

1 GALENA WEST
Chief of Enforcement
2 THERESA GILBERTSON
Commission Counsel
3 **FAIR POLITICAL PRACTICES COMMISSION**
1102 Q Street, Suite 3000
4 Sacramento, CA 95811
Telephone: (916) 322-5660
5 Facsimile: (916) 322-1932

6 Attorneys for Complainant

7
8 **BEFORE THE FAIR POLITICAL PRACTICES COMMISSION**

9
10 **STATE OF CALIFORNIA**

11 In the Matter of

12
13 **LOLA SKELTON,**

14
15 Respondent.

) FPPC No.: 16/19779

) **DEFAULT DECISION AND**
) **ORDER**

) (Government Code Sections 11506
) and 11520)

16
17 Complainant, the Enforcement Division of the Fair Political Practices Commission, hereby
18 submits this Default Decision and Order for consideration by the Fair Political Practices Commission at
19 its next regularly scheduled meeting.

20 Pursuant to the California Administrative Procedure Act,¹ Lola Skelton ("Skelton") has been
21 served with all of the documents necessary to conduct an administrative hearing regarding the above-
22 captioned matter, including the following:

- 23 1. An Order Finding Probable Cause;
- 24 2. An Accusation;
- 25 3. A Notice of Defense (Two Copies per Respondent);
- 26 4. A Statement to Respondent; and,
- 27

28 ¹ The California Administrative Procedure Act, which governs administrative adjudications, is contained in sections 11370 through 11529 of the Government Code.

1 5. Copies of Sections 11506, 11507.5, 11507.6 and 11507.7 of the Government Code.

2 Government Code section 11506 provides that failure of a respondent to file a Notice of Defense
3 within fifteen days after being served with an Accusation shall constitute a waiver of respondent's right
4 to a hearing on the merits of the Accusation. The Statement to Respondent, served on Skelton, explicitly
5 stated that a Notice of Defense must be filed in order to request a hearing. Skelton failed to file a Notice
6 of Defense within fifteen days of being served with an Accusation. Government Code Section 11520
7 provides that, if the respondent fails to file a Notice of Defense, the Commission may take action, by way
8 of a default, based upon the respondent's express admissions or upon other evidence, and that affidavits
9 may be used as evidence without any notice to the respondent.

10 Skelton violated the Political Reform Act as described in Exhibit 1, which is attached hereto and
11 incorporated by reference as though fully set forth herein. Exhibit 1 is a true and accurate summary of
12 the law and evidence in this matter. This Default Decision and Order is submitted to the Commission to
13 obtain a final disposition of this matter.

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15 Dated: 9 Jan 18

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17 _____
18 Galena West, Chief of Enforcement
19 Fair Political Practices Commission
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ORDER

The Commission issues this Default Decision and Order and imposes an administrative penalty of \$10,000 upon Lola Skelton, payable to the "General Fund of the State of California."

IT IS SO ORDERED, effective upon execution below by the Chair of the Fair Political Practices Commission at Sacramento, California.

Dated: _____

Joann Remke, Chair
Fair Political Practices Commission

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EXHIBIT 1

INTRODUCTION

Respondent Lola Skelton (“Skelton”) presently serves as Trustee on the Hughes-Elizabeth Lakes Union School District Board of Trustees.

The Political Reform Act (the “Act”)¹ requires designated officials who make or influence governmental decisions to file an Annual Statement of Economic Interests (“SEI”). This matter arose out of a non-filer referral sent to the Fair Political Practices Commission’s (the “Commission”) Enforcement Division by the filing officer for Skelton’s failure to file a 2015 and 2016 Annual SEI.

As a Trustee, Skelton had a duty to file a 2015 Annual SEI by April 1, 2016, and a 2016 Annual SEI by April 3, 2017. Skelton failed to file an Annual SEI for 2015 and an Annual SEI for 2016.

DEFAULT PROCEEDINGS UNDER THE ADMINISTRATIVE PROCEDURE ACT

When the Commission determines that there is probable cause for believing that the Act has been violated, it may hold a hearing to determine if a violation has occurred.² Notice of the hearing, and the hearing itself, must be conducted in accordance with the Administrative Procedure Act (the “APA”).³ A hearing to determine whether the Act has been violated is initiated by the filing of an accusation, which shall be a concise written statement of the charges, specifying the statutes and rules which the respondent is alleged to have violated.⁴

Included among the rights afforded a respondent under the APA, is the right to file the Notice of Defense with the Commission within 15 days after service of the accusation, by which the respondent may (1) request a hearing; (2) object to the accusation on the ground it does not state acts or omissions upon which the agency may proceed; (3) object to the form of the accusation on the ground that it is so indefinite or certain that the respondent cannot identify the transaction or prepare a defense; (4) admit the accusation in whole or in part; (5) present new matter by way of a defense; or (6) object to the accusation on the ground that, under the circumstances, compliance with a Commission regulation would result in a material violation of another department’s regulation affecting substantive rights.⁵

¹ The Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission (“Commission”) are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.

² Section 83116.

³ The California Administrative Procedure Act, which governs administrative adjudications, is contained in Sections 11370 through 11529 of the Government Code; Section 83116.

⁴ Section 11503.

⁵ Section 11506, subdivision. (a)(1)–(6).

The APA provides that a respondent's failure to file a Notice of Defense within 15 days after service of an accusation constitutes a waiver of the respondent's right to a hearing.⁶ Moreover, when a respondent fails to file a Notice of Defense, the Commission may take action based on the respondent's express admissions or upon other evidence and affidavits may be used as evidence without any notice to the respondent.⁷

PROCEDURAL REQUIREMENTS AND HISTORY

A. Initiation of the Administrative Action

The service of the probable cause hearing notice, as required by Section 83115.5, upon the person alleged to have violated starts the administrative action.⁸

A finding of probable cause may not be made by the Commission unless the person alleged to have violated the Act is 1) notified of the violation by service of process or registered mail with return receipt requested; 2) provided with a summary of the evidence; and 3) informed of his or her right to be present in person and represented by counsel at any proceeding of the Commission held for the purpose of considering whether probable cause exists for believing the person violated the Act.⁹ Additionally, the required notice to the alleged violator shall be deemed made on the date of service, the date the registered mail receipt is signed, or if the registered mail receipt is not signed, the date returned by the post office.¹⁰

No administrative action pursuant to Chapter 3 of the Act alleging a violation of any of the provisions of Act may be commenced more than five years after the date on which the violation occurred.¹¹

Documents supporting the procedural history are included in the attached Certification of Records ("Certification") filed herewith at Exhibit 1, A-1 through A-11, and incorporated herein by reference.

In accordance with Sections 83115.5 and 91000.5, the Enforcement Division initiated the administrative action against Skelton in this matter by serving her on September 6, 2017 with a Report in Support of a Finding of Probable Cause (the "Report") (Certification, Exhibit A-1) by certified mail, return receipt requested.¹² (Certification, Exhibit A-2.) The administrative action commenced on September 12, 2017, the date the certified mail receipt was delivered to the

⁶ Section 11506, subdivision. (c).

⁷ Section 11520, subdivision. (a).

⁸ Section 91000.5, subdivision. (a).

⁹ Section 83115.5.

¹⁰ Section 83115.5.

¹¹ Section 91000.5.

¹² Section 83115.5.

