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INQ 16-99 Turner

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**From:** Diaz-Greco, Gilma M. (COE)

**Sent:** Monday, March 28, 2016 3:25 PM

**To:** Turner, Enid (PHCD) <ETURNER@miamidade.gov>

**Cc:** Centorino, Joseph (COE) <CENTORI@miamidade.gov>; Perez, Martha D. (COE) <perezmd@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>; Caballero, Alisa L (PHCD) <ALARA@miamidade.gov>; Alexander, Eartha (PHCD) <eartha.alexander@miamidade.gov>; Montealegre, Sharon (PHCD) <SMONTEA@miamidade.gov>

**Subject:** Enid Turner, Finance and Budget Analyst, Revenue Accounting PHCD ( Limitations on contracting with the County) INQ 16-99

Dear Ms. Turner:

Attached is the Limitations on Doing Business with the County Ethics Opinion letter. Please note that it indicates that you are prohibited from contracting with PHCD to participate in the Housing Choice Voucher program because you work in the same PHCD Division that administers this program.

You may print this letter and submit it to PHCD.

Please contact me if you have further questions.

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](mailto:gdiazgr@miamidade.gov)

[www.facebook.com/MiamiDadeEthics](https://www.facebook.com/MiamiDadeEthics)

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**From:** Caballero, Alisa L (PHCD)

**Sent:** Wednesday, March 09, 2016 2:24 PM

**To:** Diaz-Greco, Gilma M. (COE) <[GDIAZGR@miamidade.gov](mailto:GDIAZGR@miamidade.gov)>; Alexander, Eartha (PHCD)

<[eartha.alexander@miamidade.gov](mailto:eartha.alexander@miamidade.gov)>

**Cc:** Montealegre, Sharon (PHCD) <[SMONTEA@miamidade.gov](mailto:SMONTEA@miamidade.gov)>

**Subject:** RE: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Please include Sharon Montealegre on all correspondence. Thanks.



**Alisa L. Caballero**  
Quality and Assurance Officer  
Administrative Services Division  
Public Housing and Community Development  
701 NW 1st Court, 16th Floor  
Miami, Florida 33136  
Phone: 786-469-2100  
786-469-2168  
Fax: 786-469-2168 (Call Pilot)  
[alara@miamidade.gov](mailto:alara@miamidade.gov)  
[www.miamidade.gov/](http://www.miamidade.gov/)

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Wednesday, March 09, 2016 1:56 PM  
**To:** Alexander, Eartha (PHCD)  
**Cc:** Caballero, Alisa L (PHCD)  
**Subject:** RE: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Ms. Alexander:

The Ethics Code prohibits County employees from receiving assistance from PHCD if they work in the division that administers the particular assistance they are seeking. Here, if I understand correctly, Ms. Turner is employed in the division that administers Section 8 programs and she is also seeking to receive a Section 8 voucher. Please confirm, because if this is the case she would be prohibited from participating in the Housing Choice Voucher program.

Thanks and best regards,

Gilma (Mimi) Diaz-Greco  
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust  
19 W. Flagler Street, Suite 820

Miami, FL 33130  
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[www.facebook.com/MiamiDadeEthics](https://www.facebook.com/MiamiDadeEthics)

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**From:** Alexander, Eartha (PHCD)  
**Sent:** Wednesday, March 09, 2016 1:42 PM  
**To:** Diaz-Greco, Gilma M. (COE) <[GDIAZGR@miamidade.gov](mailto:GDIAZGR@miamidade.gov)>  
**Cc:** Salinas Cotter, Christina (PHCD) <[csalina@miamidade.gov](mailto:csalina@miamidade.gov)>; Montealegre, Sharon (PHCD) <[SMONTEA@miamidade.gov](mailto:SMONTEA@miamidade.gov)>; Marlow, Simona (PHCD) <[smarlow@miamidade.gov](mailto:smarlow@miamidade.gov)>; Caballero, Alisa L (PHCD) <[ALARAA@miamidade.gov](mailto:ALARAA@miamidade.gov)>  
**Subject:** RE: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

I apologize for the delay in replying. Below is a summary of Ms. Enid Turner's duties:

Power user for our Elite system, analyze, test, and troubleshoot the system. Assist users with processes and issues in Elite system relating to Section 8 HCV programs and Low Income Public Housing (LIPH).

