



MEMORANDUM

Date: June 10, 2020

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

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: **Expanded Policy Team and Continued Direction Regarding Management of Pandemic Response**

To provide for a centralized command and control facility during the current Coronavirus COVID-19 Pandemic, the Emergency Operations Center (EOC) was formally activated on 03/13/2020. The individuals assigned to the EOC are responsible for leading a coordinated effort to respond to the emergency and to ensure continuity of operations of all impacted entities. Key to the successful operation of the EOC is a clearly defined process through which strategic direction can be provided. It is important that those working within the EOC receive clear policy direction and receive timely responses to questions that might arise at any time of the day or night, seven days a week. For the last 85 days, the EOC has successfully operated under the current organizational structure.

What is somewhat unique to the COVID-19 response is the length of time the EOC has been activated and the fact that it is anticipated to be needed for the foreseeable future. Generally, EOCs are organized, an emergency is prepared for, managed and transitioned to recovery mode. It does not appear the Pima County COVID-19 EOC will be deactivated any time soon.

The duration of the EOC will, if it has not already, cause staff to experience exhaustion, stress and burnout if we do not appropriately plan. For that reason, I am directing the establishment of an expanded Policy Team, which will provide for additional personnel available to lead the Pima County COVID-19 response efforts. Effective immediately, the team will consist of:

- Chuck Huckelberry, County Administrator
- Jan Leshner, Chief Deputy County Administrator
- Carmine DeBonis, Deputy County Administrator
- Dr. Francisco Garcia, Deputy County Administrator
- John Voorhees, Assistant County Administrator
- Monica Perez, Chief Assistant to the County Administrator

A working group shall be developed consisting of the individuals named above and any/all communication that requires input and/or response from the Policy Team shall be distributed to these individuals. Should an answer not be quickly forthcoming from a member of the group or a policy discussion is required, County Administrator will convene the Policy

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Team. County Administrator will, if and when necessary, include others in the deliberations of the Policy Team.

Thank you to all who are and will continue to work so hard to serve the people of Pima County. My hope is that this expanded policy group will ensure you have immediate and appropriate responses to ensure your efforts remain successful.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services
Carmine DeBonis, Deputy County Administrator for Public Works
John Voorhees, Assistant County Administrator
Monica Perez, Chief Assistant to the County Administrator