

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Thursday, April 06, 2017 4:15 PM
To: Sanchez, Rodzandra (COE)
Subject: Melinda Pearson, Capital Inventory Clerk, Miami-Dade Internal Services Department (Conflict of Interest, Outside Employment) INQ 17-107
Attachments: 20170330151228864.pdf

[INQ 17-107 Pearson](#)

From: Diaz-Greco, Gilma M. (COE)
Sent: Thursday, April 06, 2017 4:14 PM
To: Pearson, Melinda (ISD) <Melinda.Pearson@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: Melinda Pearson, Capital Inventory Clerk, Miami-Dade Internal Services Department (Conflict of Interest, Outside Employment) INQ 17-107

Dear Ms. Pearson:

You inquired whether a prohibited conflict of interest would exist if the not-for profit organization that you established were to partner with the County's Community Action Human Services Department (CAHSD).

Background

You have provided the following information as background:

- You are employed by the Public Legislation Service Bureau (PLSB) of the Miami-Dade Internal Services Department (ISD) as a Capital Inventory Clerk.
- You have also established "A Woman of Many Faces" (AWOMF); a 501 (c)(3) not-for profit organization. AWOMF' focus is on ministering to victims of domestic abuse and human trafficking, providing victims with basic personal care items such as toiletries, conducting workshops on this issue, and working with various law enforcement agencies and other organizations within the community to bring awareness and assist individuals throughout the County.
- You serve as President and Director of AWOMF and administer the not-for-profit and its volunteers on an uncompensated basis. This takes approximately 20 hours of your time a week which is performed outside of your County hours of employment.
- The organization receives small donations from individuals as well and religious organizations.
- You would like to partner with CAHSD's Violence Prevention and Intervention Division to refer victims of domestic violence and human trafficking to applicable programs and services provided to these victims by the County.

Legal Analysis

The first issue to address is that of outside employment. In this case, you advise that you founded and are the director of AWOMF and spend approximately 20 hours in the management and administration of this organization and its volunteers. The COE has found in its informal opinions, that in cases such as the one here, where a County employee establishes and manages a not-for-profit entity and provides services, such as management services to that entity that

would be normally be compensated, that employee is engaged in outside employment. INQ 13-08. You advise that you completed the Outside Employment Request Form and have been granted permission to engage in outside employment. Please remember that both the [Outside Employment Request Form](#) and the [Outside Employment Statement](#) need to be completed on a yearly basis. Miami Dade Code §§2-11 and 2-11.1(k)(2).

With respect to referrals to CAHSD, nothing in the County code prohibits you from referring any of the victims that your organization works with to victim assistance programs administered by the County.

Please also note that Section 2-11.1(m)(1) of the County Ethics Code prohibits County employees from lobbying or appearing before any County board, department, or agency on behalf of the not-for-profit. INQ 11-01, INQ 11-88. This Section would also prohibit you from making a presentation or appearing before a County agency or board seeking a grant for AWOMF. INQ 12-13. Nevertheless, someone else from your organization may appear before a County agency or board to seek a grant. You also may not, in any way, exploit you County position to benefit AWOMF. Miami-Dade Code §2-11.1(g).

Finally, if AWOMF ever sought to enter into a contract with the County, you should request an opinion from the Ethics Commission at that time to ensure that no conflict of interest exists.

This opinion is based on the facts presented. If these facts change, please contact us. If you have any questions please contact me at (305) 350-0638.

Sincerely,

Gilma (Mimi) Diaz-Greco
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust
19 W. Flagler Street, Suite 820
Miami, FL 33130
Tel: (305) 579-2594
Fax: (305) 579-0273
gdiazgr@miamidade.gov
www.facebook.com/MiamiDadeEthics

From: Pearson, Melinda (ISD)
Sent: Thursday, March 30, 2017 3:21 PM
To: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>
Subject: REF: Melinda Pearson/ Outside employment

Good afternoon, Mrs. Gilma, Please find attached my approved outside employment forms and additional paperwork pertaining to my business that you requested. If you have any questions or concerns please feel free to call me on my cell @954-274-6808.

Thank you,



300.03.011

1 of 2

REQUEST FOR OUTSIDE EMPLOYMENT - ISD

Sections 2-11.1(J) and (k) of the Miami-Dade Code provide that County employees may accept incidental or occasional outside employment as long as the employment is not contrary, detrimental, or adverse to the interests of the County and as long as no County time, equipment, or other resources are used. Miami-Dade County Administrative Order 7-1 and Procedure 403 require that any full-time or part-time County employee intending to engage in outside employment must first obtain approval from his/her Department Director using this Request for Outside Employment form. These approvals must be renewed on an annual basis. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Human Resources Department. Each County Department shall also maintain appropriate records regarding outside employment requests. Full-time County employees engaging in outside employment must also file an Outside Employment Statement form with the Elections Department by July 1st of each year, in accordance with Section 2-11.1(k)(2) of the Miami-Dade County Code. More detailed information on outside employment is available on the Miami-Dade Commission on Ethics website at: <http://ethics.miamidade.gov/outside-employment.asp>.

