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# MEMORANDUM

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Date: November 6, 2013

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 be "C.H. Huckelberry", is written over the printed name and title.

Re: **Appointment of Ellen Wheeler as Assistant County Administrator, with an Emphasis on Justice and Law Enforcement, as well as Other Assignments**

The position of Assistant County Administrator for Justice and Enforcement has essentially been vacant since the retirement of Mr. Lindy Funkhouser. Also, Assistant County Administrator Honey Pivrotto will retire at the end of this month.

Today, I appointed Ms. Ellen Wheeler to the position of Assistant County Administrator to cover a number of areas in Justice and Law Enforcement, as well as other areas now necessary within our contemporary organization. Ms. Wheeler's resume is attached for your information and review.

Ms. Wheeler's areas of involvement will include indigent legal defense, including the Public Defender, Legal Defender and Office of Court Appointed Counsel; Constables; Public Fiduciary; and criminal justice revenue enhancement; as well as special criminal justice system assignments.

In addition, she will assume liaison responsibilities with the Elections Department and the Election Integrity Commission. She will also continue her role in organizing and directing Risk Management-related resolutions to solid waste environmental claims and provide certain assistance to the Finance Director regarding a number of property tax appeals that have been redirected to the County from the Assessor pursuant to recent statutory changes. Finally, she will perform other assignments as directed by me, including some that may provide medical services administration assistance to Deputy County Administrator Jan Leshner.

If you have any questions regarding this appointment, please feel free to contact me.

CHH/mjk  
Attachment

c: Martin Willett, Chief Deputy County Administrator  
Hank Atha, Deputy County Administrator for Community & Economic Development  
John Bernal, Deputy County Administrator for Public Works  
Jan Leshner, Deputy County Administrator for Medical & Health Services  
Nanette Slusser, Assistant County Administrator for Public Works Policy  
Ellen Wheeler, Assistant County Administrator  
Tom Burke, Director, Finance and Risk Management  
Brad Nelson, Elections Director

## **ELLEN K. WHEELER**

### **PROFESSIONAL EXPERIENCE**

#### **UDALL FOUNDATION, Tucson, Arizona (1999 – 2013)**

The Udall Foundation is an agency within the Executive Branch of the U.S. government.

#### ***Executive Director (2008 – January 2013)***

- Oversight of all programs and staff. *Areas of oversight include the Education Programs, financial and IT services, U.S. Institute for Environmental Conflict Resolution, and Washington, D.C., office; total of 38 FTEs.*
- Direct supervision of Deputy Executive Director for Finance and Education; Deputy Executive Director for Environmental Conflict Resolution; General Counsel; and Director of Communications and External Affairs. *Oversee investments and budgets, strategic planning, development of organizational structures and policies, marketing and outreach activities, and day-to-day operations.*
- Oversight of budget requests and legislative liaison. *Coordinate and write annual budget request; interact with Office of Management and Budget on budget request and related areas; serve as liaison to Congressional staff on appropriations and other legislative issues; assist Board chair and other Board members on legislative efforts. Wrote, testified before Congress, and secured passage of 2009 amendment (Public Law 111-90) to Foundation's enabling legislation to honor Stewart Udall and for other purposes.*
- Communications on behalf of Foundation. *Serve as principal staff spokesperson.*

#### ***Chief Operating Officer and General Counsel (2004 – 2007)***

#### ***Deputy Executive Director and General Counsel (2002 – 2004)***

#### ***General Counsel (1999-2002)***

- Oversight of all programs and staff, supervision of other managers, and oversight of budget requests and legislative liaison, all as detailed above.
- Legal counsel to the Board of Trustees and staff for all program areas. *Legal focus is on federal law, including the following areas: appropriations; legislative relations; start-up of U.S. Institute for Environmental Conflict Resolution; employment and personnel issues; Freedom of Information and Privacy Acts; confidentiality in mediation; federal contracting rules; compliance with Executive Orders, policy directives and other federal requirements; internal policy development; ethics laws. Serve as Agency Ethics Officer, overseeing financial disclosure requirements and ethics training. Wrote and published Privacy Act and Freedom of Information Act regulations, 32 C.F.R. Part 1600 (2001).*

**LEGAL: PRIVATE PRACTICE and COURT EXPERIENCE, Tucson (1983 – 1998)**

***Law Office of Ellen K. Wheeler (1993 – 1998)***

- General legal practice, with emphasis on real estate, corporations, business transactions, and litigation
- Legal counsel to Udall Foundation beginning with the inception of the Foundation's activities in late 1994. *Includes drafting legislation to establish the U.S. Institute for Environmental Conflict Resolution and securing 1998 congressional passage and start-up appropriations (Public Law 105-156).*

***Monroe and Associates (1987 – 1993)***

Partner in law firm, focusing on real estate, corporations, business transactions, and litigation

***Hecker, Phillips & Hooker (1984 – 1986)***

Associate in firm with a practice focused on business and real estate, tax, partnerships and corporate law

***Law Clerk to Hon. Richard M. Bilby, U.S. District Court, (1983 – 1984)***

Legal research and writing for federal district judge.

**JOURNALISM AND GOVERNMENT (1971 – 1980)**

***Rocky Mountain News, Denver, CO (1977 – 1980)***

Reporter on energy and environment; chief copy editor

***Office of Guy R. Martin, Assistant Secretary of Interior, Washington, DC (5/78 – 8/78)***

Press secretary

***Office of U.S. Sen. Floyd K. Haskell, D-CO, Washington, DC (1975 – 1977)***

Press Aide

***Times Herald-Record, Middletown, NY (1974 – 1975)***

Reporter and copy editor

***Green Valley News and Nogales International newspapers, Arizona (1972 – 1974)***

Associate editor

***Office of Congressman Morris K. Udall, Washington, DC (Summer 1971)***

Internship

**EDUCATION**

***Juris Doctor***, with highest distinction (Class Rank: First)

University of Arizona College of Law, 1983

Order of the Coif; Executive Editor of Arizona Law Review

***Bachelor of Arts in English***, with highest distinction  
University of Arizona, 1973  
Phi Beta Kappa, Phi Kappa Phi

## COMMUNITY AND PROFESSIONAL ACTIVITIES

***State Bar of Arizona***, member in good standing, 1983 – present

***Tucson Airport Authority***, member, 2013

***Habitat for Humanity Tucson***, Board of Directors, 1998 – 2007; 2008 -- present  
Board secretary, 2000 – 2007, President-elect, 2009 – 2010, President, 2010 – 2012

***Pima County Bar Association***, President, 1997 – 1998; Board of Directors, 1993 – 1999

***Board of Visitors, University of Arizona College of Law***, 2000 – present

***UA General Counsel Search Committee***, 2011-12

***Tucson Festival of Books***, Moderator, panels of award-winning authors, 2011 and 2012

***Arizona Town Hall***, member 2006 – present; participant in Spring 2006 Town Hall

***Rotary Club of Tucson***, member 2006 – present

***Arizona's Children Association***, Board of Directors, 2003 – 2006

***Las Familias***, Board of Directors, 1991 – 2003 (merged into Arizona's Children)

***West University Neighborhood Association***, President 1986, 1988

## LEGAL PUBLICATIONS

Note: "The Right to Use Groundwater in Arizona after *Chino Valley II* and *Cherry v. Steiner*," 25 Ariz. L. Rev. 475 (1983).

Casenote: "The Tavernkeeper's Duty to Protect Patrons from Violence," 23 Ariz. L. Rev. 1525 (1971).