

Sanchez, Rodzandra (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Tuesday, January 30, 2018 3:21 PM
To: Sanchez, Rodzandra (COE)
Subject: Ursula Harris, Library Assistant II, Miami-Dade Public Library System (outside employment)

INQ 18-27 Harris

From: Turay, Radia (COE)
Sent: Tuesday, January 30, 2018 12:49 PM
To: 'Michelle Casanova' <casanovam@mdpls.org>; Harris, Ursula (MDPLS) <harrisu@mdpls.org>
Cc: Centorino, Joseph (COE) <Joseph.Centorino@miamidade.gov>
Subject: INQ 18-27, Ursula Harris, Library Assistant II, Miami-Dade Public Library System (outside employment)

Dear Ms. Harris,

You have inquired whether a conflict of interest would exist where you, an employee working for the Miami-Dade Public Library System, have requested permission to engage in outside employment as a parenting registrar at the Center for Family and Child Enrichment, Inc. (CFCE).

Background

You are a Library Assistant II for Miami-Dade Public Library System. Your current job responsibilities include assisting patrons; assisting students with their homework; ordering supplies for a library branch; and doing financial paperwork.

You are seeking to engage in outside employment as a parenting registrar for CFCE, a County vendor. In your role as a parenting registrar, you will be responsible for registering parents for parenting class.

In your County position, you do not have the authority to approve or disapprove any agreements for services between the County and CFCE; you have no involvement in the selection, oversight, or administration of the County contract with CFCE; and you have no responsibilities and/or duties that involve the County contract with CFCE.

Legal Analysis

The Ethics Code at Section 2-11.1(j) states that a government employee may not accept outside employment that impairs his or her independence of judgment in the performance of public duties. See County's Administrative Order 7-1. Generally, the County Ethics Code does not prevent an employee from being employed by a County vendor, as long as the employee does not have any involvement with the vendor's contract. See INQ 17-236; INQ 15-115; INQ 11-67.

Based on the information that you have provided to us at this time, it appears to be unlikely that the type of outside employment that you are seeking to engage in would impair your independence of judgement in the performance of your County duties as a Library Assistant II for Miami-Dade Public Library System. In your County position, you do not have the authority to approve or disapprove any agreements for services between the County and CFCE; you have no involvement in the selection, oversight, or administration of the County contract with CFCE; and you have no responsibilities and/or duties that involve the County contract with CFCE.

As a reminder, pursuant to 2-11 of the County Code, County employees are required to request permission to engage in outside employment from their supervisor on a yearly basis and complete an Outside Employment Statement by July 1st of each year. See Section 2-11.1(k)(2) of the Ethics Code; and A.O. 7-1. In addition, County employees employed by County vendors must file an Affidavit with the Miami-Dade county clerk of the Courts disclosing employment with that vendor. See Sec. 2-11.1(f) of the Ethics Code.

Finally, County employees are cautioned that they may not engage in any activity which would require them to disclose confidential information acquired by reason of their official position, nor use such information directly or indirectly for their personal gain or benefit. See Section 2-11.1(h), County Ethics Code. Lastly, a County employee may not use his or her official County position to secure privileges or exemptions for themselves or others. See Section 2-11.1(g), County Ethics Code.

This opinion is based on the facts presented. If any of these facts change, please contact us.

Sincerely,

RADIA TURAY

Staff Attorney

Miami-Dade Commission on Ethics and Public Trust

19 W. Flagler Street, Suite 820

Miami, FL 33130

Tel: (305) 350-0601

Fax: (305) 579-0273

Ethics.miamidade.gov

From: Michelle Casanova

Sent: Tuesday, January 9, 2018 3:56 PM

To: 'Turay, Radia (COE)' <Radia.Turay@miamidade.gov>

Cc: Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>; Kelly Lau <lauk@mdpls.org>

Subject: RE: Ethics Opinion - Request for Outside Employment

Good afternoon Radia,

Please see the below answers from Ursula Harris regarding her outside employment request with the CFCE. I have also attached her request for outside employment form as per your request. Our director went ahead and signed the form, but he asked us to check with your department to be safe.

Please let me know if you need anything else.

Thanks,
Michelle

Michelle Casanova, Personnel Specialist 2

Miami-Dade Public Library System

101 W. Flagler Street

Miami, Florida 33130

(305) 375-5381



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From: Ursula E. Harris

Sent: Tuesday, January 9, 2018 2:30 PM

To: Michelle Casanova <casanovam@mdpls.org>

Subject: Re: Request for Outside Employment - Center for Family and Child Enrichment (CFCE)

1. NO

2. NO

Thank you in advance,

Ursula E Harris, Library Assistant 2

Miami-Dade Public Library System

North Central Branch

9590 NW 27 Ave

Miami, FL 33147

Tel: 305-693-4541 Fax: 305-694-0315 www.mdpls.org



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From: Michelle Casanova

Sent: Tuesday, January 9, 2018 12:31 PM

To: Ursula E. Harris

Cc: Kelly Lau

Subject: Request for Outside Employment - Center for Family and Child Enrichment (CFCE)

Good afternoon Ms. Harris,

We are in receipt of your Request for Outside Employment with the Center for Family and Child Enrichment (CFCE). Since this is a County vendor, I have a few follow-up questions that require your attention:

1. Does the Center for Family and Child Enrichment (CFCE) do business with the Library?
2. Do you, as an employee of MDPLS, have any oversight in the contract with CFCE?

Please reply with your answers in order to process.

Thanks in advance,
Michelle

Michelle Casanova, Personnel Specialist 2

Miami-Dade Public Library System
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Miami, Florida 33130
(305) 375-5381



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From: Turay, Radia (COE) [<mailto:Radia.Turay@miamidade.gov>]
Sent: Monday, January 8, 2018 2:53 PM
To: Michelle Casanova <casanovam@mdpls.org>
Cc: Murawski, Michael P. (COE) <Michael.Murawski@miamidade.gov>
Subject: FW: Ethics Opinion - Request for Outside Employment

Hello Michelle,

It was a pleasure speaking with you a few minutes ago. Please attach the employee's request for Outside Employment form, and have the employee answer the questions below:

Does Center for Family and Child Enrichment (CFCE) do business with the library?

Does the employee in question have any oversight of the contract with CFCE?

Thanks,
Radia.

From: Ethics (COE)
Sent: Friday, January 05, 2018 10:19 AM
To: 'Mikeisha Watkins' <watkinsm@mdpls.org>
Subject: RE: Ethics Opinion - Request for Outside Employment

Good Morning:

A few questions:

Does Center for Family and Child Enrichment (CFCE) do business with the library?

Does the employee in question have any oversight of the contract with CFCE?

From: Mikeisha Watkins [<mailto:watkinsm@mdpls.org>]

Sent: Thursday, January 04, 2018 3:23 PM

To: Ethics (COE) <ethics@miamidade.gov>

Cc: carmen.bofil@miamidade.gov; Lau, Kelly (MDPLS) <lauk@mdpls.org>

Subject: Ethics Opinion - Request for Outside Employment

Good afternoon,

Our office received a Request for Outside Employment from a full-time employee working as a Library Assistant 2. The employee is requesting authorization to work as a Parenting Registrar for the Center for Family and Child Enrichment, Inc. This company/organization is a County vendor. We are requesting review/advisement from your office to ensure that there is no conflict of interest.

If additional information is required, please advise.

Thank you for your assistance.

Mikeisha Watkins, Personnel Specialist 3

Miami Dade Public Library System

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Miami, Florida 33130

(305) 375-5014 Fax (305) 679-7701

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