Employee's Name	Melinda Pearson	Employee ID Number	E138243
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Present County Employment

Department	INTERNAL SERVICES DEPARTMENT	Position or Title	Capital Inventory Clerk
Job Responsibilities	Responsible for keeping track of capital assets for Miami Dade, for all departments within county, etc		

Proposed Outside Employment

Name of Company/Organization:	A Woman of Many Faces Ministry INC.		
Job Title:	Founder / President		
Responsibilities:	mentor young girls exposed to human trafficking, child exploitation, domestic violence, bring awareness, fund raising etc		
Location	2281 NW 135 St		
Work Schedule:	mon-sun-after work	Total Hours Per Week:	20-30
Will your proposed outside employer release you if and when your services are needed by the County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

In my outside employment, I am employed by one of the following types of organizations:

- Company or organization that is not a County vendor.
- Company or organization that is a County vendor. (An Ethics Opinion should be requested to ensure that no conflict of interest exists. The form to request an ethics opinion is available at http://ethics.miamidade.gov/library/forms/county_employee_seeking_to_be_a_county_vendor_2013.pdf. Also, the County employee is required to file a sworn affidavit with the County Clerk of the Board disclosing such employment. The affidavit form can be found at <http://ethics.miamidade.gov/outside-employment.asp> and should be filed with the County Clerk of the Board at clerkbcc@miamidade.gov.)
- Self-employed through my private business, whether incorporated or not. (If your privately owned business is seeking to contract with Miami-Dade County, you are required to request an ethics opinion. The form to request an ethics opinion is available at http://ethics.miamidade.gov/library/forms/county_employee_seeking_to_be_a_county_vendor_2013.pdf.)
- Company or organization owned by an immediate family member; defined as a spouse, domestic partner, parents, stepparents, children, and stepchildren of employee. (If the company that is owned by your immediate family member is seeking to contract with Miami-Dade County, an ethics opinion is required. The form to request an ethics opinion is available at http://ethics.miamidade.gov/library/forms/county_employee_seeking_to_be_a_county_vendor_2013.pdf.)

I understand that this approval is valid only for the outside employment listed above and must be renewed each year. I further understand that the ISD Director reserves the right to revoke this permission at any time. I affirm that the outside employment will not occur during my work hours and will not conflict with or be related to my duties and responsibilities as an ISD employee.

I affirm that the information I have provided is true, and I pledge to abide by the requirements listed here.

Melinda Pearson Employee Signature 1-19-17 Date

[Signature] APPROVED Supervisor

01/19/17 Date

NOT APPROVED Supervisor

R. Silva Division Director

2/10/17 Date

Division Director

[Signature] Assistant Director
N/A
ISD Department Director

2/21/17 Date

Assistant Director
ISD Department Director

Rec'd 2/10/17 L



300.03.011

2 of 2

REQUEST FOR OUTSIDE EMPLOYMENT - ISD

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Employee's Name <i>Melinda Pearson</i>	Employee ID Number <i>E138243</i>
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Present County Employment

Department INTERNAL SERVICES DEPARTMENT	Position or Title <i>Capital Inventory Clerk</i>
Job Responsibilities <i>responsible for keeping track of capital assets throughout county for all the departments. etc.</i>	

Proposed Outside Employment

Name of Company/Organization:	<i>Infinity Perfumes</i>		
Job Title:	<i>owner / President</i>		
Responsibilities:	<i>Sales / marketing</i>		
Location:	<i>2281 NW 135 St</i>		
Work Schedule:	<i>Mon-Fri / Sat</i>	Total Hours Per Week:	<i>20-30</i>
Will your proposed outside employer release you if and when your services are needed by the County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

In my outside employment, I am employed by one of the following types of organizations:

- Company or organization that is **not** a County vendor.
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- Company or organization owned by an immediate family member; defined as a spouse, domestic partner, parents, stepparents, children, and stepchildren of employee. (If the company that is owned by your immediate family member is seeking to contract with Miami-Dade County, an ethics opinion is required. The form to request an ethics opinion is available at http://ethics.miamidade.gov/library/forms/county_employee_seeking_to_be_a_county_vendor_2013.pdf.)

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I affirm that the information I have provided is true, and I pledge to abide by the requirements listed here.