Respondent (Certification, Exhibit A-2.), and the five-year statute of limitations was effectively tolled on this date.

As required by Section 83115.5, the packet served on Skelton contained a cover letter and a memorandum describing probable cause proceedings, advising that Skelton had 21 days in which to request a probable cause conference and/or to file a written response to the Report. (Certification, Exhibit A-3.) Skelton neither requested a probable cause conference nor submitted a written response to the Report.

B. Ex Parte Request for a Finding of Probable Cause

Because Skelton failed to request a probable cause conference or submit a written response to the Report by the statutory deadline, the Enforcement Division submitted an Ex Parte Request for a Finding of Probable Cause and an Order that an Accusation Be Prepared and Served to the Hearing Officer of the Commission on October 11, 2017. (Certification, Exhibit A-4.)

On October 16, 2017, Hearing Officer John M. Feser, Jr., Attorney IV, Legal Division issued a Finding of Probable Cause and an Order to Prepare and Serve an Accusation on Skelton. (Certification, Exhibit A-5.)

C. The Issuance and Service of the Accusation

Under the Act, if the Hearing Officer makes a finding of probable cause, the Enforcement Division must prepare an accusation pursuant to Section 11503 of the APA, and have it served on the persons who are the subject of the probable cause finding.¹³

Section 11503 states:

A hearing to determine whether a right, authority, license, or privilege should be revoked, suspended, limited, or conditioned shall be initiated by filing an accusation or District Statement of Reduction in Force. The accusation or District Statement of Reduction in Force shall be a written statement of charges that shall set forth in ordinary and concise language the acts or omissions with which the respondent is charged, to the end that the respondent will be able to prepare his or her defense. It shall specify the statutes and rules that the respondent is alleged to have violated, but shall not consist merely of charges phrased in the language of those statutes and rules. The accusation or District Statement of Reduction in Force shall be verified unless made by a public officer acting in his or her official capacity or by an employee of the agency before which the proceeding is to be held. The verification may be on information and belief.

Upon the filing of the accusation, the agency must 1) serve a copy thereof on the respondent as provided in Section 11505, subdivision (c); 2) include a post card or other form entitled Notice

¹³ Regulation 18361.4, subdivision. (e).

of Defense that, when signed by or on behalf of the respondent and returned to the agency, will acknowledge service of the accusation and constitute a notice of defense under Section 11506; 3) include (i) a statement that respondent may request a hearing by filing a notice of defense as provided in Section 11506 within 15 days after service upon the respondent of the accusation, and that failure to do so will constitute a waiver of the respondent's right to a hearing, and (ii) copies of Sections 11507.5, 11507.6, and 11507.7.¹⁴ The APA also sets forth the language required in the accompanying statement to the respondent.¹⁵

The Accusation and accompanying information may be sent to the respondent by any means selected by the agency, but no order adversely affecting the rights of the respondent may be made by the agency in any case unless the respondent has been served personally or by registered mail as set forth in the APA.¹⁶

On November 7, 2017, the Commission's Chief of Enforcement, Galena West, issued an Accusation against Skelton in this matter. (Certification, Exhibit A-6.) In accordance with Section 11505, the Accusation and accompanying information, consisting of a Statement to Respondent, two copies of a Notice of Defense Form, copies of Government Code Sections 11506, 11507.5, 11507.6 and 11507.7 were served on Skelton on November 14, 2017. (Certification, Exhibit A-8.)

Along with the Accusation, the Enforcement Division served Skelton with a "Statement to Respondent," which notified him that she could request a hearing on the merits and warned that, unless a Notice of Defense was filed within 15 days of service of the Accusation, she would be deemed to have waived the right to a hearing. (Certification, Exhibit A-7.) Skelton did not file a Notice of Defense within the statutory time period, which ended on November 29, 2017.

As a result, on January 9, 2018, the Enforcement Division sent a letter to Skelton advising that this matter would be submitted for a Default Decision and Order at the Commission's public meeting scheduled for February 15, 2018. (Certification, Exhibit A-11.) A copy of the Default Decision and Order, and this accompanying Exhibit 1 with attachments, was included with the letter.

SUMMARY OF THE LAW

An express purpose of the Act is to ensure that the assets and income of public officials that may be materially affected by their official actions be disclosed, so that conflicts of interests may be avoided.¹⁷ In furtherance of this purpose, the Act requires every state agency to adopt and promulgate a conflict of interest code, and any violation of such a code is deemed a violation of the Act.¹⁸

¹⁴ Section 11505, subdivision. (a).

¹⁵ Section 11505, subdivision. (b).

¹⁶ Section 11505, subdivision. (c).

¹⁷ Section 81002, subdivision. (c).

¹⁸ Section 87300.

An agency's conflict of interest code must specifically designate the positions within the agency that are required to file SEIs that disclose reportable investments, business positions, interests in real property, and sources of income.¹⁹ The persons who are to be designated in an agency's conflict of interest code are the officers, employees, members, and consultants of the agency whose position with the agency entails making, or participating in making, governmental decisions that may foreseeably have a material effect on one or more of the person's economic interests.²⁰ An agency's conflict of interest code must require designated positions to file an Annual SEI.²¹

The Hughes-Elizabeth Lakes Union School District designates "School Board Member" as a designated position who must file an annual SEI and disclose all interest in real property within the jurisdiction, all investments and business positions, and all income and business positions. The deadline for filing is April 1 or the next business day if it falls on a weekend or holiday.

SUMMARY OF THE EVIDENCE

Skelton currently serves as a Member of the Governing Board for the Hughes-Elizabeth Lakes Union School District. Skelton is a long serving member of the Board. She assumed office on or about January 1, 1988. Skelton remains in office and has a current term through December 1, 2022. The School District's Conflict of Interest Code designates "School Board Member" as having a SEI filing obligation. The terms "member" and "trustee" are used interchangeably by the district to refer to Skelton's position. Therefore, under this code, Skelton has a duty to file an Annual SEI by April 1 of each year.

Skelton previously stipulated to a violation and paid a penalty for failing to timely file a 2011 Annual SEI, as described *In the Matter of Lola Skelton*, FPPC No. 12/530. Skelton filed two other Annual SEIs late. A 2012 Annual SEI was dated April 12, 2013 and a 2013 Annual SEI was dated September 9, 2014. She timely filed a 2014 Annual SEI.

Skelton failed to timely file a 2015 and 2016 Annual SEI. Before referring the case to the Enforcement Division, the filing officer, Los Angeles County Board of Supervisors, sent letters to Skelton dated May 24, 2016 and July 29, 2016 regarding her duty to file her Annual SEI for 2015. (Certification, Exhibit A-9.) After receiving no response, the filing officer referred the matter to the Enforcement Division on October 21, 2016. The filing officer, Los Angeles County Board of Supervisors, sent letters to Skelton dated May 25, 2017 and July 24, 2017 regarding her duty to file her Annual SEI for 2016. The filing officer also sent seven emails, dated February 16, March 7, March 21, March 29, March 30, April 17, and May 15, 2017. (Certification, Exhibit A-9.) After receiving no response, the filing officer referred the matter to the Enforcement Division on October 10, 2017.

¹⁹ Section 87302, subd. (a).

²⁰ Sections 82019, subd. (a) and 87302.

²¹ Section 87302, subd. (b).

