

State of Washington
PUBLIC DISCLOSURE COMMISSION
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MINUTES – Regular Meeting

9:30 a.m. | September 26, 2019
Evergreen Plaza Building, Room 206
711 Capitol Way
Olympia, Washington

Commission Members Present

Anne Levinson, Chair; David Ammons, Vice-Chair; Russell Lehman, member; Bill Downing, member.

Absent

Fred Jarrett, member.

Staff Present

Peter Lavallee, Executive Director; BG Sandahl, Deputy Director; Kim Bradford, Communications and Outreach Director; James Gutholm, Chief Information Officer; Sean Flynn, General Counsel; Jana Greer, Administrative Officer; Kurt Young, Compliance Officer; Fox Blackhorn-Delph, Compliance Coordinator; John Meader, Assistant Attorney General representing the Commission; and Chad Standifer, Assistant Attorney General representing PDC Staff.

The regular meeting of the Public Disclosure Commission was called to order by Commission Chair Anne Levinson at 9:30 a.m. | [PDC Meeting Video](#)

Public Comments | [PDC Meeting Video](#)

[Jim Morishima](#) commented on the proposed online publication of F-1s. Mr. Morishima, Assistant Staff Director, Washington State Office of Program Research (OPR), offered comment in a personal capacity. He noted that he is attending this meeting on his own time and is not speaking on behalf of his agency in any capacity.

Mr. Morishima referenced the August 23, 2018, commission meeting where professional legislative staff attended and voiced concerns about having of F-1s available online. F-1s contain sensitive information which can include information about their families. Staff remain worried that the widespread publication of F-1s would violate their privacy and leave them vulnerable to bad actors such as a stalker or identity thief. The original concern has not abated among the professional legislative staff since the August meeting.

He asked that the Commission maintain the status quo about making professional legislative staff F-1s only available through a records request and to redact all personal information to the maximum extent possible when providing the record. He is not asking to be exempt from the F-1 requirement and understands its importance, he is asking that the Commission be careful guardians of the information that is collected on this required form.

[Kelly Leonard](#) commented on the proposed availability of F-1 data online. Ms. Leonard is employed as a non-partisan attorney with the Washington State House of Representatives

attending this meeting on her own time and is not speaking on behalf of her agency in any capacity.

Ms. Leonard provided testimony at the August 23, 2018 meeting where she expressed her concerns regarding the potential publication of F-1s online. She attended today's meeting to ensure that the Commission had provided information and testimony from the August 23, 2018, meeting on this topic to the newest Commission members before a final decision is made in this matter.

Ms. Leonard understands the reasons for the publication of the F-1s, however it makes it easier for anyone to access this information regardless of their interest and it will make frivolous commercial use of financial information easier and untraceable. She believes the posting of this information could potentially affect the welling being of professional staff and hopes the Commission takes into consideration the privacy and safety interest of those affected into consideration when making their decision.

Chair Levinson noted that the all current commission members have reviewed the meeting information from August 23, 2018, prior to today's meeting. She also noted that the Commission contracted through a third-party vendor to review all existing F-1 reports and identify those that had information that needed redaction.

Meeting Minutes | [PDC Meeting Video](#)

The Commission considered approval of meeting minutes of the August 20, 2019, regular meeting.

MOTION 19-057 Moved by Commissioner Ammons, seconded by Commissioner Lehman, that:

The Commission approve the meeting minutes of the August 20, 2019, regular meeting as presented.

The motion passed 4-0.

Rulemaking | [PDC Meeting Video](#)

BG Sandahl, Deputy Director, presented for consideration and possible approval an extension of emergency rules to implement SHB 1195. This procedural step needs to be taken because the emergency rules in place will expire on September 27, 2019 , before permanent rules are in effect.

Staff recommended that the Commission approve the request for extension as presented.

MOTION 19-058 Moved by Commissioner Ammons, seconded by Commissioner Lehman, that:

The Commission approve the request for the rulemaking extension for emergency rules filed for SHB 1195, Laws of 2019.

