2026 FALL TRAINING

COUNTY OFFICIALS INSTITUTE

November 12 - 13 // Idaho Falls
November 18 - 19 // Coeur d'Alene
December 3 - 4 // Nampa
December 10 - 11 // Twin Falls

DAY 1: COUNTY GOVERNMENT 101

Breaks and refreshments will be provided throughout the day. Lunch will be served at 12:00 pm.

7:00 am Registration

8:00 am Welcome & Introductions

Getting to Know IAC & COI (1.0 COI Core)

This interactive workshop is your inside look at IAC. Meet the staff who support you year-round, learn about the programs and services available to you, and help shape where IAC goes next. You'll also get a first look at our premier training program, the County Officials Institute (COI), and see what it can do for you.

Federalism, States Rights, & County Governance: Peeling Back the Layers of Responsibility in Delivering County Services (1.0 COI Core)

This session will provide an overview of the constitutional basis for counties in Idaho; including structure, offices, and finances; the relationship between counties and the state; and the interaction of county offices and departments

The Board of County Commissioners – Three Roles, One Purpose (1.0 COI)

The board of county commissioners (BOCC) is uniquely organized as an administrative body, a legislative body, and a quasi judicial body. No other governance structure like this exists in Idaho. This session will explore the three roles of the BOCC to help better understand how the board functions as a body, the responsibilities of the BOCC, and the limits of the BOCC's authority.

The Prosecuting Attorney – Legal Advisor to County Officials (1.0 COI Core)

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

The Roles & Responsibilities of Counties

Property Tax Administration – Assessment, Levy, & Tax Collection (1 COI Core)

County Elected Official Panelists: Assessor, Clerk & Treasurer
Counties are responsible for all aspects of property tax administration in Idaho. This session will explore the various responsibilities county officials have in assessing, budgeting, certifying, and collecting property taxes.

The Idaho Criminal Justice System – Connecting the Pieces (1 COI Elective)

County Elected Officials Panelists: Clerk, Coroner, Prosecutor & Sheriff
Counties manage the criminal justice system for investigation, arrest, prosecution, sentencing, and incarceration. A county's criminal justice responsibilities cover virtually every aspect of county government. This session will provide an overview of the county's role in administering Idaho criminal justice system.

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Emergency Management – When Disaster Hits, Counties are There (1 COI Elective)

County Elected Officials Panelists: Commissioner & Sheriff
Each county is required to have an emergency manager. The emergency manager assists the BOCC in both mitigating against and responding to emergencies. This session provides an overview of the roles and responsibilities of the BOCC and county emergency managers, including what to do when an emergency happens.

Where the Rubber Meets the Road – County Infrastructure, Facilities, and Land Use Planning (1 COI Elective)

County Elected Officials Panelists: Three Commissioners
Counties manage vast and interconnected highway systems, have a courthouse, maintain a jail, collect and dispose of solid waste, and plan for growth and development. This session explores the responsibilities of county commissioners in managing and operating the county's public infrastructure.

Counties Do What? – The Many Aspects of County Government (1 COI Elective)

County Elected Officials Panelists: Assessor, Clerk & Treasurer
Counties provide dozens and dozens of statutorily required services, from administration of decedent property, to conducting elections, to operating the DMV. This session explores the known and sometimes overlooked services provided by county officials.

How Do Counties Do It? – Balancing the County Checkbook (1 COI Elective)

County Clerk
Counties provide a lot of needed services but lacks the revenue to do it all. This session provides an overview of the county budget process, including roles and responsibilities to ensure the county is fiscally sound while providing necessary services.

4:30 pm — **Wrap Up/Final Thoughts**

5:00 pm — **Social & Networking Hour**

Stay for appetizers and drinks, and get to know the peers and IAC staff who have your back — whether you're just starting out or you've been serving for years.

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DAY 2: TRANSPARENCY IN GOVERNMENT

Breaks and refreshments will be provided throughout the day. Lunch will be served at 12:00 pm.

7:00 am Registration

8:00 am Introduction of Government Transparency

Day 2 of IAC's Fall County Officials Institute will focus on government transparency. Throughout the day we will spend time discussing the publics right to examine records and participate in open meetings, conflict of interest and ethics in government, public procurement, civility in the public square, and public sector liability.

Idaho Public Records Act (1.0 COI Core)

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.

Idaho Open Meeting Law (1.0 COI Core)

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.

Ethics in Government (1.0 COI Core)

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."

Purchasing by Public Agencies: Bidding & Procurement (1.0 COI Core)

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.

Civility in Government (1.0 COI Core)

To be effective, county officials must be credible in the public's eye. This session focuses on the basics of public speaking and engagement, civility, conflict management, and making decisions in the public eye.

Liability & Protection for Public Officials (1.0 COI Core)

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.

4:00 pm Wrap Up/Final Questions

4:15 pm Adjournment