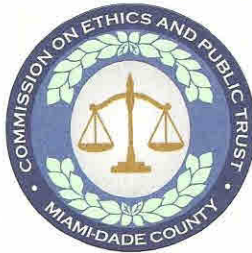


MIAMI-DADE COMMISSION ON ETHICS AND PUBLIC TRUST

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EXECUTIVE DIRECTOR
GENERAL COUNSEL
Michael P. Murawski
ADVOCATE
Miriam S. Ramos
DEPUTY GENERAL COUNSEL

Via First Class Mail and
email at mary.estimate-irvin@estimateirvin.com

January 16, 2014

Ms. Mary Estimate-Irvin
Estime & Irvin Associates, Inc.
111 NE 1 Street, Suite 324
Miami, FL 33132

Re: INQ 14-12, Limitations on Doing Business with the County

Dear Ms. Estimate-Irvin:

On November 15, 2013, you asked about limitations in doing business with the County through your privately owned company, Estime & Irvin Associates, Inc. Your daughter, Simonne B. Estime, is employed by the Miami Dade County Community and Human Service Department, as a Home Care Aide.

The County Ethics Code at Secs. 2-11.1 (c)(2) and (d) allows you to enter into a contract, individually or through a firm, with Miami-Dade County, as long as the contract does not interfere with the full and faithful discharge of your daughter's duties to the County. This means that your daughter, Simonne B Estime shall not participate in determining the contract requirements or in awarding the contract. Additionally, none of Ms. Estime's job responsibilities and job descriptions shall require her to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination or forbearance. In your case, this means that **Estime & Irvin Associates, Inc. shall not enter into contracts with the Miami Dade County Community and Human Services Department.**

This opinion construes the Miami-Dade County Ethics Code as it applies to County employee-vendors at Secs. 2-11.1 (c)(2) and (d) only. It is not applicable to any conflicts under other sections of the County Code or to issues related to state or federal laws.

If any of the facts you have presented change or if you have further questions, please feel free to contact me at 305 350-0638.

Sincerely,

Gilma Diaz-Greco
Staff Attorney

Please submit this letter to the Procurement Management Services Division with your Relatives of County Employees Wishing to Register as County Vendors application. The Ethics Commission does not submit this letter on your behalf.

Diaz-Greco, Gilma M. (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Tuesday, January 21, 2014 11:30 AM
To: 'corporate@estimeirvin.com'
Cc: Centorino, Joseph (COE); Hernandez, Viky (ISD)
Subject: Request for Conflict of Interest Opinion -INQ 14-12
Attachments: INQ 14-12 Estime-Irvin.pdf

Importance: High

Dear Ms. Estime-Irvin:

Attached is the Limitations on Doing Business with the County Ethics Opinion letter. Please note that it indicates that, as a relative of a County employee, the code does not prohibit you from entering into a contract with the County as long as it does not interfere with the County employee's faithful discharge of duties to the County. Please note the limitation that you as an individual, or through your company are prohibited from entering into contracts with the **Miami-Dade Human Community Services and Human Services**, the department in which your daughter Simonne B Estime works. I will send you the original letter via regular mail.

Please do not hesitate to contact me if you have further questions.

Sincerely,

Gilma (Mimi) Diaz-Greco
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust
19 W. Flagler Street, Suite 820
Miami, FL 33130
Tel: (305) 579-2594
Fax: (305) 579-0273
gdiazgr@miamidade.gov
www.facebook.com/MiamiDadeEthics

Miami-Dade County is a public entity subject to Chapter 119 of the Florida Statutes concerning public records. E-mail messages are covered under such laws and thus subject to disclosure.

From: Hernandez, Viky (ISD)
Sent: Wednesday, January 08, 2014 10:29 AM
To: 'corporate@estimeirvin.com'
Cc: Diaz-Greco, Gilma M. (COE)

Subject: Estime & Irvin associates missing Ethics letter option

Importance: High

Good morning Ms. Estime-Irvin,

I just had reviewed your application again but you did not had sent the form to Ethic staff Mrs. Victoria Frigo (frigov@miamidade.gov). I had attached the form above, can you please fax it or contact the office of ethics at 305-350-0601 phone, and fax:305-579-0273 so they can created a letter of opinion for your company. Once you have it please email to me asp. So I can continue to process your application. if you have any questions, please contact me.

Thank you for doing Business with Miami-Dade County

Viky Hernandez

Procurement Contract Specialist

Vendor Services Section

INTERNAL SERVICES DEPT.

111 NW 1st Street, 13th floor, Miami, FL 33128

PH: 305-375-1487/ Fax: 305-375-5409

E-mail: hvicki@miamidade.gov

" Delivering Excellence Every Day"

"You can get everything you want in life, if you just help others get what they want."