The motion passed 4-0.

Public Hearing on Proposed Permanent Rules to Implement SHB 1195 and ESHB 1379 | [PDC Meeting Video](#)

Chair Levinson opened the public hearing being held in accordance with the [Administrative Procedure Act](#) to take comment on proposed rules changes that would implement [SHB 1195](#) and [ESHB 1379](#). Written comments were due to the PDC by 09/25/19 and those received were distributed to the Commission by staff. Staff will provide draft language for the Commission's consideration and possible approval at the October 24, 2019.

Public Testimony/Comments | [PDC Meeting Video](#)
Rowland Thompson

Rowland Thompson, representing the Allied Daily Newspapers and the Washington Newspaper Publishers, said the Commission regulates campaigns and candidates, and that the commercial advertiser disclosure requirements exist to verify that the candidate's or campaign's filings are accurate.

Mr. Thompson stated that those that he represents are willing to be the backstop for the verification, but really don't want to be put in the position of having information be available to anyone who would be a competitor. He said the rule goes beyond the statute in requiring that information be transmitted externally. He is advising those in the newspaper business to abide by the statute and to continue to business as usual.

Mr. Thompson said those he represents are prepared to defend themselves under that statute but hope the Commission will realize that it can't exceed the statute, which is very prescriptive. He thanked the Commission for listening and hopes that they will take this under consideration.

Mark Allen

Mark Allen, representing the Washington State Association of Broadcasters who are opposed to the commercial advertiser rules that are being considered, discussed the issue of federal preemption with respect to radio and television stations. He said this issue had not been raised in the past because the requirements in rules have mimicked what the radio and television stations are required to provide to the Federal Communications Commission (FCC). Now the FCC has made rule changes that will allow stations to operate unattended and not have a main studio location along with the requirement that the stations put all their public file materials including the section dealing with political advertising on the FCC's website.

The additional requirements of the PDC proposed rule would be duplicative. Mr. Allen noted that one of their members' stations will no longer be accepting state and local candidate advertising or ballot measure advertising if the rule is adopted. The amount of data the stations are required to keep under the rule is a huge burden even for the large television stations.

Bill Stauffacher

Bill Stauffacher commented on behalf of the Pacific Printing and Imaging Association, the trade association that represents commercial printers in Washington state, who are in opposition to the commercial advertiser rule before the Commission.

The commercial printers are aware of their obligation under the law -- it's an area that the association has routinely worked with printers to remind and educate its members, he said.

When there's a campaign concern about meeting the disclosure obligations, the printers become that backstop for the PDC to review and validate the filings, he said.

Mr. Stauffacher said the printing industry is incredibly competitive. It is common in local communities where you have two or three printers in town, and to post what is proposed in the rule in a very high-profile manner easily accessible by a competitor would create a significant disadvantage, he said.

Mr. Stauffacher noted that they ask their members to follow the law. The law is very clear, and they have educated the members about that law. They will continue to do so.

[Maxford Nelsen](#)

Maxford Nelsen commented on behalf of the Freedom Foundation. Mr. Nelsen discussed an additional issue that relates to [WAC 390-37-061](#), a part of the categorization of different types of violations of the Fair Campaign Practices Act.

The concern is with the current definition of minor violation currently in the regulation. A minor violation is defined as anything where "the public is not deprived of critical information," creating a category that almost swallows up all but the most extreme types of violations of the law. The process for resolving minor violations, however, can be as simple as issuing a warning letter, it can be as simple as sending a notice to media outlets and publicizing the complaint.

Remediable violations, even lower than a minor violation, could result in penalties more significant than that. Mr. Nelsen requested that the PDC consider changing that definition, updating it, making it more precise perhaps, and clarifying the scope of exactly what is a minor violation so that it doesn't just become a catch-all category that swallows up potentially any type of moderate to significant type of violation.

He noted that the definitions of remediable violation and technical violation, both use the words minor to help describe the types of violations. His position would be that a minor violation definition in statute should be perhaps something that falls along the same type of scope or significance as remediable or technical violation, but maybe doesn't fit squarely within those precise definitions in the statute.

