

**Ethics (COE)**

INE 05-63

**From:** Ethics (COE)  
**Sent:** Tuesday, April 26, 2005 2:22 PM  
**To:** Fields, Frances (DERM)  
**Subject:** RE: Opinion request

Ms. Fields,

The Ethics Commission has opined on a number of occasions that County employees are not permitted to appear on behalf of third parties. This would include speaking at meetings, meeting with staff, sending letters or having telephone conversations with staff in your capacity as a representative of another entity. Therefore, if the church has matters that need to be resolved with the Building and Zoning department, you would be in violation of the County's Code of Ethics Ordinance if you contact the Building Department on behalf of the church. Some other officer or trustee of church, who is not employed by Miami-Dade County, should deal with the Building Department. Any letters or other forms of communication between your church and the County must not involve you. There is nothing that prohibits you from drafting letters to send to the County (as long as you do not sign them), nor is it impermissible for your to advise other church trustees or members whom they should contact in the County in an effort to obtain the recertification.

If you have any questions, please feel free to contact me at your convenience.

Sincerely,

Robert Meyers, Executive Director

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**From:** Fields, Frances (DERM)  
**Sent:** Thursday, April 21, 2005 9:39 AM  
**To:** Ethics (COE)  
**Subject:** Opinion request

Hello,

I am a Miami-Dade employee, and a trustee of my church. I need an opinion as to weather I am permitted to do business with Miami-Dade county on behalf of my church. Currently, my church is dealing with the building and zoning department in a effort to obtain a forty year recertification. I am the secretary of church's trustee board, therefore I my be required to write letters, make personal or telephone contact with the county in behalf of the church. I work for the Department of Environmental Resources Management as a chemist-1, and my job does not require that I work directly with other departments. I am also requesting an opinion for all other communications to Miami-Dade county that my duties as secretary of the trustee board may require. You may contact me at by telephone at 305/375-1851 or e-mail at [ffields@miamidade.gov](mailto:ffields@miamidade.gov).