tax returns and the annual audit; providing administrative and managerial support for IAC's payroll, employee benefit, accounts receivable, accounts payable, investment, and IT activities; oversees the IAC Unemployment Fund; and assists the executive director in the development of the organization's strategic goals.

Email Amanda at asteinmetz@idcounties.org

Mindy Linn

Operations Specialist

Mindy provides administrative support to ensure efficient operation of the organization. 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

IAC STAFF

Jessica Roth

Communications & Marketing Manager

Jessica coordinates and develops publications including IAC's quarterly magazine, bi-weekly newsletter, and legislative bulletin. She manages IAC's social media channels and coordinates marketing IAC's events and publications. Jessica also oversees IAC's Corporate Partner Program.

Email Jessica at jroth@idcounties.org

Sara Westbrook

Director of Government Affairs

Sara assists the executive director in overseeing IAC's policy development and legislative advocacy efforts and relationships with Idaho's Congressional Delegation, the Governor and other executive branch agencies, Idaho's legislature, and the development of IAC's strategic goals. Sara also provides administrative and managerial services for research and member technical assistance. She oversees the policy team and helps coordinate development of IAC publications, continuing education services, and assists in budget planning.

Email Sara at swestbrook@idcounties.org

Kelli Brassfield

Policy Advisor

Kelli provides policy advice and support to the executive director, director of government affairs, IAC membership, and IAC affiliate organizations. She carries out policy research, analysis, and reporting; drafts and reviews legislation; and lobbies and presents testimony before the state legislature. She also provides professional and technical services to various programs and activities of the association.

Email Kelli at kbrassfield@idcounties.org

Carolyn Carder

CAT Health Care Program Coordinator

Carolyn's duties encompass a broad range of responsibilities for the overall operation and winding down of the CAT fund. She supports the Board of Directors and is the first point of contact for the program.

Email Carolyn at ccarder@idcounties.org



OFFICE LOCATION

The IAC staff are located on the second floor of the ICRMP Building at 3100 S. Vista Ave, Suite 200, Boise, Idaho. During the legislative session, the policy and CAT fund staff are located in downtown Boise at 700 W. Washington one block behind the Idaho State Capitol Building.

You can reach IAC by phone at (208) 345-9126. IAC's home page is 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>



OUR MISSION

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



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.

Continuing Education

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

Midwinter Legislative Conference

During each legislative session, IAC hosts a conference in Boise. 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 to discuss regional issues relevant to counties.

2023

May 9 - 11	2023 ISA & IJAA Spring Conference <i>Sun Valley Resort / Sun Valley</i>
May 17 - 19	2023 WIR Annual Conference <i>St. George, Utah</i>
May 23 & 25	Spring County Officials Institute Visit IDCounties.org for Details
June 6 - 8	IACC Annual Conference <i>Best Western University Inn / Moscow</i>
June 6 - 8	IACC Annual Conference <i>Best Western University Inn / Moscow</i>
July 21 - 24	NACo Annual Conference <i>Austin Convention Center / Austin, TX</i>
August 7 - 10	IAC Annual Conference <i>Holiday Inn Express / McCall</i>
August 9 - 11	IPAA Summer Conference <i>Boise Centre / Boise</i>

Dates to Remember

August 15 - 17	IACRC Annual Conference <i>Lynch Center / Salmon</i>
August 22 - 24	IACA Annual Conference <i>Silver Mountain Resort / Kellogg</i>
September 25 - 27	2023 IAC Annual Conference <i>Boise Centre / Boise</i>
September 28 - 29	ISACC Annual Conference <i>Riverside Hotel, / Boise</i>
November 9, 15, 28, 29	Fall County Officials Institute Visit IDCounties.org for Details
December 5	2023 IACA Fall Meeting <i>Hilton Garden Inn Downtown / Boise</i>
December 12-14	ISA & IJAA Annual Conference <i>Boise Centre / Boise</i>

PUBLICATIONS

Directory of County Elected Officials

Published biennially, the directory is a valuable tool for anyone 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 an 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 when the legislature is not in session.

