



Public Administration Toolkit

Introductions

Presenters

Treasurer's Office

- Tiffany Saens
- Tom Netane

Coroner's Office

- Dawson Finger

Learning Objectives



**Public
Administration
overview**

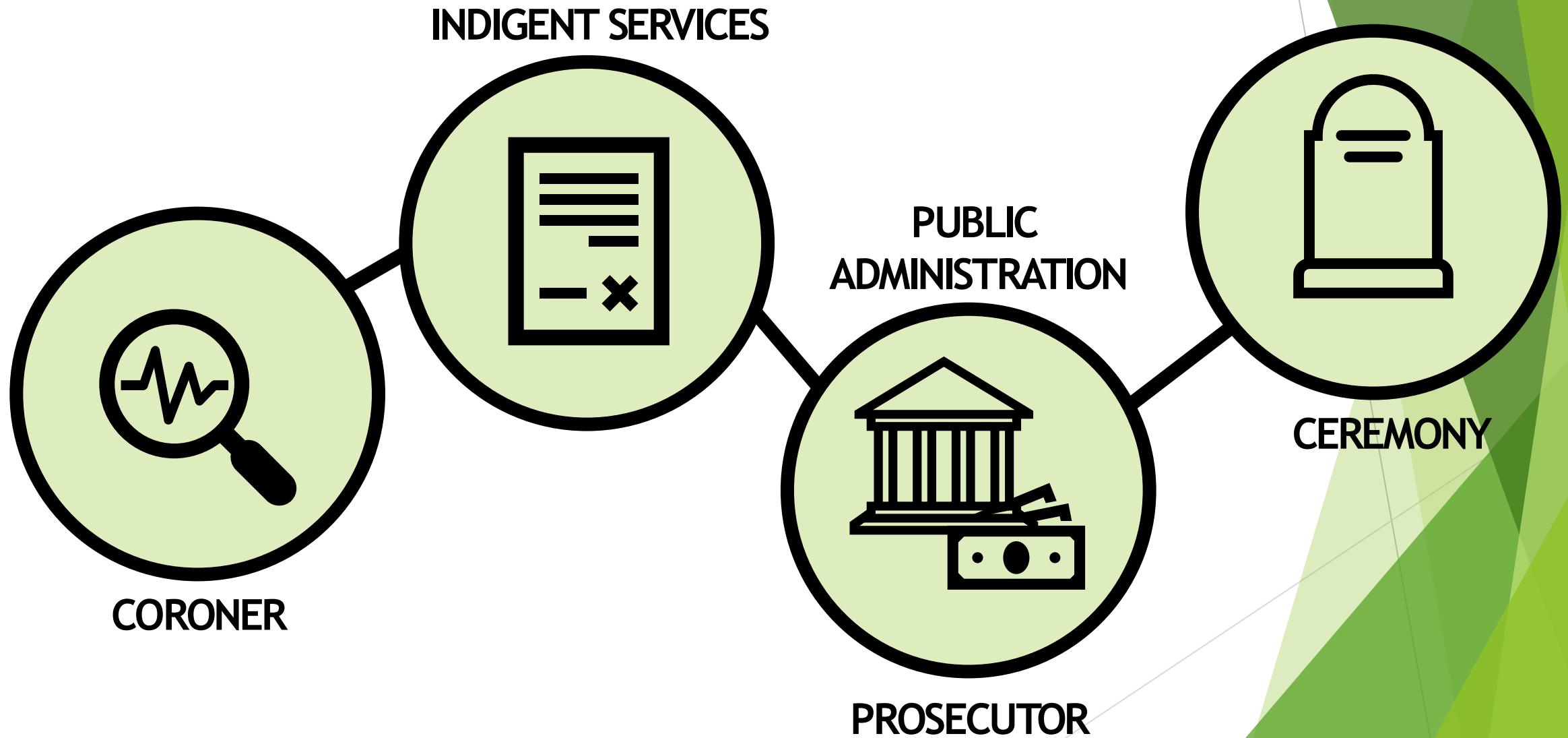


**County-wide
collaboration**

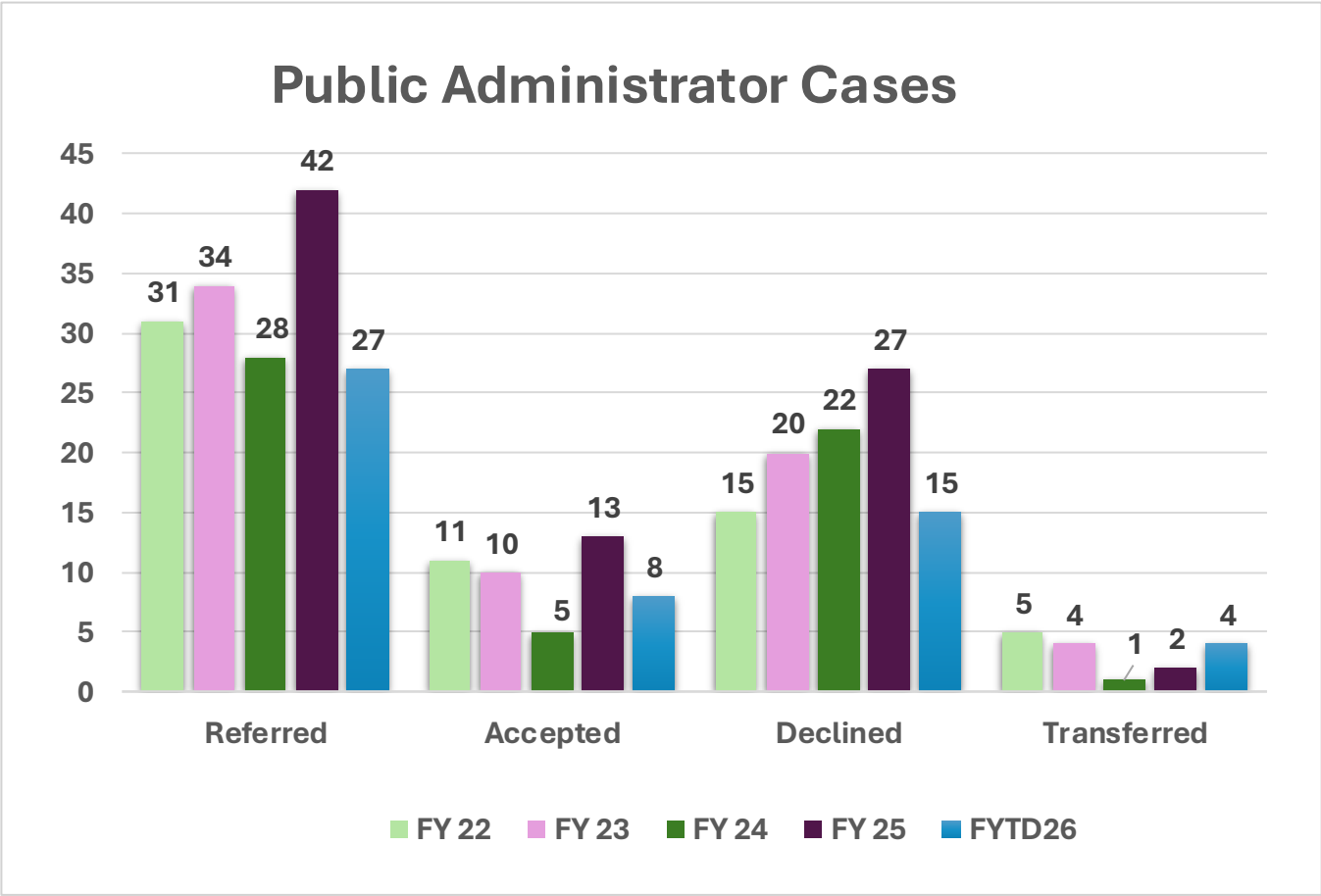
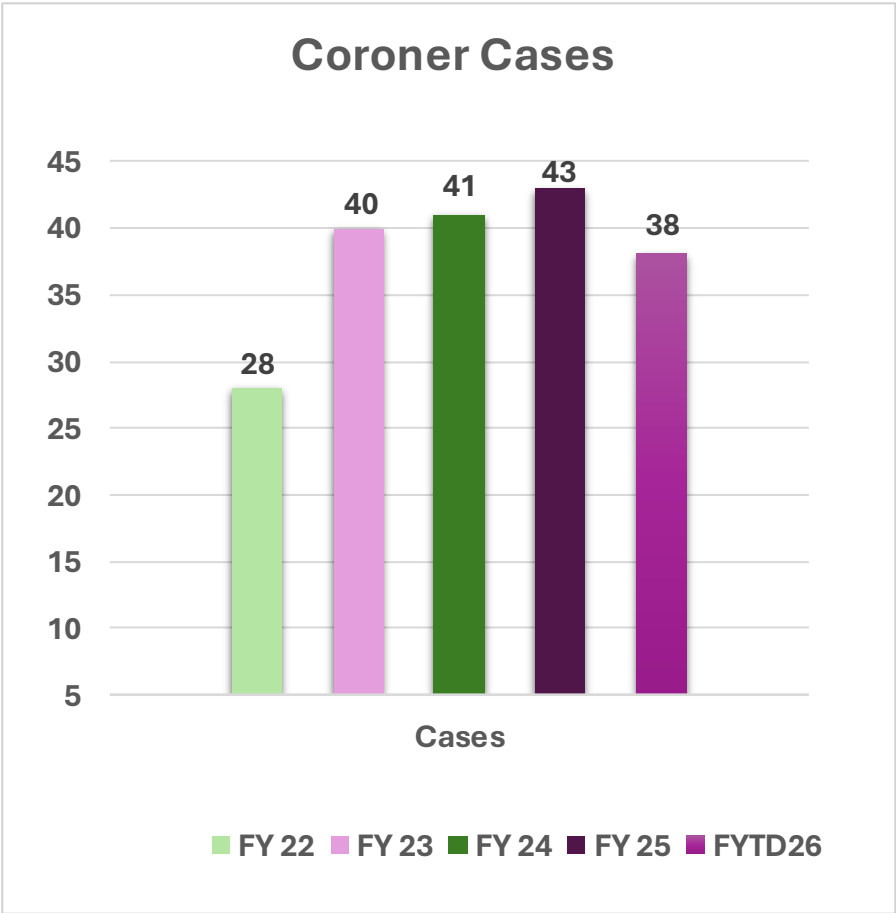