Record payments for LIPH tenants and overpayment receipts for Section 8 vendors and clients in the HCV programs. She has access to view financial information, transfer receivables and to apply payments to receivables in the Section 8 programs.

Prepare journal vouchers and record other receipts for the division.

Clear and reconcile checks in Elite & CCSLIB systems relating to Section 8 HCV programs and other vendors.

Thank you,

**Eartha Alexander**  
Miami Dade Public Housing  
And Community Development  
Revenue Accounting  
701 NW 1<sup>st</sup> Court, 16<sup>th</sup> Floor  
Miami, FL 33136  
Tel: (786) 469-4198  
Fax: (786) 469-4199  
[eartha.alexander@miamidade.gov](mailto:eartha.alexander@miamidade.gov)  
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**From:** Caballero, Alisa L (PHCD)  
**Sent:** Tuesday, March 08, 2016 9:15 AM  
**To:** Alexander, Eartha (PHCD)  
**Cc:** Salinas Cotter, Christina (PHCD); Montealegre, Sharon (PHCD); Marlow, Simona (PHCD); Diaz-Greco, Gilma M. (COE)  
**Subject:** RE: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Hi Eartha:

This is a reminder that a response has not yet been received. Please respond to Ms. Diaz-Greco directly and provide this unit with a copy of your response. Delays in responding may negatively affect the timely processing of this request. If you have any questions, please contact me.



**Alisa L. Caballero**  
**Quality and Assurance Officer**  
**Administrative Services Division**  
**Public Housing and Community Development**  
**701 NW 1st Court, 16th Floor**  
**Miami, Florida 33136**  
**Phone: 786-469-2100**  
**786-469-2168**  
**Fax: 786-469-2168 (Call Pilot)**  
[alara@miamidade.gov](mailto:alara@miamidade.gov)  
[www.miamidade.gov/](http://www.miamidade.gov/)

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**From:** Caballero, Alisa L (PHCD)  
**Sent:** Wednesday, March 02, 2016 2:35 PM  
**To:** Alexander, Eartha (PHCD)  
**Cc:** Salinas Cotter, Christina (PHCD); Montealegre, Sharon (PHCD); Marlow, Simona (PHCD)  
**Subject:** FW: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Hi Eartha:

Ms. Turner has applied for assistance through the Housing Choice Voucher (HCV) program and has requested an Ethics opinion in her case. Please provide a summary of Ms. Turner's job functions, and confirm that she does not have any access to modify or view the financial aspect of the HCV program.

If you have any questions, please contact Sharon Montealegre at 786-469-4293, or myself. Thanks.



**Alisa L. Caballero**  
**Quality and Assurance Officer**  
**Administrative Services Division**  
**Public Housing and Community Development**  
**701 NW 1st Court, 16th Floor**

Miami, Florida 33136  
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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Wednesday, March 02, 2016 1:10 PM  
**To:** Caballero, Alisa L (PHCD)  
**Subject:** FW: PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Alisa:

Ms. Turner is seeking an HCV. She is employed at PHCD in the Revenue and Accounting Department. Would you please provide verification that this is a separate division from the one that administers and oversees the Section 8 programs and that Ms. Turner's employment does not require her to be involved in any way on the administration of Section 8 programs.

Thanks and best regards,

Gilma (Mimi) Diaz-Greco  
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust  
19 W. Flagler Street, Suite 820  
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**From:** Turner, Enid (PHCD)  
**Sent:** Wednesday, March 02, 2016 11:59 AM  
**To:** Diaz-Greco, Gilma M. (COE) <[GDIAZGR@miamidade.gov](mailto:GDIAZGR@miamidade.gov)>  
**Cc:** Alexander, Eartha (PHCD) <[eartha.alexander@miamidade.gov](mailto:eartha.alexander@miamidade.gov)>; Montealegre, Sharon (PHCD)

<[SMONTEA@miamidade.gov](mailto:SMONTEA@miamidade.gov)>

**Subject:** PHCD Conflict of Interest and Code of Ethics Annual Review - Request for Opinion

Good Afternoon,

My name is Enid Turner, please find attached a request of opinion in reference to PHCD's Human Resources section's annual review for possible conflict of interests within PHCD; employees applying or participating in a housing assistance program.

