




MEMORANDUM

Date: August 24, 2017

To: The Honorable Chair and Members
Pima County Board of Supervisors
Presiding Judge, Superior Court
Elected Officials
Appointing Authorities

From: C.H. Huckelberry 
County Administrator

Re: **2017/18 Employee Combined Appeal Program (ECAP)**

Planning for this year's ECAP campaign is currently in progress. The campaign will kick off on September 14, 2017 with a training and luncheon for all County employees at the Kino Stadium on Ajo Way. Last year, County employees contributed over \$357,000 to charitable agencies in our community. The ECAP Steering Committee hopes to exceed that amount in the 2017/18 campaign. You can help achieve this goal by:

- Supporting ECAP by selecting a solicitor(s) for your department;
- Encouraging your coordinator, solicitor and employees to attend the ECAP Kickoff;
- Holding group presentations to provide ECAP information to your employees.

Please select a solicitor who has the desire to coordinate the ECAP activities for your department and the ability to communicate and motivate staff. To fairly distribute ECAP responsibilities, please select at least one solicitor for approximately every 15 employees. It is helpful to select someone who will enjoy the role, has a positive attitude and can motivate fellow employees. The solicitor should be able to devote adequate time to ensure maximum employee participation.

Being supportive of ECAP and allowing your employees to participate in informational meetings will help make this year's campaign a success. Pima County employees have always been very generous donors. Please encourage this generosity by allowing staff to acquire the information they need to make informed decisions about charities they may wish to support.

A list of the ECAP Steering Committee members is attached. Your department's representative may be able to assist in identifying a solicitor(s). If your department is not represented on the Committee, any ECAP Steering Committee member may be contacted.

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Please submit the name(s) of your department solicitor(s) on the attached form and return it to Barbara Denny, ECAP Steering Committee Chair, via email (Barbara.Denny@pima.gov) by August 31, 2017.

Thank you for your support of Pima County's annual Employee Combined Appeal Program.

CHH/mjk

Attachments

c: Barbara Denny, Chair, ECAP Steering Committee

**PIMA COUNTY 2017/18 EMPLOYEE COMBINED
APPEAL PROGRAM STEERING COMMITTEE**

Name	Department	Telephone	Email
Barbara Denny Chair	Environmental Quality	724-7400	barbara.denny@pima.gov
Ana Guerrero Co-Vice Chair	Health	724-8437	Ana.Guerrero@pima.gov
Ray Velez Co-Vice Chair	Risk Management	724-4489	Ray.Velez@pima.gov
Bonnie Bazata	Community Services, Employment, Training	724-3704	Bonnie.Bazata@pima.gov
Charlotte Watts	Stadium District	724-1043	Charlotte.Watts@pima.gov
Joanna Dinan	NRPR	724-5363	Joanna.Dinan@pima.gov
Johnny Romero	NRPR	399-5819	Juan.Romero@pima.gov
Margo Chavez Secretary	Public Defender	724-6902	Margo.Chavez@pima.gov
Sylvia Molina	Health	724-7857	Sylvia.Molina@pima.gov