On December 22, 2017, the filing officer, Los Angeles County Board of Supervisors, confirmed that the 2015 and 2016 Annual SEIs have not been filed by Skelton and remain outstanding.

Summary of Contact

Overall, Skelton was contacted at least 12 times by the Enforcement Division regarding her duty to file Annual SEIs for 2015 and 2016, in addition to the numerous attempts by the Filing Officer as described above. To date, Skelton has not responded to any attempts to communicate. The contacts are as follows:

- Attempted phone call, no answer, left a phone message on August 7, 2017 regarding Skelton's duty to file
- Emailed Skelton on August 7, 2017
- Attempted phone call, no answer, left a phone message on August 9, 2017
- A PC Report sent on September 6, 2017 and received on September 12, 2017
- Emailed Skelton on September 25, 2017
- Emailed Skelton on October 11, 2017
- A Finding of Probable Cause was served by mail on October 17, 2017.
- Emailed Skelton to two known addresses on October 25, 2017
- Attempted phone call, no answer, left a phone message on October 26, 2017
- An Accusation was served on November 14, 2017
- Emailed Skelton to two known addresses on November 30, 2017
- January 9, 2018, Notice of Intent to Enter into Default Decision and Order mailed to Skelton

VIOLATIONS

Skelton committed two violations of the Act, as follows:

COUNT 1

Failure to Timely File a 2015 Annual Statement of Economic Interests by April 1, 2016

Skelton had a duty to file a 2015 Annual SEI by April 1, 2016. By failing to timely file this statement, Skelton violated Government Code Section 87300.

COUNT 2

Failure to Timely File a 2016 Annual Statement of Economic Interests by April 3, 2017

Skelton had a duty to file a 2016 Annual SEI by April 3, 2017. By failing to timely file this statement, Skelton violated Government Code Section 87300.

CONCLUSION

This matter consists of two counts of violating the Act, which carries a maximum administrative penalty of \$10,000.²²

In determining the appropriate penalty for a particular violation of the Act, the Commission considers the facts of the case, the public harm involved, and the purposes of the Act. Also, the Commission considers factors such as: (a) the seriousness of the violation; (b) the presence or absence of any intention to conceal, deceive or mislead; (c) whether the violation was deliberate, negligent or inadvertent; (d) whether the violation was isolated or part of a pattern; (e) whether corrective amendments voluntarily were filed to provide full disclosure; and (f) whether the violator has a prior record of violations.²³ Here, failure to file a statement of economic interests is a serious violation of the Act because it deprives the public of important information about a public official's economic interests which could lead to potential conflicts of interests regarding decisions they make in his/her official capacity. Skelton has failed to file the missing statements, despite repeated outreach attempts. Skelton is aware of her duty to file having completed Annual SEIs in the past.

The Enforcement Division also takes into consideration previous cases that were approved by the Commission in determining penalties. In this matter, the following case was used as a guideline:

- *In the Matter of Shannon Matlock*, FPPC No. 15/737. (Commission approved a default decision on December 15, 2016.) The respondent, an Assistant Director of Hospital Nursing for the Ventura County Health Care Agency, failed to timely file a 2014 Annual SEI despite being contacted 16 times in writing regarding her duty to file SEIs. Despite being in office at the time of the default decision, she had failed to file the outstanding SEI. The Commission imposed a penalty of \$5,000.

This case is similar to the present matter as Skelton is well aware of her obligation to file, remains in office, but has failed to file despite multiple requests for compliance from both the filing officer and the Enforcement Division. In addition, she has a prior history of noncompliance and has paid a fine in a prior case, FPPC No. 12/530.

PROPOSED PENALTY

After considering the factors of Regulation 18361.5 and the penalties imposed in prior cases, a penalty of \$5,000 per count, for a total penalty of \$10,000, is recommended.

²² Section 83116, subdivision (c).

²³ Regulation 18361.5, subdivision (d).



**DECLARATION OF CUSTODIAN OF RECORDS
CALIFORNIA FAIR POLITICAL PRACTICES COMMISSION
Enforcement Division**

CERTIFICATION OF RECORDS

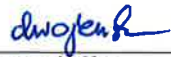
The undersigned declares and certifies as follows:

1. I am employed as a Staff Services Analyst by the California Fair Political Practices Commission (Commission). My business address is: California Fair Political Practices Commission, 1102 Q St, Ste 3000, Sacramento, CA 95811.
2. I am a duly authorized custodian of the records maintained by the Commission in the Enforcement Division. As such, I am authorized to certify copies of those records as being true and correct copies of the original business records which are in the custody of the Commission.
3. I have reviewed documents maintained in *FPPC Case No. 16/19779; Lola Skelton*, and have caused copies to be made of documents contained therein. I certify that the copies attached hereto are true and correct copies of the documents prepared in the normal course of business and which are contained in files maintained by the Commission. The attached documents are as follows:

- EXHIBIT A-1: Report in Support of a Finding of Probable Cause, dated September 6, 2017
- EXHIBIT A-2: Proof of Service for the Report in Support of a Finding of Probable Cause and applicable statutes and regulations, dated September 6, 2017, and USPS Tracking Results for certified mail delivered to Respondent on September 12, 2017
- EXHIBIT A-3: Cover letter to the Respondent regarding the Report in Support of a Finding of Probable Cause, memorandum describing Probable Cause Proceedings, and applicable statutes and regulations, dated September 6, 2017
- EXHIBIT A-4: Ex Parte Request for a Finding of Probable Cause and an Order that an Accusation Be Prepared and Served, dated October 11, 2017
- EXHIBIT A-5: Finding of Probable Cause and Order to Prepare and Serve an Accusation, dated October 16, 2017, and Proof of Service, dated October 17, 2017

- EXHIBIT A-6: Accusation, dated November 7, 2017
- EXHIBIT A-7: Statement to the Respondent, Notices of Defense, applicable statutes, and Proof of Service for Accusation and accompanying documents, dated November 7, 2017
- EXHIBIT A-8: Proof of Service on November 14, 2017 for Accusation and accompanying documents from process server, dated November 15, 2017
- EXHIBIT A-9: Letters from filing officer, County of Los Angeles Board of Supervisors to Lola Skelton, dated May 24, 2016; July 29, 2016; May 25, 2017; and July 24, 2017. Emails from filing officer dated February 16, 2017; March 7, 2017; March 21, 2017; March 29, 2017; March 30, 2017; April 3, 2017; April 17, 2017; and May 15, 2017.
- EXHIBIT A-10: Lola Skelton's Annual Statements of Economic Interests for 2012, 2013, and 2014.
- EXHIBIT A-11: Notice of Intent to Enter into Default Decision and Order, dated January 9, 2018.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Executed on January 9, 2018, at Sacramento, California.