When I applied to the **Housing Assistance Program** back in 2008 I was a temporary employee from one of the Temp Agencies.

I recently became permanent at Miami Dade PHCD as of 04/27/2015.

Thank you

*Enid Turner,*

*Finance & Budget Analyst*

*Revenue Accounting Department*

**Miami Dade Public Housing  
and Community Development**

**701 NW 1st Court, 16th Floor**

**Miami, FL 33136**

*Phone: 786 469 4173*

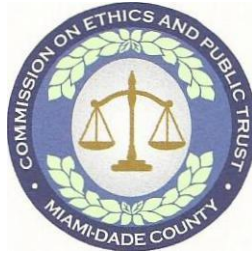
*Fax: 786 469 4151*

[eturner@miamidade.gov](mailto:eturner@miamidade.gov)

# MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST

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Joseph M. Centorino  
EXECUTIVE DIRECTOR  
General Counsel  
Michael P. Murawski  
ADVOCATE

via email at: [eturner@miamidade.gov](mailto:eturner@miamidade.gov)

March 28, 2016

Enid P. Turner  
1650 NE 135 Street, Apt. 805  
Miami, Florida 33181

*Please submit this letter to  
the Procurement  
Department. The Ethics  
Commission does not  
submit this letter on your*

Re: INQ 16-99, Limitations on Doing Business with the County

Ms. Turner:

You have inquired about limitations in contracting with the County. In your application dated February 29, 2016, you advised the Ethics Commission that you are employed by the Miami-Dade County Public Housing and Community Development department (PHCD) as a Finance and Budget Analyst. You would like to enter into a contract with the Miami-Dade County Public Housing and Community Development (PHCD) to participate in the Housing Choice Voucher Program.

We have reviewed your job responsibilities with your supervisor and she advises that you work in a PHCD division that is involved in the administration and oversight of the Housing Choice Voucher program. The Miami-Dade County Ethics Code at Sec. 2-11.1 at Sec. 2-11.1 (c)(2) specifically prohibits County employees from contracting with the division that employs them. See also Miami-Dade Code at 2-11.1(c)(5)(5) (providing that a County employee who is otherwise eligible for assistance through the PHCD should be permitted to seek such assistance as long as the County employee does not administer the program) and RQO 12-06 (holding the PHCD employees are not prohibited from entering into a contract with a separate division of PHCD which does not administer the particular program the employee is seeking to contract with).

Under the circumstances presented here, you are prohibited from contracting with PHDC to participate in the Housing Choice Voucher program because you work in the same PHCD Division that administers this program.

We advise you that you would not be prohibited from contracting through a Housing Choice Voucher program administered by one of the Municipalities.

Please contact me at 305 350-0638 if I can be of further assistance.

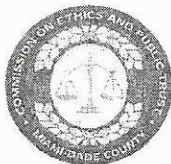
Sincerely,

A handwritten signature in black ink, appearing to read "Gilma Diaz-Greco". The signature is fluid and cursive, with a large initial "G" and "D".

Gilma Diaz-Greco  
Staff Attorney

INQ 16-99  
Turner

March 28, 2016  
Page 2



**County Employee and/or Relative of County Employee Seeking Assistance**  
**from Public Housing and Community Development Programs**

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

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

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

☒ **County Employee** (check here if you are a County employee applying for one of the programs administered by PHCD)