IAC Membership Handbook

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

County Focus Magazine

County Focus is a quarterly magazine mailed to all county elected officials and corporate partners. This magazine provides topical policy 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 County Roles & Responsibilities

This manual is meant to serve as a quick reference guide for county officials. The manual clarifies the positions and duties of each county elected official with coordinating statutory and state constitution references. It provides a detailed description of the varying roles and responsibilities of each county official providing clarity that allows county officials to work together more efficiently.

IAC WEBSITE

For information at your fingertips, try the Idaho Association of Counties website at idcounties.org. The IAC website is divided into several sections that are accessible at the top of the screen under the menu bar options. There is also a site map located at the bottom of every page. This navigation tool lists all of the options available under each menu bar header. Additionally there is a search bar in the top right-hand corner that allows for convenient keyword searches. 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.

Other points 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 and a link to [Local Transparent Idaho](#).

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.

Programs & Services

This section provides a brief overview of the various programs and services IAC offers including the IAC Unemployment Fund, Public Surplus Program, and our various litigation funds, just to name a few.

ICRMP - YOUR INSURANCE & RISK MANAGEMENT PROGRAM



Member Owned, Member Driven

In 1985, Idaho public entities were in the middle of an insurance market meltdown. Due to rapidly increasing claim costs, commercial insurance carriers either stopped offering insurance to public entities or increased premiums beyond affordability. Faced with this crisis and knowing that access to affordable insurance was essential, Idaho counties decided to pool their resources and form their own insurance company. The Idaho Counties Risk Management Program (ICRMP) was born. An organization whose sole purpose was to provide its members with a stable source of insurance and risk management. Based on the concepts of ownership and pooling together, ICRMP has experienced tremendous success and has grown to 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.

In addition to providing comprehensive insurance coverage, ICRMP has a resolute 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 webinars, on demand training videos, and sample forms and policies to help your entity stay current with best practices. ICRMP proudly sponsors risk management training

in conjunction with the IAC Annual and Midwinter Legislative Conferences.

The insurance coverages ICRMP offers are driven 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

Liability

- Auto Liability
- Chemical Spraying
- Cyber Liability
- Employee Benefits
- Employment Practices
- General Liability
- Law Enforcement & Jails
- Errors & Omissions
- Sexual Molestation
- Special Events
- Airports & Airstrips

We are here for you when you need us.

www.icrmp.org

intake@icrmp.org

208.336.3100

GEMPLAN BACKGROUND & STRUCTURE

About GemPlan

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

As of January 1, 2023, twenty-eight member counties have joined GemPlan with approximately 8,215 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 twelfth 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
Kathy Ackerman, Idaho County	District 2
Joe Iveson, Adams County	District 3
Jared Orton, Minidoka County	District 4
Bryce Somsen, Caribou 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
- Cobra Administration
- 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



Your Self-funded Healthcare Plan

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.

Capital Crimes Defense Fund

The Capital Crimes Defense Fund (CCDF) is meant to ease the burden of the cost of trials for death penalty cases. The CCDF was 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. This program is scheduled for repeal in 2025 due to recent changes to public defense administration.

Natural Resource & Policy Litigation Fund

The [Natural Resource Litigation Fund](#) (NRLF) assists counties in litigating natural resource issues. Based on established criteria, an oversight committee reviews and determines the propriety of using the NRLF. Costs related to expert witnesses, outside appraisals, additional legal services, and court preparation costs may be eligible for the usage of the funds.

Valuation Litigation Fund

IAC's membership voted to establish the [Valuation Litigation Fund](#) (VLF) to assist counties in defending industrial litigation cases. An oversight committee establishes criteria, reviews, and determines the propriety of using the VLF. 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.

