



**State of Washington
PUBLIC DISCLOSURE COMMISSION**

711 Capitol Way Rm. 206, PO Box 40908 • Olympia, Washington 98504-0908
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Melanie Smith
8700 West Bryn Mawr Avenue
CHICAGO, IL 60631-3512

Also delivered electronically to “melanie.smith@pciaa.net”

January 13, 2020

Enforcement Hearing Notice

Subject: Lobbyist Conduct Training Certification;
PDC Case Number 62699

Dear Melanie Smith:

RCW 42.17A.603 requires the PDC to **revoke your lobbying registration** if you fail to make this attestation. As of today, the PDC has not received your training attestation, which is now past due. Public Disclosure Commission (PDC) records indicate that you are registered as a lobbyist for 2020 and have not submitted an attestation that you have completed the new Legislative Code of Conduct training located at: www.walegtrainings.com

In accordance with RCW 42.17A.110 and RCW 42.17A.755, an Adjudicative Proceeding (Enforcement Hearing) has been scheduled to determine if you violated RCW 42.17A.603 by failing to update your lobbyist registration to include the required attestation of Legislative Code of Conduct training completion.

In order to avoid the Enforcement Hearing, please ensure that the following items are received by the PDC by **12:00 p.m. Tuesday, January 21, 2020**:

1. An attestation on your lobbyist registration indicating that you have completed the required training, with an email notifying PDC staff at pdc@pdc.wa.gov that you have done so (see page two for instructions).

HEARING INFORMATION

Date and time: **January 23, 2020 at 11:00 a.m.**
Place: Evergreen Plaza Building, Room 206
711 Capitol Way, Olympia, WA, 98504-0908
Presiding Officer: David Ammons, Vice-Chair, Public Disclosure Commission

To change The PDC lobbyist reporting system you use to file monthly reports also allows you to make this important attestation by using the "edit lobbyist information" screen, located at: <https://accesshub.pdc.wa.gov>

If there are circumstances you wish to have considered at the Enforcement Hearing, you may attend the hearing in person, participate by telephone, or submit written materials addressed to the Presiding Officer. For your information, most Respondents who participate at the Enforcement Hearings participate by telephone or in writing.

If you cannot participate either in person or by telephone at the Enforcement Hearing, you may provide a written response describing the facts of your case and any circumstances or mitigating factors you would like the Presiding Officer to consider. Please submit your written response so it is received by no later than **12:00 p.m. Tuesday, January 21, 2020**.

If you plan on participating at the Enforcement Hearing or have questions about the hearing process, please contact PDC Staff by email at pdc@pdc.wa.gov – and be sure to reference your case number in the subject line of the email.

Sincerely,

PDC Staff
Compliance and Enforcement Division

