



MEMORANDUM

Date: April 15, 2022

To: The Honorable Chair and Members
Pima County Board of Supervisors

From: Jan Leshner 
County Administrator

Re: **County Administrator Retirement and Resignation Records**

Supervisors Christy and Heinz have requested all County records related to former County Administrator Chuck Huckelberry's employment contract, retirement, and resignation. Multiple media organizations have also requested these records and more. All of the records provided [at this link](#). These are the only records that exist.

There has been speculation by some in the media that there are County personnel records (i.e., Personnel Action Forms) related to Mr. Huckelberry's change in employment status on July 4, 2021, the effective date of his retirement, and on November 14, 2021, the date of his change to a part-time employee that have not been provided. There are no such records.

Records relating to Mr. Huckelberry's desire to receive retirement benefits are not maintained by the County. They are his personal communications that he initiated online with the Arizona State Retirement System (ASRS). ASRS maintains those records. Any actions made within ADP were at the direction of Mr. Huckelberry and/or ASRS to comply with ASRS retirement policies. For change in hours beginning November 14, 2021, the Payroll Division within Finance and Risk Management was also acting on direction provided by Mr. Huckelberry prior to his October 23, 2021 accident. This was done to comply with ASRS 20/20 Rule.

Here is what I know about Mr. Huckelberry's decision to receive retirement benefits and continue working as County Administrator under the terms of his contract:

Mr. Huckelberry notified ASRS of his intent to retire in the ASRS system, and his retirement was effective July 4, 2021.

Mr. Huckelberry instructed his Chief Executive Assistant, Monica Perez, who is now my Chief of Staff, to work with the Finance and Risk Management and Human Resources Departments to ensure compliance with ASRS. He instructed a limited number of staff to closely hold this information. Ms. Perez did as she was instructed, as did the staff in Finance and Risk Management and Human Resources. The changes complied with all the rules and requirements of ASRS, County policies, and Mr. Huckelberry's employment contract.

JKL/mp

c: Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services