Public Lands Trust

The IAC Public Lands Trust provides a source of funds to support IAC and its membership in the National Association of Counties (NACo), Western Interstate Region (WIR), 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 a percentage of the payment in lieu of taxes (PILT) that a county receives from the federal government.

Public Surplus Program

IAC partners with Public Surplus, the largest government auctions service in the country, to provide large discounts to our county members when doing online auctions. [Click here](#) to register your county for Public Surplus through IAC.

IAC Mentoring Program

This program offers the opportunity to develop a mentoring relationship between experienced county elected officials (mentors) and newly elected officials (mentees). The program is available for active IAC members.

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.

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. 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>	2006	Duane Smith, <i>Minidoka County Clerk</i>
1990	Mary Kautz, <i>Washington County Clerk</i>	2007	Jim McNall, <i>ICRMP Loss Control Coordinator</i>
1991	Don Ponozzo, <i>Clearwater County Commissioner</i>	2008	Teresa Wolf, <i>Nez Perce County Indigent Director</i>
1992	Jim Siddoway, <i>Fremont County Commissioner</i>	2009	J.R. VanTassel, <i>Nez Perce County Commissioner</i>
1993	Judi Danielson, <i>State Representative, District 8</i>	2010	John "Jack" Nelson, <i>Latah County Commissioner</i>
1994	Jean Esplin, <i>Bingham County Clerk</i>	2011	William "Bill" Thompson, <i>Latah County Prosecutor</i>
1995	Anthony J. Poinelli, <i>IAC Deputy Director</i>	2012	Mary Childers, <i>Jerome County Treasurer</i>
1996	Lila Jordan, <i>Bonneville County Treasurer</i>	2013	Patti Bolen, <i>Valley County Sheriff</i>
1997	Caroline Meline, <i>Bannock County Commissioner</i>	2014	Abbie Mace, <i>Fremont County Clerk</i>
1998	Jack Buell, <i>Benewah County Commissioner</i>	2015	Gordon Cruickshank, <i>Valley County Commissioner</i>
1999	Arnold Howard, <i>Former Payette Co. Commissioner</i>	2016	Marc Shigeta, <i>Payette County Commissioner</i>
2000	Theodore Argyle, <i>Ada County Deputy Prosecutor</i>	2017	Gene Kuehn, <i>Canyon County Assessor</i>
2001	Jerry Mason, <i>Attorney</i>	2018	Tom Katsilometes, <i>Idaho State Tax Commissioner</i>
2002	Roger Simmons, <i>Ada County Commissioner</i>	2019	Dave McGraw, <i>Latah County Commissioner</i>
2003	George Enneking, <i>Idaho County Commissioner</i>	2020	Alan Dornfest, <i>ISTC P.T. Policy Bureau Chief</i>
2004	Daniel G. Chadwick, <i>IAC Executive Director</i>	2021	Kathy Ackerman, <i>Idaho County Clerk</i>
2005	Sherry Krulitz, <i>Shoshone County Commissioner</i>	2022	Keisha Oxendine, <i>First District Magistrate Judge</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:

1993 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

1994 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

1995 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

1996 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

1997 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

1998 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

1999 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

2000 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

2001 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

2002 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 Reynalds, 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 Hintze, 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
- 2020** Linda Jones, Lincoln County Assessor
 Joe Larsen, Cassia County Clerk
 Dan Dinning, Boundary County Commissioner
 Sid Brown, former Madison County Prosecutor
 Craig Rowland, Bingham County Sheriff
 Ellen Masterson, Shoshone County Treasurer
- 2021** Dwight Davis, Cassia County Assessor
 Phil McGrane, Ada County Clerk
 Skip Brandt, Idaho County Commissioner
 Vic Pearson, Franklin County Prosecutor
 Tracie Lloyd, Canyon County Treasurer
- 2022** Carrie May, Clark County Assessor
 Kim Muir, Madison County Clerk
 Vaughn Rasmussen, Bear Lake Commissioner
 Lucky Bourn, Minidoka County Coroner
 Keisha Oxendine, Shoshone County Prosecutor
 Richard Skiles, Latah County Sheriff
 Mark Hansen, Bonneville County Treasurer