[Tony Wilson](#)

Tony Wilson commented on the rulemaking being considered. He expressed concern about not being able to access a live link about the rulemaking on the PDC website. He did receive a response from Outreach and Communication Director Kim Bradford stating that the information had been published in the register and on the PDC website. Mr. Wilson stated that the information ought to be more widely published to ensure the citizens have an opportunity to attend. He could not address anything that is being proposed because he has not had time to review it effectively.

Mr. Wilson encouraged the Commission to distribute this more widely and call another hearing before the permanent rules are put in place so that all citizens have an opportunity at least to be aware.

Chair Levinson closed the comment period. All testimony will be included in the rulemaking file and will be taken into consideration as the Commission deliberates.

[Written Testimony PDC Meeting Video](#)
[Public comments received on permanent rules for SHB 1195 and ESHB 1379](#)

Sean Flynn, General Counsel, provided a summary of the proposed rule changes implementing [SHB 1195](#) and [ESHB 1379](#).

Counsel Flynn discussed sections of the proposed rulemaking where written comments have been received.

PDC staff response to comments and recommendation for Commission consideration:

[WAC 390-05-290](#)—The language of sub (4) exempts news-related items that appear in “regularly published papers, periodicals or broadcasts.” The addition of “websites and blogs” in the list of media is also modified by “regularly published.”

That language in the rule could more explicitly state that all the types of media listed are qualified by “regularly published.”

[WAC 360-16-013](#)—The language in the rule should be changed to be consistent with the current law.

[WAC 390-18-025](#)—The proposed change in sub (3) provides that Top Three PAC donors can be any person who gave the largest “aggregate contributions to any political committee listed as a top five contributor . . .” The term aggregate contributions to any PAC would include contributions potentially made to multiple PACs. The same article (any) is used in the statute.

To ensure clarity that the contributions to multiple PACs are aggregated, the language could read contributions to “any and all” PACs.

[WAC 390-18-030](#)—The surface area for a standard exemption should be expanded to a size that covers most of the examples listed under the current rules. The purpose of the proposed change is to replace the various examples of paraphernalia in the current rule with a standard that could be applied to the different kinds of campaign ware that might exist. The size recommended, 4” x 15”, is equal to the largest size exemption under the current rule and therefore offers a standard to cover all the kinds of paraphernalia intended to be exempt. The rule should specify that the standard size exemption applies to the size of expandable materials when expanded.

The “impracticable” language is intended to provide some flexibility in allowing exemptions that do not technically meet the standard size requirement. The term should qualify that “impractical” refers to the ability to produce the required text and how effectively it can be read. Examples would include things like skywriting or other material readable from a considerable distance that would be hard to print and read. It may be helpful to expound on the meaning of “paraphernalia” in order to reduce the concerns about subjectivity. Keeping

within the context of the items listed in the current rule, paraphernalia could include “novelty and sundry items generally distributed by campaigns.”

[WAC 390-18-050](#)—An individual filer may seek a hardship exemption if they are unable to use the option. If an outage occurs where the electronic option is not available to all users, the reporting requirements are suspended for that period of inaccessibility. The signature requirements used in the PDC electronic filing systems are in accordance with the general authority provisions of the state electronic signature policy. A request for a hardship exemption may be made by email and is not tied to an electronic filing system. Therefore, a request for an exemption from using an electronic filing system should not interfere with the requirement to request an exemption by email communication.

[WAC 390-19-050](#)—This proposed rule change was not part of the rulemaking hearing and only referenced at the meeting.

[WAC 390-20](#)—Reference to reporting forms could be changed, consistent with proposed changes to the Financial Affairs Statement, and throughout the WAC, to consistently reflect the move away from forms and adoption of an electronic lobbyist reporting application. The actual copy of the lobbyist registration form should be removed from the rule, since it has been replaced by the electronic reporting application.

