

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, November 28, 2018 2:22 PM
To: Sanchez, Rodzandra (COE)
Subject: La Verne Carlile, Admin. Ofc. 2, MDCR, Outside Employment (k), (j), INQ 18-165
Attachments: INQ 17-67 Carlile.pdf; ROE.PDF

INQ 18-165 Carlile

From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, July 09, 2018 4:17 PM
To: Carlile, Laverne R. (MDCR) <Laverne.Carlile@miamidade.gov>
Cc: Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>
Subject: FW: La Verne Carlile, Admin. Ofc. 2, MDCR, Outside Employment (k), (j), INQ 18-165

Ms. Carlile:

I am following up on this matter because an additional ethics opinion appears to be required. In INQ 17-67 we advised you that your outside employment as an owner/landlord/property manager for LaVerne Carlile DBA LaVerne Carlile Rental Properties did not create ethics conflicts.

However, if you are seeking to rent one of those properties as a landlord in the Section 8 program administered by the County Housing department, you would need to obtain a separate opinion by completing the form attached to this email.

If instead of contracting as a Section 8 Landlord, you are seeking to obtain assistance through one of the programs administered by the Housing department such as applying for a Housing Choice Voucher, then you must complete the application found at: http://ethics.miamidade.gov/library/forms/county_emps_relatives_seeking_housing_assist_8-15.pdf

In order to provide a fast response, please call me at (305) 350-0638 so we can discuss which form should be completed .

Thank you,

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
www.facebook.com/MiamiDadeEthics

From: Perez, Martha D. (COE)
Sent: Tuesday, July 03, 2018 3:08 PM
To: Carlile, Laverne R. (MDCR) <Laverne.Carlile@miamidade.gov>
Cc: Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>; Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>
Subject: La Verne Carlile, Admin. Ofc. 2, MDCR, Outside Employment (k), (j), INQ 18-165

Dear Ms. Carlile,

I refer you to INQ 17-67 attached, as there have been no changes to the description of your County duties or your outside employment. The additional information you have provided is that you are a participant in the Miami-Dade Housing Choice Voucher Program-Section 8. I will assume your request is made again in light of your status as a County vendor.

The Miami-Dade County Ethics Code at Sec. 2-11.1 (c)(5)(5) specifically provides 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. Provided you qualify for the housing assistance program, and your employment as an Administrative Officer with MDCR will not require you to be involved in any way in the administration of the Housing Choice Voucher Program, and you do not have any immediate family members involved in the administration of this program, you do not violate subsection 2-11.1 (c)(5)(5) of the Conflict of Interest and Code of Ethics Ordinance with respect to your contracting with PHCD. Notwithstanding, you are required to submit the County Employee Application attached herein to obtain an opinion from the Ethics Commission. If you have not done so, please complete the attached application and submit as instructed on the form.

Should you have any additional questions, do not hesitate to contact us.

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

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From: Kirkland, Tina (MDCR)
Sent: Monday, July 02, 2018 4:49 PM
To: Ethics (COE) <ethics@miamidade.gov>
Subject: Ethics Opinion for Laverne Carlile

Greetings,

The attached is being submitted on behalf of Laverne Carlile for an Ethics Opinion.

Should you require additional information, please feel free to contact me at the number below.

Thanks

Shawntia Kirkland, Personnel Specialist 2

Personnel Management Bureau, Employee Relations

Miami-Dade Corrections & Rehabilitation Department

2525 NW 62nd Street, Suite 2000

Miami, Florida 33147

(Office) 786-263-6196 (Fax) 786-263-6127

kirkls@miamidade.gov



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MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT



Request for Outside Employment

2018

Outside Employment means providing personal services, other than to Miami-Dade County, that are compensated or traditionally compensated, including but not limited to being an employee, an independent contractor, an agent, or self-employment.

