

COUNTY PERSONNEL COMMITTEE MEETING
NOVEMBER 18, 1992, 9:30AM

PRESENT: Chairman Rollin Shaw
Juanita Gonzalez
County Manager
Personnel Director
Lee Warren, Commissioner Elect
Gary Moss, Fay-Observer Times
Simone Enoch, Foxy 99
Marsha Fogle, Clerk

The purpose of this meeting is to receive information on the function of a Public Information Office for this county.

Mrs. Gwen White, Public Information Officer for Dare County, presented an overview of the duties and functions of a Public Information Office. She shared her particular situation in Dare County and made some suggestions on how to proceed in setting up an office.

Some of her comments included:

1. Best to establish a two-person office.
2. Public Information Officer should have some background in newspaper profession and must be trained (courses available)
3. Public Information Officer must maintain ethics and credibility with the public
4. Public Information Office is a plus for county governments.
5. Duties range from press releases to preparation of brochures, booklets etc.
6. Public Information Officer must work closely with Commissioners, Management and Departments to provide accurate timely information to the public.
7. Public Information Officers must deal forthrightly with the bad news as well as the good news.

It was the consensus of those present that the full Board of Commissioners should hear this presentation and perhaps Ms. White could come back again.

MOTION: Commissioner Gonzalez offered a motion to report back to the Board regarding this meeting.

SECOND: Commissioner Shaw

VOTE: UNANIMOUS