




**MEMORANDUM
OFFICE OF THE MAYOR**

DATE: March 12, 2007

TO: Honorable Chairman Bruno A. Barreiro and Members,
Board of County Commissioners

FROM: 
Carlos Alvarez, Mayor
Miami-Dade County

SUBJECT: Appointment of Miami-Dade Department of Human Services Director

I am pleased to announce the appointment of Ms. Phyllis Tynes-Saunders as the Director of the Department of Human Services (DHS) effective immediately. This appointment follows a national search which resulted in 84 applicants from across the country and three highly qualified finalists. The County Manager and I interviewed the finalists and we are very pleased with the appointment of this talented, progressive, proactive, and results oriented public administrator. Ms. Tynes-Saunders is a veteran County employee with extensive management experience and the commitment and energy necessary to face the challenges of delivering social services in today's changing and fiscally conscious human services environment.

Ms. Tynes-Saunders has served as the Acting Deputy Director of DHS since January 2006. She first joined the County family in 1984 through the County Manager's Management Trainee program. Since then, she has worked in various senior managerial capacities including Assistant to the Director of the Office of Community and Economic Development, Assistant to the County Manager, Bureau Chief for the Employment Services Bureau of DHS, and Acting Assistant Director for DHS. Ms. Tynes-Saunders holds a Masters of Public Administration from Florida International University and a Bachelors of Science in Special Education from Florida State University.

I want to thank the selection committee, which included Harve Mogul of the United Way, Pat Morris of Hands on Miami, as well as senior staff from the County Manager's Office, in this extensive and thorough process. Please join me in congratulating Phyllis and wishing her well as she assumes her new responsibilities. The charge memorandum from the County Manager to Phyllis is attached for your reference.

Attachment


c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit
Honorable Kathy Fernandez-Rundle, State Attorney
Honorable Bennett Brummer, Public Defender
Murray A. Greenberg, County Attorney
George M. Burgess, County Manager
Denis Morales, Chief of Staff, Mayor's Office
Assistant County Managers
Department Directors
Marvin O'Quinn, President Public Health Trust
Robert Meyers, Executive Director, Commission on Ethics and Public Trust
Christopher Mazzella, Inspector General
Charles Anderson, Commission Auditor

Memorandum



Date: March 12, 2007

To: Phyllis Tynes-Saunders
Director, Department of Human Services

From: George M. Burgess
County Manager 

Subject: Charge Memorandum – Department of Human Services

As you begin your tenure as the Director of the Department of Human Services (DHS), it is important for you to continue the efforts underway to re-energize and create a new synergy around the County's human service delivery system. As the sources of revenue for human services are challenged and the needs of many residents in our community grow, it is critical to ensure that our service delivery system maximizes the use of resources, creates and maintain an integrated and comprehensive approach to service delivery, in a system that is customer focused and readily accessible.

To this end, it is my expectation that you will continue to focus on the achievement of the department's goals established for FY06-07 in addition to the following priorities:

- ensure full implementation of the Child Development Services Division's corrective action plan as well as the implementation of the newly awarded contract with the Early Learning Coalition of Miami-Dade/Monroe;
- continuation of your active involvement in the development and successful implementation of the Social Services Integrated Management Information System;
- accelerate the Department's General Obligation Bonds funded programs in coordination with the Community Action Agency to improve coordination of emergency and self sufficiency services;
- continue your active participation in the ongoing review, analysis, and recommended realignment of our human service departments to ensure our utilizations of best practice models, maximization of resources, increased customer service and accessibility, and increased accountability;
- work collaboratively with the Community Action Agency to develop and implement a countywide social services education campaign;
- implement the Summer Youth Employment initiative ensuring the timely awarding of and ongoing management of contracts awarded to Community Based Organizations;
- maintain close oversight of the South Dade Victims Center renovation project;
- continue to work closely and collaboratively with school board personnel to ensure provision of psychological day treatment services within the current resource allocation; and
- work collaboratively with the Eleventh Judicial Circuit in the implementation and execution of the jail Diversion Emergency Assistance Program.

Phyllis, it has been several years since the Department has had a permanent Director and during that time a number of program changes have occurred that have also impacted the organizational structure. I believe that there is a need to assess the current management structure and team to surround yourself with the appropriate staff support and individuals who share your passion, commitment, and ability to get the job done.

I am confident that you will continue to move forward in these efforts that will result in measurable benefits for those in need in our community. Best of luck in these endeavors and know that you have our full support.

c: Carlos Alvarez, Mayor
Denis Morales, Chief of Staff, Mayor's Office
Susanne M. Torriente, Chief of Staff/Assistant County Manager
Mae D. Bryant, Assistant County Manager