[WAC 390-24-020](#) & [025](#)—The code values in the current rule do not line up with the monetary threshold list. The graphic should be changed to separate the code values from the monetary thresholds, to reflect that the code values are established by statute.

[WAC 390-24-301](#)—The code values in the current rule do not line up with the monetary threshold list. The graphic should be changed to separate the code values from the monetary thresholds, to reflect that the code values are established by statute.

[WAC 390-28-040](#)—The filing for a request for modification is not part of the F-1 filing application. Therefore, a reference to electronic “filing” in regard to a modification request might be confused with the electronic filing applications currently being developed and implemented for reporting requirements.

To avoid confusion, the requirement could read that the applicant “electronically submitted” a request for a hearing.

[WAC 390-37-050](#) —Most cases will warrant time for a response, but there may be situations within a week of the election that warrant more immediate action. Requiring a specific period for a response would effectively prevent any enforcement within that designated period immediately before the election, which would defeat the purpose of the proposed change.

[WAC 390-37-060](#) —The language in the rule is clear and does not require further definition. The reference to “material violation” in the rule directly relates to the Executive Director’s determination to initiate an adjudicatory proceeding because the matter is not appropriate for dismissal or alternative resolution. The reference to “technical violation” should be changed to “technical correction,” consistent with the change in law.

Chair Levinson asked staff to re-look at, and fine-tune, the language related to the definitions of “material violation” and “technical violation”.

[WAC 390-37-061](#) —Currently includes a definition as well as a fairly comprehensive list of factors to guide the Executive Director’s determination to allow an expedited resolution of minor violations. The factors provide detailed guidance to supplement the definition of minor violation so that further definitional terms are not needed.

[WAC 390-37-062](#)—The law contemplates that technical corrections and remediable violations may be resolved without reference to a penalty schedule. Under [RCW 42.17A.755\(2\)](#), the law provides authority for the PDC to delegate authority to the Executive Director to resolve matters as technical corrections or remediable violations. The law goes on to permit the PDC to adopt rules to develop “additional” processes for a respondent to agree to an early stipulation (before initiation of a formal investigation) and pay a penalty on a schedule.

[WAC 390-37-143](#) & [182](#)—There are different considerations, including the types of matters and penalty limits under each procedure, which warrants keeping each schedule separate. (Alternative 1).

Reordering the contents of the chapter would make sense to keep the penalty schedule closer to the other relevant sections. However, changing the numbering and location of a rule section would require the repeal and recodification of that section, which would eliminate the amendatory history of that section. Renumbering also could disorient readers who are accustomed to searching for rule provisions on the Legislative website by number reference, rather than using the table of contents or through a chronological search of the bound version of the WAC. (Alternative 2).

Cross-reference should be included in sections 143 & 182, respectively, to the other section in order to clarify the scope and applicability of each schedule. (Alternative 3).

The titles in [Chapter 390-37 WAC](#) should be changed.

A separate public hearing will be held for sections 19 and 20 and is proposed to be held in November or December of 2019.

Staff will bring back to the Commission at the October 2019 meeting the proposed language that includes changes and items discussed. A draft will be sent in advance of the meeting for Commission review.

Next Steps/Follow-up:

- Staff will bring back to the Commission at the October 2019 meeting the proposed language that includes changes and items discussed. A draft will be sent in advance of the meeting for the Commission review.
- [WAC 390-37-060](#) —Chair Levinson asked staff to re-look at, and fine-tune the language related to the definitions of “material violation” and “technical violation”.

Financial Affairs Reporting | [PDC Meeting Video](#)

The Commission discussed the proposed legislative statutory reforms for consideration and possible approval. The new online F-1 filing application will be available in January 2020.

Director Bradford reviewed background and comments submitted on the proposed changes to the statutory reform and staff recommendations. She reported on information collected from an August 2019 survey on F-1s: ([MEMO: Outline of Proposed F-1 Regulatory Reform](#)).

