


Memorandum

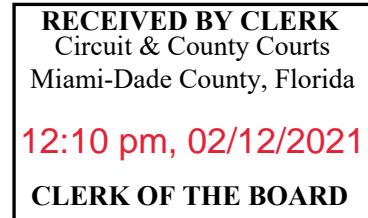


Date: February 12, 2021

To: Honorable Chairman Jose "Pepe" Diaz
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor 

Subject: Mayoral Appointment - Interim Director of Community Action and Human Services Department



Pursuant to the authority vested in me under Section 2.02(C) of the Miami-Dade County Home Rule Charter, I hereby appoint Annika Holder to the position of Interim Director of the Community Action and Human Services Department (CAHSD), effective immediately and until a permanent director is appointed.

Annika was initially appointed Interim Director of CAHSD on August 3, 2020 and is being reappointed in accordance with rule 8.1.02(i) of the Board's Rules of Procedure.

Annika began her career with Miami-Dade County in November 2016 as the Assistant Director of CAHSD. Among her many responsibilities in this role, she provided strategic leadership and oversight of social services initiatives and programs for the elderly, victims of domestic violence, sexual assault and human trafficking, veterans, court-involved and disconnected youth, migrant farmworkers, unemployed/under employed adults and low-income families. She managed the department's quality assurance, human resources, emergency planning and response, community participation and marketing/communication. She also oversaw the facility operations of 36 sites, including community and senior centers, emergency shelters and transitional housing, while working closely with various federal, state and local agencies to effectively manage more than \$30 million in grant-funded programming, and was responsible for the overall supervision of a staff of 275 employees.

Prior to joining the County, Annika served as the Assistant Deputy Commissioner of Educational Services for the City of New York. She has also held director-level roles with both the City of Atlanta and City of New York Parks and Recreation departments.

Annika has a master's degree in urban affairs and a bachelor's degree in psychology from the City University of New York. Her resume is attached for your review.

Annika has been instrumental in providing a broad range of much-needed services to the residents of Miami-Dade County throughout the COVID-19 pandemic, and I want to thank her for her ongoing leadership and service to our community. Please join me in congratulating Annika on her reappointment.

Attachment

c: Honorable Carlos J. Martinez, Public Defender
Honorable Bertila Soto, Chief Judge, Eleventh Judicial Circuit
Honorable Katherine Fernandez Rundle, State Attorney
Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Pedro J. Garcia, Property Appraiser
Lazaro Solis, Deputy Property Appraiser
Office of the Mayor Senior Staff
Department Directors
Geri Bonzon-Keenan, Successor County Attorney
Felix Jimenez, Inspector General
Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust

Honorable Chairman Jose "Pepe" Diaz
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Page 2

Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
Yinka Majekodunmi, Commission Auditor
Melissa Adames, Director, Clerk of the Board

EDUCATION:

City University of New York, Queens College, Queens, NY

Master of Arts in Urban Affairs

City University of New York, Brooklyn College, Brooklyn, NY

Bachelor of Science in Psychology

EXPERIENCE:

Miami Dade County/Community Action and Human Services Department (CAHSD), Miami, Florida

Interim Executive Director

August 2020 to Present

Provide strategic leadership and oversight for the department including administration, programming, community engagement and needs assessments, real estate and capital projects, public-private partnerships and quality improvement. Work closely with various federal, state and local agencies to effectively manage more than \$100 million in grant-funded programming. Serve as the department's liaison to state and local elected officials. Responsible for a tax levy and grant budget of \$149 million. Provide direct supervision to a senior management team of eight; responsible for the overall supervision of 568 employees.

Assistant Director

November 2016 to August 2020

Directed and provided leadership and oversight of social services initiatives/programs for the elderly, victims of domestic violence, sexual assault and human trafficking, veterans, court-involved and disconnected youth, migrant farmworkers, unemployed/under employed adults and low-income families. Managed the department's quality assurance, emergency planning and response, community participation and marketing/communication. Developed systems, policies, operating procedures and quality assurance instruments to ensure program and budget efficiencies, track participants' progress and monitor staff productivity. Oversaw facility operations of thirty-six sites including community and senior centers, emergency shelters and transitional housing. Developed funding proposals and budgets, write grants and formulated program strategies. Worked closely with various federal, state and local agencies to effectively manage more than \$30 million in grant-funded programming. Served as the lead and subject-matter expert on various initiatives and managed special projects as directed by the Department Director. Provided direct supervision to a management team of nine; responsible for the overall supervision for a staff of 275.

City of New York/Human Resources Administration/Department of Social Services (HRA/DSS), New York, NY

Assistant Deputy Commissioner of Educational Services

April 2016 to November 2016

Managed all aspects and provided leadership of the agency's education, occupational training, internship and community service programming for adults receiving federal public assistance in NYC. Served as the liaison to several city and state agencies to promote self-sufficiency through, employment, internships, and education, training, and support services. Re-envisioned and implemented a work study program for TANF recipients to receive a two and/or four year degree at several City University of New York campuses. Developed standards and metrics for educational and occupational training providers to ensure adherence to city, state and federal guidelines for public assistance recipients. Worked closely with advocacy groups and developed policy directives that align with the administration's service delivery philosophy. Managed RFPs, agreements and contracts with various city agencies and public/private service providers. Responsible for transforming and rebranding two units within the agency. Provided leadership to a management team of eight; responsible for the overall supervision for a staff of 70.

