

**Public Disclosure Commission Statement of Understanding  
Zabrina Jenkins: PDC Case 80290**

I hereby acknowledge that I, Zabrina Jenkins  
(Printed Name of Respondent)

did not timely file the required Personal Financial Affairs Statement (F-1 Report) with the Public Disclosure Commission (PDC) that was due to be filed by April 15, 2019, disclosing personal financial information for calendar year 2018, thereby violating RCW 42.17A.700.

I want to avoid the time and expense resulting from a Brief Adjudicative Hearing (Brief Enforcement Hearing) before the Presiding Officer. Therefore, I am filing the F-1 Report, completing the Statement of Understanding, and enclosing a check or money order in the amount of \$100 for the late filed report, in lieu of a December 17, 2020, Brief Enforcement hearing being held.

I understand that this will resolve all issues with the PDC regarding my failure to timely file the F-1 Report, provided that a check or money order for \$100, your F-1 Report completed on-line, and this signed Statement of Understanding are all received by Thursday, December 17, 2020.

I further understand that Commission staff will not be scheduling a Brief Enforcement hearing before the Presiding Officer regarding my obligation to timely file the F-1 report that was due by April 15, 2020.

Zabrina Jenkins  
Signature of Respondent

12/7/2020  
Date Signed

Be sure to certify and submit your F-1 report on-line, and make your check or money order payable to "Washington State Treasurer" and mail or deliver this Statement of Understanding, and your \$100 payment to the following address:

**Public Disclosure Commission  
PO Box 40908  
Olympia, WA 98504-0908**

**RECEIVED**

**DEC 10 2020**

**PUBLIC DISCLOSURE COMMISSION**

**PAID DEC 10 2020**

## **BRIEF ENFORCEMENT HEARINGS – INFORMATION FOR FILERS**

**You have received a letter or email from the PDC scheduling a Brief Enforcement Hearing before a PDC Commissioner. Here are the answers to some Frequently Asked Questions about these brief hearings. This FAQ is informational only and should not be considered legal advice.**

### **What is a Brief Enforcement Hearing?**

The PDC is responsible for enforcing the State's campaign finance laws. We may schedule what is called a Brief Enforcement Hearing (also known as a "Brief Adjudicative Proceeding" under the Administrative Procedure Act) to address compliance with campaign finance reporting requirements when evidence shows the following types of alleged violations may have occurred:

- Failure to file or timely file required reports of financial affairs, campaign contributions and/or expenditures, independent expenditures, or funds spent on lobbying;
- Improper use of public facilities or resources in election campaigns when the value of public funds expended or facilities used was minimal; and
- Infractions of political advertising laws regarding sponsor identification or political party identification.

Brief Enforcement Hearings may be scheduled on other matters as well, if the basic facts are agreed to or are not being contested, and it is anticipated that the likely penalty imposed (if a violation is found) will be \$1,000 or less. The Commission has adopted a penalty schedule for Brief Enforcement Hearings which can be found in the Washington Administrative Code WAC 390-37-143.

A Presiding Officer, who is a PDC Commissioner, will conduct the hearing. PDC staff will present the case to the Presiding Officer, and you will have an opportunity to explain the circumstances related to the alleged violations. You may do this in person, by telephone, or in writing by email or letter.

### **Who are the parties involved?**

The PDC Staff initiates and investigates possible violations, and brings cases forward to the Commission or its Presiding Officer. The person who is alleged to be out of compliance with the law is referred to as the "Respondent."

### **What can I do to avoid the hearing?**

If you received a hearing notice, you still have the opportunity to come into compliance by filing the missing report(s), paying the stated penalty, and completing a Statement of Understanding stipulating to the violation(s). If you would like to take this approach, please contact PDC Compliance and Enforcement Staff at [pdcc@pdc.wa.gov](mailto:pdcc@pdc.wa.gov).

### **What do I do to prepare for the hearing?**

The brief hearings are informal in nature. You are not required to have an attorney for this hearing. Hearings take place in the PDC meeting room where Commission meetings are held. You need to let the Staff know at least five business days before the hearing whether you will be participating in-person or by phone, or prefer not to participate.

***In-person participation.*** If you are attending in-person, bring all of the written information that you want the Presiding Officer to consider in making a decision. You will need to bring three copies of any document — one for you, one for PDC Staff, and one for the Presiding Officer. Alternatively, you may submit one copy to PDC Staff and they'll provide a copy to the Presiding Officer, as long as it is received five business days before the day of the hearing.