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# MEMORANDUM

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Date: December 21, 2022

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

From: Jan Leshner   
County Administrator

Re: **Selection of Nancy Cole as Enterprise Resource Planning Executive Project Manager**

Pima County utilizes a software system to accomplish core business needs in multiple functional areas across the organization. This system, known as the Enterprise Resource Planning (ERP) system, performs functions related to County finance, budgeting, procurement, personnel, capital project delivery, and asset management, work orders and service requests.

Efforts to replace and upgrade the County's ERP system have been ongoing since the fall of 2020. The project has advanced through the scoping, vendor solicitation and evaluation stages. Negotiations are well along with the highest-ranked vendor and a final contract will be available for Board of Supervisors consideration in January 2023. As the project has progressed, a search for an Executive Project Manager for the multi-year implementation has occurred. There has been consideration of several potential internal and external candidates, including informal discussions with some of the identified individuals.

Based on these efforts, Nancy Cole, Director, Capital Program Office, has been determined to be a perfect candidate for the ERP Executive Project Manager role. Ms. Cole is an experienced project manager, and a high-frequency user of all of the modules of the existing ERP system. Her record of accomplishment delivering high priority and complex projects for the County, on time and within scope and budget, is exceptional. Ms. Cole has been involved in many of the new ERP evaluation discussions and sessions, such that she is ideally versed in the breadth of the project.

Effective January 2, 2023, Ms. Cole will report to Deputy County Administrator Steve Holmes. Upon the reappointment, the Capital Program Office (CPO) will report to Deputy County Administrator Carmine DeBonis Jr. while steps occur to fill the Ms. Cole's previous position.

Please join me in congratulating Nancy Cole on her new position as ERP Executive Project Manager.

JKL/dym

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Nancy Cole, ERP Executive Project Manager