Staff will return to the Commission in October with draft language for the agency-request legislation and requested direction about general approaches. The Commission agreed with staff recommendations for follow to:

- Redraft RCW 42.17A.710 for ease of understanding
- Remove unnecessarily burdensome statutory requirements such as the addresses of stock holdings and the low threshold for reporting of investment assets
- Expand disclosure of lobbying affiliations and business interests
- Align reporting periods in RCW 42.17A.700 to avoid inconsistent reporting
- Focus the statute on establishing minimum requirements for financial affairs disclosures and leave specificity to rulemaking

Next Steps/Follow-up: Staff will bring back proposed agency request legislation to the Commission at the October 2019 meeting.

Chair Levinson noted that due to timing the legislative discussion will be moved to the afternoon portion of the meeting. The agenda item “Modification requests/Brief adjudicative proceeding heard by presiding officer or full commission – options for consideration” will be heard at a later date.

F-1 Application and Online Accessibility Discussion | [PDC Meeting Video](#)

CIO James Gutholm provided an overview of the functionality that will be offered through the F-1 online application offering the user a path to enter required information. The launch of the application is anticipated in early January 2019.

Public stakeholders are a part of the F-1 application design process and attend meetings with staff every two weeks.

Accessibility to F-1 Reports | [PDC Meeting Video](#)

The Commission discussed online accessibility of F-1s. All Commission members were briefed on past meetings and viewed/listened to past meeting testimony regarding the accessibility of F-1 reports online.

Executive Session | [PDC Meeting Video](#)

The Commission went into Executive Session at 12:15 p.m. to discuss matters allowed in Executive Session pursuant to [RCW 42.30.110](#), including but not limited to discussion of enforcement matters, pending and potential litigation with legal counsel, and review of performance of public employees.

The Commission meeting returned to open session at 1:15 p.m.

Reporting Modification Request | [PDC Meeting Video](#)

The Commission conducted a hearing as part of the regular meeting to hear a request for a reporting modification. Jennifer Hansen, Compliance Officer, presented the following request:

[Anab Abdi](#) – Hospital Commissioner Candidate, King County Public Hospital District 1 WAC 390-28-100(1)(e). Ms. Abdi participated by phone.

Anab Abdi requested a reporting modification that would exempt her from disclosing all her spouse’s reportable financial information on her Personal Financial Affairs Statement filed as a candidate covering the previous twelve months.

MOTION 19-059 Moved by Commissioner Ammons, seconded by Commissioner Downing, that:
The Commission grant the partial reporting modification as requested, finding that the literal application of the law would cause a manifestly unreasonable hardship on the applicant and that a limited modification would not frustrate the purposes of the Act.

The motion passed 4-0.

Enforcement—Consideration and Possible Acceptance of Stipulation | [PDC Meeting Video](#)

Chad Standifer, Assistant Attorney General, presented a proposed pre-investigation Stipulation as to Facts, Violations, and Penalty to the Commission for consideration.

Kurt Young, Compliance Officer, was present at the hearing.

Daniel Franco-Malone, Counsel representing AFSCME, was present at the hearing.

PDC Case [54145](#), American Federation of State, County and Municipal Employees, AFL-CIO (AFSCME), involved allegations that AFSCME violated RCW 42.17A.250 by: (1) failing to timely file Out-of-State Committee Contribution Reports (C-5 reports) disclosing \$250,000 in monetary contributions made to three political committees in Washington State during calendar years 2015 and 2016; and (2) failing to timely file C-5 reports disclosing contributions received from AFSCME International into AFSCME’s segregated account covering the period October 1, 2014 through August 31, 2018.

Staff recommended that the Commission accept the Stipulation as proposed.

MOTION 19-060 Moved by Commissioner Downing, seconded by Commissioner Lehman, that:
The Commission accept the Stipulation as to Facts, Violations, and Penalty and assess a civil penalty of \$5,250 and suspend \$2,000, representing \$750 for each late C-5 report, in accordance with the Stipulation Penalty Schedule in WAC 390-37-062, conditioned on no further violations of RCW 42.17A or WAC 390 within four years of the

date of the final order in this matter. If the Respondent fails to comply with any of the conditions of this Order, the suspended portion will immediately come due without further action by the Commission. The unsuspended amount is due within 30 days of the date of the final order.

