

MEMORANDUM

Agenda Item No. 9(A)(2)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: July 2, 2024

FROM: Geri Bonzon-Keenan
County Attorney

SUBJECT: Resolution waiving by two-thirds
vote of the Board members
present the requirement of
Implementing Order 7-44 in
connection with the hiring of Ms.
Rosa Pastrana as the Executive
Assistant to the Supervisor of
Elections for the Miami-Dade
County Elections Department

Resolution No. R-618-24

The accompanying resolution was prepared by the Elections Department and placed on the agenda at the request of Prime Sponsor Commissioner Juan Carlos Bermudez.


Geri Bonzon-Keenan
County Attorney

GBK/ks

Memorandum



Date: July 2, 2024

To: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

From: Daniella Levine Cava
Mayor 

Subject: Recommendation to Waive by a Two-Thirds Vote of the Members Present the Requirements of Implementing Order No. 7-44 and Authorize the Hiring of an Executive Assistant to the Supervisor of Elections for the Miami-Dade County Elections Department

EXECUTIVE SUMMARY

This item would approve an exception pursuant to Implementing Order 7-44, by a two-thirds vote of the members present of the Board of County Commissioners ("Board"), to authorize the setting of Rosa Pastrana's ("Ms. Pastrana") salary at the rate of \$109,176.20 for the position of Executive Assistant to the Supervisor of Elections. Ms. Pastrana retired from the County in 2018 and has been reemployed by the Miami-Dade County Elections Department ("Elections Department"). Ms. Pastrana has prior experience in the role of Executive Assistant to the Supervisor of Elections and other leadership positions in the Elections Department for 15 years prior to retirement. The requested salary is commensurate with her extensive knowledge and experience and was budgeted and funded by the Elections Department for Fiscal Year 2023-2024.

In 2018, Ms. Pastrana retired from the County after 34 years of County service as the Executive Assistant to the Supervisor of Elections. She has extensive experience in the election-related field including numerous aspects of election law, policies, and procedures, having previously served as the Deputy Supervisor of Elections. Her experience with Elections makes her highly qualified for the position and will provide much needed support to the Director's Office during the 2024 Presidential Election year, with little to no learning curve, having worked on multiple Presidential Elections already.

The Elections Department oversees the largest elections operation in the state of Florida and is seventh in the nation, administering more than 30 federal, state, and municipal elections annually, serving more than 1.5 million registered voters, processing 500,000 mail-in ballots, 33 early voting locations and 754 precincts on Election Day.

Implementing Order No. 7-44 states that it is County policy that retirees of the County who seek re-employment with the County shall be subject to the County's regular hiring process and start at the applicable entry-level salary. When necessary to attract and hire qualified applications for a particular County classification, such as the need to fill highly technical positions, the Mayor may seek Board approval to grant exceptions to this policy. It is therefore recommended that the Board waive the restrictions imposed by Implementing Order No. 7-44, as further explained in the background section below.

RECOMMENDATION

It is recommended that the Board of County Commissioners (Board) waive, by a two-thirds vote of the members present, Implementing Order 7-44 to authorize the hiring of Rosa Pastrana into the position of Executive Assistant to the Supervisor of Elections for the Miami-Dade County Elections Department, at the rate of \$109,176.20.

SCOPE

The position is responsible for ensuring all divisions within the Elections Department comply with federal, state and county deadlines, assist with day-to-day operations, attend meetings, and build productive working relationships with community groups, and government officials on election related issues. The incumbent handles all requests and inquiries from the Mayor's Office and the Board of County Commissioners, ensure voters' customer service needs are handled in a professional, courteous and timely manner and also serves as liaison to the State Attorney's Office and other law enforcement agencies, in addition to other various assignments. Therefore, the scope is countywide in nature.

DELEGATION OF AUTHORITY

There is no delegation requirement with this item.

FISCAL IMPACT AND FUNDING SOURCE

There will be no fiscal impact as this salary was included in the Department's FY 23-24 adopted Budget. The position is authorized and funded by General Fund operating funds.

