



State of Washington
PUBLIC DISCLOSURE COMMISSION

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908
(360) 753-1111 • FAX (360) 753-1112
Toll Free 1-877-601-2828 • E-mail: pdcc@pdcc.wa.gov • Website: www.pdcc.wa.gov

Memorandum

To: Public Disclosure Commission

From: Tabitha Townsend, Compliance Coordinator

Date: November 30, 2022

Subject: Melissa Vanderwerf; PDC Case 110532; Reconsideration Hearing

Matter for Reconsideration:

During a Brief Enforcement Hearing held on September 1, 2022, Melissa Vanderwerf was found to have violated RCW 42.17A.700 by failing to file a Personal Financial Affairs Statement (F-1 report), which was due to be filed on or before April 15, 2022. At the September 1, 2022 Brief Enforcement Hearing, an Order imposing a \$250 penalty with \$125 suspended was entered, which the Respondent now requests the Commission reconsider.

Background:

- Melissa Vanderwerf (the “Respondent”) was Professional Staff for the House of Representatives from August 9, 2021 through December 15, 2021.
- The Respondent has no prior violations with the PDC.
- The Respondent, as Professional Staff during 2021, was required to file an annual report due on or before 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 22-25, 2022, PDC staff mailed and emailed the Respondent a hearing notice for a Brief Adjudicative Proceeding (Brief Enforcement Hearing) to be held on September 1, 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 September 1, 2022, Brief Enforcement hearing, the Presiding Officer assessed a total civil penalty of \$250 with \$125 suspended in accordance with WAC 390-37-143. The penalty was payable within 30 days of the date of this Order, which was October 31, 2022.
- On September 29, 2022, PDC staff served the Initial Order memorializing the Commission's ruling, by mail and email, to the Respondent's addresses-of-record, which were the mailing and email address for the Respondent at the House of Representatives.
- On November 22, 2022 the Respondent filed the missing F-1 report (Personal Financial Affidavit Statement) covering calendar year 2021.

Request for Reconsideration:

- On October 20, 2022 the Respondent emailed PDC requesting a reconsideration as stated in her request:
 - As of December 16th, 2021, she no longer had access to Melissa.vanderwerf@leg.wa.gov email address
 - She could no longer sign into SAW
 - She did not receive any notice.
 - She had no knowledge of what a F-1 report was until she received the mailed letter.
 - She was a GIS/data analyst for the Democratic caucus from August 2021 to December 2021 as a temp employee.
- On November 23, 2022, PDC staff served the Respondent, by mail and email, with a hearing notice for a December 8, 2022, Reconsideration Hearing before the Public Disclosure Commission, along with instructions on how to participate in the hearing remotely.