

## Sanchez, Rodzandra (COE)

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**From:** Diaz-Greco, Gilma M. (COE)  
**Sent:** Monday, April 29, 2019 9:52 AM  
**To:** Sanchez, Rodzandra (COE)  
**Cc:** Anderson, Machell (COE)  
**Subject:** FW: INQ 19-49, Anita Jones, Special Projects Administrator 1, Miami-Dade Corrections & Rehabilitation Department (Limitations on Contracting with the County)  
**Attachments:** INQ 19-49 Anita Jones.pdf; Jones Application.pdf; Jones Bluebook.pdf

INQ 19-49 Jones

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**From:** Turay, Radia (COE)  
**Sent:** Friday, April 26, 2019 5:40 PM  
**To:** Sanchez, Rodzandra (COE) <Rodzandra.Sanchez@miamidade.gov>; Diaz-Greco, Gilma M. (COE) <Gilma.Diaz-Greco@miamidade.gov>; Perez, Martha D. (COE) <Martha.Perez2@miamidade.gov>  
**Subject:** FW: INQ 19-49, Anita Jones, Special Projects Administrator 1, Miami-Dade Corrections & Rehabilitation Department (Limitations on Contracting with the County)

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**From:** Turay, Radia (COE)  
**Sent:** Friday, April 26, 2019 5:39 PM  
**To:** Jones, Anita (MDCR) <[Anita.Jones@miamidade.gov](mailto:Anita.Jones@miamidade.gov)>  
**Cc:** Arrojo, Jose (COE) <[Jose.Arrojo@miamidade.gov](mailto:Jose.Arrojo@miamidade.gov)>; Kirkland, Tina (MDCR) <[Tina.Kirkland@miamidade.gov](mailto:Tina.Kirkland@miamidade.gov)>; Gibson, Ingrid (MDCR) <[Ingrid.Gibson@miamidade.gov](mailto:Ingrid.Gibson@miamidade.gov)>  
**Subject:** INQ 19-49, Anita Jones, Special Projects Administrator 1, Miami-Dade Corrections & Rehabilitation Department (Limitations on Contracting with the County)

Dear Ms. Jones:

Thank-you for contacting the Miami-Dade Commission on Ethics and Public Trust and requesting our guidance regarding Miami-Dade County employees wishing to register as County vendors. Attached is INQ 19-49 addressing your question. Please do not hesitate to contact us if you have any questions or if we may be of further assistance.

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](http://Ethics.miamidade.gov)



## MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST

19 West Flagler Street, Suite 820 · Miami, Florida 33130

Phone: (305) 579-2594 · Facsimile: (305) 579-0273

Website: [ethics.miamidade.gov](http://ethics.miamidade.gov)

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### MEMORANDUM

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**TO:** Anita Jones  
Special Projects Administrator 1  
Miami-Dade Corrections & Rehabilitation Department

**FROM:** Radia Turay  
Staff Attorney  
Commission on Ethics

**SUBJECT:** INQ 19-49, [Limitations on Contracting with the County § 2-11.1(c)]

**DATE:** April 26, 2019

**CC:** All COE Legal Staff

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Thank you for contacting the Miami-Dade Commission on Ethics and Public Trust and requesting our guidance regarding Miami-Dade County employees applying to become County vendors.

Facts:

You are employed by the Miami-Dade Corrections & Rehabilitation Department (“MDCR”) as a Special Projects Administrator 1. You would like to contract with the Miami-Dade County Library System as a consultant/motivational speaker. In your role as a consultant/motivational speaker, you will occasionally conduct workshops for the Miami-Dade County Library System. You do not have a private company. You are seeking to register as a County vendor in your individual capacity as Anita Jones. You will be paid for the consultant/motivational speaker services that you provide the Miami-Dade Library System.

Issue:

Whether the Miami-Dade Conflict of Interest and Code of Ethics Ordinance (“County Ethics Code”) would prevent you, in your private capacity, from contracting with the County.

Discussion and Opinion:

Your inquiry involves several sections of the County Ethics Code which are analyzed below:

A. Outside Employment

Work that you conduct in your private capacity, as a consultant/motivational speaker, constitutes outside employment. The County Ethics Code prohibits County employees from engaging in conflicting outside employment. Conflicting employment is sometimes created when a County employee comes in contact with the same or similar people or entities in both her outside employment and in her County job or when she uses the same or similar resources in her outside employment as she uses in her County work. Also note that you may not use County time or resources in the performance of your outside employment. *See* County Ethics Code §§ 2-11.1 (g) and (j), Miami-Dade Code 2-11, and Administrative Order 7-1.