Dominika Wojenska
Staff Services Analyst, Enforcement Division
Fair Political Practices Commission

Exhibit A-1

DEFAULT DECISION AND ORDER FPPC NO. 16/19779

1 GALENA WEST
Chief of Enforcement
2 Theresa Gilbertson
Commission Counsel
3 **FAIR POLITICAL PRACTICES COMMISSION**
1102 Q Street, Suite 3000
4 Sacramento, CA 95811
Telephone: (916) 322-5660
5 Facsimile: (916) 322-1932

6 Attorney for Complainant
Enforcement Division of the Fair Political Practices Commission
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8
9 **BEFORE THE FAIR POLITICAL PRACTICES COMMISSION**
10 **STATE OF CALIFORNIA**

11 In the Matter of) FPPC No. 16/19779
12)
13 LOLA SKELTON,) **REPORT IN SUPPORT OF A FINDING OF**
14) **PROBABLE CAUSE**
15 Respondent.) Conference Date: TBA
16) Conference Time: TBA
17) Conference Location: Commission Offices
1102 Q Street, Suite 3000
Sacramento, CA 95811

18 **INTRODUCTION**

19 Respondent Lola Skelton ("Skelton") currently serves as a Trustee on the Hughes-Elizabeth
20 Lakes Union School District Board of Trustees. The Political Reform Act (the "Act")¹ requires all
21 designated officials to periodically file Statements of Economic Interests ("SEI") disclosing all relevant
22 economic interests. Skelton, a designated official, failed to file a 2015 SEI by the April 1, 2016 deadline
23 as well as failed to file a 2016 SEI by the April 3, 2017 deadline.

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25 _____
26 ¹ The Political Reform Act is contained in Government Code §§ 81000 through 91014, and all statutory references are
27 to this code. The regulations of the Fair Political Practice Commission are contained in §§ 18110 through 18997 of Title 2 of
the California Code of Regulations, and all regulatory references are to this source.

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SUMMARY OF THE LAW

All legal references and discussions of law pertain to the Act's provisions as they existed in 2015 and 2016.

Jurisdiction

The Fair Political Practices Commission (the "Commission") has administrative jurisdiction to enforce the provisions of the Act.²

Probable Cause Proceedings

Prior to the Enforcement Division commencing an administrative action, the General Counsel of the Commission or his designee (the "hearing officer"), must make a finding that there is probable cause to believe the respondent has violated the Act.³ After a finding of probable cause, the Commission may hold a noticed hearing in accordance with the Administrative Procedure Act⁴ to determine whether violations occurred, and levy an administrative penalty of up to \$5,000 for each violation.⁵

Standard for Finding Probable Cause

To make a finding of probable cause, the hearing officer must be presented with sufficient evidence to lead a person of ordinary caution and prudence to believe, or entertain a strong suspicion, that a respondent committed or caused a violation.⁶

Need for Liberal Construction and Vigorous Enforcement of the Political Reform Act

When enacting the Political Reform Act, the people of the state of California found and declared that previous laws regulating political practices suffered from inadequate enforcement by state and local authorities.⁷ To that end, the Act must be liberally construed to achieve its purposes.⁸

² Section 83116.

³ Section 83115.5 and Regulations 18361 and 18361.4.

⁴ Section 11500, et seq.

⁵ Section 83116 and Regulation 18361.4, subd. (e).

⁶ Section 18361.4, subd. (e).

⁷ Section 81001, subd. (h).

⁸ Section 81003.

1 One central purpose of the Act is to increase transparency and decrease conflicts of interest in the
2 actions of public officials by requiring disclosure of their financial interests.⁹ Another is to provide
3 adequate enforcement mechanisms so that the Act will be “vigorously enforced.”¹⁰

4 Conflict of Interest Codes

5 The Act requires every state and local agency to develop a Conflict of Interest Code.¹¹ These
6 codes must designate those officials who participate in making decisions which may foreseeably have a
7 material financial effect on any financial interest belonging to that official and require those designated
8 officials to disclose all reportable interests on SEIs.¹² The requirements of an agency’s Conflict of Interest
9 Code have the force of law, and any violation of those requirements is deemed a violation of the Act.¹³

10 Hughes-Elizabeth Lakes Union School District’s Conflict of Interest Code

11 The Hughes-Elizabeth Lakes Union School District’s Conflict of Interest Code designates the
12 position of “School Board Member” as a position that is required to file SEIs. The Hughes-Elizabeth Lakes
13 Union School District’s Code requires a designated official file an Annual SEI by April 1 of the succeeding
14 year. Whenever the deadline falls on a Saturday, Sunday, or official state holiday, the filing deadline for
15 a statement shall be extended to the next regular business day.¹⁴

16
17 **SUMMARY OF THE EVIDENCE**

18 Skelton currently serves as “Trustee” on the Hughes-Elizabeth Lakes Union School District
19 Board of Trustees. Her current term began on December 1, 2013 and will run through December 1, 2017.
20 The position of “trustee” is referred to in the School District’s Conflict of Interest Code as “School Board
21 Member.” Under the School District’s Conflict of Interest Code, Skelton had a duty to file an annual
22 SEI. Skelton failed to timely file a 2015 Annual SEI by the deadline, April 1, 2016.

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24 ⁹ §81002, subd. (c)

25 ¹⁰ §81002, subd. (f).

26 ¹¹ §87300.

27 ¹² §87302, subd. (b).

28 ¹³ §87300.

¹⁴ Regulation 18116, subd. (a).

1 Before referring the case to the Enforcement Division, the filing officer, Los Angeles County
2 Board of Supervisors, sent letters to Skelton dated May 24, 2016 and July 29, 2016 regarding her duty to
3 file her past due SEI. Skelton failed to respond. The filing officer then referred to the Enforcement
4 Division.

5 The Enforcement Division contacted Skelton by telephone on August 7, 2017 and August 9, 2017,
6 and by email on August 7, 2017. Skelton failed to respond to the Enforcement Division. On August 9,
7 2017, the filing officer confirmed that Skelton has not filed a SEI for 2015 or 2016.

8
9 **VIOLATION**

10 Count 1: Failure to Timely File a 2015 Annual SEI

11 Skelton failed to timely file a 2015 Annual SEI by April 1, 2016, in violation of Section 87300.
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13 Count 1: Failure to Timely File a 2016 Annual SEI

14 Skelton failed to timely file a 2016 Annual SEI by April 3, 2017, in violation of Section 87300.
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16 **EXCULPATORY OR MITIGATING INFORMATION**

17 The Enforcement Division is not aware of any exculpatory or mitigating information.
18

19 **OTHER RELEVANT INFORMATION**

20 On December 13 2012, Skelton was fined by the Commission for failing to file a 2011 Annual
21 SEI. Skelton remains in office as a Trustee of the Hughes-Elizabeth Lakes Union School District Board
22 of Trustees.

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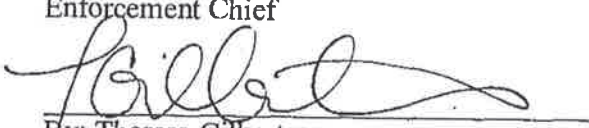
CONCLUSION

Probable cause exists to believe that Skelton violated the Act as detailed above. The Enforcement Division respectfully requests an order finding probable cause pursuant to Section 83115.5 and Regulation 18361.4.

Dated: 9/16/17

Respectfully Submitted,

FAIR POLITICAL PRACTICES COMMISSION
Galena West
Enforcement Chief



By: Theresa Gilbertson
Commission Counsel
Enforcement Division

Exhibit A-2

DEFAULT DECISION AND ORDER FPPC NO. 16/19779

PROOF OF SERVICE

At the time of service, I was over 18 years of age and not a party to this action. My business address is Fair Political Practices Commission, 1102 Q Street, Suite 3000, Sacramento, California 95811. On September 6, 2017, I served the following document(s):

1. Letter dated September 6, 2017, from Theresa Gilbertson;
2. FPPC No. 16/19779 Report in Support of a Finding of Probable Cause;
3. Probable Cause Fact Sheet
4. Selected Sections of the California Government Code regarding Probable Cause Proceedings for the Fair Political Practices Commission; and
5. Selected Regulations of the Fair Political Practices Commission regarding Probable Cause Proceedings

By Personal Delivery. I personally delivered the document(s) listed above to the person(s) at the address(es) as shown on the service list below.

