

BOARD OF DAVIS COUNTY COMMISSIONERS MINUTES

Board of Davis County Commissioners - Work Session Minutes Tuesday, January 6, 2026

The Board of Davis County Commissioners met for a scheduled meeting at 8:45 AM on January 6, 2026, in room 306 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah. Required legal notice of this meeting was given.

All documents from this meeting are on file in the Davis County Clerk’s Office. The agenda for this meeting is incorporated into the minutes as item headers.

Following the approved Davis County policy, artificial intelligence (AI) was utilized in the preliminary creation of these minutes. The final minutes were edited and completed by Davis County Clerk's Office staff.

ROLL CALL

Chair Lorene Kamalu	Civil Attorney Bret James
Vice Chair John Crofts	Information Systems Director Jeff Hassett
Commissioner Bob Stevenson	Human Resources Director Shawn Choate
County Clerk Brian McKenzie	Chief Deputy Clerk Rebecca Abbott
County Controller Scott Parke	Clerk's Office Aaron Moyes
Chief Deputy Civil Attorney Neal Geddes	Deputy Clerk Solana Guest

EXCUSED FOR COUNTY BUSINESS

Vice Chair Bob Stevenson

AGENDA ITEM

- 18:45 - 9:45 AM
- #2026-54. Presentation of the 2025 Annual Data Privacy Program Report Pursuant to Davis County Code 2.38.090** - recommended by Brian McKenzie, Clerk, Clerk's Office

Brian McKenzie, County Clerk, explained that a Davis County ordinance requires a report of the Data Privacy Program be given to the legislative body. He recognized Rebecca Abbott, Chief Deputy Clerk, and Aaron Moyes, Privacy Administrator, both present and with important roles as the County navigates responsibilities under the Government Data Privacy Act (GDPA) and the Government Records Access and Management Act (GRAMA). He also recognized the members of the Privacy Committee also in attendance: Bret James, Civil Attorney; Shawn Choate, Human Resources Director; Scott Parke, County Controller; Jeff Hassett, Information Systems Director; and Commissioner Kamalu, County Commissioner. Though a protected GDPA record is submitted to the State, Clerk McKenzie explained that he wanted meaningful information available to the public that could be openly discussed, so this legislative body report was prepared, summarizing the findings that the County worked through in 2025. Clerk McKenzie emphasized that the work accomplished in 2025 would not have been possible without the support and dedication of each department's privacy representatives and administrative officers.

[04:00] Clerk McKenzie highlighted five accomplishments during the previous year:

1. Phase 1— Inventory: This was a major undertaking in 2025, where every department identified interactions involving the collection of personal data. The County successfully identified and logged over 970 distinct data processing activities. Clerk McKenzie noted that this inventory details what kind of personal data is being collected, the reason for the collection, the statutory authority for collection, and the management of the data.
2. Workforce Training Compliance: In its inaugural year, the County achieved 100% training compliance among all active employees. This required extensive coordination between Information Systems, Human Resources, and department heads. While three non-active employees (on military deployment or temporary assignment) have yet to complete the training, all staff currently working for the County have a baseline understanding of the requirements for managing citizen data.
3. Security and Data Breaches: The County reported zero data breaches in 2025. Clerk McKenzie credited the Information Systems department for maintaining secure firewalls and networks, observing that

"security is not supposed to be convenient." The mandatory training further supported this by helping every employee recognize their personal role in system security.

- 4. Public Transparency Portal: The County launched a brand-new Public Transparency Portal on its website to help citizens understand how their data is used. This portal centralizes and makes publicly available privacy notices for all County offices, providing plain-language explanations of the purpose and statutory authority for data collection.
- 5. Measurable Maturity Growth: Compliance is measured using the 1 to 5 scale "Privacy Maturity Model" to evaluate the County's practices compared to the State's standards. Because of an already robust records management program, the County began with a baseline score of 2.1. Clerk McKenzie attributed this to the hard work of Chief Deputy Abbott and Records Manager Jessy Turner, who maintain a robust records process, as well as the hard work of other departments' record specialists. Following the formalization of the data privacy program and the adoption of a County Ordinance, the maturity score rose to 3.14, and by the end of 2025, it reached 3.95. This score indicates the County is operating at a "Managed" or "Optimized" level for most privacy practices.

[11:40] Clerk McKenzie explained that unique processes were identified by each department, noting that the Health Department has over 300. He then discussed the three strategic goals for 2026 and 2027:

- 1. Privacy Notice Deployment: Providing all public offices with clear privacy notices, including the use of QR codes for citizen access. These notices educate the public on the collection processes.
- 2. Data Minimization: Reviewing the identified processes to ensure the County is collecting only the minimum amount of personal data required for the intended purpose.
- 3. Vendor and Contract Compliance: Integrating Privacy Impact Assessments into the purchasing workflow to ensure all new contracts and software meet GDPR standards by July 2026.

[13:48] Commissioners Crofts and Kamalu praised the thoroughness of the report and the proactive steps taken by the Clerk's Office and administrative officers. Commissioner Kamalu commented that State laws usually add requirements for local government that can be hard to meet, but that Davis County has done a good job handling it all. Director Hassett remarked that it was beneficial to the County to appoint the Clerk's Office to "house" the project, instead of the Information Systems Department, as it is further ahead now than it would have been otherwise. Chief Deputy Abbott noted that other counties and the State Office of Data Privacy have reached out to the County to use our program as a model for compliance, and Neal Geddes, Chief Deputy Attorney, said that someone from the State remarked that "Davis County is far ahead of most counties in the state." Director Choate thanked the Clerk staff for their work as well, noting that she was caught up by her third day of work due to their thorough training.

[15:58] Clerk McKenzie suggested that the Clerk's Department finalize its Privacy report each December and present it to the Commission every January to maintain a regular reporting timetable. Commissioners Crofts and Kamalu agreed this was an effective schedule.

MEETING ADJOURNED
The meeting adjourned at 09:05 AM.

Minutes Prepared by:
Solana Guest
Deputy Clerk

Minutes Approved on:
01/20/2026

Rebecca Abbott for
Rebecca Abbott for (Jan 21, 2026 09:42:14 MST)
Brian McKenzie
Davis County Clerk

John Crofts
John Crofts (Jan 20, 2026 21:45:56 MST)
John V. Crofts
Commission Chair