Please be advised that this letter does not grant you permission to engage in outside employment. However, Ethics Commission staff previously opined in INQ 17-95 that based on the information that you provided, it appeared 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 duties as a Special Projects Administrator 1 with the Policy and Planning Bureau at MDCR.

Further, you must obtain permission to engage in outside employment annually from your department director and file related financial disclosure forms annually.

B. Contracting with the County

Once you have been granted permission to engage in outside employment, you may enter into a County contract and/or conduct workshops as a motivational speaker for the Miami-Dade County Library System, provided that the contracts/workshops do not interfere with the full and faithful discharge of your duties at MDCR. *See* the County Ethics Code at Secs. 2-11.1(c)(2) and (d).

This includes the condition that you may not participate in determining the contract requirements or in awarding the contract. Additionally, none of your County job responsibilities and job descriptions at MDCR, may require you to be involved in the contract with the Library System in any way. This includes, but not limited to, the contract's enforcement, oversight, administration, amendment, extension, termination or forbearance. Also, you may **not** work in any County department that would enforce, oversee or administer the contract. *See* County Ethics Code §§ 2-11.1(c) and (n). Consequently, in your private capacity as a consultant/motivational speaker, you **may not** enter into contracts with the MDCR.

C. Lobbying

Furthermore, you may not lobby the County. In this case, you may not contact anyone within the County in an attempt to influence a decision about any contract or agreement you are seeking with Miami-Dade County Library System. See the County Ethics Code at Sec. 2-11.1(m)(1).

D. Exploitation of Official Position

Finally, the County Ethics Code prohibits County employees from exploitation of their official position. This means that you may not use your County position to secure **special privileges or exemptions** with respect to any County contract for which you are applying. See County Ethics Code § 2-11.1(g).

This opinion is limited to the facts as you presented them to the Commission on Ethics and is limited to an interpretation of the County Ethics Code only and is not intended to interpret state laws. Questions regarding state ethics laws should be address to the Florida Commission on Ethics.

*Please submit this memorandum to the procurement Department. The Ethics Commission does not submit it on your behalf.*

INQs are informal ethics opinions provided by the legal staff after being reviewed and approved by the Executive Director. INQs deal with opinions previously addressed in public session by the Ethics Commission or within the plain meaning of the County Ethics Code. RQOs are opinions provided by the Miami-Dade Commission on Ethics and Public Trust when the subject matter is of great public importance or where there is insufficient precedent. While these are informal opinions, covered parties that act contrary to the opinion may be referred to the Advocate for preliminary review or investigation and may be subject to a formal Complaint filed with the Commission on Ethics and Public Trust.



**COUNTY EMPLOYEES WISHING to REGISTER as COUNTY VENDORS**

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

The Commission on Ethics & Public Trust  
19 West Flagler St., Suite 820  
Miami, FL 33130

Phone: (305) 579-2594  
Fax: (305) 579-0273  
Email: ethics@miamidade.gov

Employee's Name ANITA JONES

Employee's Dept. MIAMI DADE CORRECTIONS + REHABILITATION

Business Name ANITA JONES

Type of Business CONSULTANT

Employee's Mailing Address 60 NW 91 STREET, MIAMI, FL 33150

Employee's Daytime Phone 786-263-6336

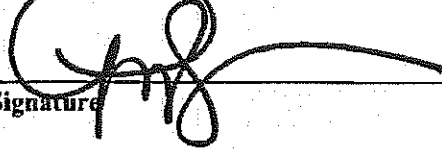
Employee's Preferred Email tech@miamidade.gov. and/or  
JONES1833@bellsouth.net

Immediate Family Members N/A  
*(Please list the names, titles, and departments of any immediate family members currently employed by Miami-Dade County)*

The Miami-Dade County Conflict of Interest & Code of Ethics at §2-11.1(c)(2) allows County employees to contract with the County in certain circumstances and if the following criteria are met. Please confirm that you will be able to meet all of these criteria:

1. Entering into a contract with the County will not interfere with the full and faithful discharge of my duties to the County.
2. I will not participate in determining the contract requirements.
3. I will not participate in awarding the contract.
4. My job responsibilities and job description will not require me to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance.
5. I will not be working in the County department that enforces, oversees, or administers the contract.

I have read these requirements and pledge to abide by them.

Signature 

Date 4/16/19

Your ethics opinion will be sent to you by first class mail & email, unless you request another type of delivery.

Menu



# Employee Search

Select Department

First Name

Last Name

Email Address

Office Phone

Locate

Clear

First	Last	Position	Department	Email Address	Phone
ANITA	JONES	SPEC PROJECTS ADMINISTRATOR 1	39	TECH@miamidade.gov	786-263-6336

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