X By United States Postal Service. I enclosed the document(s) in a sealed envelope or package addressed to the person(s) at the addresses listed below and placed the envelope or package for collection and mailing by certified mail, return receipt requested, following my company's ordinary business practices. I am readily familiar with this business' practice for collection and processing correspondence for mailing with the United States Postal Service. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid.

I am a resident or employed in the county where the mailing occurred. The envelope or package was placed in the mail in Sacramento County, California.

SERVICE LIST

Certified Mail, Return Receipt Requested

Lola Skelton
[REDACTED]

I declare under penalty of perjury under the laws of the State of California that the above is true and correct. Executed on September 6, 2017.



Kathryn Trumbly

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Certified Mail™

DATE & TIME	STATUS OF ITEM	LOCATION
September 12, 2017, 4:53 pm	Delivered	LAKE HUGHES, CA 93532
Your item was delivered at 4:53 pm on September 12, 2017 in LAKE HUGHES, CA 93532.		
September 8, 2017, 8:59 am	Available for Pickup	LAKE HUGHES, CA 93532
September 8, 2017, 8:58 am	Arrived at Unit	LAKE HUGHES, CA 93532
September 8, 2017, 1:09 am	Departed USPS Regional Facility	BAKERSFIELD CA DISTRIBUTION CENTER

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(<https://www.usps.com/>)

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- Site Index (<https://www.usps.com/globals/site-index.htm>)
- FAQs (<http://faq.usps.com/>)

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- About USPS Home (<http://about.usps.com/>)
- Newsroom
(<http://about.usps.com/news/welcome.htm>)
- USPS Service Updates
(<http://about.usps.com/news/service-alerts/welcome.htm>)
- Forms & Publications
(<http://about.usps.com/forms-publications/welcome.htm>)
- Government Services
(<https://www.usps.com/gov-services/gov-services.htm>)
- Careers
(<http://about.usps.com/careers/welcome.htm>)

OTHER USPS SITES

- Business Customer Gateway
(<https://gateway.usps.com/>)
- Postal Inspectors
(<https://postalinspectors.usps.gov/>)
- Inspector General (<http://www.uspsoig.gov/>)
- Postal Explorer (<http://pe.usps.gov/>)
- National Postal Museum
(<http://www.postalmuseum.si.edu/>)
- Resources for Developers
(<https://www.usps.com/webtools/welcome.htm>)

LEGAL INFORMATION

- Privacy Policy (<http://about.usps.com/who-we-are/privacy-policy/privacy-policy-highlights.htm>)
- Terms of Use
(<http://about.usps.com/termsfuse.htm>)
- FOIA (<http://about.usps.com/who-we-are/foia/welcome.htm>)
- No FEAR Act EEO Data
(<http://about.usps.com/who-we-are/no-fear-act/welcome.htm>)

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Exhibit A-3



FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 3000 • Sacramento, CA 95811

September 6, 2017

CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Lola Skelton
[REDACTED]

In the Matter of Lola Skelton; FPPC No. 16/19779

Dear Ms. Skelton:

The Enforcement Division of the Fair Political Practices Commission (the "Commission") is proceeding with an administrative action against you for your failure to comply with the filing and disclosure provisions of the Political Reform Act (the "Act"), as described in our previous attempts to reach you by telephone on August 7, 2017 and August 9, 2017. The enclosed Report in Support of a Finding of Probable Cause (the "Report") contains a summary of the alleged violations and the relevant law and evidence.

You have the right to file a written response to the Report. That response may contain any information you think is relevant and that you wish to bring to the attention of the Hearing Officer. In your response, please indicate whether you would like the Hearing Officer to make a determination of probable cause based on the written materials alone (the Report and your response) or request a conference, during which you may orally present your case to the Hearing Officer. Probable cause conferences are held in our office, which is located at 1102 Q Street, Suite 3000, Sacramento, CA 95811. You may appear at the conference in person or by telephone and you are entitled to be represented by counsel. *If you wish to submit a written response or request a probable cause conference, it must be filed with the Commission Assistant at the address listed above within 21 days from the date of service of this letter.* You can reach the Commission Assistant at (916) 327-8269.

Please note that probable cause conferences are not settlement conferences. The sole purpose of a probable cause conference is to determine whether there is probable cause to believe that the Act was violated. However, settlement discussions are encouraged by the Commission and may take place at any time except during a probable cause conference. *If you are interested in reaching a settlement in this matter, please contact me at (916) 323-6421 or tgilbertson@fppc.ca.gov.*

Finally, you have the right to request discovery of the evidence in possession of, and relied upon

by, the Enforcement Division. *This request must also be filed with the Commission Assistant within 21 days from the date of service of this letter.* Should you request discovery, the Enforcement Division will provide the evidence by service of process or certified mail. From the date you are served with the evidence, you would have an additional 21 days to file a written response to the Report, just as described above.

Should you take no action within 21 days from the date of service of this letter, your rights to respond and to request a conference are automatically waived and the Enforcement Division will independently pursue the issuance of an accusation.

For your convenience, I have enclosed a fact sheet on probable cause proceedings and copies of the most relevant statutes and regulations.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gilbertson", written in black ink.

Theresa Gilbertson
Commission Counsel

Enclosures

PROBABLE CAUSE FACT SHEET

INTRODUCTION

The Fair Political Practices Commission is required by law to determine whether probable cause exists to believe that the Political Reform Act (the "Act") was violated before a public administrative accusation may be issued.

The probable cause proceedings before the Fair Political Practices Commission are unique, and most respondents and their attorneys are unfamiliar with them. Therefore, we have prepared this summary to acquaint you with the process.

THE LAW

Government Code sections 83115.5 and 83116 set forth the basic requirement that a finding of probable cause be made in a "private" proceeding before a public accusation is issued and a public hearing conducted in accordance with the Administrative Procedure Act.

The Commission has promulgated regulations further defining the probable cause procedure and delegating to the General Counsel (the "Hearing Officer" for purposes of these proceedings) the authority to preside over such proceedings and decide probable cause. A copy of these statutes and regulations are attached for your convenience.

In summary, the statutes and regulations entitle you to the following:

- a) A written probable cause report containing a summary of the law alleged to have been violated, and a summary of the evidence, including any exculpatory and mitigating information and any other relevant material and arguments;
- b) The opportunity to request discovery, respond in writing, and to request a probable cause conference within 21 days of service of the probable cause report;
- c) If the Commission met to consider whether a civil lawsuit should be filed in this matter, a copy of any staff memoranda submitted to the Commission and a transcript of staff discussions with the Commission at any such meeting; and
- d) If a timely request was made, a non-public conference with the General Counsel and the Enforcement Division staff to consider whether or not probable cause exists to believe the Act was violated.

THE PROCEDURE

Probable Cause Report

Administrative enforcement proceedings are commenced with the service, by registered or certified mail or in person, of a probable cause report. The report will contain a summary of the law and the evidence, including any exculpatory and mitigating information of which the staff has knowledge and any other relevant material and arguments. It is filed with the Hearing Officer.

