


Memorandum



Date: August 3, 2021

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

From: Daniella Levine Cava
Mayor 

Subject: Mayoral Appointment - 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 Sonia Grice to the position of Director of the Community Action and Human Services Department (CAHSD), effective immediately.

Sonia has served Miami-Dade County for over 25 years, working in multiple roles across the formerly named Department of Human Services, as well as the Office of the Mayor and the Department of Regulatory and Economic Resources (RER). In her current role as Division Chief within RER, she is responsible for the day-to-day management of the Department's legislative and intergovernmental activities, establishing and implementing Department policies and procedures, overseeing communications and public affairs, and more. In the Office of the Mayor, she assisted the Deputy Mayor with the management and oversight of departments including Aviation, Regulatory and Economic Resources, Seaport, and Water and Sewer.

Sonia received her Master of Science in Management and Graduate Certificate in Human Resource Management from St. Thomas University and a Bachelor's Degree in Psychology from Tennessee State University. Her resume is attached for your review.

I'm delighted to welcome Sonia, a long-time public servant and proven leader within Miami-Dade County government, to this critical role. As a compassionate leader with a long career in our human services teams, I know she will do excellent work directing the delivery of essential services to so many vulnerable communities – including the elderly, veterans, low-income families, and more.

Please join me in congratulating Sonia on this appointment and in thanking her for her service to Miami-Dade County.

Attachment

c: Honorable Harvey Ruvin, Clerk of the Courts
Geri Bonzon-Keenan, County Attorney
Gerald Sanchez, First Assistant County Attorney
Jess McCarty, Executive Assistant County Attorney
Office of the Mayor Senior Staff
Department Directors
Yinka Majekodunmi, Commission Auditor
Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
Melissa Adames, Director, Clerk of the Board
Eugene Love, Agenda Coordinator

SONIA J. GRICE

PROFILE

Profound knowledge of government policies and procedures. Highly skilled in personnel management and State and Federal laws and regulations. Proficient in MS Office (Word, PowerPoint, and Outlook).

CONTACT

PHONE: (305) 905-4757

EMAIL: ser@miamidade.gov

EDUCATION

St. Thomas University
Miami, Florida

Master of Science in Management
Graduate Certificate in Human Resource Management

Tennessee State University
Nashville, Tennessee

Bachelor of Science Degree in Psychology

WORK EXPERIENCE

Miami-Dade County Department of Regulatory and Economic Resources Administrative Services Division, Division Chief 2

November 2020 – Present

- Responsible for the day-to-day management of the Department's legislative and intergovernmental activities, including managing, coordinating, and providing oversight of all Department ordinances, resolutions, reports and directives to the Board and committee meeting agendas, and assisting various divisions of the department with the preparation of legislation.
- Establishing and implementing Department policies and procedures regarding legislative activities for adherence by the Department's divisions; ensure all Department items have been coordinated and follow Commission rules and various County codes that pertain to the department's regulatory jurisdiction.
- Oversee communications unit, public affairs, and public information requests.
- Provide direct supervision to four employees.

Miami-Dade County, Office of the Mayor, Assistant to the Deputy Mayor

November 2007 – November 2020

- Assisted the Deputy Mayor with the management oversight of and support to the following departments: Aviation, Regulatory and Economic Resources, Seaport (Port of Miami), and Water and Sewer.
- Assisted with the preparation and processing of all legislation sponsored by assigned departments including the comprehensive development master plan, procurement and related awards and contract modifications, and staffed the Infrastructure and Capital Improvements Committee and the Tourism and Ports Committee of the Board of County Commission.
- Conducted legislative briefings for Mayoral, Board and senior County management staff.
- Staffed and provided oversight of the Miami-Dade Millennial Task Force Board: maintained and kept records of the Task Force; prepared reports, minutes, documents, and correspondence.
- Served on the team for the "guidelines for Workplaces and Commercial Sectors" branch of the New Normal Tactics and Study Council for COVID-19 Pandemic.

AWARDS

- Miami-Dade County Employee of the Year for Customer Services – January 2001
- Department of Human Services Employee of the Year for Direct Services, Professional - September 2000

TOP SKILLS

- Critical Thinking
- Problem Solving
- Strategic Planning
- Exceptional Interpersonal Skills
- Active Listening
- Customer Service Skills

- Served as the County's project manager/liason for the development and implementation of the Social Services Information System (SSIS) for the Health and Human Services departments.
- Provided administrative oversight for the County's Goodwill Ambassadors Program.

