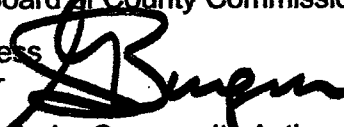


# Memorandum



**Date:** September 29, 2006

**To:** Honorable Carlos Alvarez, Mayor  
Honorable Chairman Joe A. Martinez  
and Members, Board of County Commissioners

**From:** George M. Burgess  
County Manager 

**Subject:** Appointment of Interim Community Action Agency Director

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As you were previously notified, Ophelia Brown-Lawson, Executive Director of the Community Action Agency (CAA), will be retiring on September 30, 2006, after a long and rewarding career of public service. I want to thank Ophelia for the many years of dedicated service she has given to those in need in our community.

I am pleased to appoint Julie Edwards, Assistant Executive Director of the Miami-Dade County Homeless Trust, as the Interim CAA Executive Director pending a nationwide recruitment process for this position. I am fully confident that Julie can provide the leadership and direction that the department needs during this interim period.

Julie started her career in County government as a Management Trainee in 1994. Since that time she has held a series of progressively responsible administrative/managerial positions within the Homeless Trust. As a result of her work with the Homeless Trust, Ms. Edwards has extensive knowledge of the social services systems in our community and has demonstrated an ability to facilitate the delivery of comprehensive services impacting the broad range of issues presented by homeless individuals and families. Additionally she has on numerous occasions participated in emergency and post disaster responses to incidents requiring a collaboration of social services interventions. She has both a Masters Degree in Public Administration and a Bachelor of Arts Degree in Business Administration from Florida International University. Please join me in congratulating Julie and wishing her well in this interim capacity.

As an update, the nationwide recruitment has been initiated for both the CAA and the Department of Human Services Director positions. Every effort will be made to encourage interest from talented candidates from both inside and outside of County government. It is my expectation that the recruitment process to fill these positions will be completed within the next ninety (90) days. I anticipate that I will be able to interview and make my selection with the appointees assuming their responsibilities the first week of the new year.

**C:** Honorable Harvey Ruvin, Clerk, Circuit and County Courts  
Honorable Joseph P. Farina, Chief Judge, Eleventh Judicial Circuit  
Honorable Katherine Fernandez-Rundle, State Attorney  
Honorable Bennett Brummer, Public Defender  
Murray Greenberg, County Attorney  
Marvin O'Quinn, President, Public Health Trust  
Assistant County Managers  
Department Directors