

MEMO

TO: File
FROM: Victoria Frigo
DATE: July 1, 2010
RE: INQ 10-120 Javier Soto

Javier Soto inquired about a principal who has a 100% ownership in a company but who lists a County employee as “secretary” on the Florida corporate documents. The principal’s tax return shows that he is the sole owner of the company. The County employee has approval for outside employment to serve as secretary. She is not compensated by the private company, and she is not a board member.

Mr. Soto asked if the secretary’s name on the corporate documents requires the principal to state that a County employee is an owner or board member in the Vendor Registration Packet. I told Mr. Soto that if the County employee is not an owner and not a board member, the principal should check “NO” to questions 11 (a) and 11 (b).