



**State of Washington
PUBLIC DISCLOSURE COMMISSION**

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April 25, 2016

RE: Delegation of Authority

Effective upon approval by the Public Disclosure Commission, and until rescinded or superseded in writing, the following persons and positions have the following delegated authority for the Executive Director of the Public Disclosure Commission.

I. Records Officer

Due to the volume of record requests, production and retention responsibilities, I hereby confirm that the public records officer duties under Title 390 WAC, including WAC 390-12-200(1), WAC 390-14-015 and WAC 390-14-035, and records officer duties under RCW 40.14, and any other records officer duties for the PDC, are delegated to PDC Records Officer Toni Lince and PDC Acting Public Records Officer Jennifer Hansen, under the supervision of Communication and Training Officer, Lori Anderson.

II. My Extended Absence

During an absence of some duration when I am out of town or incapacitated, I further delegate authority as follows:

Information Technology

With respect to any matters involving maintenance or operation of the Information Technology (IT) infrastructure or matters involving IT staff, except for appointing authority duties, Chief Information Officer James Gutholm has authority to act on my behalf, including the authority to approve agency

expenditures up to \$50,000, in the aggregate. In the event of an emergency, with the approval of the designated Acting Assistant Director, Mr. Gutholm may exceed this spending authority.

Matters Not Substantively Related to a Pending Investigation or Charges in a Pending Enforcement Matter

With respect to all matters not substantively related to a pending investigation or charges in a pending enforcement matter, Communication and Training Officer Lori Anderson is designated as the Acting Assistant Director, and will have the authority to act on my behalf, unless she determines there is a conflict.

Procedural and scheduling activities including agenda preparation are not substantively related to such enforcement matters, and Ms. Anderson may perform those duties. This authority includes the authority to approve agency expenditures up to \$5,000 in the aggregate, and the authority to approve routine invoices received by the agency for normal operations even though they may exceed this amount. In the event of an emergency, with the approval of the Commission Chair, Ms. Anderson may exceed the spending authority. In the event of a conflict as determined by Ms. Anderson, Mr. Tony Perkins¹ has the authority to act herein.

Pursuant to WAC 357-04-090 with respect to appointing authority duties, Ms. Anderson also has the authority to act on my behalf. These duties include but are not limited to hiring, formal disciplinary action which would result in a reduction in an employee's salary, transfers, layoffs, dismissals, suspensions and demotions. In the event of a conflict as determined by Ms. Anderson, Mr. Perkins has the authority to act herein.

Substantive Enforcement Matters

With respect to all matters substantively related to an investigation or charges in a pending enforcement matter, Ms. Anderson has the authority to act on my behalf, unless she determines there is a conflict.

With respect to the executive director authority to sign orders on behalf of the Commission under WAC 390-37-100(7) and WAC 390-37-142, Ms. Anderson is delegated the authority to sign such orders following consultation with the Chair

¹ Mr. Perkins has been the Assistant Director of the PDC, and is currently transitioning out of management to a Regulatory Analyst position.

or designated presiding officer in a particular case; or, Ms. Anderson may also obtain the Chair's or the designated presiding officer's signature.

In the event of a conflict as determined by Ms. Anderson, Mr. Perkins has the authority to act herein.

Local, State or National Emergency or Unavailability of Delegated Persons

In the event of a local, state or national emergency significantly disrupting agency operations and resulting in my extended absence, and/or to the extent the delegations herein are insufficient because the delegated persons are also unavailable, the orders of succession and delegations in the PDC Continuity of Operations Plan (COOP) will apply.

Evelyn Fielding Lopez, Executive Director

Approved by Commission:

Date: _____

Chair: _____

WAC 390-12-200 Public disclosure commission—Role of the executive director.

The executive director acts as the commission's chief administrative officer and is accountable to the commission for agency administration. In addition, the executive director will:

(1) Act as the appointing authority for agency staff, including the authority to hire, set salaries, promote, assign work, evaluate, take corrective action and, where appropriate, terminate staff.

(2) Exercise such other management oversight, decision-making and administrative action to provide timely and meaningful public access to accurate information about the financing of political campaigns, lobbyist expenditures, and the financial affairs of public officials and candidates, and to ensure compliance with and equitable enforcement of Washington's disclosure and campaign finance laws.

(3) Determine when appropriate and authorize enforcement alternatives set out in chapter 390-37 WAC to resolve complaints filed with the commission.

(4) Act as liaison between the commission and other public agencies.

(5) Research, develop, and draft policy positions, administrative rules, interpretations and advisory options for presentation to the commission.

(6) Enter into contracts and agreements on behalf of the commission.

(7) The executive director may delegate authority to subordinates, consistent with agency delegation of authority protocols as adopted by the commission, to act for him or her as needed and appropriate.

[Statutory Authority: RCW 42.17A.110. WSR 16-05-008, § 390-12-200, filed 2/4/16, effective 3/6/16. Statutory Authority: RCW 42.17.370(1). WSR 85-15-020 (Order 85-03), § 390-12-200, filed 7/9/85; Order 62, § 390-12-200, filed 8/26/75; Order 14, § 390-12-200, filed 7/31/73.]