

**Frigo, Victoria (COE)**

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**From:** Frigo, Victoria (COE)  
**Sent:** Friday, June 06, 2008 11:14 AM  
**To:** Cooper, Ada (MDCR)  
**Subject:** RE: Outside employ/ACooper INQ 08-100

Dear Ms. Cooper,

I hope this email will clarify the issues we've been discussing.

- The Ethics Commission has stated that county employees with more than 2 rental properties must seek permission to engage in outside employment.
- The Ethics Commission recently revised the forms regarding outside employment. I am attaching the two new forms once again: the "Request for Outside Employment" form and the "Outside Employment Statement."
- These new forms, indicated by "COE, 2008" in the bottom left corner, have recently been distributed by the Department of Elections to all county departments. However, old forms are still circulating and may be causing some confusion.
- We advise county employees with 2 or more rental properties to distinguish for their department heads whether they merely own the properties or actually manage the properties. This information may help the department decide on whether permission will be granted.
- The Ethics Commission has jurisdiction to investigate, monitor, and bring complaints against county employees who misuse their county position to engage in outside employment.

If you or your department would like to discuss this matter further, please do not hesitate to contact me or the Ethics Commission Executive Director, Robert Meyers.

Sincerely,

Victoria Frigo, Staff Attorney  
 Miami-Dade Co. Commission on Ethics  
 Direct Phone: 305.350.0601  
 Fax: 305.579.0273



19 West Flagler St., Suite 820  
 Miami, FL 33130

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-----Original Message-----

**From:** Cooper, Ada (MDCR)  
**Sent:** Friday, June 06, 2008 8:47 AM  
**To:** Frigo, Victoria (COE)  
**Subject:** FW: Outside employ/ACooper

Hi Victoria,  
 The forms that you provided are being refused by my supervisors. They have provided me an Outside

Employment form dated 12/28/2004, which requires several chain of Command signatures. As our conversation on May 1, 2008 you informed me that the Outside Employment forms were updated (revised). Please let me know which form is required by the County.

Please call me at your earliest convenience.

Thanks,  
Ada Cooper IST  
(786) 263-4823

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**From:** Cooper, Ada (MDCR)  
**Sent:** Thursday, May 01, 2008 9:58 AM  
**To:** Frigo, Victoria (COE)  
**Subject:** RE: Outside employ/ACooper

Thanks so much for your help in this matter.

God Bless,  
Ada

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**From:** Frigo, Victoria (COE)  
**Sent:** Thursday, May 01, 2008 9:39 AM  
**To:** Cooper, Ada (MDCR)  
**Subject:** RE: Outside employ/ACooper

Hello Ada,

I'd suggest the following information be placed on the form:

Name of company: Self-employed landlord  
Job Title: Landlord of 4 rental properties  
Location: (list addresses of properties)  
Work schedule: no regular schedule; work is done by husband  
Total hours: no regular hours; work is done by husband

I hope this helps.

Victoria Frigo, Staff Attorney  
Miami-Dade Co. Commission on Ethics  
Direct Phone: 305.350.0601  
Fax: 305.579.0273



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-----Original Message-----

**From:** Cooper, Ada (MDCR)  
**Sent:** Thursday, May 01, 2008 9:22 AM  
**To:** Frigo, Victoria (COE)  
**Subject:** RE: Outside employ/ACooper

Hi Victoria,

Thank you for sending me the forms needed to complete the process of filing for outside employment. After reviewing the forms, I have a few questions on what is required on the forms. As a rental property owner, what should I put on the line that says, "Name of Company/Organization for Proposed outside Employment"? Also, there is no set work schedule or total of hours that are used. All of the repairs and duties to maintain the properties are done by my husband. There is no mention of rental property ownership on the forms.

Thanks,  
Ada

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**From:** Frigo, Victoria (COE)  
**Sent:** Wednesday, April 30, 2008 4:49 PM  
**To:** Cooper, Ada (MDCR)  
**Subject:** RE: Outside employ/ACooper

Hello Ms. Cooper,

Please feel free to contact me regarding your questions about outside employment and Section 8 rentals. Attached are forms that you may need in this matter.

Sincerely,

Victoria Frigo, Staff Attorney  
Miami-Dade Co. Commission on Ethics  
Direct Phone: 305.350.0601  
Fax: 305.579.0273



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Miami, FL 33130

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**From:** Cooper, Ada (MDCR)  
**Sent:** Wednesday, April 30, 2008 2:29 PM  
**To:** Meyers, Robert (COE)  
**Subject:** Outside employ/ACooper

Hello Sir,

I called and spoke with Sylvia Baptista, to obtain advice and clarification on the outside employment policy. I explained that my husband (not employed by Dade County) has owned rental property for a number of years. Two properties are rented through the section 8 program. My Husband submitted all required documentation to the section 8 program, and I was approved by the ethics commission. We now own a total of four rental properties.

I was not aware or informed that outside employment meant rental properties. When I spoke with Mrs. Baptista she said that it was ok and required to submit the forms now. Mrs. Baptista also advised me to contact you for clarification, and help with this matter. I would like to submit the outside employment form, to adhere to the policies and procedures of my department. Please advise me on my submittal.

Thanks,  
Ada Cooper IST  
Corrections Department  
(786)263-4823