

# 2024-2026 IAC COUNTY OFFICIALS INSTITUTE COURSE CATALOG







# ABOUT COUNTY OFFICIALS INSTITUTE

## What is the County Officials Institute (COI)?

The County Officials Institute (COI) is a training program designed to provide the skills and knowledge to be an effective leader in county government. County elected officials and county staff are welcome to participate in the program.

## Why do I want to sign up for the County Officials Institute (COI)?

In addition to receiving valuable education and tools for you to be a better public servant, all graduates will receive a certificate upon completion, a lapel pin, and will be recognized with a name badge ribbon at all IAC conferences. For those that graduate from our Advanced COI, you will receive an exclusive challenge coin. Oh and did we mention bragging rights?

## How do I earn a County Officials Institute (COI) Certificate?

All participants must complete 18 core courses (18 total credit hours) and 12 credit hours of electives. Commissioners must complete an additional 10 commissioner core courses (10 total credit hours). Commissioner core courses may count for electives for all other elected officials. To receive your Advanced COI Certificate, participants must complete an additional 35 credit hours. The additional hours can be any credits (core or electives). And yes, you can take classes multiple times!

## How much does it cost to participate in the County Officials Institute (COI)?

COI courses are offered throughout the year at the Fall and Spring COIs, IAC Midwinter Legislative Conference, IACC Annual Conference, IAC Annual Conference, Idaho State Tax Commission Trainings and as webinars. The in-person events have a registration cost but there is no additional cost to enroll in COI.

## I'm in! How do I enroll in the County Officials Institute (COI)?

All participants that register for the Fall or Spring COI are automatically enrolled in the program. Participants are responsible for signing the attendance sheet at in-person courses. IAC will track progress of all participants.

## Questions?

If you have any questions about COI, please contact Kristin Cundiff at [kcundiff@idcounties.org](mailto:kcundiff@idcounties.org) or 208.514.0403.



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# COURSES AT A GLANCE

## Required Core Curriculum - 18 Required Credit Hours

All COI participants are required to complete the following core courses. The pages following include detailed descriptions for all courses.

Course Title	Event	Date	Credits	Completed
Organization and Structure of County Government in Idaho			1.00	
Organization and Structure of State and Local Government in Idaho			1.00	
County Lawmaking: Ordinances and Resolutions			1.00	
Idaho Legislative Process			1.00	
Roles and Responsibilities of County Officials			1.00	
The Prosecuting Attorney: Legal Advisor to County Officials			1.00	
County Government Budget Process			1.00	
County Property Tax Budgeting			1.00	
Financial Accountability and Transparency			1.00	
Ethics in Government			1.00	
Idaho Open Meeting Law			1.00	
Idaho Public Records Act			1.00	
County Records Retention			1.00	
Local Government Bidding and Procurement			1.00	
Local Government Personnel Management			1.00	
Local Government Liability Protection and Risk Management			1.00	
Workers Compensation Risk Management			1.00	
Getting to Know IAC			1.00	
<b>TOTAL CREDIT HOURS</b>			<b>18.00</b>	

## Required Commissioner Core Curriculum - 10 Required Credit Hours

In addition to the required core curriculum listed above, commissioners are also required to complete the following core courses. The pages following include detailed descriptions for all courses.

Course Title	Event	Date	Credits	Completed
Introduction to Planning and Zoning			1.00	
County Comprehensive Planning			1.00	
County Zoning			1.00	
Planning and Zoning Decision Making and Hearing Procedures			1.00	
Area of Impact Planning			1.00	
Natural Resource Planning and Federal Land Management			1.00	
Introduction to Property Tax Administration			1.00	
Property Appraisal and Taxation			1.00	
Board of Equalization Procedures			2.00	
<b>TOTAL CREDIT HOURS</b>			<b>10.00</b>	



# REQUIRED CORE CURRICULUM

## ■ Organization and Structure of County Government in Idaho

This session explores the history of Idaho’s counties, including the constitutional and statutory basis for counties. Participants will gain an understanding of the authority that has been granted to counties.

## ■ Organization and Structure of State and Local Government in Idaho

This course provides an overview of local government structure in Idaho as well as the organization and structure of the state government in Idaho. Participants will learn the basic roles and responsibilities of the state, cities, counties, and special purpose districts in Idaho. The session will also explore the relationships among the state and local governments.

## ■ County Lawmaking: Ordinances and Resolutions

Participants in this session will learn the difference between an ordinance and a resolution and the distinctions between county laws (ordinances) and county policies (resolutions). The course will also highlight the basics of drafting ordinances and resolutions and situations in which they should be used.

## ■ Idaho Legislative Process

Idaho’s legislative process is important to all county elected officials. This session will explain the technical process of how a bill becomes a law and provide tips and insights from individuals who have experienced the process.

## ■ Roles and Responsibilities of County Officials

This course will explore the roles and responsibilities of each elected position in the county and the importance of the relationship between the offices.

## ■ The Prosecuting Attorney: Legal Advisor to County Officials

During this session, participants will learn about the county prosecuting attorney’s responsibilities as legal advisor to the county and county officials.

## ■ County Government Budget Process

In this session, attendees will learn the nuts and bolts of the county budget, including a basic understanding of the budgeting process, revenue sources available to counties, an overview of property taxes, and expenses.

## ■ County Property Tax Budgeting

In this session, attendees will learn the basics of property tax budgeting and levy certification.