SOCIAL EQUITY STATEMENT

The proposed resolution has a positive social impact. This position was advertised as open and competitive. This candidate was selected as highly qualified. She retired from the County after 34 years of continuous service to include 15 years with the Elections Department and more than two years in this role. Her return to the Department is beneficial as there is little to no learning curve and this is a great asset to the Supervisor of Elections and the Department going into the 2024 Presidential Election cycle. Approval allows for adequate compensation for an employee who has extensive election knowledge and experience.

TRACK RECORD/MONITOR

Approval of the item does not require monitoring.

BACKGROUND

The Elections Department oversees the largest elections operation in the state of Florida and is seventh in the nation, administering more than 30 federal, state, and municipal elections annually, serving more than 1.5 million registered voters, processing 500,000 mail-in ballot, managing up to 33 early voting locations and 754 precincts on Election Day for countywide elections. The Department expects that this 2024 Presidential Election cycle will see historic turnout. Voter participation continues to increase with each election cycle as there is clear voter enthusiasm. In 2020 Miami-Dade County saw over 1.1 million voters turnout for the presidential election. In 2024 we can expect the same high turnout, if not larger. As Miami-Dade County is being signaled as a "County to watch" it is imperative that the Department continues to instill trust and confidence, which includes staff members that bring a level of knowledge and expertise to administer seamless elections.

Ms. Pastrana began her career in Miami-Dade County in 1984. She was hired by the Elections Department in 2004 as Deputy Supervisor of Elections and was responsible for a variety of functions over the years, including managing the Voter Services Division where she was responsible for direct oversight of voter registration, vote-by-mail requests and processing, petition review and certification, voter correspondences, and candidate requests. She managed a staff of 22 employees and up to 300 temporary employees during countywide elections.

In 2016, Ms. Pastrana became the Executive Assistant to the Supervisor of Elections, Christina White, and served in this role until retirement, making her more than familiar with the responsibilities. As a former incumbent, she gained a wide breadth of knowledge regarding many aspects of election law, policies, and procedures. She was responsible for ensuring all divisions complied with federal, state and county deadlines, assisting with day-to-day operations, attended meetings, and built productive working relationships with community groups and government officials on election related issues on behalf of the Supervisor of Elections. She handled all requests and inquiries from the Mayor's Office and the Board of County Commissioners, ensured voters' customer service needs were handled in a professional, courteous,

and timely manner. She was the liaison to the State Attorney's Office and other law enforcement agencies, in addition to other various assignments and tasks.

Given Ms. Pastrana's unparalleled depth of knowledge in election law, policies, and procedures, her assumption of the role of Executive Assistant to the Supervisor of Elections is not merely a seamless transition but a strategic imperative. Which warrants the request for an exception to the policy of Implementing Order No. 7-44, waiving the entry-level salary requirements, to fill an urgent need for this highly specialized position. This is essential in ensuring the continuity and efficiency of the Elections Department's operations. Ms. Pastrana's candidacy is not just compelling; it is indispensable, warranting the intermediate salary approval to reflect the immense value she brings to the role.



Jimmy Morales
Chief Operating Officer



MEMORANDUM

(Revised)

TO: Honorable Chairman Oliver G. Gilbert, III
and Members, Board of County Commissioners

DATE: July 2, 2024

FROM: 
Gen Bonzon-Keenan
County Attorney

SUBJECT: Agenda Item No. 9(A)(2)

Please note any items checked.

