

Diaz-Greco, Gilma M. (COE)

From: Diaz-Greco, Gilma M. (COE)
Sent: Monday, March 17, 2014 10:39 AM
To: Caballero, Alisa L (PHCD)
Cc: Centorino, Joseph (COE)
Subject: RE: Ethics Opinion INQ 14-62

Ms. Caballero,

The Ethics Code allows Maricely Vazquez Ruiz, an employee of the Public Housing & Community Development department to accept assistance through a homeownership program administered by the Public 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 advised us that Ms. Vazquez Ruiz's regular responsibilities are strictly ministerial and that she has no discretionary duties associated with the homeownership program. Ms. Vazquez Ruiz is an HCD Technician in the Miami-Dade County Community Development department, and she does not participate in administering the homeownership program. Additionally, Ms. Vazquez Ruiz 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. The prohibition on participating in the administration of the homeownership program extends to the entire period of time that Ms. Vazquez Ruiz is participating in the program.

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
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: Caballero, Alisa L (PHCD)
Sent: Wednesday, March 05, 2014 11:46 AM
To: Diaz-Greco, Gilma M. (COE)
Subject: Ethics Opinion - Maricely Ruiz Vazquez

Hi Mimi:

We have an additional employee requesting subsidy for the first time home buyer program. Please see the attached and provide your opinion. Thanks.



Alisa L. Caballero
Quality and Assurance Officer
Administrative Services Division
Public Housing and Community Development
701 NW 1st Court, 16th Floor
Miami, Florida 33136
Phone: 786-469-2100
786-469-2168
Fax: 786-469-2168 (Call Pilot)
alara@miamidade.gov
www.miamidade.gov/

"Delivering Excellence Every Day"



Please consider the environment before printing this email.

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. All E-mail sent and received is captured by our servers and kept as a public record

Date: February 25, 2014
To: Julie Edwards, Assistant Director
From: Lydia Glasgow
Subject: Maricely Vazquez Ruiz

Please be advised that the above named employee has requested subsidy financing to purchase her first home.

Ms. Ruiz is an HCD Technician on the staff of Miami-Dade County, Community Development Department. She has no direct contact with the Homeownership Unit and the underwriting decisions made to determine eligibility for subsidized subordinate financing or the approval of the subsidy amount.

The applicant has received a firm commitment for a first mortgage amount of \$120,000.00 from a participating lender (BankUnited, N.A.) and has met the requirements to receive a \$50,000.00 subsidized, subordinate mortgage in accordance with Miami-Dade County, Affordable Housing and Homeownership Program Guidelines.

The employee has been advised not to handle any documents, payments, requests, etc. with regards to her loan. A commitment letter has been issued for your signature.

Thank you.

Maricely Vasquez

Duties

Provide administrative support to the Resident Services, Community Planning, and Outreach Divisions which manages the Federally funded programs, such as Community Development Block Grant (CDBG), Home Investment Partnership (HOME), and SURTAX.

Develop power point slides, create, and update reports using Microsoft Access, and Excel programs.

- Agency Intake Log
- Agenda Item Exhibit
- RFA Due Diligence Report
- Data Entry Audit for FY 2014 SURTAX and RFA

Schedule, coordinate, and attend community meetings (as needed), Technical Assistance Workshops to provide support during informational presentation.

- CAC Meetings (attended meeting once)
- Staff Meetings
 - Prepare Agenda
- Individual 1-1 Meetings
- Division Director Meetings
- Manager Meetings

Collaborate with the Principal Planners to coordinate the Request for Application (RFA) process for agencies applying for Community Development Block Grant (CDBG) funding.

- Follow timeline for RFA

Log, route, and track all Environmental Reviews for land environmental clearance for projects funded.

- Mail, Track, and Scan all ER from July 2013 to Current into the Fileserver

Prepare agenda packages for Committee, and Board of County Commissioner monthly meetings. Responsible for newspaper advertisements; once advertisement meets its legal sufficiency through the County Attorney's office, ensure ad is translated in Spanish, and Creole prior to publishing in newspaper.

-

As requested, update County calendar for Community meetings.

- Add CAC Meetings, and Special Call meetings to the County Calendar

Coordinate Travel arrangements for Division Directors, and staff.

- Washington DC Trip 2014 NAHRO Legislative Conference

Payroll Responsible for submitting staff's PAR Report on a bi-weekly basis.