



ETHICS COMMISSIONERS

May 14, 2008

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ARDYTH WALKER
STAFF GENERAL COUNSEL

Carlie J. Dunbar
20150 N.W. 49th Court
Suite G
Miami Lakes, FL 33015

RE: INQUIRY 08-85

Dear Mr. Dunbar:

You requested an opinion regarding whether your business, C4D Corporation, may become registered as a county vendor.

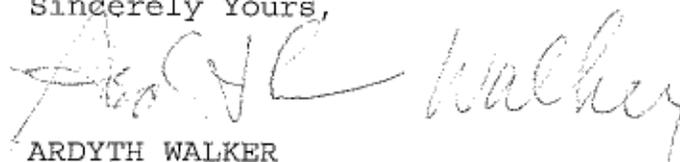
In your letter, you informed me that your corporation, C4D Corporation, is seeking to become registered as a county vendor. You are a general contractor and the firm will be seeking construction contracts. Your spouse, Lillian Dunbar, is currently employed as a Child Services Specialist with the Miami-Dade Public Library System. In that capacity, Mrs. Dunbar is responsible for supervising the Children's department at the Caleb Center Branch.

The Conflict of Interest ordinance permits your business to become registered as a county vendor and apply for county contracts. However, you are barred from seeking contracts with the Miami-Dade Public Library System. Section 2-11.1(d) prohibits county employees from contracting with the county to provide services through a corporation or business entity in which the spouse or a member of his or her immediate family has a controlling financial interest. A controlling financial interest is defined as ten percent or more. Immediate family is defined as spouse, parents and children,

However, Section 2-11.1 (c) provides that " notwithstanding any provision to the contrary herein, subsection (c) and (d) shall not be construed to prevent any employee...from entering into any contract, individually or through a firm, corporation, partnership or business entity in which the employee or any member of his or her immediate family has a controlling financial interest, with Miami-Dade County or any person or agency acting for Miami-Dade County as long as 1) entering into the contract would not interfere with the full and faithful discharge by the employee of his or her duties to the County, 2) the employee has not participated in determining the subject contract awards or awarding the contract , and 3) the employee's job responsibilities and job description will not require him or her to be involved with the contract in any way, including but not limited to its enforcement, oversight, administration, amendment, extension, termination or forbearance. However, this limited exclusion shall not be construed to authorize an employee or his or her immediate family to enter into a contract with Miami-Dade County or any person or agency acting for Miami-Dade County if the employee works in the County department which will enforce, oversee or administer the subject contract. Therefore, your company may become a registered vendor and apply for contracts with any department except the Miami-Dade Public Library System.

If you have any questions regarding this opinion, please call the undersigned at (305) 350-0616.

Sincerely Yours,



ARDYTH WALKER
Staff General Counsel

**Job Description**

Minimum Qualifications: High school diploma or GED. Three years of experience in library work to include experience in child or young adult library services are required.

Description: CHILD SERVICES SPEC

Job Description: NATURE OF WORK:

This is advanced specialized paraprofessional library work in children services for the Miami-Dade Public Library System. Employees in this class are responsible for supervising and operating a children department in a public library, including programming, planning, promoting and implementing children activities. Responsibilities may include analyzing collection development needs and selecting appropriate library materials, planning and preparing for displays and exhibits, assisting in the bibliographic maintenance of the library database, assisting children with book choices, answering questions from teachers and parents, providing readers advisory services, and serving as library branch supervisor in the managers absence. Incumbents exercise some independent judgment in the operation of a children department and in assisting the branch manager in a variety of library activities. Supervision may be exercised over subordinate non-professional staff members engaged in providing various public library services. Supervision is received from a professional superior who reviews work for the effective operation of the children department and satisfactory assistance in general library operation.

ILLUSTRATIVE TASKS:

Supervises children department in a branch library including planning, promoting, coordinating, and implementing storytelling programs, other library activities, and school outreach efforts. Provides readers advisory services, answers reference questions, and assists patrons in the use of library facilities and resources. Assumes responsibility for supervising a branch library in the absence of the branch manager. Analyzes collection development needs and selects appropriate library materials. Charges and discharges books and other library materials; issues library cards; receives fines for overdue items; prepares monthly statistical reports and weekly deposits. Processes and links children and young adult materials. Maintains an awareness of current library issues and trends affecting children services; reads professional literature and attends workshops. Assists and trains library employees in library operations, rules, and regulations. Performs related lower level work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Considerable knowledge of programming, planning, promoting, and implementing children library services. Considerable knowledge of children literature and library materials. Considerable knowledge of library policies and procedures concerning operation of a children department. Knowledge of general library policies, procedures, methods, and techniques. Knowledge of library circulation, cataloging, and information technology. Knowledge of effective techniques of dealing with children and young adults in a public library environment. Knowledge of supervisory principles and practices. Ability to work patiently and effectively with children. Ability to supervise operation of a branch library in the absence of the library branch manager. Ability to make decisions in accordance with library policies and procedures. Ability to keep records and prepare reports. Ability to keep informed on current library issues and trends affecting children library services.

MINIMUM QUALIFICATIONS:

Graduation from an accredited high school, G.E.D. or high school equivalent acceptable. Three years of library work experience is required. Must be able to work nights and weekends. Rev. 1-2000

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I certify that I am familiar with and accept the responsibilities of registered agent.

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FILED
December 27, 2007
Sec. Of State
tburch

Registered Agent Signature: CARLIE J DUNBAR

Article VI

The name and address of the incorporator is:

CARLIE J DUNBAR
20150 NW 59 CT
SUITE G
MIAMI LAKES, FL 33015

Incorporator Signature: CARLIE J DUNBAR

Article VII

The initial officer(s) and/or director(s) of the corporation is/are:

Title: P/D
CARLIE J DUNBAR
20150 NW 59 CT SUITE G
MIAMI LAKES, FL. 33015 US

Article VIII

The effective date for this corporation shall be:

12/27/2007

5/13/08

COMMISSION ON ETHICS
AND PUBLIC TRUST WQ 08-85

00 MAY 13 PM 12:52

To Whom it may concern.

I Carlie Dunbar of C4D Corp hereby
request a Conflict of interest Opinion letter
from the Commission on Ethics and Public Trust
concerning the relationship of the county employee
Lillian Dunbar my spouse whose employee number
is e16187 of Miami-Dade County Libraries. As a
Children Specialist.

Thank you.

Respectfully

Carlie Dunbar Pres

C4D Corp. General Contractors

CGC

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