



MEMORANDUM

TO: Honorable Alex Penelas, Mayor
Honorable Chairperson and Members
Board of County Commissioners

DATE: December 2, 2002

FROM: ~~Steve Shiver~~
County Manager

SUBJECT: Appointment of Elections
Department Business
Management Team

Late today David Leahy advised me of his decision to enter the DROP and resign his current position as the County's Supervisor of Elections. I have asked David to remain in his position and serve as Chair of the Search Committee until a new Supervisor of Elections is appointed. David will also work with the Business Management Team (BMT) established herein to help transition the department. I join the County family in thanking David for his 30 years of service and steadfast devotion during our recent difficulties.

Based on the experiences of the recent fall elections and the high level of administrative support required to implement the November 5th general election, it is clear that the current structure of the Elections Department cannot support the requirements needed to effectively perform elections. It is also evident that the level of support provided by our police department, although highly effective, cannot be implemented on an ongoing basis.

A comprehensive evaluation of the functional structure of the department is needed. The following issues are consistently cited as problems:

- The management structure is not appropriate for the level of service required;
- Staffing and funding levels are not up to par;
- A lack of written, standardized procedures;
- Technology is substandard; and,
- Accounting and procurement systems need improvement.

These inadequacies deeply concern me and demand that the county take immediate action.

~~So that we can begin to address these concerns immediately, I am appointing a~~
Business Management Team and directing it to analyze the existing department structure, administration, and be responsible for its operations and planning functions. I have also asked the team to make recommendations for the future structure and function of the Department.

The team will be comprised of Lester Sola (DBD), Amos Roundtree (DPM), Orlando Suarez, (eGov) Jimmy Carmenante (FIN) and Jennifer Alvarez (CMO). Mr. Sola, currently Deputy Director of the Department of Business Development, will lead the Team. Alex Muñoz will continue to serve as my office representative to the Elections Department and will coordinate the BMT's responsibilities with Mr. Sola. This is a full-

Honorable Chairperson and Members
Board of County Commissioners
Page 2

time assignment and the Team will begin its work immediately. The Employee Relations Department, Audit and Management Services, and the Office of Performance Improvement also will provide support for this review.

As you know, the Board and the Ad- Hoc Elections Committee will soon be reviewing my after action report and recommendations. This team will also be charged with implementing all Board policy directives as we finalize our future elections process.

An additional task for the BMT will be to formulate and implement plans for future election cycles. The 2003 election year includes large-scale primaries and general elections in Miami, Hialeah and Miami Beach. Subsequent elections in 2004 include the presidential preference and general elections.

I look forward to working with the Board and the Elections Committee to formalize our election process and implement the appropriate changes needed to build upon our success of November 5th. If you have any questions, please feel free to call.

cc: Honorable Harvey Ruvin, Clerk of the Board
Robert A. Ginsburg, County Attorney
County Manager's Staff
Department Directors