**Timeline and
responsibilities**

Overview

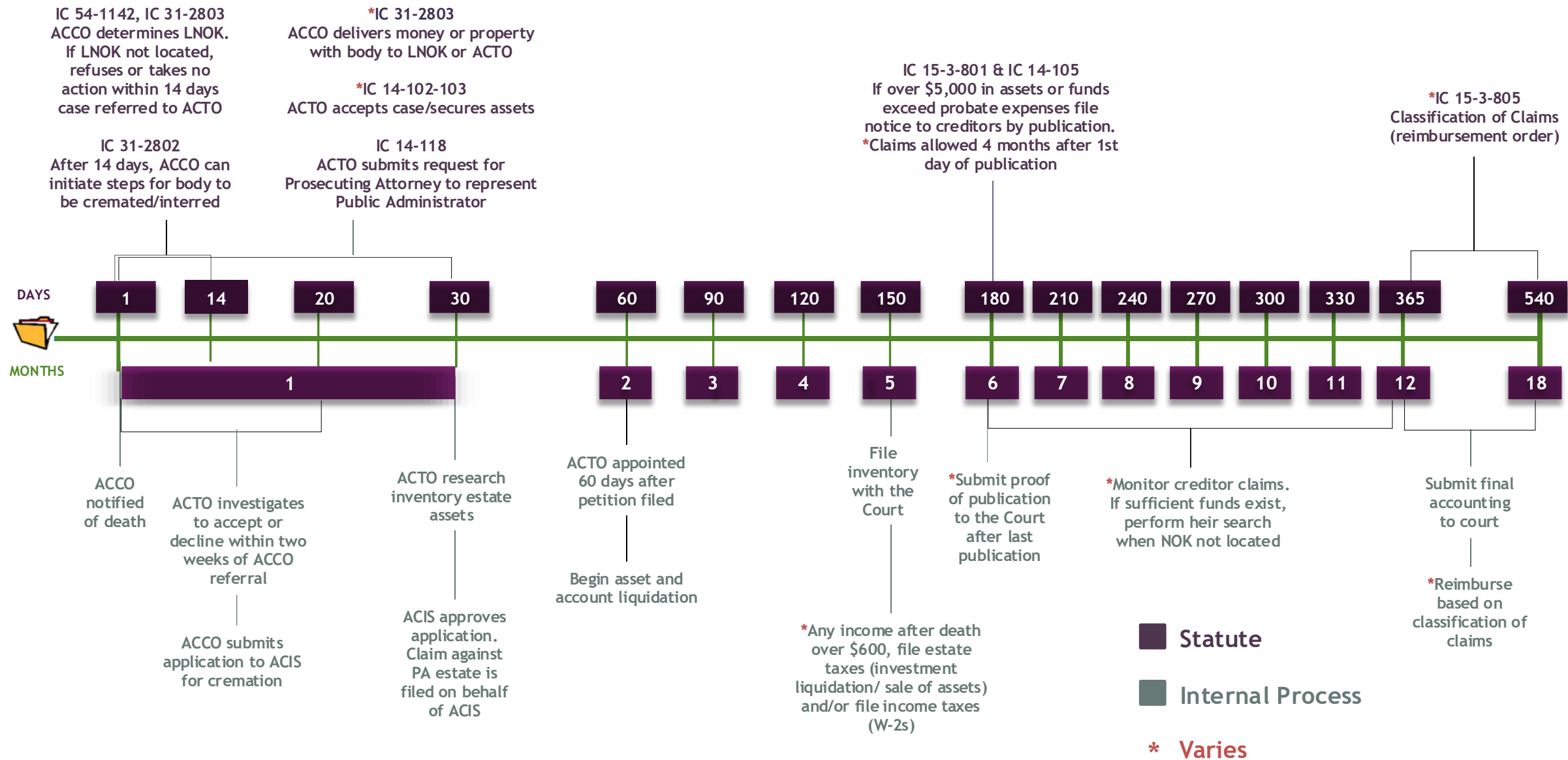


Case Statistics



The presented data and statistics are based on jurisdictional coroner cases and reflect the activity of the Ada County Coroner’s Office and the Ada County Treasurer’s Office. The Coroner’s data presented is retrieved through their report writing system (MDILog) and is subject to change. This reported data may differ from previous reports due to differences in search criteria and case closures.

Public Administration Timeline



Next of Kin Notification

 Identify and notify legal next of kin



Utilize resources

- Residence/Electronic devices
- Informant of death
- Databases
- Wills and/or DPOA-HC