Pursuant to Miami-Dade Code 2-11 and 2-11.1, Miami-Dade County employees may accept incidental or occasional outside employment as long as the employment is not contrary, detrimental, or adverse to the interests of the County and as long as no County time, equipment, or other resources are used. According to Miami-Dade County Administrative Order 7-1, Procedure 403, and Section 2-11, employees who engage or intending to engage in any outside employment must first obtain approval from the Department Director utilizing this Request for Outside Employment form. Approvals must be renewed on an annual basis. Copies of all outside employment approvals shall be maintained in the centralized personnel files of the Human Resources Department. The Miami-Dade Corrections and Rehabilitation Department (MDCR) shall also maintain appropriate records regarding outside employment requests. Section 2-11.1(g), explains the violation of public's time and/or resources used in the performance of outside employment which may constitute an "exploitation of official position. Section 2-11.1(h), states that no Miami-Dade County employee may accept employment or engage in any business or professional activity which might reasonably expect, require or induce the employee to disclose confidential information acquired by reason of official position. Section 2-11.1(j) of the Ordinance, states no Miami-Dade County employee may accept other employment which would impair the employee independence, judgmental or duties performance.

Full-time County employees engaging in outside employment must also file an Outside Employment Statement form with the Elections Department by July 1st of each year, in accordance with §2-11.1(k)(2) of the Miami-Dade Conflict of Interest and Code of Ethics Ordinance. More detailed information for outside employment is available on the Miami-Dade Commission on Ethics website at: <http://ethics.miamidade.gov/outside-employment.asp>.

EMPLOYEE INFORMATION

Name: Laverne Carlile	Employee Identification No.: 12347
MDCR Classification/Rank: Administrative Officer 2	Facility/Bureau: Reentry Program Service Bureau
Job Responsibilities: Assist with Administrative functions to include analyzing data, preparing reports, coordinating activities and projects with other entities, divisions and units, supervisory functions, and other duties as requested.	

PROPOSED OUTSIDE EMPLOYMENT

Name of Company/Organization: LaVerne Carlile DBA LaVerne Carlile Rental Properties	
Address: 2230 NW 196 Street; Miami Gardens, Florida 33056	
Job Title: Owner/Landlord/Property Manager	
Detailed Description of Duties: Property Management functions to include coordinating lease agreements with new tenants, preparing evictions, coordinating maintenance and repairs with contractors, performing banking functions, and other duties relevant to management and upkeep of properties, as needed.	
Work Schedule: After 5:00 PM (M-F); 1:00 PM thru 5:00 PM, Sat	Total Hours Per Week: 14
Will your proposed outside employer release you if and when your services are needed by Miami-Dade County or Miami-Dade Corrections and Rehabilitation Department (MDCR)? <input checked="" type="radio"/> YES <input type="radio"/> NO	
In my outside employment, I am employed by one of the following types of organizations:	
<input type="radio"/> Company or organization that is not a County Vendor.	
<input checked="" type="radio"/> Company or organization that is a County vendor. (An <u>Ethics Opinion (for County Employees)</u> form should be requested to ensure that no conflict of interest exists, e.g., Vendor conducts business with MDCR. Additionally, you are required to file a sworn <u>Affidavit</u> disclosing such employment with the County Clerk of the Board.)	
<input type="radio"/> Self-employed through my private business, whether incorporated or not. (If your privately-owned business is seeking to contract with Miami-Dade County, you are required to complete an <u>Ethics Opinion (for County Employees)</u> form.)	
<input type="radio"/> Company or organization owned by an immediate family member; defined as a spouse, domestic partner, parents, stepparents, children, and stepchildren of employee. (If the company owned by your immediate family member is seeking to contract with Miami-Dade County, you are required to complete an <u>Ethics Opinion (for Relatives of County Employees)</u> form.)	
NOTE: All forms shall be submitted to the Personnel Management Bureau (PMB) via the Chain of Command. The PMB shall forward the completed forms to the County Clerk of the Board on behalf of the employee.	

MDCR PAYROLL SYSTEM 14



MIAMI-DADE CORRECTIONS AND REHABILITATION DEPARTMENT



Request for Outside Employment

My outside employment will be performed during off-duty hours; hence, no part of such employment will be conducted on Miami-Dade County time. The work will not exceed 20 hours per week. The outside employment will not adversely affect my job performance or represent a conflict of interest or ethical concern with Miami-Dade County. In addition, it is not contrary, detrimental, or adverse to the interest of Miami-Dade County or Miami-Dade Corrections and Rehabilitation Department. I understand that I am subject to recall to duty at any time, approval is only for the employment listed, and continued approval is not assured. No Miami-Dade County equipment, material, instrument or facility will be used.

