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# MEMORANDUM

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Date: October 21, 2021

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: **COVID-19 Vaccination Required of Employees who Work With Vulnerable Populations**

The Board of Supervisors, at their October 19, 2021 meeting, required COVID-19 vaccination of employees who work with vulnerable populations. The key is now defining vulnerable populations, including those confined either in a detention or correctional facility as well as those that may be in a nursing home and/or assisted living facility. We are considering this requirement for staff providing direct services to vulnerable individuals in the community such as children, the elderly or the confined.

Please define those job classifications within your department or organization that work with a "vulnerable" population so I may provide the Board of Supervisors with a more detailed policy regarding COVID-19 vaccination for County employees. These classifications would include those direct support personnel who work in environments where vulnerable populations receive services such as food service personnel associated with a detention facility or those providing janitorial services in these same facilities.

In addition, the discussion regarding disciplinary action was not articulated in detail in the policy options directed to be adopted by the Board. For those employees under the Pima County Merit System, progressive disciplinary action may include 1) a letter of counseling, 2) letter of reprimand, 3) suspension and 4) termination. For all other employees the progressive disciplinary actions will include 1) letter of notice, 2) two-week suspension and 3) termination.

Please provide this information by close of business Wednesday, October 27, 2021.

CHH/anc

c: Jan Leshar, Chief Deputy County Administrator  
Carmine DeBonis, Jr., Deputy County Administrator for Public Works  
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,  
Health and Community Services  
Cathy Bohland, Director, Human Resources