



**State of Washington**  
**PUBLIC DISCLOSURE COMMISSION**

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**Memorandum**

To: Public Disclosure Commission

From: Jordan Campbell, Compliance Coordinator

Date: November 30, 2022

Subject: Heidi Cao; PDC Case 110479; Reconsideration Hearing

**Matter for Review:**

During a Brief Enforcement Hearing held on September 1, 2022, Heidi Cao was found to have violated RCW 42.17A.700 for failure to timely file a Personal Financial Affairs Statement (F-1 report) with the Public Disclosure Commission (PDC) no later than April 15, 2022. At the September 1, 2022 Brief Enforcement Hearing, an Order imposing a \$250 penalty, with \$125 suspended, was entered, which Heidi Cao now requests the Commission reconsider.

**Background:**

- Heidi Cao (the “Respondent”) was Professional Staff with the House of Representatives with their term of employment ended October 29, 2021. The Respondent has no prior violations with the PDC.
- Pursuant to RCW 42.17A.700, an elected or appointed official who held office in 2021 was required to file an F-1 report, disclosing financial information for calendar year 2021, no later than April 15, 2022.
- Between March 10th and April 5th, 2022, PDC staff sent email reminders to all elected and appointed officials regarding their missing F-1 reports for calendar year 2021.
- On July 25, 2022, the hearing notice was sent to the Respondent’s mailing and email addresses-of-record, as provided by the House of Representatives. The mailing and email addresses provided were official addresses for House staff.
- At the Brief Enforcement Hearing held on September 1, 2022, the Respondent was found in violation of RCW 42.17A.700 for failure to timely file the F-1 report no later than April 15, 2022, and was assessed a \$250 penalty, of which \$125 was suspended, consistent with WAC

390-37-143, the Brief Enforcement Hearing penalty schedule adopted by the Commission.

- On September 29, 2022, PDC staff served the Initial Order memorializing the Commission's ruling at the Respondent's mailing and email addresses-of-record, as provided by the House of Representatives. The mailing and email addresses provided were official addresses for House staff.
- On October 19, 2022, the Respondent filed an F-1 report covering calendar year 2021 activity.

**Request for Review:**

- On October 19, 2022, the Respondent contacted PDC staff by email to appeal the penalty assessed in the Initial Order entered September 29, 2022 on the grounds they were not aware of the filing requirement due to PDC records not having the correct contact information.
- On November 23, 2022, PDC staff served the Respondent, by email and mail, with a hearing notice for a December 8, 2022 Review Hearing before the Public Disclosure Commission, along with instructions on how to participate in the hearing remotely.