Melinda Pearson
Employee Signature 1-19-17
Date

APPROVED
[Signature]
Supervisor

01/19/17
Date

NOT APPROVED
Supervisor

Z. Silva
Division Director

2/10/17
Date

Division Director

[Signature]
Assistant Director
ISD Department Director

2/21/17 ✓
Date

Assistant Director
ISD Department Director

Rec'd 2/10/17 ✓

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 17 2017**

A WOMAN OF MANY FACES MINISTRY INC
PO BOX 520333
MIAMI, FL 33152-0000

Employer Identification Number:
81-4431497
DLN:
26053466001827
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
November 10, 2016
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

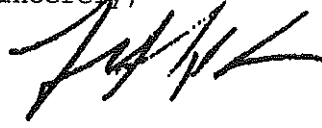
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

A WOMAN OF MANY FACES MINISTRY INC

Sincerely,

A handwritten signature in black ink, appearing to read "Jeffrey I. Cooper". The signature is stylized with a large initial "J" and a long horizontal stroke at the end.

Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Date of this notice: 11-16-2016

Employer Identification Number:
81-4431497

Form: SS-4

Number of this notice: CP 575 E

A WOMAN OF MANY FACES MINISTRY INC
PO BOX 520333
MIAMI, FL 33152

For assistance you may call us at:
1-800-829-4933

IF YOU WRITE, ATTACH THE
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 81-4431497. This EIN will identify you, your business accounts, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

When filing tax documents, payments, and related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your Organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status under Internal Revenue Code Section 501(c)(3), organizations must complete a Form 1023-series application for recognition. All other entities should file Form 1024 if they want to request recognition under Section 501(a).

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

Unless a filing exception applies to you (search www.irs.gov for Annual Exempt Organization Return: Who Must File), you will lose your tax-exempt status if you fail to file a required return or notice for three consecutive years. We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter.

For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

IMPORTANT REMINDERS:

- * Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- * Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is AWOM. You will need to provide this information, along with your EIN, if you file your returns electronically.

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter. Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

9999999999

Your Telephone Number Best Time to Call
() -

DATE OF THIS NOTICE: 11-16-2016
EMPLOYER IDENTIFICATION NUMBER: 81-4431497
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023
██

A WOMAN OF MANY FACES MINISTRY INC
PO BOX 520333
MIAMI, FL 33152



Open with
Try a fast, secure browser with updates built in

Open with

NO THANKS YES

Gmail

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
CINCINNATI OH 45999-0023

COMPOSE

Inbox (1,752)

Starred

Important

Sent Mail

Drafts (9)

Circles

Unwanted

More

Mendy

A WOMAN OF MANY FACES MINISTRY INC
PO BOX 520333
MIAMI, FL 33152

Date of this notice: 11-16-2016

Employer Identification Number:
81-4431497

Form: SS-4

Number of this notice: CP 575 E

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IF YOU WRITE, ATTACH THE
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For the most current information on your filing requirements and other important information, visit www.irs.gov/charities.

(IRS USE ONLY) 575E 11-16-2016 AWOM O 9999999999 SS-4

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- * Refer to this EIN on your tax-related correspondence and documents.
- * Provide future officers of your organization with a copy of this notice.

Detail by Entity Name

Florida Not For Profit Corporation
A WOMAN OF MANY FACES MINISTRY, INC.

Filing Information

Document Number N16000011023
FEI/EIN Number NONE
Date Filed 11/10/2016
State FL
Status ACTIVE

Principal Address

2281 NW 135TH ST #116
MIAMI, FL 33167

Mailing Address

P.O. BOX 520333
MIAMI, FL 33152

Registered Agent Name & Address

PEARSON, MELINDA
2281 NW 135TH ST #116
MIAMI, FL 33167

Officer/Director Detail**Name & Address**

Title PD

PEARSON, MELINDA
PO BOX 520333
MIAMI, FL 33152

Title SD

ANDERSON, GENIA
PO BOX 520333
MIAMI, FL 33152

Title TD

OLIVER, BARBARA
PO BOX 520333
MIAMI, FL 33152

Annual Reports

No Annual Reports Filed

Document Images

No images are available for this filing.



South Florida Human Trafficking Task Force Membership Application and Update Form

To apply for membership and/or to update agency information please complete the following questions:

1. Organization/Agency Name: A Woman OF Many Faces Ministry Inc
2. Individual Applicant Name and Date of Birth: Melinda Pearson
August 11, 1970
3. Address: PO Box 520333 Miami, FL 33152
4. Main Telephone Number/Point of Contact: 954-274-6808
5. Website: _____
6. Email: AWomanOFManyFaces8@gmail.com
7. Agency Owner/CEO/President/Director/etc: Melinda Pearson / Founder & President
8. Discription of Organization/Services Provided: We provide toiletries, etc for young ladies, minister to them provide referrals to other organization such as Glory House etc.
9. Additional Information (Organization License Number/Other): 116000011023
Entity not in Sunbiz

Thanks for your submission and participation
(All collected information is used for processing membership requests and updating purposes only)