 Seal and secure property

- Residence
- Vehicle



I.C. § 54-1142



This property has been
SEALED
by the Ada County Coroner
Richard D. Riffle

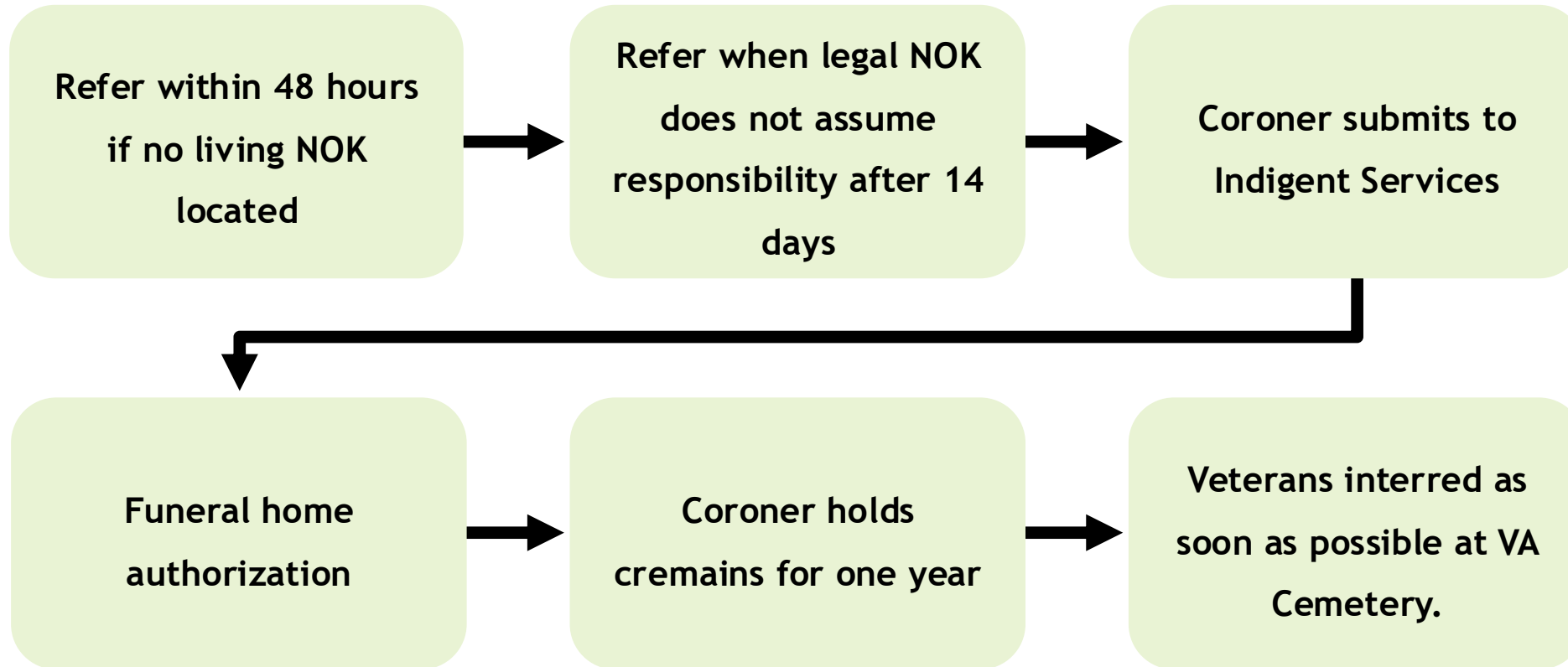
Deputy Coroner

Date

by order of the Ada County Treasurer, *ex officio* Public Administrator. Pursuant to Idaho Code §§ 14-107 and 108, interfering with the Public Administrator's lawful authority to control such property may result in legal action.