The motion passed 3-1.

Commissioners Levinson, Downing, Lehman approved. Commissioner Ammons voted No.

Enforcement—Request for Consideration | [PDC Meeting Video](#)

Fox Blackhorn-Delph, Compliance Coordinator, presented PDC Staff request for reconsideration of PDC Case 39041, Bishop, Matthew.

At a September 24, 2018, Brief Enforcement Hearing, Matthew Bishop, a candidate for State Senator for Legislative District 08, was found in violation of RCW 42.17A.205 for failure to timely file a Candidate Registration (C-1 report), and RCW 42.17A.700 for failure to timely file a Personal Financial Affairs Statement (F-1 report), certifying financial activities for twelve calendar months prior to becoming a candidate, both due within two weeks of becoming a candidate, or no later than June 1, 2018. At that hearing, a \$500 penalty was assessed, which PDC staff request be reconsidered by the full Commission.

MOTION 19-061 Moved by Commissioner Ammons, seconded by Commissioner Lehman, that:

The Commission find the Respondent has failed to communicate with the PDC at any time about this matter, has not filed his C-1 and F-1 reports, and incurred penalties and costs as a result of his candidacy, and that PDC Staff’s Request for Reconsideration is DENIED. This Amended Order will be the Final Order. The Findings of Fact and Conclusions of Law entered on October 5, 2018, are affirmed. The \$500 civil penalty assessed in the October 5, 2018 remains due and Respondent is responsible for any collection costs accrued.

The motion to deny the request for reconsideration was approved 4-0.

Accessibility to F-1 Reports —Continued | [PDC Meeting Video](#)

The Commission continued discussion about online accessibility of F-1 reports.

MOTION 19-062 Moved by Commissioner Lehman, seconded by Commissioner Ammons, that:

The Public Disclosure Commission will make all financial affairs disclosure (F-1) reports filed on or after January 1, 2020, accessible to the public online, as all other required filings are, with the following exception: there will be no online accessibility of those F-1s filed by professional staff members of the legislature until May 1, 2020. After

that date, such filings will become accessible online if the legislature has not enacted an amendment to the law to eliminate the requirement for professional staff members of the legislature to file F-1s, instead adopting a different alternative for addressing possible conflicts.

The motion passed 4-0.

Enforcement and Compliance Update | [PDC Meeting Video](#)

Kurt Young, Compliance Officer, reported the status of PDC cases and statistics for the period of August 13, 2019 through September 16, 2019.

- 25 cases closed with no evidence of violations.
- 24 cases closed with a reminder.
- 5 cases closed with a formal written warning.
- 1 case closed as a request for a technical correction.
- 3 cases closed with a statement of understanding.
- 3 cases closed with Commission finding violations.
- 3 cases scheduled for Commission enforcement hearing.
- 1 case status review conducted.

143 active cases during the period. As of September 26, 2019, active cases were down to 134.

With the upcoming general election, staff anticipates an influx of complaints. Staff also added that the report now includes the election year in the description for those cases that are relevant to an upcoming election for those who may have interest; and that IT would later implement a column for relevant election years while completing other work.

Next Steps/Follow Up: Compliance staff to schedule a meeting with the Commission to present the case review process to Chair-elect Ammons.

Legislative Discussion | [PDC Meeting Video](#)

Sean Flynn, General Counsel, reviewed the draft 2020 PDC proposed legislation which included technical changes staff identified, and additional improvements where updating or clarification was needed; as well as the restoration of changes vetoed from [HB1195](#). Chair Levinson identified sections of the draft that need further clarification or language changes to put emphasis to points the Commission is trying to make.

General Counsel Flynn elaborated on comments received regarding the Transparency Account becoming non-appropriated and the need to clarify the intent for the account. Staff and Commission also discussed whether projects identified for funding from the Transparency Account should be reviewed quarterly or annually, and whether the projects must be IT-specific.