## ■ Financial Accountability and Transparency

In this session, attendees will learn about legal requirements for financial reporting, auditing county funds, financial checks and balances, and financial transparency.

## ■ Ethics in Government

This session will focus on the three primary statutes governing ethics in government: the Bribery and Corrupt Influence Act, the Prohibition Against Contracts with Officers Act, and the Ethics in Government Act. Attendees will participate in hypothetical scenarios to learn how and when they might encounter ethical “gray areas.”

## ■ Idaho Open Meeting Law

In 1974, the Idaho State Legislature enacted the Idaho Open Meeting Law. It was designed to ensure transparency throughout governmental entities in Idaho. This session will review the law and provide answers to frequently asked questions on this topic.

## ■ Idaho Public Records Act

The Idaho Public Records Law is intended to provide transparency to the public by allowing access to the records of public entities. This session will provide direction to attendees on what records are classified as public, exceptions to the law, and the responsibilities counties have to provide public records.



# REQUIRED CORE CURRICULUM

## County Records Retention

Idaho law requires counties to retain public records for specific time periods. This session will cover the minimum requirements of the county records retention law and best practices in managing county records.

## Local Government Bidding and Procurement

This course will provide a basic overview of the procurement laws in Idaho, recommended procedures and protocols, and resources for counties related to bidding and procurement.

## Local Government Personnel Management

This course will be taught by Idaho Counties Risk Management Program (ICRMP). During the course, participants will receive an overview of state and federal laws that affect personnel management in Idaho. We will discuss how these laws can interact with hiring, performance management, and terminations.

## Local Government Liability Protection and Risk Management

Public entities and elected officials are subject to a wide variety of liability exposures. In this session, you will hear from Idaho Counties Risk Management Program (ICRMP) on insurance coverages and risk management resources they provide to help reduce your risks.

## Workers Compensation Risk Management

Local governments in Idaho are subject to state and federal workers compensation laws. In this session, you will hear from the State Insurance Fund on workers compensation coverages, resources to reduce workers compensation claims, and how to generally reduce your risks.

## Getting to Know IAC

In this interactive workshop, learn more about the programs and services IAC has to offer, meet the IAC staff, and discuss the future of IAC.



# COMMISSIONER REQUIRED CURRICULUM

## Introduction to Planning and Zoning

This course will focus on the basic elements of planning and zoning based on the Local Land Use Planning Act (LLUPA).

## County Comprehensive Planning

This course will focus on the core requirements of the county comprehensive plan, including county demographics, county land uses, county official planning roles and responsibilities, the planning and zoning commission, and the county planning process.

## County Zoning

This session will focus on county zoning authorities, including basics of zoning, zoning ordinances, subdivision ordinances, conditional use, variances, and moratoriums based on LLUPA.

## Planning and Zoning Decision Making and Hearing Procedures

This session will focus on statutory planning and zoning hearing procedures, decision-making, legal issues affecting land use planning and zoning, and the appeals process.

## Area of Impact Planning

Intergovernmental coordination is a key component of successful comprehensive planning. This session will focus on the legal requirements of a county's area of impact ordinance, the roles and responsibilities of county and city officials in area of impact planning, and the need to plan for reasonable growth and development.

# COMMISSIONER REQUIRED CURRICULUM

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## ■ Natural Resource Planning and Federal Land Management

Natural resource planning is an important and often overlooked component of county land use planning. This session will focus on analyzing your county's natural resources (water, minerals, agricultural, forest, and other land uses) and federal and state lands located within your county and developing a plan for the use of those resources in your county.

## ■ Introduction to Property Tax Administration

This session will focus on the property taxation process from tax burdens to property tax principles. Participants will learn about property taxes on a local and national level.

## ■ Property Tax Appraisal and Taxation

This session will focus on the property taxation process, from the history of property taxes in Idaho to the roles and responsibilities of the county.

## ■ Board of Equalization Procedures

This session will focus on the role of the board of county commissioners, county assessor, and county prosecuting attorney in the board of equalization process, including basic appraisal practices, property tax exemption, equalization of values, and the appeals process.

# POTENTIAL ELECTIVES

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## ■ Emergency Management in the County

Emergency managers organize and manage resources for dealing with emergencies in the county. This course will give real-life examples of emergencies and how an emergency can affect all of the county offices.

## ■ Investments for Counties

In this session, participants will learn the options for investing county funds. The session will also look at investment policies and the laws that govern investing at the county level.

## ■ Idaho Legislative Committee Process

This session will provide a look at the Idaho legislative committee process including committee procedures, how to testify before a committee, and how to effectively work with your legislator. As part of this elective you will be required to attend an in person legislative committee meeting.

## ■ Retirement for Counties

Are you prepared for retirement? Do you know what you should be doing and how to go about it? This interactive session will get participants on the right track to retirement so they can enjoy the next chapter in life.

## ■ You've Been in Office One Month Now What?

This question and answer session will provide a chance to catch up with your fellow newly elected officials, as well as some seasoned veterans, and learn from each other.

## ■ Crisis Communications

Is your county ready to face a crisis? Floods, fires, pandemics...what will your county be up against next? This session will provide tips and tricks to be prepared for communicating in a crisis.

## ■ Current Liability Issues

This course, offered at the Idaho Association of Commissioners and Clerks Conference, will introduce the current liability hot spots in Idaho and what counties can do to avoid them.

## ■ Communications and Public Speaking

As an elected official, you will often find yourself in the spotlight. Learn how to improve your public speaking and communication skills with just a few simple tricks.