In accordance with Miami-Dade County Code Section 1, Section 2-56.1(d), Off-regular-duty police services shall mean and include any police services rendered by a Law Enforcement Officer or Correctional Officer during a period or periods of time not within the regular assigned hours of duty except for those police services performed by Correctional Officers on behalf of a state, county or municipal law enforcement agency other than Miami-Dade County pursuant to that agency's supervision and authority and otherwise in accordance with applicable state law. Correctional Officers shall not be considered to be acting within the course and scope of their official duties for Miami-Dade County whenever they are performing police work on behalf of any state, county or municipal law enforcement agency other than Miami-Dade County.

I certify that the information provided is true and correct and I have read and understand the conditions specified in this form and applicable Departmental Standard Operating Procedures concerning outside employment, and I agree to abide by the contents thereof, including any terms and conditions of such employment. I understand that failure to comply with indicated stipulations will be cause for revocation of my approval and could result in possible disciplinary action against me. I also understand and agree that approval or denial is entirely at the discretion of the Director.

LaVerne Castle

Employee Signature

6-30-18

Date

PRINT NAME	SIGNATURE	DATE	APPROVED	DISAPPROVED
<i>J. F. Botner</i> Facility/Bureau Supervisor	<i>J. F. Botner</i>	<i>7/2/18</i>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personnel Management Bureau Commander			<input type="checkbox"/>	<input type="checkbox"/>
Division Chief			<input type="checkbox"/>	<input type="checkbox"/>
Assistant Director			<input type="checkbox"/>	<input type="checkbox"/>
Department Director			<input type="checkbox"/>	<input type="checkbox"/>

MIAMI-DADE COUNTY

AFFIDAVIT ATTESTING TO COMPLIANCE WITH SECTION 2-11.1 (f) COMPULSORY DISCLOSURE OF EMPLOYMENT WITH AN ENTITY CONDUCTING BUSINESS WITH THE COUNTY WHERE NO CONTROLLING FINANCIAL INTEREST EXISTS.

I Laverne Carlite (Check One):
(Print or Type Name)

Am departmental Personnel (Department Head, County Attorney and Assistant County Attorney) or County employee serving as a(n) Administrative Officer 2 in the Miami-Dade County Corrections & Rehab. Department.

OR

Have an "immediate family member" (spouse, domestic partner, parent, step-parents, children, and step children) employed by a corporation, firm, partnership, or business entity doing business with the County.

I depose under oath or affirmation (Check One):

That I am employed by Laverne Carlite DBA Properties a corporation, firm, partnership, or business entity as an Owner/Leasehold Property Manager; in which I do not have a controlling financial interest (defined as 10% or more in the Miami-Dade Code at Section 2-11.1((b)(8)), which contracts with the County or any County agency, or is subject to regulation by the County or any of its agencies.

OR

That a member of my immediate family is employed by _____, a corporation, firm, partnership, or business entity as a(n) _____; in which he or she does not have a controlling financial interest (defined as 10% or more in the Miami-Dade Code at Section 2-11.1((b)(8)), which contracts with the County or any County agency, or is subject to regulation by the County or any of its agencies.

Through this affidavit, pursuant to the Miami-Dade Code at Sections 2-11.1(g) and (j), I further affirm that:

I do not lobby the County on behalf of this entity, nor do I oversee either the selection or the administration of any contract this entity holds with the County.

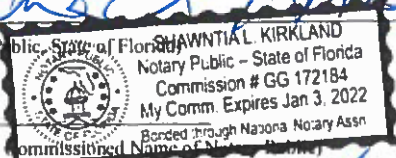
STATE OF FLORIDA
COUNTY OF MIAMI-DADE

Sworn to (or affirmed) and subscribed before me

this 2nd day of July, 2018.

by Laverne Renee Carlite
(Name of Person Making Statement)

Shawntia L. Kirkland
(Signature of Notary Public, State of Florida)



(Print, Type, or Stamp Commissioned Name of Notary Public)
Personally known to me _____ Or Produced Identification Type of Identification Produced: A. S.I.

MDCR PAYROL
JUL 2 2018 14:4

File this form with the Miami-Dade Clerk of the Board at clerkbcc@miamidade.gov.