For Information, please call: (208)287-5556

Case Referral and Cremation



Indigent Services

Process Cremation Assistance Application



Coroner submits application to funeral home



Indigent Services pays funeral home invoice



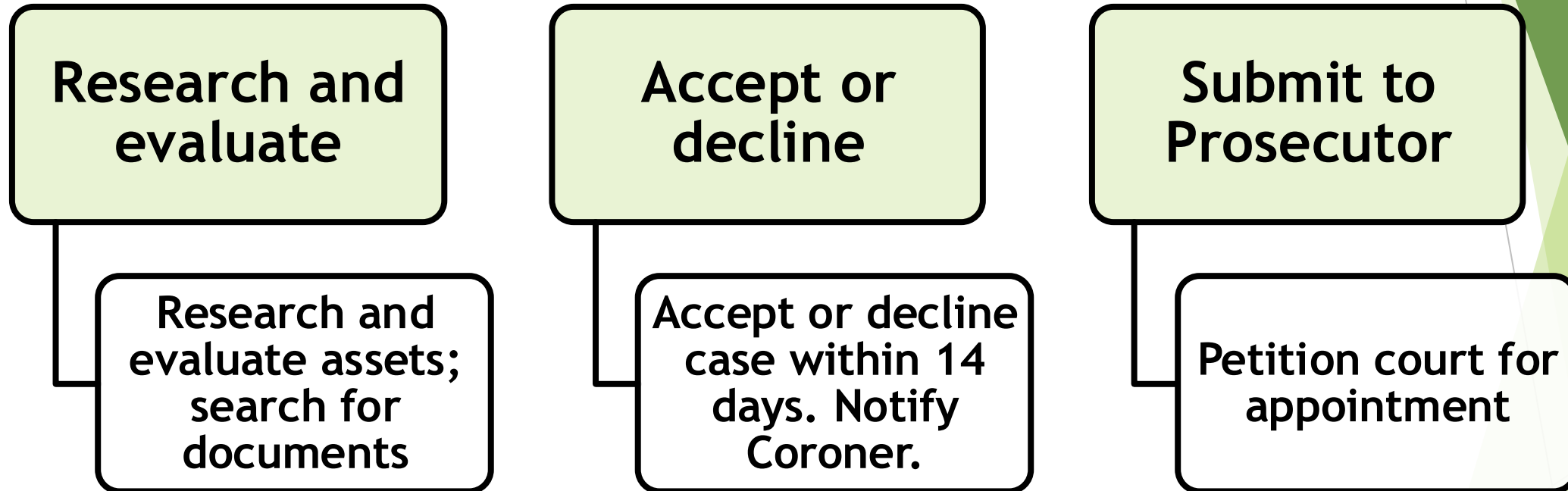
A claim is filed against estate for reimbursement