Discovery

Within 21 calendar days following the service of the probable cause report, you may request discovery of the evidence in the possession of the Enforcement Division. This is not a right to full discovery of the Enforcement Division file, but to the evidence relied upon by the Division along with any exculpatory or mitigating evidence¹.

This request must be sent by registered or certified mail to the Commission Assistant.

Response to Probable Cause Report

Within 21 calendar days following the service of the probable cause report (or, if you timely requested discovery, within 21 calendar days from the service of the evidence) you may submit a response to the Report. By regulation, the written response may contain, "... a summary of evidence, legal arguments, and any mitigating or exculpatory information." (Cal. Code Regs., tit. 2, § 18361.4, subd. (c).)

You must file your response with the Commission Assistant and provide a copy, by service of process or registered or certified mail with return receipt requested, to all other proposed respondents listed in the probable cause report.

Staff Reply

Within 10 calendar days following the date the response was filed with the Commission Assistant, Commission staff may submit any evidence or argument in rebuttal. You will be served with a copy of any such reply.

Probable Cause Conference

Probable cause conferences are held at the offices of the Fair Political Practices Commission, which is located at 428 J Street, Ste. 620, Sacramento, CA 95814. You may appear at the conference in person or by telephone. The proceedings are not public unless all proposed respondents agree to open the conference to the public. Otherwise, the probable cause report, any written responses, and the probable cause conference itself are confidential.

Unless the probable cause conference is public, the only persons who may attend are the staff of the Commission, any proposed respondent and his or her attorney or representative, and, at the discretion of the Hearing Officer, witnesses.

The Hearing Officer may, but need not, permit testimony from witnesses. Probable cause conferences are less formal than court proceedings. The rules of evidence do not apply. The conferences will be recorded and a copy of the recording will be provided upon request.

Since it has the burden of proof, the Enforcement Division is permitted to open and close the conference presentations. The Hearing Officer may also hold the record open to receive additional evidence or arguments.

Probable cause conferences are not settlement conferences. The sole purpose of a probable cause conference is to determine whether or not there is probable cause to believe that the

¹ But see Title 2, California Code of Regulations, Section 18362, which states that the Commission provides access to complaints, responses to complaints, and investigative files and information in accordance with the requirements of the Public Records Act. (Govt. Code § 6250, et seq.)

Political Reform Act was violated. Anyone who wishes to discuss settlement with the Enforcement Division may do so before or after the probable cause conference but not during the conference.

Pursuant to Title 2, California Code of Regulations, Section 18361.4, subdivision (e), the Hearing Officer will find probable cause "if the evidence is sufficient to lead a person of ordinary caution and prudence to believe or entertain a strong suspicion that a proposed respondent committed or caused a violation."

Ordinarily, probable cause determinations are made based upon the written probable cause report, any written response by the respondent, any written reply by the Enforcement Division, and the oral arguments presented at the conference. Timely written presentations are strongly recommended.

Probable Cause Order and Accusation

Once the matter is submitted to the Hearing Officer, the probable cause decision will normally be made within ten days. If the Hearing Officer finds probable cause, he will issue a Finding of Probable Cause, which will be publicly announced at the next Commission Meeting. An accusation will be issued soon after the Finding of Probable Cause is publicly announced.

Continuances

Every reasonable effort is made to accommodate the schedules of parties and counsel. However, once a date has been set it is assumed to be firm and will not be continued except upon the order of the Hearing Officer after a showing of good cause. Settlement negotiations will be considered good cause only if the Hearing Officer is presented with a fully executed settlement, or is convinced that settlement is imminent.

Settlements

Settlement discussions may take place at any time except during the probable cause conference. In order to open settlement discussions, a proposed respondent or his or her counsel or representative should present a written offer to settle stating, where appropriate, the violations to be admitted, and the monetary penalty or other remedy to be tendered.

The Enforcement Division attorney assigned to the case will negotiate any potential settlement on behalf of the Fair Political Practices Commission, and will draft the language of the settlement agreement. The Hearing Officer will not directly participate in the negotiations, but will be represented by Enforcement Division attorneys. Staff attorneys will present settlement offers to the Hearing Officer for his/her approval.

CONCLUSION

This fact sheet was intended to give you a brief summary of the probable cause process at the Fair Political Practices Commission. Such a summary cannot answer every question that might arise in such proceedings. Therefore, if you have any questions that are not addressed by this fact sheet or the copies of the law and regulations we have attached, feel free to contact the attorney whose name appears on the probable cause report.

Attachments: Relevant Sections of (1) California Government Code, and (2) Regulations of the Fair Political Practices Commission, Title 2, Division 6 of the California Code of Regulations.

CALIFORNIA GOVERNMENT CODE

Probable Cause Statutes

§ 83115.5. Probable cause; violation of title; notice of violation; summary of evidence; notice of rights; private proceedings

No finding of probable cause to believe this title has been violated shall be made by the commission unless, at least 21 days prior to the commission's consideration of the alleged violation, the person alleged to have violated this title is notified of the violation by service of process or registered mail with return receipt requested, provided with a summary of the evidence, and informed of his right to be present in person and represented by counsel at any proceeding of the commission held for the purpose of considering whether probable cause exists for believing the person violated this title. Notice to the alleged violator shall be deemed made on the date of service, the date the registered mail receipt is signed, or if the registered mail receipt is not signed, the date returned by the post office. A proceeding held for the purpose of considering probable cause shall be private unless the alleged violator files with the commission a written request that the proceeding be public.

§ 83116. Violation of title; probable cause; hearing; order

When the Commission determines there is probable cause for believing this title has been violated, it may hold a hearing to determine if a violation has occurred. Notice shall be given and the hearing conducted in accordance with the Administrative Procedure Act (Chapter 5 (commencing with Section 11500), Part 1, Division 3, Title 2, Government Code). The Commission shall have all the powers granted by that chapter. When the Commission determines on the basis of the hearing that a violation has occurred, it shall issue an order that may require the violator to do all or any of the following:

- (a) Cease and desist violation of this title.
- (b) File any reports, statements, or other documents or information required by this title.
- (c) Pay a monetary penalty of up to five thousand dollars (\$5,000) per violation to the General Fund of the state. When the Commission determines that no violation has occurred, it shall publish a declaration so stating.

**REGULATIONS OF THE FAIR POLITICAL PRACTICES COMMISSION
TITLE 2, DIVISION 6 OF THE CALIFORNIA CODE OF REGULATIONS**

Probable Cause Regulations

§ 18361 (b). Delegation by the Executive Director Pertaining to Enforcement Proceedings and Authority to Hear Probable Cause Proceedings.

Probable cause proceedings under Regulation 18361.4 shall be heard by the General Counsel or an attorney from the Legal Division. The General Counsel may delegate the authority to hear probable cause proceedings, in writing, to an administrative law judge.

§ 18361.4. Probable Cause Proceedings

(a) Probable Cause Report. If the Chief of the Enforcement Division decides to commence probable cause proceedings pursuant to Sections 83115.5 and 83116, he or she shall direct the Enforcement Division staff to prepare a written report, hereafter referred to as "the probable cause report." The probable cause report shall contain a summary of the law and evidence gathered in connection with the investigation, including any exculpatory and mitigating information of which the staff has knowledge and any other relevant material and arguments. The evidence recited in the probable cause report may include hearsay, including declarations of investigators or others relating the statements of witnesses or concerning the examination of physical evidence.

