

## MEMORANDUM

August 18, 2002

TO: Lee Ann

FROM: John

RE: Job description / responsibilities

This is going to seem like a long memo because I'm going to give some history mixed in with a few opinions, but I want to be sure you are clear on where I'm coming from.

First, some history. I was hired in May of last year as a speechwriter. Within 3 weeks, I was told I was communications director. I did my best to do both jobs for the next five months or so, until you were hired.

There was never any clear direction given, at least to me, as to what the structure for the communications office was expected to look like. Bill told me, earlier this year, that I was communications director. But, as I noticed on your card and on your door plaque, you were listed as communications director. Never – until Saturday's meeting with the agency heads – had I ever heard Bill publicly say that you were communications director; and it's never been said to me personally.

Now, I have absolutely no problem with you as communications director. You have the talent and the drive to get the job done. I have never presented myself as someone with extraordinary media experience or capabilities, only as someone who is willing to help get the job done. Your skills go far beyond mine, and you should be in the position you're in.

Here's where I have a problem. I believe there needs to be some type of clear definition of the structure of the communications office and the roles and responsibilities. Bill refers to the communications office as consisting of you, Phillip, and me. Lately, the governor has just been referring to you and Phillip. Agency heads have obviously been confused as to the structure of our office, and Bill made that clear yesterday.

At any rate, if I'm to help you and Phillip with communications, I need to have some type of idea of what my role is. Am I a press secretary? Am I a speechwriter? Am I both? Am I the guy who provides comic relief from time to time? Am I support staff?

If I am to be supportive of you and Phillip in the work of supporting the governor, then I believe I need to be a little more involved in the process – and here are some suggestions for that.

First of all, I was wrong in my thinking that it would be helpful to maintain a presence in the capital to be near the press corps. It has become clear that staying over here has resulted in more or less of an “out of sight, out of mind” disconnect that tends to skew the flow of information. It’s almost like being back in the Mabus administration, where I never had a desk because of the screwed-up way they hired me (that’s another story) and wandered around like Moses in the desert for two years trying to find a home.

Phillip is right, it would be helpful if I was over there. Put me in a cubicle, I don’t care, if that’s what it takes to help the flow of information.

Second, and this is an offshoot of the above issue, is the only way I seem to know about certain events these days is when I find them on the calendar on my own. Event sheets aren’t always reliable – not by any fault of Jill, but because of the delay in people sending them in. Again, there’s no real flow of information. The end result of this problem is the governor’s remarks are less than they should be because they end up being written in a hurry and without full information of what he needs to say.

Third, depending on whatever role I’m expected to play, then I believe there should be more inclusion in some of the meetings held in Woolfolk. Ideas and information get lost or scrambled after they’ve been told and retold, and sometimes I feel like I don’t understand something enough to credibly write a column, speech or press release on an issue.

I will do what I can to support the programs, the goals and the administration of Ronnie Musgrove. I will do this work as best as I can, with the understanding that my first priority in life is my family. The reason I try to leave work by 6pm is not just because Kim works in the evenings, but because that’s the only time I really get to see my son.

The bottom line to this long and rambling memo is this: There needs to be a clear and concise structure to the communications office for it to run efficiently. This has never been a question of ego for me, it’s simply an issue of focus and direction. If I’m not doing my job right, I need to know; to date, no one has said anything about my work.

Let me know if you want to discuss this further. Thanks.