

BEFORE THE WASHINGTON STATE  
EXECUTIVE ETHICS BOARD

In the Matter of:

██████████ Respondent.

No. 2012-068

STIPULATED FACTS,  
CONCLUSIONS AND ORDER

**I. STIPULATION**

THIS STIPULATION is entered into under WAC 292-100-090(1) between the Respondent, ██████████ and Board Staff of the WASHINGTON STATE EXECUTIVE ETHICS BOARD (Board) through MELANIE DeLEON, Executive Director. The following stipulated facts, conclusions, and agreed order will be binding upon the parties if fully executed, and if accepted by the Board without modification(s), and will not be binding if rejected by the Board, or if the Respondent does not accept the Board's proposed modification(s), if any, to the stipulation.

**Section 1: PROCEDURAL FACTS**

1.1. On November 9, 2012, the Executive Ethics Board (Board) initiated a complaint alleging that ██████████ Assessment Center, Clark College may have violated the Ethics in Public Service Act when she used state resources to conduct an outside business regarding American College Testing (ACT). The Board found Reasonable Cause on May 10, 2013.

1.2. The Board is authorized under RCW 34.05.060 to establish procedures for attempting and executing informal settlement of matters in lieu of more formal proceedings

under the Administrative Procedures Act, including adjudicative hearings. The Board has established such procedures under WAC 292-100-090.

1.3. [REDACTED] understands that if Board staff proves any or all of the alleged violations at a hearing, the Board may impose sanctions, including a civil penalty under RCW 42.52.480(1)(b) of up to \$5,000, or the greater of three times the economic value of anything received or sought in violation of chapter 42.52 RCW, for each violation found. The Board may also order the payment of costs, including reasonable investigative costs, under RCW 42.52.480(1)(c).

1.4. [REDACTED] recognizes that the evidence available to the Board staff is such that the Board may conclude she violated the Ethics in Public Service Act. Therefore, in the interest of seeking an informal and expeditious resolution of this matter, the parties agree to entry of the stipulated findings of fact, conclusions of law and agreed order set forth below.

1.5. [REDACTED] waives the opportunity for a hearing, contingent upon acceptance of this stipulation by the Board, or her acceptance of any modification(s) proposed by the Board, pursuant to the provisions of WAC 292-100-090(2) which provides in part:

The board has the option of accepting, rejecting, or modifying the proposed stipulation or asking for additional facts to be presented. If the board accepts the stipulation or modifies the stipulation with the agreement of the respondent, the board shall enter an order in conformity with the terms of the stipulation. If the board rejects the stipulation or the respondent does not agree to the board's proposed modifications to the stipulation, the normal process will continue. The proposed stipulation and information obtained during formal settlement discussions shall not be admitted into evidence at a subsequent public hearing.

1.6. If the Board accepts this stipulation, the Board will release and discharge [REDACTED] from all further ethics proceedings under chapter 42.52 RCW for matters arising out of the

facts contained in the complaint in this matter, subject to payment of the full amount of the civil penalty due and owing, any other costs imposed, and compliance with all other terms and conditions of the agreed order. [REDACTED] in turn agrees to release and discharge the Board, its officers, agents and employees from all claims, damages, and causes of action arising out of this complaint and this stipulation and agreed order.

1.7. If this Stipulation is accepted, this Stipulation and Order does not purport to settle any other claims between [REDACTED] and the Washington State Executive Ethics Board, the State of Washington, or other third party, which may be filed in the future.

1.8. If this Stipulation is accepted, this Stipulation and Order is enforceable under RCW 34.05.578 and any other applicable statutes or rules.

1.9. If the Board rejects this stipulation, or if [REDACTED] does not accept the Board's proposed modification(s), if any, this matter will be scheduled for an administrative hearing in front of the Board and [REDACTED] waives any objection to participation by any Board member at any subsequent hearing to whom this stipulation was presented for approval under WAC 292-100-090(2). Further, [REDACTED] understands and agrees that this proposed stipulation and information obtained during any formal settlement discussions held between the parties shall not be admitted into evidence at a subsequent public hearing, unless otherwise agreed by the parties.

## **Section 2: FINDINGS OF FACT**

2.1. [REDACTED] worked in the Assessment Center at Clark College and was serving in that capacity for all times pertinent to this investigation.

2.2. Laura Rustay, another Clark College employee, contracted directly with ACT to serve as the Test Center Supervisor. As the ACT Test Center Supervisor, she supervised three other Clark College employees who assisted her in proctoring the ACT exams. [REDACTED] was one of the Clark College employees who would assist Ms. Rustay on proctoring the ACT examinations.

2.3. ACT examinations have been conducted at Clark College for many years and ACT has always paid a room rental fee.

2.4. [REDACTED] sent/received seven emails regarding proctoring examines for ACT, from September 2011 to May 2012. The emails were used to schedule proctoring services between herself and Ms. Rustay, to stay current with ACT security policies and to receive electronic payment from ACT.

2.5. On October 6, 2011, [REDACTED] sent an email to Patti Brown at the National Board for Certified Counselors (NBCC) with some questions regarding the NCE and EMAC exams that she would be proctoring for them on October 15, 2011.

2.6. On November 8, 2011, [REDACTED] sent an email to Miranda Saari, Clark College Assessment Center Supervisor and supervising proctor for the National Institute for Certification in Engineering Technologies, (NICET). [REDACTED] was inquiring about when NCIT would be needing a proctor for their exams. Ms. Saari replied that NCIT would need a proctor the first weekend in December.