Relatives of County Employees Wishing to Register as County Vendors

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

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

Phone: (305) 350-0601
Fax: (305) 579-0273
Email: frigov@miamidade.gov

YOUR NAME	Mary Estime-Irvin
Name of Your Business	Estime & Irvin Associates, Inc
Type of Business	Temporary Employment Services
Your Mailing Address	111 NE 1 Street, Suite 324
Your Daytime Phone	786-228-5121
Your Email	mary.estime-irvin@estimeirvin.com
Name of county employee who is related to you	Simonne B. Estime
Type of relationship— spouse? child? parent? other?	Mother
County employee's department, if known	Miami-Dade County Community and Human Services
County employee's title, if known	Home Care Aide
Please list the <u>names, titles, and departments</u> of any other immediate family members currently employed by Miami-Dade Co.	N/A

The Miami-Dade County Conflict of Interest & Code of Ethics at § 2-11.1 (c)(2) allows immediate family members of County employees to contract with the County in certain circumstances and if the following criteria are met. Please confirm that you and your immediate family member/s 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 the County employee's duties to the County.
2. The County employee will not participate in determining your contract requirements.
3. The County employee will not participate in awarding the contract.
4. The County employee's job responsibilities and job description will not require him/her to be involved in the contract in any way including, but not limited to, its enforcement, oversight, administration, amendment, extension, termination, or forbearance.
5. The County employee will not be working in the County department that enforces, oversees, or administers your contract.

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

Signature

Date

Your ethics opinion will be sent to you by first class mail and email, unless you request another type of delivery.
COE 02/2010

8. **TYPE OF BUSINESS:** (Indicate by checkmark and identify type of commodity and/or service)

- ☐ Manufacturer or Producer
☐ Dealer or Distributor
☐ Maintenance or Repair
☐ Rental or Lease
☐ Construction Contractor
☒ Professional Services
☐ Other

Commodities/ Services

Recruiting & Staffing Agency

9. **THE MIAMI-DADE COUNTY (MDC) CONFLICT OF INTEREST AND CODE OF ETHICS ORDINANCE 2-11.1** requires all Miami-Dade County employees, board members and elected officials to seek a conflict of interest opinion prior to submittal of a bid, response or application of any type to contract with Miami-Dade County by the person or any member of his or her immediate family. Immediate family is defined as spouse, domestic partner, parents, stepparents, children and stepchildren. Pursuant to the ordinance, Miami-Dade County may not award a contract to any covered person who has not received a written ethics opinion or a waiver from the Board of County Commissioners.

If you answer yes to questions 9a or 9b below, you are required to obtain a Conflict of Interest Opinion from the Miami-Dade County Commission on Ethics and Public Trust (COE) concerning the relationship of the County employee, board member and/or elected official, to the officers or principals of your firm. An opinion from the COE is required prior to the receipt or approval of the vendor application by the Miami-Dade County, Internal Services Department, Procurement Management Services Division. Submit request for a written Conflict of Interest Opinion to: Miami-Dade County Commission on Ethics and Public Trust, 19 West Flagler Street, Suite #820, Miami, Florida, 33130 or fax to (305) 579-0273. Please contact the COE at (305) 579-2594 for further information. It is the responsibility of the vendor to forward the vendor application and the written Conflict of Interest Opinion from the COE to the Miami-Dade County, Internal Services Department, Procurement Management Services Division for processing.

- 9a. **ARE ANY OF THE OWNERS/PRINCIPALS IN THE FIRM, A MIAMI-DADE COUNTY ELECTED OFFICIAL, BOARD MEMBER OR MIAMI-DADE COUNTY EMPLOYEE(S)?** If "yes", indicate the name and complete the information below. Use duplicate form for multiple owners/principals. If "no", check box and go to the next section.

Yes: _____ No: ☒

Name of Owner/Principal in the Firm: _____

I. **Miami-Dade Elected Official:** Yes ☐ No ☐ Date Elected: _____ Position Held: _____

II. **Miami-Dade Board Member:** Yes ☐ No ☐ Date Appointed: _____ Position Held: _____

Name of Board Appointed to: _____

III. **Miami-Dade County Employee:** Yes ☐ No ☐ County Employee Hire Date: _____ Position Held: _____

Miami-Dade County Employee (I.D. Number): _____ Miami-Dade County Department where Employee works: _____

- 9b. **ARE ANY IMMEDIATE FAMILY MEMBERS OF THE OWNERS/PRINCIPALS IN THE FIRM, A MIAMI-DADE COUNTY ELECTED OFFICIAL, BOARD MEMBER OR MIAMI-DADE COUNTY EMPLOYEE?** Immediate family is defined as spouse, domestic partner, parents, stepparents, children and stepchildren. If "yes", indicate the name and complete the information below. Use duplicate form for multiple owners/principals. If "no", check box and go to the next section.

Yes: ☒ No: _____

Name of Owner/Principal in the Firm: Mary Estime-Irvin

Name of Immediate Family Member of the Owners/Principals in the Firm: Simonne B Estime

I. **Miami-Dade Elected Official:** Yes ☐ No ☒ Date Elected: _____ Position Held: _____

II. **Miami-Dade Board Member:** Yes ☐ No ☒ Date Appointed: _____ Position Held: _____

Name of Board Appointed to: _____

III. **Miami-Dade County Employee:** Yes ☒ No ☐ County Employee Hire Date: Feb 1991 Position Held: Certified Nurse Assistant

Miami-Dade County Employee (I.D. Number): _____ Miami-Dade County Department where Employee works: Elderly Services