Employee's Name Enid P TURNER  
Employee's Dept. and Section PHCD, Revenue Accounting Department  
Employee's Title Finance & Budget Analyst  
Employee's Job Description and Duties Post Sec 8 Overpayments from land lord + tenants  
Employee's Mailing Address and Zip Code 1650 NE 135 st, Apt 805 Miami FL 33181  
Employee's Phone Number 305 244 6495  
Employee's Email eturner@miamidade.gov  
Immediate family member who works at PHCD Self  
PHCD Division where relative works \_\_\_\_\_  
Supervisor's Name Eartha Alexander  
Supervisor's Phone Number and Email 786 469 4198 eartha.Alexander@miamidade.gov

☐ **Immediate Family Member of County Employee** (Miami-Dade County's Ethics code at Section (b)(9) defines "Immediate Family" as spouse, domestic partner, parents, stepparent, children, and stepchildren)

Complete this section if: ☐ You are a County employee who has an immediate family member working at PHCD (complete top section and this section)  
☐ You are not a County employee, but an immediate family member is a County employee (complete this section only)

Your Name \_\_\_\_\_  
Your Mailing Address \_\_\_\_\_  
Your Daytime Phone Number \_\_\_\_\_  
Your Email \_\_\_\_\_  
Name of County employee \_\_\_\_\_  
What is the relationship? (spouse, child, parent, etc...) \_\_\_\_\_  
County employee's department or division \_\_\_\_\_  
County employee's title \_\_\_\_\_

List names, titles, and departments of any other \_\_\_\_\_  
immediate family members currently employed \_\_\_\_\_  
by Miami-Dade County \_\_\_\_\_

**Please check below which Loan or Rental Assistance program you are seeking**

**Section 8 Programs**

(Those wishing to file to become **Section 8 Landlords** must complete the COE application for **Section 8 Landlords** at:  
<http://ethics.miamidade.gov/frequently-used-forms.asp>)

- ☒ Housing Choice Voucher (HCV)
- ☐ Project-Based Voucher (PBV)
- ☐ Veterans Affairs Supportive Voucher (VASH)
- ☐ Moderate Rehabilitation
- ☐ Substantial Rehabilitation
- ☐ Shelter Plus Care (S+C)

**Other Rental (not Section 8 related) and Mortgage Programs**

- ☐ Public Housing Rental
- ☐ Tenant-Based Rental Assistance (TBRA-maximum 2years)
- ☐ Home-ownership Second Mortgages
- ☐ Home-owner Rehabilitation Program
- ☐ Home-owner Beautification Program
- ☐ Other (please list): \_\_\_\_\_

The Miami-Dade County Code, Section 2-11.1 (c)(5)(5), allows County Employees and their immediate family members to apply for direct housing assistance programs from the County's Public Housing and Community Development Department (PHCD) if they meet certain conditions and if the following criteria are met. Please check one of the following categories and affirm that you meet the criteria for that category:

☒ **County Employees:**

1. I am eligible to receive such assistance from PHCD.
2. I do not work in PHCD, the department that enforces, oversees, or administers the contract.

☒ **PHCD Employee:**

1. I am eligible to receive such assistance from PHCD.
2. I will not participate in the administration of the program during the entire term of the loan or rental assistance provided.

☐ **Immediate Family Member of a County Employee**

1. I am an immediate family member of an employee who is not employed by the County Public Housing and Community Development department.
2. I am eligible to receive such assistance from PHCD.

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

\_\_\_\_\_  
Signature

2/29/16  
\_\_\_\_\_  
Date

***Your ethics opinion will be sent to by first class mail and email. Please submit the letter to the PHCD department.***



- Enterprise
- Discounts
- Bluebook
- Idea Machine
- gNet
- My Profile
- Impress
- Web Publishing

My BlueBook Profile

Search for County Employee

Select Department  
Select Department ▼

Last Name

First Name

Office Number (305-xxx-xxxx)

Turner

Enid

☐ Exact Match

Locate

Clear

[My Blue Book Info](#)

Results

This is 1 out of 1 pages of results.

First Name	Last Name	Position	Division	Department	Email Address	Phone Number	Office Location
ENID	TURNER	FIN&BUDGAN	FINANCE	PUBLIC HOUSING AND COMMUNITY DEVELOPMENT	ETURNER@miamidade.gov	786-469-4173	701 N.W. 1st Court Miami FL 33136

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