(b) No probable cause hearing will take place until at least 21 calendar days after the Enforcement Division staff provides the following, by service of process or registered or certified mail with return receipt requested, to all proposed respondents:

- (1) A copy of the probable cause report;
- (2) Notification that the proposed respondents have the right to respond in writing to the probable cause report and to request a probable cause conference at which the proposed respondent may be present in person and represented by counsel, and;
- (3) If the Commission met in executive session on this matter pursuant to Regulation 18361.2, a copy of any staff memoranda submitted to the Commission at that time along with the recording of any discussion between the Commission and the staff at the executive session as required in subdivision (b) of Regulation 18361.2.

(c) Response to Probable Cause Report.

- (1) Each proposed respondent may submit a written response to the probable cause report. The response may contain a summary of evidence, legal arguments, and any mitigating or exculpatory information. A proposed respondent who submits a response must file it with the Commission Assistant who will forward the response to the General Counsel or an attorney in the Legal Division (the "hearing officer") and provide a copy, by service of process or registered or certified mail with return receipt requested, to all other proposed respondents listed in the probable cause report not later than 21 days following service of the probable cause report.
- (2) Within 21 calendar days following the service of the probable cause report, a proposed

respondent may request discovery of evidence in the possession of the Enforcement Division. This request must be sent by registered or certified mail to the Commission Assistant. Upon receipt of the request, the Enforcement Division shall provide discovery of evidence relied upon by the Enforcement Division sufficient to lead a person of ordinary caution and prudence to believe or entertain a strong suspicion that a proposed respondent committed or caused a violation, along with any exculpatory or mitigating evidence. This is not a right to full discovery of the Enforcement Division file. The Enforcement Division shall provide access to documents for copying by the Respondent, or upon agreement among the parties, the Enforcement Division will provide copies of the requested documents upon payment of a fee for direct costs of duplication. The Enforcement Division shall provide such evidence by service of process or registered or certified mail with return receipt requested to all respondents, with a copy to the Commission Assistant. A respondent may submit a written response to the probable cause report described in subsection (1) no later than 21 calendar days after service of discovery.

- (3) The Commission staff may submit any evidence or argument in rebuttal to the response. When the Commission staff submits evidence or argument in rebuttal to the response, it shall provide a copy, by service of process or registered or certified mail with return receipt requested, to all proposed respondents listed in the probable cause report not later than 10 calendar days following the date the response was filed with the Commission Assistant. The hearing officer may extend the time limitations in this section for good cause. At any time prior to a determination of probable cause, the hearing officer may allow additional material to be submitted as part of the initial response or rebuttal.

(d) Probable Cause Conference. Any proposed respondent may request a probable cause conference. The request shall be served upon the Commission Assistant and all other proposed respondents not later than 21 days after service of the probable cause report unless the hearing officer extends the time for good cause. The Commission Assistant shall fix a time for the probable cause conference and the hearing officer shall conduct the conference informally. The conference shall be closed to the public unless a proposed respondent requests and all other proposed respondents agree to a public conference. If the conference is not public, only members of the Commission staff, any proposed respondent and his or her legal counsel or representative shall have the right to be present and participate. The hearing officer may allow witnesses to attend and participate in part or all of the probable cause conference. In making this determination, the hearing officer shall consider the relevancy of the witness' proposed testimony, whether the witness has a substantial interest in the proceedings, and whether fairness requires that the witness be allowed to participate. Representatives of any civil or criminal prosecutor with jurisdiction may attend the conference at the discretion of the hearing officer if they agree to respect the confidential nature of the proceedings. If the conference is not open to the public and none of the parties and the presiding officer object, the conference may be conducted in whole or in part by telephone. The probable cause conference shall be recorded. The hearing officer may determine whether there is probable cause based solely on the probable cause report, any responses or rebuttals filed and any arguments presented at the probable cause conference by the interested parties. If the hearing officer requires additional information before determining whether there is probable cause, he or she may permit any party to submit additional evidence at the probable cause conference.

(e) **Finding of Probable Cause.** The hearing officer may find there is probable cause to believe a violation has occurred if the evidence is sufficient to lead a person of ordinary caution and prudence to believe or entertain a strong suspicion that a proposed respondent committed or caused a violation. A finding of probable cause by the hearing officer does not constitute a finding that a violation has actually occurred. The hearing officer shall not make a finding of probable cause if he or she is presented with clear and convincing evidence that, at a time prior to the alleged violation, the violator consulted with the staff of the Commission in good faith, disclosed truthfully all the material facts, and committed the acts complained of either in reliance on the advice of the staff or because of the staff's failure to provide advice. If the hearing officer makes a finding of probable cause, the Enforcement Division shall prepare an Accusation pursuant to Section 11503 and have it served upon the person or persons who are subjects of the probable cause finding. The hearing officer shall publicly announce the finding of probable cause. The announcement shall contain a summary of the allegations and a cautionary statement that the respondent is presumed to be innocent of any violation of the Act unless a violation is proved in a subsequent proceeding. The Chief of the Enforcement Division shall be responsible for the presentation of the case in support of the Accusation at an administrative hearing held pursuant to Section 83116.

§ 18362. Access to Complaint Files

- (a) Access to complaints, responses thereto, and investigative files and information shall be granted in accordance with the requirements of the Public Records Act (Government Code Section 6250, et seq.).
- (b) When release of material is requested pursuant to subdivision (a), the Executive Director, or his or her designee, shall review the material prior to its release or prior to a claim of exemption to determine that the requirements of the Public Records Act have been satisfied.
- (c) Any person requesting copies of material pursuant to subdivision (a) shall reimburse the Commission \$0.10 per page for each page copied or supply copying equipment and make copies in the offices of the Commission. Documents may not be removed from the offices of the Commission. If the request is for copies totaling ten pages or less, the copies shall be provided without charge for copying since the administrative costs do not warrant collection of \$1.00 or less. If the request is for copies totaling more than ten pages, reimbursements of copying costs shall include the cost for the first ten pages. Charges imposed pursuant to this subdivision are for the purpose of recovering the cost of copying.
- (d) Requests for access and copies pursuant to subdivision (a) shall be made in writing and shall specifically identify the documents sought.

§ 18361.2. Memorandum Respecting Civil Litigation.

- (a) If the Executive Director concludes civil litigation should be initiated, he or she shall submit to the Commission a written memorandum, which shall be first reviewed by the General Counsel, or an attorney from the Legal Division, summarizing the facts and the applicable law of the case and recommending the initiation of a lawsuit. The memorandum shall include all exculpatory and mitigating information known to the staff.

(b) The Commission shall review the memorandum at an executive session. The General Counsel, or an attorney from the Legal Division, and the Commission Assistant shall be in attendance. No other member of the staff may be present unless the Commission meets with a member of the staff for that person to answer questions. The Commission may not resume its deliberations until the person is no longer present. Any communication between the Commission and the person during the executive session shall be recorded. After review of the memorandum, the Commission may direct the Executive Director to do any of the following:

- (1) Initiate civil litigation.
- (2) Decide whether probable cause proceedings should be commenced pursuant to 2 Cal. Code of Regulations Section 18361.4.
- (3) Return the matter to the staff for further investigation.
- (4) Take no further action on the matter or take any other action it deems appropriate.