City of Atlanta/Parks and Recreation (DPR), Atlanta, GA

Executive Director of Recreation and Youth Development

August 2013 to December 2015

Provided dynamic leadership for all aspects of DPR's Office of Recreation and Youth Development including programming, afterschool, summer camp, wilderness and outdoor activities, sports leagues, aquatics, workforce development, wellness initiatives, safety standards and emergency temporary sheltering. Executed the City's recreation and youth development strategic plan. Serve as the agency's liaison to the city council, community groups, government agencies and sponsors. Managed capital projects and all recreation assets including 33 recreation centers, 3 natatoriums, 17 outdoor pools and two outdoor activity centers/residential campground. Developed, implemented and managed the department's branding strategy. Managed a tax levy budget of \$12 million in addition to federal, state and private grants. Provided leadership to a senior management team of 13 and overall supervision for a staff of 160.

Assistant Commissioner of Public Programs

October 2010 to August 2013

Directed and provided transformational leadership for all aspects of the department's public programming including recreation, environmental education, wildlife management, elderly and disability services, summer camps and afterschool, sports leagues, aquatics, and health and fitness initiatives. Worked closely with various stakeholders to establish a new vision and mission for Recreation and successfully transformed the department's brick and mortar assets to generate revenue. Developed strategic partnerships and created innovative programming to fulfill the agency's new recreation mission of enabling all New Yorkers to lead physically active lives through sports, fitness and outdoor adventure. Served as an agency liaison to City Hall, City Council and other elected officials, community boards, labor unions and several non-profit boards. Managed a decentralized operation of 34 recreation centers, 1 cultural center, 12 natatoriums, 17 nature centers and 14 park houses. Developed and managed the agency's strategic plan for Recreation. Oversaw key City/mayoral initiatives, including Shape UP NYC, Walk NYC, Swim for Life, Youth Engagement in Jamaica Bay and established a workforce engagement initiative to employ more than 500 disconnected young adults to support Superstorm Sandy recovery efforts. Provided leadership to 430 full-time employees. Administered a tax levy budget of \$28 million in addition to public/private grants.

Chief of the Parks Opportunity Program (POP)

October 2006 to October 2010

Managed and provided oversight of the nation's largest transitional workforce program and other self-sufficiency initiatives serving unemployed New Yorkers. Served as the liaison to several city, state and federal entities to address joblessness through funding, employment, education, training, housing and support services for program participants. Developed funding proposals, wrote grants and formulated program strategies. Created innovative programming to provide green-sector training and services for disconnected youth and custodial fathers via \$12 million in American Reinvestment and Recovery Act (ARRA) funding. Performed analysis and evaluation for city and state reporting. Managed all labor management negotiations and Human Resources responsibilities of the program. Managed a \$48 million budget. Served as an EEO Counselor to program participants and year-round agency employees. Effectively managed a decentralized operation serving approximately 6000 temporary employees annually, with direct supervision of seven managers along with a team of 71 employees.

Director of Education, Policy and Employment Services

November 2003 to October 2006

Designed and executed the merger of two large welfare-to-work programs to structure the country's largest transitional employment program. Spearheaded and built the POP Education and Policy Division; developed key processes, trained staff and created framework for all operational procedures. Developed partnerships with businesses, non-profit organizations, government agencies and public universities to create training, education and employment opportunities. Organized several large-scale job fairs, recruitment sessions and networking events to market the program to prospective employers. Successfully acquired over \$4 million of state funding to provide vocational training. Managed the seasonal hires of 6000 employees annually. Directly supervised a professional staff of 13; responsible for the general supervision for a staff of 50.

ADDITIONAL WORK and VOLUNTEER EXPERIENCE:

Assistant Director of the Job Assistance Center: City of New York Park and Recreation, 06/2001 - 11/2003

Program Coordinator: City of New York Park and Recreation, 12/1999 - 06/2001

Employment Training Specialist: YAI/National Institute for People with Disabilities 12/1998-12/1999

Volunteer Coordinator: Veterans Administration, Brooklyn, NY, 12/1998-12/1999

RELEVANT EXPERIENCE

Presenter: Park Pride Conference, Atlanta, Georgia

Facilitator and Presenter: Greater Greener Conference, New York City, NY

Presenter: US Department of Labor, Client Success through Partnership Conference, Dallas, Texas

Keynote and Presenter: 2nd Annual Cross-Atlantic Welfare-to-Work Conference. Rotterdam, Holland

Presenter: Cross-Atlantic Welfare-to-Work Conference. Rotterdam, Holland

Presenter: NYS Office of Temporary and Disability Assistance & Employment Services Conference, Albany, NY

PROFESSIONAL AFFILIATIONS:

Big Brothers/Big Sisters of New York: Mentoring Supervisor since 2007

CORO Leadership New York: Class XX, 2009

National Recreation and Parks Association: Member since 2013

SKILLS: Public Speaking, Strategic Planning, Grant Writing, Quality Improvement and Transformational Leadership