PRESIDENTS & 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 & ANNUAL CONFERENCES

YEAR	PRESIDENT	OFFICE	COUNTY	CONF. LOCATION
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	Virtual
2020-21	Kathy Ackerman	Clerk	Idaho	Boise
2021-22	Chris Goetz	Sheriff	Clearwater	Boise
2022-23	Dotti Owens	Coroner	Ada	Boise
2022-23	Vic Pearson	Prosecutor	Franklin	Boise





OUR VISION

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



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 1st. 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 five 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 may have 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 a bill you 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

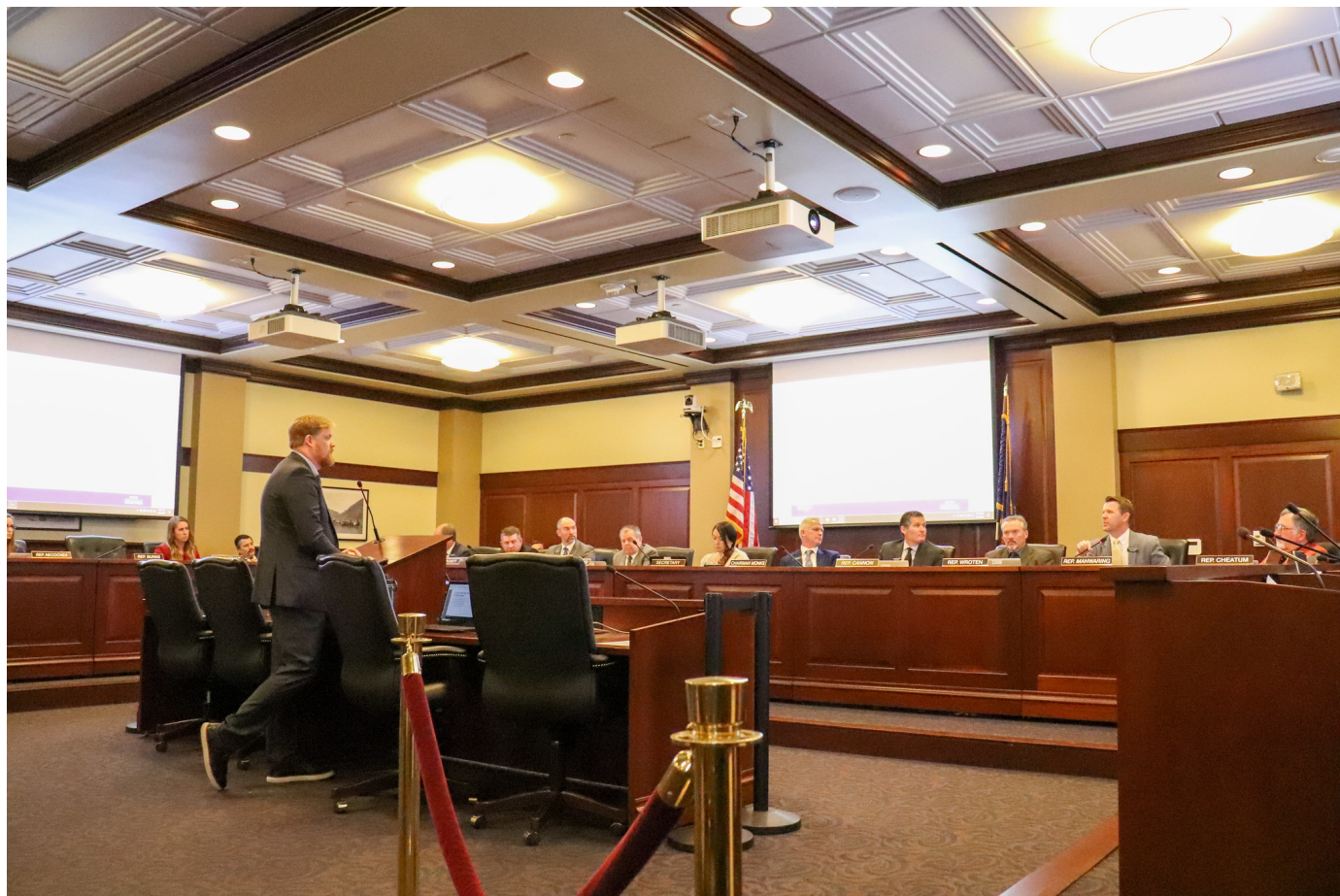
Avoid attacking legislators if they do not agree with your position. This is especially important when it comes to the press. Publicly attacking legislators is rarely an effective way to communicate with them.

