

**SUMMARY EXPLANATION AND BACKGROUND**

The position of Administrative Counsel became vacant on June 30, 2019 and was advertised in the Florida Bar News and on the District Website, together with the additional Assistant General Counsel position approved during the 2019-2020 organizational chart process. A total of 32 resumes were received and screened. Fourteen candidates were selected to participate in an interview.

Interviews were held on September 18 and 19, 2019. The interview panel consisted of Barbara J. Myrick, General Counsel; Marylin Batista, Deputy General Counsel; and Doug G. Griffin, Assistant General Counsel (Labor/Personnel Attorney). The interview team reached consensus and recommends Maya A. Moore for the position of Assistant General Counsel and Andrew B. Carrabis for the position of Administrative Counsel.

Maya Moore has twelve years of experience working in the public sector. She has extensive experience in drafting and negotiating contracts, litigation and trial advocacy, breach of contract claims, as well as providing administrative legal support to departments within a governmental unit. Ms. Moore will be working on contract and policy issues in the General Counsel's office.

Andrew Carrabis has eight years of litigation practice working both in the public and private sectors. He has excellent writing skills and participated as an editor in three Law Review Journals while a student at the University of Florida. His litigation skills will enable him to immediately step into the role of Administrative Counsel for employee discipline matters.

Ms. Moore and Mr. Carrabis were notified that they were the successful candidates and both have accepted the positions. Contracts were negotiated with each candidate. A salary of \$121,500 was negotiated with Ms. Moore based on experience and qualifications. A salary of \$115,000 was negotiated with Mr. Carrabis based on his experience and qualifications.

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