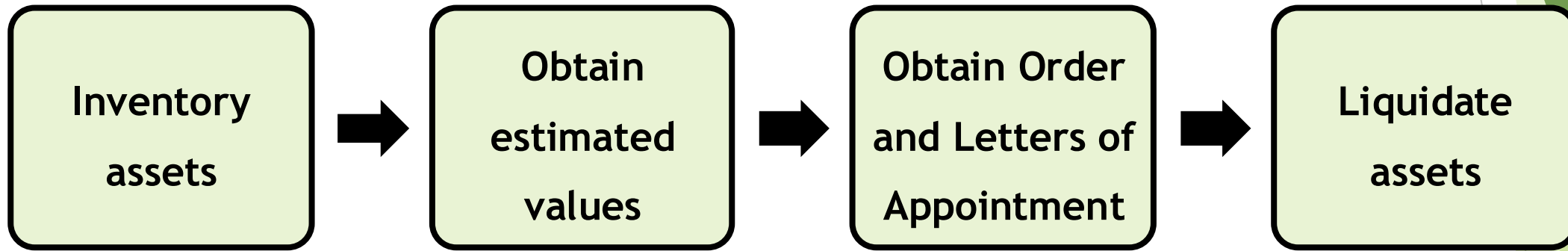
I.C. § 31-3412



Case Evaluation



Inventory and Liquidation



Publication

Estate value exceeds \$5,000

- Notice to Creditors to file claim
- Publish for three consecutive weeks
- Claims barred after four months



Court Pleadings: Notice to Creditors, Notice to Creditors by Publication
I.C. §14-105, § 15-3-801

Income Taxes

Federal and state taxes filed if:

- Decedent worked prior to death
- Estate earns income over \$600.00 after death due to earned interest/dividends

Examples:

- Stocks/Bonds
- Savings Account Interest
- CDs

Final Accounting and Closing

- Track time and mileage for estate
- Prepare report of deposits and payments
- Prosecutor files with the Court
- Disburse funds
- Pay excess funds to heirs or remit to the State as unclaimed property
- Close case



Court Pleadings: Final Accounting, Schedule of Distribution, Closing Order/Hearing
I.C. §14-120, §15-3-805, §14-113

Returns by Public Administrator

The Public Administrator submits a bi-annual court report including:

All estates that have been referred to them

Estimated value of each estate

Monies collected and spent/disbursed

Public Administrator fees and expenses

Balance remaining for each estate



Remembered with Compassion

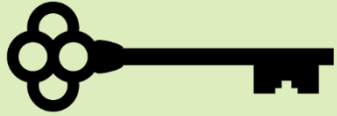


County Crypt

New Ossuary



Thank you!



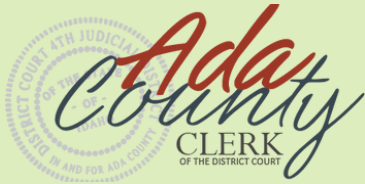
Ada County Treasurer's Office

Phone: 208-287-6800



Ada County Coroner's Office

Phone: 208-287-5556



Ada County Indigent Services

Phone: 208-287-7960

Other Statutes to consider:

15-3-715(11) *"Abandon property when, in the opinion of the personal representative, it is valueless, or is so encumbered, or is in condition that it is of no benefit to the estate..."*

31-2117 and 2118 *" DISPOSAL OF MONEY OR PROPERTY FOUND ON DEAD BODY... MONEY FOUND ON DEAD BODIES – DEMAND BY LEGAL REPRESENTATIVES."*

31-871(2A) *Since it is not clearly defined by statute, we retain records for 10 years in our electronic database. We are not required to hold onto personal effect items indefinitely, so donation, liquidation, or disposal is up to your discretion.*

Tiffany Saens
Estate Administration Specialist
208-287-6813

Tsaens@adacounty.id.gov

Tom Netane
Estate Administration Specialist
208-287-6823

Tnetane@adacounty.id.gov