



MEMORANDUM

Date: July 17, 2018

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

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **2018/19 Employees Combined Appeal Program (ECAP)**

Planning for this year's ECAP campaign is currently in progress. The campaign will kick off on September 19, 2018 with a training and luncheon for all County employees at the Kino Stadium on Ajo Way. Last year, County employees contributed almost \$300,000 to charitable agencies in our community. With a slight decline from the previous campaign, the ECAP Steering Committee is looking to exceed that amount in the 2018/19 campaign. You can help achieve this goal by:

- Supporting ECAP by selecting a Coordinator and Solicitor(s) for your department;
- Encouraging your coordinator, solicitor and employees to attend the ECAP Kickoff;
- Communicating vital ECAP campaign information with employees.

Please select a Coordinator and Solicitor(s) who have 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 solicitor(s). If your department is not represented on the Committee, any ECAP Steering Committee member may be contacted.

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

Re: **2018/19 Employees Combined Appeal Program (ECAP)**

July 17, 2018

Page 2

Please submit the name(s) of your department solicitor(s) on the attached form and return it to Ray Velez, ECAP Steering Committee Chair, via email (Ray.Velez@pima.gov) by August 31, 2018.

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

CHH/mp

Attachment

c: Ray Velez, Chair, ECAP Steering Committee

**PIMA COUNTY 2018/19 EMPLOYEE COMBINED
APPEAL PROGRAM STEERING COMMITTEE**

| Name | Department | Telephone | Email |
|----------------------------|---|-----------|--|
| Ray Velez Chair | Risk Management | 724-4489 | Ray.Velez@pima.gov |
| Margo Chavez Vice Chair | Public Defender Services | 724-9169 | Margo.Chavez@pima.gov |
| Judy Moses Secretary | Library | 594-5602 | Judy.Moses@pima.gov |
| Barbara Denny | Environmental Quality | 724-7400 | Barbara.Denny@pima.gov |
| Charlotte Watts | Stadium District | 724-1043 | Charlotte.Watts@pima.gov |
| Bonnie Bazata | Community Services, Employment, Training | 724-3704 | Bonnie.Bazata@pima.gov |
| Joanna Dinan | NRPR | 399-5819 | Joanna.Dinan@pima.gov |
| Andrea Altamirano | Health | 724-7926 | Andrea.Altamirano@pima.gov |
| Melissa McClendon | Health | 724-7764 | Melissa.McClendon@pima.gov |
| Monica Robinson | Health | 724-2854 | Monica.Robinson@pima.gov |
| Monica DeLaCruz | RWRD – Conveyance | 724-3431 | Monica.Delacruz@pima.gov |
| Daniel Davis | Clerk of the Board – MIR | 351-8455 | Daniel.Davis@pima.gov |

