

**Frigo, Victoria (COE)**

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**From:** Frigo, Victoria (COE)  
**Sent:** Wednesday, July 06, 2011 2:41 PM  
**To:** Flynn, Jay (MDT)  
**Cc:** Saboya, Maria (MDT); Chen, Hugh (MDT); Lopez, Carolina D. (Elections); Bofill, Carmen (Elections)  
**Subject:** RE: Outside Employment and Financial Disclosure Procedures, Tax Year 2010

Hello Mr. Flynn,

This is in response to your suggestion that the language on the “Request for Outside Employment” form be strengthened to clarify the rights of the County and the obligation of County employees to report to work *as needed*—and not merely for situations that rise to the level of “emergencies.”

Based on the unequivocal language of Administrative Order 7-1, there is no question that the first duty of County employees is always to the County.

Our office will revise the form accordingly and have it available for distribution.

Sincerely,

**VICTORIA FRIGO, STAFF ATTORNEY**  
 MIAMI-DADE COUNTY COMMISSION ON ETHICS  
 DIRECT PHONE: 305 350-0601  
 FAX: 305 579-0273

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**From:** Flynn, Jay (MDT)  
**Sent:** Friday, July 01, 2011 10:46 AM  
**To:** Frigo, Victoria (COE); Walker, Ardyth (COE)  
**Cc:** Saboya, Maria (MDT); Chen, Hugh (MDT); Lopez, Carolina D. (Elections)  
**Subject:** FW: Outside Employment and Financial Disclosure Procedures, Tax Year 2010

Good Morning,

Before approving Outside Employment requests submitted by our employees, I have a question about the language on the form (Request for Outside Employment COE, revised 4/2010).

The language in question states - “Will your proposed outside employer release you if and when you are called for emergency service by the County?”

My concern is this language seems to limit the County calling the employee to work only if an emergency condition exists. As you know, there are numerous situations requiring us to have employees work that fall short of emergency situations. With the obligations the employee may have to the second employer, I did not

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want uncertainty with this process.

Can you clarify this, or can the language on the form be strengthened to clarify the rights of the County to have employees report to work as needed?

Thank you,

Jay Flynn  
Chief, Transit HR  
786-469-5214

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**From:** Lopez, Carolina D. (Elections)  
**Sent:** Thursday, March 10, 2011 12:13 PM  
**To:** (HR-PIM) DPRs  
**Cc:** (MetroNet) Department Directors; Sola, Lester (Elections); White, Christina (Elections); Bofill, Carmen (Elections); Collins, Diane (COC); Frigo, Victoria (COE)  
**Subject:** Outside Employment and Financial Disclosure Procedures, Tax Year 2010

Good afternoon Departmental Personnel Representatives,

On behalf of Supervisor of Elections Lester Sola, please note that with another calendar year behind us, a new year of financial disclosure and outside employment starts again. Reflecting on past performance we found that last year's financial disclosure process was a success by all accounts thanks to you and your departments. By the time the first mail notifications went out at the end of May 2010 as mandated by state law, over 25% of the County employees had already filed. With your assistance, we were able to save the County approximately 36% of our printing and postage costs by simply establishing biweekly email blasts to County employees with a financial disclosure requirement. Clearly, we could not have done this without all of your support last year.

As you may already know, all county employees with a financial disclosure filing requirement must file by July 1<sup>st</sup> of each year. In the past, a list of names with a state filing requirement was provided to the Clerk of the Board and employees with a county filing requirement were flagged for Elections notification using the Mainframe PDPO screen. This year, to better streamline the Financial Disclosure process, Elections and the Clerk of the Board collaborated to retrofit the Mainframe PDPO screen so that all county employees with a filing requirement can be flagged using the same process. As such, Departmental Personnel Representatives (DPRs) are now able to promptly identify employees who have either a State or County Financial Disclosure requirement all on the same screen. In addition, the State increased the threshold from \$15,000 to \$20,000 for employees who are considered "Purchasing Agents." Therefore, employees (regardless of title) who had final authority to make any purchase exceeding \$20,000 for Miami-Dade County as of December 31, 2010, (including electronic signature approvals) must file under state filing requirements.

The first step in the financial disclosure process relies on DPRs to update the Mainframe PDPO screen for all employees in your department subject to the financial disclosure requirement. For your convenience, we have put together some tips to assist you in fulfilling your very important role in this process to facilitate your prompt attention to this matter. Please find attached the procedures for managing the Outside Employment and Financial Disclosure forms for tax year 2010 (to be filed in 2011). **Given the time sensitivity of upcoming state notification deadlines, it is imperative that the Mainframe PDPO screen is updated for all departmental employees with a filing requirement by Thursday, March 17, 2011.**

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As we gear for another successful year, the Elections Department continues to work in conjunction with Diane Collins, the Clerk of the Board, and the Commission on Ethics to further strengthen the tools available for DPRs. If you have any additional questions, please contact Carmen Bofill, Outside Employment and Financial Disclosure Coordinator for the Miami-Dade Elections Department, at 305-499-8413 or via email at [cbofill@miamidade.gov](mailto:cbofill@miamidade.gov).

Regards,

**Carolina D. Lopez**

Special Projects Administrator 2

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