

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, August 22, 2018 12:54 PM
To: Sanchez, Rodzandra (COE)
Subject: INQ 18-208 Chequita Thomas, Corrections Technician, Miami-Dade Corrections and Rehabilitation Department (Outside Employment)

INQ 18-208 Thomas

From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, August 22, 2018 12:52 PM
To: Thomas, Chequita <Chequita.Thomas@miamidade.gov>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>; Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Perez, Martha D. (COE) <Martha.Perez2@miamidade.gov>; Turay, Radia (COE) <Radia.Turay@miamidade.gov>; Kirkland, Tina (MDCR) <Tina.Kirkland@miamidade.gov>; Mayo, Cheryl (MDCR) <Cheryl.Mayo@miamidade.gov>
Subject: INQ 18-208 Chequita Thomas, Corrections Technician, Miami-Dade Corrections and Rehabilitation Department (Outside Employment)

Dear Ms. Thomas:

You asked about possible conflicts of interest between your County employment and your proposed outside employment as a Parent Coordinator with the Overtown Youth Center, a County Vendor.

Background

As background, you are employed at the Miami-Dade Corrections and Rehabilitation Department (MDCR) as a Corrections Technician. Your job duties include administrative work such as answering phones, date entry, processing incoming inmates, and scheduling inmate court hearing dates.

You are seeking outside employment as a Parent Coordinator with the Overtown Youth Center(OTYC). The Parent Coordinator is a paid position involving duties such as working in conjunction with the program principal to address student concerns and problems and performing site visits with the students and parents in order to address those concerns. The OTYC is a County vendor, but County personnel informs us that it does not contract with the Corrections Department which employs you. You advise that this work would occur outside of your hours of County employment.

Legal Analysis

Sections 2-11.1(j) and (k) of the County Ethics Code prohibit County employees from engaging in outside employment which would impair the County employee's independence of judgment in the performance of his or her official duties or creates a conflict between the County employee's public duties and his or her private interests. Based on the facts presented here, we have discussed this matter with your supervisor and concur with her that your proposed outside employment as a Parent Coordinator with the OTYC is not likely to create conflicting employment for the reasons listed below.

- Your public duties as a Corrections Technician with MDCR focus on administrative tasks such as processing incoming inmates and setting court dates and do not involve contacts with the OYTC. Furthermore, your work duties with OTYC as a parent coordinator addressing problem areas for students is different from the

work you perform at MDCR. Therefore, your County duties and the duties of your outside employment are not closely related. *See* COE Outside Employment Guidelines (2017).

- Conflicts are also unlikely because while the OTYC is a County vendor, it does not contract with the MDCR and therefore this outside employment will not likely cause you to come into contact with the same or similar people or entities in both your outside employment and your public duties. *See* COE Outside Employment Guidelines (2017).
- Your outside employment would occur outside of your County hours and mostly outside of Miami-Dade County. *See* COE Outside Employment Guidelines (2017).

However, please note that the following **limitations** would apply:

- You may not use County time or resources in your outside employment. (Miami-Dade Code § 2-11.1(g), Miami-Dade Code 2-11 and AO No. 7-1.)
- You may not use any confidential information acquired because of your County employment to derive a benefit for yourself or for your private employer. (Miami-Dade Code § 2-11.1(h));
- You may not represent your private employer in any matter before the County (Miami-Dade Code § 2-11.1(m)).

Lastly, we remind you that all County employees engaged in outside employment must complete the outside employment paperwork on a **yearly basis**

This opinion is based on the facts presented. If these facts change or if you have any further questions, please contact us.

Cordially,

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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From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, August 17, 2018 12:25 PM
To: Mayo, Cheryl (MDCR) <Cheryl.Mayo@miamidade.gov>
Subject: RE: Ethics Opinion for Chequita Thomas

Thank you

From: Mayo, Cheryl (MDCR)
Sent: Friday, August 17, 2018 11:40 AM
To: Thomas, Chequita <Chequita.Thomas@miamidade.gov>
Cc: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Dazil, Louise (MDCR)

<Louise.Dazil@miamidade.gov>; Sanders, Renea (MDCR) <Renea.Sanders@miamidade.gov>

Subject: Ethics Opinion for Chequita Thomas

Good day,

Please review the questions/answers below and answer in more detail; your initial answer of yes to all questions is not accurate; for example why did you answer yes to question number 5? Please call me tonight to discuss further.

1. Is this a paid position? **Yes**
2. Will you engage in this outside employment outside of your County work hours? **Yes**
3. Is the Over town Youth Center a County Vendor? **Yes**
4. If it is a vendor, does it contract with the Corrections department? **If the answer is yes be more specific**
5. Assuming it is a County vendor, do any of your job duties at the Corrections department involve any oversight, administration, etc. of the County's contract with the Over town Youth Center? **Employee Thomas job duties do not involve any oversight, administration etc. of the County's contract with the Over town Youth Center**

Thanks,

Lieutenant Cheryl Mayo/ *Cheryl Mayo*
Data Processing Unit Supervisor
Miami-Dade Corrections & Rehabilitation
Intake & Release Bureau
Phone# 786-263-5364
Cell# 305-299-6945

"We serve to make a difference"

"Many Hands make Light Work!"

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From: Diaz-Greco, Gilma M. (COE)
Sent: Friday, August 17, 2018 11:21 AM
To: Mayo, Cheryl (MDCR) <Cheryl.Mayo@miamidade.gov>
Subject: FW: Ethics Opinion for Chequita Thomas

Here it is.

From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, August 06, 2018 9:18 AM
To: Thomas, Chequita <Chequita.Thomas@miamidade.gov>
Subject: RE: Ethics Opinion for Chequita Thomas

Good Morning Ms. Mayo-

Please call me at (305) 350- 0638 to discuss this matter. Generally, if an employee oversees a Vendor contract, it would be a conflict for that employee to also work for the vendor. We can discuss when you call.

Regards,

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Thomas, Chequita
Sent: Friday, August 03, 2018 2:07 AM
To: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>
Cc: Mayo, Cheryl (MDCR) <Cheryl.Mayo@miamidade.gov>
Subject: Re: Ethics Opinion for Chequita Thomas

Good Morning Ms. Diaz-Greco I apologize for responding late to your email. I'm responding to the question below the answer is yes to all of the questioned below.

From: Diaz-Greco, Gilma M. (COE)
Sent: Thursday, July 26, 2018 4:02 PM
To: Thomas, Chequita
Subject: FW: Ethics Opinion for Chequita Thomas

Ms. Thomas:

I am working on the opinion regarding your outside employment request. Apologies for the delay in getting the opinion to you. It has been a particularly busy time with a lot of requests for opinions.

I have some questions related to this matter:

1. Is this a paid position?
2. Will you engage in this outside employment outside of your County work hours?
3. Is the Overtown Youth Center a County Vendor?
4. If it is a vendor, does it contract with the Corrections department?
5. Assuming it is a County vendor, do any of your job duties at the Corrections department involve any oversight, administration, etc. of the County's contract with the Overtown Youth Center?

Please advise and thank you.

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Ethics (COE)
Sent: Tuesday, June 26, 2018 4:53 PM
To: Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>
Subject: FW: Ethics Opinion for Chequita Thomas

Please handle.

From: Kirkland, Tina (MDCR)
Sent: Tuesday, June 26, 2018 4:27 PM
To: Ethics (COE) <ethics@miamidade.gov>
Subject: Ethics Opinion for Chequita Thomas

Greetings,

The attached is being submitted on behalf of Chequita Thomas 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
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