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. 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.





OUR 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.



AND SO MUCH MORE...

- Frequently Used Acronyms & Abbreviations
- 7 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)	IJAA	Idaho Jail Administrators Association
ARPA	American Rescue Plan Act	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	ISTC	Idaho State Tax Commission
CAT	Catastrophic Health Care Cost Program	ITD	Idaho Transportation Department
CEO	County Elected Official	JFAC	Joint Finance and Appropriations Committee
CDBG	Community Development Block Grant	Jud & Rules	Judiciary and Rules Committee
CES	Cooperative Extension Service	LATCF	Local Assistance & Tribal Consistency Fund
CWA	Clean Water Act	LHTAC	Local Highway Technical Assistance Council
DEQ	Department of Environmental Quality	LID	Local Improvement District
DHW	Department of Health and Welfare	LSO	Legislative Services Office
DJC	Department of Juvenile Corrections	MOU	Memorandum of Understanding
DOA	Department of Agriculture	NACo	National Association of Counties
DOC	Department of Correction	NACo FSC	Nat'l Assoc. of County Financial Service Center
DOE	Department of Energy	NACRC	National Association of County Recorders, Election Officials and Clerks
DOI	Department of Interior	NACCTFO	National Association of County Collectors, Treasurers and Finance Officers
DOL	Department of Labor	NCD	National Council on Disability
DOT	Department of Transportation	NEPA	National Environmental Policy Act
DFM	Division of Financial Management	NFMA	National Forest Management Act
EMS	Emergency Medical Service	NHS	National Highway System
EMT	Emergency Medical Technician	NMFS	National Marine Fisheries Service
EOC	Emergency Operations Center	NRCS	National Resources Conservation Service
EPA	Environmental Protection Agency	NRDC	National Rural Development Council
ESA	Endangered Species Act	NVRA	National Voter Registration Act
FILT	Fee in Lieu of Taxes	OEMR	Governor's Office of Environment and Minerals
FLPMA	Federal Land Policy Management Act	OSHA	Occupational Safety and Health Act
FLSA	Fair Labor Standards Act	PERSI	Public Employees Retirement System of Idaho
FMLA	Family Medical Leave Act	PILT	Payment in Lieu of Taxes
FOIA	Freedom of Information Act	PIO	Public Information Officer
FY	Fiscal Year	PRIA	Property Records Industry Association
GA	General Assistance	POST	Police Officer Standards and Training
GIS	Geographic Information System	RAA	Revenue Allocation Area
HAVA	Help America Vote Act	Rev & Tax	House Revenue and Taxation Committee
IAAO	International Association of Assessing Officers	RFP	Request for Proposals
IACA	Idaho Association of County Assessors	SRDC	State Rural Development Council
IACC	Idaho Assoc. of Commissioners and Clerks	SRS	Secure Rural Schools
IACI	Idaho Association of Commerce and Industry	TY	Tax Year
IACJJA	Idaho Association of County Juvenile Justice Administrators	UC	Unemployment Compensation
IACMPA	Idaho Association of Counties Misdemeanor Probation Administrators	URA	Urban Renewal Agency
IACRC	Idaho Assoc. of County Recorders and Clerks	URD	Urban Renewal District
IACT	Idaho Association of County Treasurers	USCIS	U.S. Citizenship and Immigration Service
IAHD	Idaho Association of Highway Districts	USDA	United States Department of Agriculture
IBAB	Idaho Broadband Advisory Board	USFS	United States Forest Service
ICF	Idaho Community Foundation	WIR	Western Interstate Region
ICRMP	Idaho Counties Risk Management Program	WOTUS	Waters of the United States

