

# COMMISSIONERS' MINUTES – DAVIS COUNTY

## WORK SESSION MINUTES

August 20, 2019

The Board of Davis County Commissioners met for a Work Session at 8:45 a.m. on August 20, 2019, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Notice of this meeting was given under the requirements of UCA § 52-4-202.

### ATTENDEES

Davis County Commissioners in attendance were: Chairman Randy B. Elliott; Vice-Chair Lorene Miner Kamalu; and Bob J Stevenson.

Davis County Staff in attendance were: Debra Alexander, Human Resources (HR) Director; Kent Anderson, Community and Economic Development (CED) Director; Chris Sanford, Library Director; Lynette Mills, Deputy Library Director; Shairise Bills, Deputy Clerk/Auditor; Mike Kendall, Civil Deputy Attorney; Curtis Koch, Clerk/Auditor; Brian Hatch, Health Administration Director; and Rebecca Abbott, Records Manager.

There were no members of the public in attendance.

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### AGENDA AS POSTED

8:45 a.m. Discussion regarding the proposed Communication Manager position  
—Debra Alexander, Davis County Human Resources Director

### DISCLAIMER

The meeting was an open dialogue. Critical points in the discussion have only been briefly summarized. The reader may refer to the audio recording and the publicly distributed materials for further clarification of content. Timestamps have been noted in the minutes to aid in locating points of discussion in the audio record.

All documents from this meeting are on file in the Davis County (DC) Clerk/Auditor's office.

The meeting commenced at 8:47 a.m.

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### WORK SESSION DISCUSSION

**Discussion regarding the proposed Communication Manager position — Presented by Debra Alexander (Minute 00:37)**

Commissioner Elliott said that there had been an on-going discussion for some time on the proposed Communication Manager position. It is at the point where a job description has been written, and HR is here to present that proposed draft and explain the description of job duties.

This draft proposal is a new job description for the position. HR pulled various similar job descriptions nationwide and married the best parts of them that were in line with what the ideal would be for Davis County.

The Communication Manager is under the direct supervision of the Director of Community and Economic Development. It is a merit, non-appointed, and [Fair Labor Standards Act] FLSA-exempt position, so no overtime will be paid.

This new position does not constitute a real [Public Information Officer] PIO. Many of the County's departments have employees already assigned to fulfill similar roles as they relate to the department's individual and specialized needs. This new position is not intended to replace those employees. Instead, it would serve as a collaborative resource available to all County departments if needed, and manage, implement, and monitor communication initiatives, public relations, and marketing for the County.

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The draft description of job duties was reviewed and discussed. Department heads and elected officials weighed in on the concerns they have of someone else speaking for them, or about topics of which they have no knowledge. The Communication Manager would not have authority to do this in their role, as would customarily happen with a PIO. Departments would not need approval from, or coordination with, the Communications Manager to operate and manage their public outreach efforts in their departments.

*See Attachments A1-A2.*

**NEXT STEPS** The Commissioners directed HR to circulate the draft of the job description to all the department heads and to get their feedback. The proposed 2020 budget for CED will include this position.

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**MEETING  
ADJOURNED** The meeting was adjourned at 9:20 a.m.

The audio recording for this meeting is available based upon the County's current retention schedule.

**MATERIALS  
PRESENTED** All publicly distributed materials associated with this meeting are noted as follows:

Attachments A1-A2      Communications Manager Draft Job Description

Minutes prepared by:  
Shairise Bills  
Deputy Clerk/Auditor

Minutes approved on: 9/3/2019

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Curtis Koch  
Davis County Clerk/Auditor

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Randy B. Elliott  
Commission Chair