Staff and the Commission reviewed legislative request topics that had not yet been drafted such as the definition of "Election Day", so that staff may determine if reporting timelines should be reviewed; as well as having discussions with Secretary of State and the AG on false political advertising and what could be done rather than regulate content speech. Staff will

continue to get stakeholder input to bring to the Commission.

Executive Director Lavallee discussed the Seattle Ethics and Elections Commission meeting he and Commissioner Lehman attended in which they expressed the Commission's support for the principles underlying the draft legislation circulated to the SEEC, and offered their assistance in terms of analysis.

Commissioner Ammons left the regular meeting to preside over brief enforcement hearings at 2:50 p.m. and returned to the regular meeting at 3:20 p.m.

Executive Director Update | [PDC Meeting Video](#)

Executive Director Peter Lavallee congratulated both Commissioner Downing and Commissioner Ammons for being recognized recently. Commissioner Downing received an [award](#) from the Washington Coalition for Open Government, while Commissioner Ammons had recently been inducted into the [hall of fame](#) for the University of Washington Department of Communications.

Executive Director Lavallee discussed the preliminary contact he has made with individuals from New York City's Campaign Finance Board regarding its ad archive.

IT Portfolio and IT Activity Report | [PDC Meeting Video](#)

CIO Gutholm reviewed the updated IT strategic priorities. A column has been added to align the report with the agency strategic plan and the IT strategic framework. Items identified on the list are part of an overall agency direction and plan.

A proposed project manager position would help to identify, scope, and monitor all agency projects identified.

Budget Update | [PDC Meeting Video](#)

Chad Johnson, Department of Enterprise Services, Senior Financial Consultant for the PDC, reported that the supplemental budget had been submitted in mid-September and that the PDC would start see normal reporting and accruals again.

Chad updated the Commission on the status of the 22W Transparency Fund. Its balance is \$849,849.30. Executive Director Lavallee added that the PDC budget is currently underspent.

Next Steps:

PDC staff to send Chad Johnson draft language to review for the Transparency Fund's non-appropriated approach to ensure appropriate language is being used.

New Staff Introductions | [PDC Meeting Video](#)

The Commission welcomed two new staff members. Director Bradford first introduced Debbie Cafazzo, who is new to the PDC and will be filling the Training and Outreach Specialist position. Cafazzo has a background in newspapers and most recently came from the Tacoma school district and Pacific Lutheran University.

Deputy Director Sandahl introduced Tabitha Townsend, who transitioned from Customer Service into Compliance, bringing a great base of knowledge with her and hitting the ground running in compliance.

Communications, Outreach and Filer Assistance update | [PDC Meeting Video](#)

Kim Bradford, Communications and Outreach Director, discussed the filer assistance team finishing the last of 57 requests for those filers wanting to change from mini to full reporting. Director Bradford mentioned that staff time to complete the process, excluding the executive director's time, was roughly 300-400 hours; and that this may be an area to address in the PDC's 2021 focus.

Bradford also discussed the mandatory electronic filing passed with [HB1195](#) and the staged implementation approach the agency has taken with filers to make the transition easier. Director Bradford added that [SsB 5861](#) had additional requirements for lobbyists. The IT team was able to deploy changes in the lobbyist reporting system that allows lobbyists to certify they've taken the new requiring training course.

Process Improvement | [PDC Meeting Video](#)

Fox Blackhorn Delph, Compliance Coordinator, reported on the improvements from the case track system implemented by PDC's IT staff in April 2019. The new case track system serves as an intermediary step between the staff's portal and the public facing enforcement website. Case opening and closing process steps have been greatly reduced, saving valuable staff time. They explained that the bulk of the improvement is the improved communication time between the employee portal and the public portal, allowing staff to upload instantly rather than having to wait. Mx. Blackhorn-Delph explained that if the case track system had been operational in calendar year 2018, the agency would have saved 179.9 hours in staff time.

Meeting adjourned at 3:50 p.m.

Minutes Approved December 5, 2019.