7 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 and networking opportunities at conferences and district meetings, through webinars, and through affiliate associations.

In no particular order, here are seven ways to get more involved in the association:

1. Read *The County Connection* & *County Focus*

The County Connection is IAC's emailed biweekly newsletter. The *County Focus* magazine is mailed to elected officials and our corporate partners quarterly. Both publications contain articles from IAC staff, affiliate associations, the National Association of Counties (NACo), Corporate Partners, 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 four steering committees. If you are interested in becoming involved in one of IAC's committees, contact an IAC 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

IAC Conferences provide opportunities for networking with your fellow county elected officials. The Midwinter Legislative Conference occurs each February in Boise and the Annual Conference occurs in September in Boise. IAC also offers regional training in the spring and fall through the County Officials Institute.

5. Participate in a Webinar

IAC offers a variety of webinars throughout the year on various topics of interest to counties. These webinars are an excellent way to get involved without leaving the county.

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.

7. Run for District Leadership

IAC divides the state into six districts. Each district elects leadership to help carry out the business of the district. County officials in each district generally meet quarterly and offer regional opportunities for networking and collaboration.



OUR PURPOSE

IAC was designed and incorporated by county elected officials to provide services, research, uniformity, and coordination among member counties, in order for county elected officials to serve their constituents better.



APPENDIX

- IAC Legislative Resolution Guidelines
- IAC Legislative Resolution Example
- IAC Legislative Resolution Template

IAC LEGISLATIVE RESOLUTION GUIDELINES

Legislative resolutions are proposals that express the opinion of IAC in support of a state law change for which legislation is necessary. To be incorporated in the IAC Legislative Package, legislative resolutions (using the form on page 2) must be submitted electronically to the IAC office no later than September 1 of each year and meet the following criteria:

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

All proposed legislative resolutions must include the following information:

1. List the county offices and/or departments affected;
2. List the Idaho statutes affected;
3. Clearly state the arguments supporting the resolution including relevant background information;
4. State the fiscal impact of the resolution on counties;
5. Identify the sponsor;
6. List other stakeholders who will be affected by the resolution and the nature of the impact.

All legislative resolutions received electronically by the IAC office before September 1 shall be assigned a resolution number based on the order of submission and shall be placed on the agendas of the assigned standing or steering committees.

The sponsor, or their designee, shall present the resolution to the assigned steering committee. The assigned steering committee shall evaluate the resolution and submit its recommendation to the IAC Legislative Committee for final recommendation to the membership. Legislative resolutions that fail to meet the criteria listed above will not be considered by the IAC Legislative Committee.

IAC RESOLUTION EXAMPLE

IAC Legislative Resolution

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, etc; 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 LEGISLATIVE RESOLUTION TEMPLATE

2024 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.

TITLE:

SPONSOR:

STATUTES AFFECTED:

COUNTY OFFICES AFFECTED: (Must affect at least 2):

COUNTIES AFFECTED: (Must affect at least 2):

EXPLAIN ISSUE/PROBLEM:

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.

ARGUMENTS & ENTITIES AGAINST: List potential arguments and entities against your proposed policy.

FEASIBILITY: What is the likelihood of passage.

OTHER STAKEHOLDERS AFFECTED & NATURE OF IMPACT:

FISCAL IMPACT: Include whether there will be a fiscal impact on the state or any local governments; the size of the fiscal impact; and whether there will be any cost-shifting.