Memorandum

MIAMI-DADE COUNTY

Date: October 7, 2015

To: Honorable Chairman Jean Monestime
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor

Subject: Mayoral Appointment – Miami-Dade County Supervisor of Elections Designee

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On May 31, 2016, Supervisor of Elections Penny Townsley will retire after a long and distinguished career with Miami-Dade County. To ensure an appropriate transition and pursuant to the authority vested in me under the provisions of Section 2.02-C of the Miami-Dade County Home Rule Charter, I am hereby appointing Ms. Christina White as the Director of the Miami-Dade County Elections Department effective May 31, 2016.

Ms. White began her career at Miami-Dade County's Department of Environmental Resources Management in 2002 as a Public Information Officer. In 2006, she joined the Elections Department as the Senior Executive Assistant to the Miami-Dade County Supervisor of Elections, assisting with the management and administration of the department, development of legislative goals and objectives, coordination of all media relations activities, and coordination of departmental legislative agenda processes.

In 2009, Ms. White was promoted to the position of Deputy Supervisor of Elections administering the Office of Governmental Affairs. This office oversees candidate qualifying and campaign finance, preparation of ballot activities of the County Canvassing Board, marketing, advertising, and all media related activities, as well as, maintaining and upkeeping records management functions consisting of financial disclosures and outside employment disclosures. During this period, Mrs. White represented Supervisor of Elections Townsley in high level capacities such as media relations, press conferences, court hearings, recount proceedings, County Canvassing Board, and public forums.

In 2013, Ms. White was promoted to the position of Chief Deputy Supervisor of Elections, which she presently holds. She assists Supervisor Townsley in operating the largest and most complex elections organizations in the State of Florida with an annual budget of $27 million. Ms. White has overseen the operation and management of 783 precincts, 587 polls, 25 Early Voting locations, and up to 10,000 poll workers, ensuring that the department is complying with statutes, ordinances, and legislation. As Chief Deputy Supervisor of Elections, Ms. White has assisted Supervisor Townsley in successfully administering three (3) countywide and 49 municipal elections, implementing of the County's first electronic voter check-in system, upgrading existing absentee ballot processing equipment to accommodate increased demand for absentee ballots, finalizing countywide reprecinting, and increasing participation in the Department's Supervised Voting Program by 50 percent.

I am confident that Ms. White has the experience and expertise needed to successfully lead the Elections Department as we enter into the 2016 Presidential Election year. Through the transition period, Ms. White will be responsible for the day to day operations.

Please join me in congratulating Ms. White and in commending Supervisor Townsley on her many years of service.

Attachment

c: Honorable Harvey Ruvin, Clerk
R. A. Cuevas, Jr., County Attorney
Office of the Mayor Senior Staff
Department Directors
Christopher Agrippa, Clerk of the Board
Eugene Love, Agenda Coordinator
Charles Anderson, Commission Auditor

Christina White

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Professional Experience

July 2013 – Present
Chief Deputy Supervisor of Elections
Miami-Dade County Elections Department

- Assist the Supervisor of Elections in operating the largest and most complex elections organization in the State of Florida
- Manage the day-to-day operations of all department logistics, voter registration activities, absentee ballot processing, results tabulation, candidate and campaign financing, budgetary and human resources functions
- Direct 94 full-time employees, and up to 600 temporary employees during countywide elections among 5 operational divisions
- Oversee the management of 783 precincts, 587 polls, 25 Early Voting locations, and up to 10,000 poll workers
- Provide leadership during the establishment of divisional and department-wide goals and objectives and monitor achievement
- Act in all capacities in the absence of the Supervisor of Elections
- Manage an annual budget of up to $27 million
- Meet regularly with the public, candidates, public officials and activist groups to build confidence in the voting process
- Represent the Department with all English media outlets; conduct press conferences and make media appearances
- Interpret election statutes and ordinances; and ensure departmental compliance
- Lobby for changes in federal and state election laws

Since tenure as Chief Deputy Supervisor of Elections, achievements include:

- Successfully conducted 3 countywide and 49 municipal elections
- Implemented the County's first electronic voter check-in system, significantly improving voter check-in times
- Upgraded existing absentee ballot processing equipment with state of the art equipment to accommodate the increased demand for absentee ballots
- Processed historically high number of absentee ballot requests and returns
- Managed 5 additional Early Voting locations than in previous Miami-Dade history
- Managed 25 additional Election Day polling locations than in Miami-Dade history
- Finalized countywide reprecincting efforts, capping the number of registered voters at precincts while accomplishing minimal voter movement
- Increased participation in the Department's Supervised Voting Program by 50%

July 2009 – July 2013
Deputy Supervisor of Elections, Office of Governmental Affairs
Miami-Dade County Elections Department

- Oversaw candidate qualifying, campaign finance reporting, coordination of municipal elections, ballot preparation, County Canvassing Board activities, marketing and advertising, financial disclosure, outside employment, and records management functions
- Managed 9 full-time employees, and up to 30 temporary employees
- Represented the Supervisor of Elections in high level capacities such as media relations, press conferences, court hearings, recount proceedings, County Canvassing Board, and public forums
- Department spokesperson for all English media outlets

June 2006 - July 2009
Senior Executive Assistant to the Department Director
Miami-Dade County Elections Department

- Assisted the Supervisor of Elections with the management and administration of the Department
- Developed departmental legislative goals and objectives
- Coordinated all media relations activities,
- Coordinated departmental legislative agenda processes

November 2005 – June 2006
Media Relations/Fundraiser/Community Outreach
Partnership for Recovery, Miami-Dade County Manager's Office
Public/Private Partnership Created to Provide Hurricane Relief

- Raised more than $2.3 million dollars in private donations
- Developed partnerships with local organizations to assist low income families in rebuilding their homes after Hurricane Wilma
- Developed business plan for organization and created public awareness campaigns
- Conducted media interviews

January 2002 - November 2005
Public Information Officer
Department of Environmental Resources Management

- Served as Department spokesperson; coordinated press conferences to promote programs; prepared press releases and educational materials
- Served as the Department's sole fundraiser and coordinated sponsorship events
- Created multi-media campaigns

Education

Florida International University
Miami, Florida

- Bachelor's Degree, Environmental Science
  Phi Beta Kappa Honor Society

Currently pursuing a nationally recognized Certification for Election and Registration Administrators through University of Auburn's Election Center

Memberships/Participation

- National Notary Association
- Florida State Association of Supervisors of Elections Conferences
- Campaign Skills Seminars in conjunction with Miami-Dade State Attorney's Office and Miami-Dade Commission on Ethics and Public Trust