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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Wednesday, July 15, 2015 8:54 AM  
**To:** Sanchez, Rodzandra (COE)  
**Subject:** FW: Matilde (Beba) Luzarraga, Ethics Opinion (Limitations on Contracting with the County) INQ 15-145  
**Attachments:** INQ15-145Luzarraga.pdf; ApplicationLuzarraga.pdf; LuzarragaEmpolymentVerification.pdf; PepeLuzarragaCateringCo.Luzarraga.pdf

INQ 15-145 Luzarraga

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**From:** Perez, Martha D. (COE)  
**Sent:** Tuesday, July 14, 2015 8:29 AM  
**To:** 'Luzarraga, Beba'  
**Cc:** Centorino, Joseph (COE); Diaz-Greco, Gilma M. (COE)  
**Subject:** Matilde (Beba) Luzarraga, Ethics Opinion (Limitations on Contracting with the County) INQ 15-145

Dear Mrs. Luzarraga:

Attached is the Limitations on Doing Business with the County Ethics Opinion letter. Please note that it indicates, inter alia, that Pepe Luzarraga Catering Corp. may enter into contracts with Miami-Dade County but not with Jackson Health System.

You may print this letter and submit to the Procurement Department. I will send you the original letter via regular mail.

Please contact me if you have further questions.

Sincerely,

**Martha D. Perez**  
Staff Attorney  
MIAMI-DADE COUNTY COMMISSION ON ETHICS & PUBLIC TRUST  
19 West Flagler St. Suite 820  
Miami, FL 33130  
(305)350-0656  
[PEREZMD@miamidade.gov](mailto:PEREZMD@miamidade.gov)

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MIAMI-DADE  
COMMISSION ON ETHICS & PUBLIC TRUST

Via First Class Mail  
and email at:  
[Beba.Luzarraga@jhs-miami.org](mailto:Beba.Luzarraga@jhs-miami.org)

July 14, 2015

Matilde (Beba) Luzarraga, President  
4631 S.W. 75 Ave.  
Miami, FL 33155

**\*Please submit this letter to the  
Procurement Management Services  
Division with your County Employee  
Wishing to Register as County  
Vendor application. The Ethics  
Commission does not submit this  
letter on your behalf.**

Re: INQ 15-145, Limitations on Doing Business with the County

Dear Mrs. Luzarraga,

On July 7, 2015, you asked about limitations in doing business with the County through your privately owned company, Pepe Luzarraga Catering Corp. Your daughter is the Vice-President of the company in charge of the day-to-day operations. You are employed by the Public Health Trust/Jackson Health System ( PHT/JHS) as the Executive Assistant to Carlos Migoya, President And CEO of PHT/JHS. You were granted permission in 2014 to engage in outside employment and it is your intention to comply with this requirement for this year as well.

Once you have been granted permission on a yearly basis to engage in outside employment, you and/or your daughter may enter into a contract through your catering company, Pepe Luzarraga Catering Corp., as long as the contract does not interfere with the full and faithful discharge of your duties to the County and does not conflict in any way with other JHS directives. *See* County Code Secs. 2-11.1(c)(2) and (d). This includes the following conditions:


- you may not participate in determining the contract requirements or in awarding the contract;
- none of your job responsibilities and job descriptions may require you to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination or forbearance;
- you may not work in any County department that will enforce, oversee or administer the contract.
- you may not use or attempt to use your public position to secure special privileges or exemptions for Pepe Luzarraga Catering Corp. [*See* County Code Section 2-11.1(g)]; and

- you may not lobby the County. In this instance, you may not contact anyone within the County in an attempt to influence a decision about the contract you are seeking. See Sec. 2-11.1(m)(1).

Consequently, Pepe Luzarraga Catering Corp. shall not enter into contracts with Public Health Trust/Jackson Health System.

Should any of the facts you presented change, or if you have further questions, do not hesitate to contact me @ (305) 579-2594.

Sincerely,

A handwritten signature in cursive script, appearing to read "Martha D. Perez".

Martha D. Perez  
Staff Attorney



Human Resources Capital Management  
1801 NW 9th Avenue - HPB, Suite 150A  
Miami, Florida 33136  
Tel. (305) 585-6771

### EMPLOYMENT VERIFICATION

*In response to your request for Verification of Employment for:*

**BEBA LUZARRAGA**

*our records indicate that (s)he worked for us from:*

**3/6/2013 TO: PRESENT**

*The position(s) that:*

**BEBA LUZARRAGA**

*currently holds/previously held with our organization is/was:*

**Executive Assistant To The President  
Executive Office**

*JHS policy prohibits the disclosure of any additional information regarding Employment Verification.*

**RECORDS ADMINISTRATION**

A handwritten signature in black ink, appearing to read 'Diana A. Deaf', is written over the 'RECORDS ADMINISTRATION' text.

Date: 7/8/2015

An Equal Opportunity Employer

### County Employees Wishing to Register as County Vendors

Please submit the following information by mail, fax, **or** email to—

Gilma Diaz-Greco, Staff Attorney  
 The Commission on Ethics & Public Trust  
 19 West Flagler St., Suite 820  
 Miami, FL 33130

Phone: (305) 350-0638  
 Fax: (305) 579-0273  
 Email: [gdiazgr@miamidade.gov](mailto:gdiazgr@miamidade.gov)

Employee's Name	MATILDE L LOZARRAGA
Employee's Dept.	PUBLIC HEALTH TRUST
Employee's Title	EXECUTIVE ASSISTANT
Business Name	PEPE LOZARRAGA CATERING
Type of Business	CATERING
Employee's Mailing Address	4975 SW 64 PL., MIAMI, FL. 33157
Employee's Daytime Phone	305-585-6754
Employee's Preferred Email	BEBA.LOZARRAGA@GMAIL.COM
Immediate Family Members	N/A

*(Please list the names, titles, and departments of any immediate family members currently employed by Miami-Dade Co.)*

The Miami-Dade County Conflict of Interest & Code of Ethics at § 2-11.1 (c)(2) allows County employees to contract with the County in certain circumstances and if the following criteria are met. Please confirm that you will meet all of these criteria:

1. Entering into a contract with the County will not interfere with the full and faithful discharge of my duties to the County.
2. I will not participate in determining the contract requirements.
3. I will not participate in awarding the contract.
4. My job responsibilities and job description will not require me to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance.
5. I will not be working in the County department that enforces, oversees, or administers the contract.

I have read these requirements and pledge to abide by them.

M. L. Lozarraga  
 Signature

7/7/2015  
 Date

**FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS****Detail by Officer/Registered Agent Name****Florida Profit Corporation**

PEPE LUZARRAGA CATERING CORP.

**Filing Information**

Document Number	P97000066962
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Date Filed	07/31/1997
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**Principal Address**4631 S. W. 75TH. AVENUE  
MIAMI, FL 33155

Changed: 03/23/2011

**Mailing Address**4631 S. W. 75TH. AVENUE  
MIAMI, FL 33155

Changed: 03/23/2011

**Registered Agent Name & Address**LUZARRAGA, LUCIANO SR.  
4975 S.W. 64TH PLACE  
MIAMI, FL 33155

Name Changed: 01/10/2012

**Officer/Director Detail****Name & Address**

Title PTE

LUZARRAGA, MATILDE MS, PTE  
4631 S. W. 75TH. AVENUE  
4975 S.W. 64TH. PLACE  
MIAMI, FL 33155**Annual Reports**

Report Year	Filed Date
2012	01/10/2012
2013	03/26/2013
2014	01/14/2014

**Document Images**

<a href="#">01/14/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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State of Florida, Department of State