

Diaz-Greco, Gilma M. (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Thursday, February 06, 2014 12:50 PM
To: Caballero, Alisa L (PHCD)
Cc: Centorino, Joseph (COE)
Subject: RE: Ethics Opinion INQ 14-27

Ms. Caballero,

The Ethics Code allows Denise Lewis, an employee of the Public Housing & Community Development Department to accept assistance through a homeownership program administered by the Housing Department if the employee otherwise qualifies for the program and she does not participate in administering the program.

Although County employees are generally prohibited from contracting with their own departments, the exception stated above is provided in the County Ethics Code at Sec. 2-11.1 (c)(5)(5). *See also*, Ethics Opinion RQO 09-20.

You have said that Ms. Lewis' regular responsibilities are strictly ministerial and that she has no discretionary duties associated with the homeownership program. Ms. Lewis is an Account Clerk in the Community Development Accounts Payable Department, and she *does not participate* in administering the homeownership program. Additionally, Ms. Lewis has been advised not to handle her own application file in any way. All tasks related to reviewing and approving or denying her application will be completed by supervisors and managers.

This procedure conforms to the requirements of the Ethics Code.

If you have additional questions, please feel free to contact me.

Sincerely,

Gilma (Mimi) Diaz-Greco
Staff Attorney



Miami-Dade Commission on Ethics and Public Trust
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To: Caballero, Alisa L (PHCD)
Subject: RE: Ethics Opinion for Denise E. Lewis

Alisa,

As we discussed, I need information on the specific department the employee works. Especially because I understand that the employee works for one of the Housing Authority departments. Further, we would need confirmation that the employee does not in any way participate in the administration of these types of mortgages.

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

Gilma (Mimi) Diaz-Greco
Staff Attorney



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From: Caballero, Alisa L (PHCD)
Sent: Wednesday, February 05, 2014 2:11 PM
To: Diaz-Greco, Gilma M. (COE)
Cc: Saydal-Hamilton, Mari (PHCD)
Subject: Ethics Opinion for Denise E. Lewis

Hi Mimi:

Thank you for getting back to me today. Per your request, attached is the internal memorandum being routed for our Director's approval. In addition, I have attached information I found dated back to 2011 from Victoria. The information is related to an employee in the department who worked under the same program applying for a homeownership loan (same scenario-but slightly different). The information is for your use. Anyway, the employee in question, does not work with the approving division in charge of loans. You will see the details in the memo.

You also mentioned having each employee request an opinion would be better for the Agency. I agree with having a standard time frame on when the employee should request the opinion. I will speak to the Assistant Director in charge of this division to determine the best time to do this in the application process.

From: Caballero, Alisa L (PHCD)
Sent: Wednesday, February 05, 2014 3:43 PM
To: Diaz-Greco, Gilma M. (COE)
Cc: Saydal-Hamilton, Mari (PHCD)
Subject: RE: Ethics Opinion for Denise E. Lewis

Hi Mimi:

Ms. Lewis works in the Public Housing and Community Development Accounts Payable Department, under Public Housing. Ms. Lewis is an Account Clerk, and pays bills for Public Housing sites and as stated in the memo, has no direct relation to the side of the house that deals with the mortgages. Ms. Lewis is under the direction of our CFO and Assistant Executive Director, Craig Clay. The division that runs this program is the Loan Administration Division, currently overseen by Ms. Julie Edwards, Assistant Executive Director, PHCD.

Her work location is 701 NW 1st Court, 16th Floor.

If you need any additional information, please let me know. Thanks.



Alisa L. Caballero
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From: Diaz-Greco, Gilma M. (COE)
Sent: Wednesday, February 05, 2014 3:25 PM

Please advise on this case. Thanks.



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Memorandum



Date: February 3, 2014

To: Gregg Fortner, Director
Public Housing and Community Development

From:  Julie Edwards, Assistant Director
Public Housing and Community Development

Subject: Acknowledgement and Approval of Subordinate Mortgage
Assistance to Denise E. Lewis

This memo serves to advise you of the application and pending approval of subordinate mortgage assistance to Ms. Denise Lewis, an employee of the Public Housing and Community Development (PHCD) Department. Staff has reviewed Ms. Lewis' file and have determined that she meets the income eligibility requirements for SHIP assistance in accordance with the program guidelines. Additionally, because Ms. Lewis is an employee of the department, it is important to note that in her capacity as an Account Clerk, she is not involved in any way in the review and/or processing of her loan application, or influencing the outcome of the same.

In light of the above, it is concluded that no conflict exists because of Ms. Lewis' position and her application for assistance under the SHIP program as administered by PHCD. This memo will remain in Ms. Lewis' loan application file as documentation that no conflict exists.

Please sign below to acknowledge receipt of this information and approval of subordinate mortgage assistance to Ms. Lewis through the department's Subordinate Mortgage Program. Please let me know if you have any questions or concerns regarding this matter.

c: File