2.7. On November 17, 2011, [REDACTED] sent an email to Ms. Brown with questions or concerns about when she could expect to see the check for proctoring the exams on October 15, 2011. Ms. Brown replied to [REDACTED] indicating that she would be sending checks out by

December 1, 2011. [REDACTED] responded wanting the accounting department phone numbers. She believed she would receive payment six weeks after proctoring the test. Ms. Brown replied that it was six weeks after they received material back at NBCC.

2.8. On June 26, 2012, [REDACTED] used the college email system to send an email to Sara Meis at goAmp.com. The email was regarding her being the Test Center Supervisor for a test she was to proctor on June 30, 2012 and she had questions about her being paid as such.

2.9. A review of [REDACTED] emails from June 2011 through June 2012 revealed that in addition to her use for outside personal business she also used the email system to conduct other personal business affairs for private gain. Some examples are listed below:

- Purchase of 2011 online Turbotax program. Order date (Sunday,1/29/12)
- TurboTax 2011 tax return was sent using college email account. (Sunday,1/29/12)
- Open Paypal Account (10/27/11)
- Financial Aid Award Letter from Clark College. (3/7/11)
- Federal Direct Loan Disclosure Statement (7/28/11)
- Amazon.com purchase of a 32inch flat screen HDTV. (11/25/211)
- Intent to enroll at Portland State University (PSU)
- Personal College text Books ordered from eBay, Half.com, Thriftbook.com and woodworkerlawyer@gmail.com (Paypal). (9/2/10 – 9/7/10)

### **Section 3: CONCLUSIONS OF LAW**

3.1. Pursuant to chapter 42.52 RCW, the Executive Ethics Board has jurisdiction over [REDACTED] and over the subject matter of this complaint.

3.2. Pursuant to WAC 292-100-090(1), the parties have the authority to resolve this matter under the terms contained herein, subject to Board approval.

3.3. The Ethics in Public Service Act, Chapter 42.52 RCW, prohibits state employees from using state resources for their benefit. RCW 42.52.160(1) states:

No state officer or state employee may employ or use any person, money, or property under the officer's or employee's official control or direction, or in his or her official custody, for the private benefit or gain of the officer, employee, or another.

3.4. Based on Findings of Fact 2.1 through 2.9, [REDACTED] used state resources for personal benefit in support of an outside business in violation of RCW 42.52.160 and WAC 292-110-010.

3.5. The Board is authorized to impose sanctions for violations to the Ethics Act pursuant to RCW 42.52.360. The Board has set forth criteria in WAC 292-120-030 for imposing sanctions and consideration of any mitigating or aggravating factors.

#### **Section 4: AGGRAVATING AND MITIGATING FACTORS**

In determining the appropriateness of the civil penalty, the Board reviewed the criteria in WAC 292-120-030. It is a mitigating factor that [REDACTED] violations of the Ethics Act were unintentional; when [REDACTED] was made aware of the violation she and the other ACT proctors immediately stopped using the state email system to communicate regarding ACT; and [REDACTED] had not received prior ethics training. It is an aggravating factor that [REDACTED] used state computer resources for her personal benefit in addition to the emails she sent regarding ACT and NICET.

#### **Section 5: AGREED ORDER**

5.1 For the violating RCW 42.52.160, [REDACTED] will pay a civil penalty in the amount of, three thousand dollars (\$3,000). The Board agrees to suspend (\$1,500.00) on the condition that [REDACTED] complies with all terms and conditions of this Stipulation and

Order and commits no further violations of RCW 42.52 for a period of two years from the date this agreement is executed.

5.2 The civil penalty of \$1,500.00 is payable in full, to the State Executive Ethics Board within 45 days after this stipulation is accepted by the Board, or as otherwise agreed to by the parties.

## II. CERTIFICATION

I, [REDACTED] hereby certify that I have read this Stipulation and Agreed Order in its entirety; that my counsel of record, if any, has fully explained the legal significance and consequence of it; that I fully understand and agree to all of it; and that it may be presented to the Board without my appearance. I knowingly and voluntarily waive my right to a hearing in this matter; and if the Board accepts the Stipulation and Agreed Order, I understand that I will

[REDACTED]

8.15.13

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Respondent

Stipulated to and presented by:

Melanie deLeon 9/4/13

Melanie deLeon  
Executive Director

Date

**II. ORDER**

Having reviewed the proposed Stipulation, WE, THE STATE OF WASHINGTON EXECUTIVE ETHICS BOARD, pursuant to WAC 292-100-090, HEREBY ORDER that the Stipulation is

- ACCEPTED in its entirety;
- REJECTED in its entirety;
- MODIFIED. This Stipulation will become the Order of the Board if the


Respondent approves\* the following modification(s):


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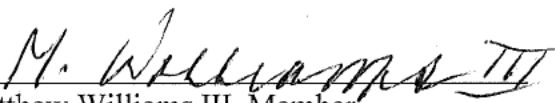
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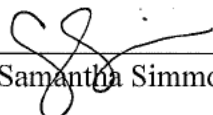
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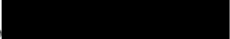
DATED this 13th day of September 2013


  
\_\_\_\_\_  
Lisa Marsh, Chair

  
\_\_\_\_\_  
Anna Dudek Ross, Vice-Chair

  
\_\_\_\_\_  
Matthew Williams III, Member

  
\_\_\_\_\_  
Samantha Simmons, Member

\* I,  accept/do not accept (circle one) the proposed modification(s).

 Respondent      Date \_\_\_\_\_