- ☐ "3-Day Rule" for committees applicable if raised
- ☐ 6 weeks required between first reading and public hearing
- ☐ 4 weeks notification to municipal officials required prior to public hearing
- ☐ Decreases revenues or increases expenditures without balancing budget
- ☐ Budget required
- ☐ Statement of fiscal impact required
- ☐ Statement of social equity required
- ☐ Ordinance creating a new board requires detailed County Mayor's report for public hearing
- ☐ No committee review
- ☒ Applicable legislation requires more than a majority vote (i.e., 2/3's present ☒, 2/3 membership ☐, 3/5's ☐, unanimous ☐, CDMP 7 vote requirement per 2-116.1(3)(h) or (4)(c) ☐, CDMP 2/3 vote requirement per 2-116.1(3)(h) or (4)(c) ☐, or CDMP 9 vote requirement per 2-116.1(4)(c)(2) ☐ to approve
- ☒ Current information regarding funding source, index code and available balance, and available capacity (if debt is contemplated) required

Approved _____ Mayor
Veto _____
Override _____

Agenda Item No. 9(A)(2)
7-2-24

RESOLUTION NO. R-618-24

RESOLUTION WAIVING BY TWO-THIRDS VOTE OF THE BOARD MEMBERS PRESENT THE REQUIREMENT OF IMPLEMENTING ORDER 7-44 IN CONNECTION WITH THE HIRING OF MS. ROSA PASTRANA AS THE EXECUTIVE ASSISTANT TO THE SUPERVISOR OF ELECTIONS FOR THE MIAMI-DADE COUNTY ELECTIONS DEPARTMENT

WHEREAS, this Board desires to accomplish the purpose outlined in the accompanying memorandum, a copy of which is incorporated herein by reference; and

WHEREAS, Implementing Order 7-44 states that retirees of Miami-Dade County who seek re-employment with the County shall be subject to the County's regular hiring process, including job applications, testing and interviews where applicable, and if hired, shall start at the applicable entry-level salary; and

WHEREAS, when necessary to attract and hire qualified applicants for a particular County classification, the County Mayor may seek Board approval to grant an exception to this policy for hiring in a particular classification; and

WHEREAS, Ms. Pastrana had 34 years of County service prior to retirement, 15 years of which were in various leadership positions in the Elections Department to include more than two years in the role of Executive Assistant to the Supervisor of Elections; and

WHEREAS, this experience with Elections makes her highly qualified for the position and will provide much needed support during the 2024 Presidential Election year, with little to no learning curve; and

WHEREAS, the County Mayor has determined that it is in the best interest of the County to approve an exception to the policy on salaries of retired County employees that are rehired pursuant to Implementing Order 7-44, in connection with the hiring of Ms. Pastrana, as the Executive Assistant to the Supervisor of Elections and to set her salary at \$109,176.20 for this critical position,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF MIAMI-DADE COUNTY, FLORIDA, that the requirements of Implementing Order 7-44 are waived by a two-thirds vote of the Board members present in connection with the setting of Ms. Pastrana's salary at \$109,176.20 for the position of Executive Assistant to the Supervisor of Elections.

The foregoing resolution was offered by Commissioner **Danielle Cohen Higgins** , who moved its adoption. The motion was seconded by Commissioner **Kionne L. McGhee** and upon being put to a vote, the vote was as follows:

Oliver G. Gilbert, III, Chairman	aye		
Anthony Rodríguez, Vice Chairman	aye		
Marleine Bastien	aye	Juan Carlos Bermudez	aye
Kevin Marino Cabrera	aye	Sen. René García	aye
Roberto J. Gonzalez	aye	Keon Hardemon	aye
Danielle Cohen Higgins	aye	Eileen Higgins	absent
Kionne L. McGhee	aye	Raquel A. Regalado	aye
Micky Steinberg	aye		

The Chairperson thereupon declared this resolution duly passed and adopted this 2nd day of July, 2024. This resolution shall become effective upon the earlier of (1) 10 days after the date of its adoption unless vetoed by the County Mayor, and if vetoed, shall become effective only upon an override by this Board, or (2) approval by the County Mayor of this resolution and the filing of this approval with the Clerk of the Board.



MIAMI-DADE COUNTY, FLORIDA
BY ITS BOARD OF
COUNTY COMMISSIONERS

JUAN FERNANDEZ-BARQUIN, CLERK

By: Basia Pruna
Deputy Clerk

Approved by County Attorney as
to form and legal sufficiency.

A handwritten signature in dark ink, consisting of the letters "MBV" in a stylized, cursive-like font.

Michael B. Valdes