Miami-Dade County Department of Human Services Neighborhood Assistance Bureau Frankie Shannon Rolle Neighborhood Service Center, Center Director

September 2005 - November 2007

- Managed a multi-purpose Neighborhood Service Center comprised of six service providers and regional office for District 7 Commission staff.
- Provided direct supervision to a support staff of 12 employees with managerial oversight for the Bureau's Boarding Home component, staff assigned to the Richmond Heights Resource Center, and two part-time senior volunteers from AARP.
- Ensured the timely and appropriate provision of services and referrals for collateral services including supervision of the client intake and assessment process for relocation assistance, general assistance for disability cases, emergency housing, and utility assistance and food distribution, and income tax preparation.
- Worked in conjunction with Miami-Dade Elections Department during elections as center served as a voting precinct; planned and organized community events designated for public outreach such as, the annual Black History Program, annual job fair, health fairs and blood drives, and the distribution of Thanksgiving food baskets and Christmas toys to families in need; solicited donations from local vendors/companies to support program activities.
- Aided in the condemnation process of the Blue Lakes Trailer Park, due to life safety concerns.

Miami-Dade County Department of Human Services, Domestic Violence Oversight Board, Contracts Officer

February 2005 - September 2005

- Monitored all contracts assigned to the Domestic Violence Oversight Board for compliance.
- Prepared resolutions for the Miami-Dade Board of County Commissioners and assisted in the preparation of contract amendments and requests for proposals.
- Provided technical assistance to contracted community-based organizations to ensure compliance with the provisions of the contract.
- Responsible for identifying deficiencies that are related to the non-achievement of the contractual goals and assisted the agency with developing corrective action plans with timelines that are agreeable to the County.
- Responsible for reviewing progress reports and processing monthly reimbursement requests.

Miami-Dade County Department of Human Services Neighborhood Assistance Bureau Emergency Housing Center South, Social Worker I

December 2002 - August 2003 and March 2004 - June 2004

- Maintained caseload of 16 homeless families placed in transitional housing. Provided case management services including relocation assistance, budget development and maintenance and collateral service referrals to assist families in becoming self-sufficient.
- Compiled monthly statistical reports using the Management Information System.

Miami-Dade County Department of Human Services Neighborhood Assistance Bureau Naranja Neighborhood Service Center, Acting Center Director

August 2003 - February 2004

- Managed the daily operations of the Naranja Neighborhood Service Center, a community based multi-service unit, serving low-income residents in the South Dade community.
- Supervised five employees responsible for providing emergency mortgage/rental and utility assistance and direct financial assistance to individuals and families who have experienced a financial crisis.
- Monitored and provided initial approval for all budgetary expenditures for the Center. Prepared correspondence and narrative reports for submission to Neighborhood Assistance Bureau administration, as required.
- Served as member of Bureau's team assigned to develop policies and procedures. Served as the Bureau liaison to the Department's DHS Week committee with responsibility for planning the Bureau sponsored health fair.

Miami-Dade County Department of Human Services Neighborhood Assistance Bureau (NAB) Housing Opportunities for People with AIDS Program

Social Worker II, March 2002 to December 2002

Social Worker I, January 1999 - March 2002

- Conducted home visits to ensure all applicants were residing in suitable living conditions.
- Monitored client activities to ensure compliance with contractual budgetary allotments and categories of service. Prepared follow-up reports on all audit findings.
- Collected financial data and calculated expenditures to submit to the funding source for reimbursement. Maintained a caseload of 100 to 120 clients.
- Supervised staff and the daily operations of the long-term housing component.
- Conducted case reviews of all long-term housing cases prior to submitting to the Miami-Dade Housing Agency.
- Participated on the accreditation team for the Neighborhood Assistance Bureau, responsible for writing required policies and procedures and developing forms.
- Initiated the ordering of HIV/AIDS periodicals, obtained condoms for distribution to the clients, and coordinated events for the Department's recognition of World AIDS Day.
- Served as liaison to NAB Bureau Chief in conducting research and compiling financial reimbursement data for grantor agency-initiated investigations.

Miami-Dade County Department of Human Services Office of Community Services Homeless Assessment Referral and Tracking (H.A.R.T.) Program

Social Worker I

May 1997 - January 1999

- Served as a representative for homeless defendants during their arraignments and court hearings in the 11th Judicial Circuit Court.
- Conducted in-depth psychosocial assessments of nonviolent, bondable, homeless felons booked into the Dade County Jail.
- Worked as a liaison with social services staff from the Public Defender's office, the State Attorney's Office, Department of Corrections, court appointed psychiatric doctors, attorneys, and service providers, to determine appropriate placement for eligible homeless offenders, including mentally ill offenders.

- Maintained regular contact with service providers and clients for tracking purposes.

**Miami-Dade County Department of Human Services Office of
Community Services Beckham Hall Homeless Shelter for Men
Social Worker I**

September 1995 - May 1997

- Conducted comprehensive psychosocial assessments of applicants seeking admission and made recommendations for placement.
- Maintained an average caseload of 25 to 30 clients.
- Conducted weekly individual counseling sessions to assess individual's progress or lack thereof in complying with case plan of action.
- Formulated discharge plans, including initiating referrals to collateral community-based agencies for continued care.
- Conducted weekly orientation sessions on program policies and procedures for all new admissions.