(c) If the Commission decides to initiate civil litigation, the Commission may then permit other members of the staff to attend the executive session.

(d) If the Executive Director deems it necessary, he or she may call a special meeting of the Commission to review a staff memorandum recommending the initiation of civil litigation.

(e) It is the intent of the Commission in adopting this section to preserve for the members of the Commission the authority to decide whether alleged violations should be adjudicated in administrative hearings or in civil litigation, while at the same time avoiding the possibility that discussions with members of the staff might cause members of the Commission to prejudge a case that might be heard by the Commission under Government Code Section 83116.

Exhibit A-4

GALENA WEST
Chief of Enforcement
THERESA GILBERTSON
Commission Counsel
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street, Suite 3000
Sacramento, CA 95811
Telephone: (916) 322-5660
Facsimile: (916) 322-1932

Attorneys for Complainant

BEFORE THE FAIR POLITICAL PRACTICES COMMISSION

STATE OF CALIFORNIA

In the Matter of) FPPC No. 16/19779
LOLA SKELTON,) EX PARTE REQUEST FOR A FINDING OF
Respondent.) PROBABLE CAUSE AND AN ORDER THAT
) AN ACCUSATION BE PREPARED AND
) SERVED
) Gov. Code § 83115.5

TO THE HEARING OFFICER OF THE FAIR POLITICAL PRACTICES COMMISSION:

Pursuant to Section 83115.5 of the Political Reform Act (the "Act")¹ and Regulation 18361.4, Respondent Lola Skelton ("Skelton") was served with a copy of a report in support of a finding of probable cause ("Report") in the above-entitled matter.² The Report, attached as "Exhibit A," was part of a packet of materials, including a cover letter and a memorandum describing probable cause proceedings, which was sent to Skelton on September 6, 2017 by certified mail, with a return receipt requested, and received by Skelton on September 12, 2017. A copy of the tracking information is attached as "Exhibit B."

In the cover letter dated September 6, 2017, and the attached materials, Skelton was advised that she could respond in writing to the Report and orally present the case to the Hearing Officer at a probable cause conference to be held in Sacramento. Skelton was further advised that in order to have a probable

¹ The Political Reform Act is contained in Government Code §§ 81000 through 91014, and all statutory references are to this code. The regulations of the Fair Political Practices Commission are contained in §§ 18110 through 18997 of Title 2 of the California Code of Regulations, and all regulatory references are to this source.

² Gov. Code § 83115.5; Cal. Code Reg., tit. 2, § 18361.4.

1 cause conference she needed to make a written request for one on or before 21 days of the date she received
2 the Report. Additionally, Skelton was advised that if she did not request a probable cause conference, such
3 a conference would not be held and probable cause would be determined based solely on the Report and
4 any written response that she submitted within 21 days of the date she was served with the Report. To
5 date, Skelton has not submitted a written response or requested a probable cause conference.

6
7 WHEREFORE, based on the attached Report, the Enforcement Division requests a finding by the
8 Hearing Officer that probable cause exists to believe that Skelton committed two violations of the Act,
9 stated as follows:

10
11 Count 1: Lola Skelton, a Trustee on the Hughes-Elizabeth Lakes Union School District Board of
12 Trustees, failed to file a 2015 Annual Statement of Economic Interests by April 1, 2016, in
13 violation of Government Code section 87300.

14
15 Count 2: Lola Skelton, a Trustee on the Hughes-Elizabeth Lakes Union School District Board of
16 Trustees, failed to file a 2016 Annual Statement of Economic Interests by April 3, 2017, in
17 violation of Government Code section 87300.

18
19 Additionally, after finding probable cause exists, the Enforcement Division requests an order by
20 the Hearing Officer that an accusation be prepared against Skelton and served upon her.³

21 //

22 //

23 //

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25
26
27 ³ Gov. Code § 11503.

1 A copy of this Request was mailed via U.S. Mail to Skelton on October 11, 2017 at the last known
2 address, as follows:

3 Lola Skelton
4 [REDACTED]
5

6 Dated: 10/11/17
7

Respectfully Submitted,

FAIR POLITICAL PRACTICES COMMISSION

Galena West
Chief of Enforcement

10 

11 By: Theresa Gilbertson
12 Commission Counsel
13 Enforcement Division
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EXHIBIT A

1 GALENA WEST
Chief of Enforcement
2 Theresa Gilbertson
Commission Counsel
3 FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street, Suite 3000
4 Sacramento, CA 95811
Telephone: (916) 322-5660
5 Facsimile: (916) 322-1932
6 Attorney for Complainant
Enforcement Division of the Fair Political Practices Commission
7

8 BEFORE THE FAIR POLITICAL PRACTICES COMMISSION
9 STATE OF CALIFORNIA
10

11 In the Matter of) FPPC No. 16/19779
12)
13 LOLA SKELTON,) REPORT IN SUPPORT OF A FINDING OF
14) PROBABLE CAUSE
15 Respondent.) Conference Date: TBA
16) Conference Time: TBA
17) Conference Location: Commission Offices
1102 Q Street, Suite 3000
Sacramento, CA 95811

18 INTRODUCTION

19 Respondent Lola Skelton ("Skelton") currently serves as a Trustee on the Hughes-Elizabeth
20 Lakes Union School District Board of Trustees. The Political Reform Act (the "Act")¹ requires all
21 designated officials to periodically file Statements of Economic Interests ("SEI") disclosing all relevant
22 economic interests. Skelton, a designated official, failed to file a 2015 SEI by the April 1, 2016 deadline
23 as well as failed to file a 2016 SEI by the April 3, 2017 deadline.

24 ///

25 ¹ The Political Reform Act is contained in Government Code §§ 81000 through 91014, and all statutory references are
26 to this code. The regulations of the Fair Political Practice Commission are contained in §§ 18110 through 18997 of Title 2 of
27 the California Code of Regulations, and all regulatory references are to this source.

1 **SUMMARY OF THE LAW**

2 All legal references and discussions of law pertain to the Act's provisions as they existed in 2015
3 and 2016.

4 Jurisdiction

5 The Fair Political Practices Commission (the "Commission") has administrative jurisdiction to
6 enforce the provisions of the Act.²

7 Probable Cause Proceedings

8 Prior to the Enforcement Division commencing an administrative action, the General Counsel of
9 the Commission or his designee (the "hearing officer"), must make a finding that there is probable cause
10 to believe the respondent has violated the Act.³ After a finding of probable cause, the Commission may
11 hold a noticed hearing in accordance with the Administrative Procedure Act⁴ to determine whether
12 violations occurred, and levy an administrative penalty of up to \$5,000 for each violation.⁵

13 Standard for Finding Probable Cause

14 To make a finding of probable cause, the hearing officer must be presented with sufficient
15 evidence to lead a person of ordinary caution and prudence to believe, or entertain a strong suspicion,
16 that a respondent committed or caused a violation.⁶

17 Need for Liberal Construction and Vigorous Enforcement of the Political Reform Act

18 When enacting the Political Reform Act, the people of the state of California found and declared
19 that previous laws regulating political practices suffered from inadequate enforcement by state and local
20 authorities.⁷ To that end, the Act must be liberally construed to achieve its purposes.⁸

21
22
23 ² Section 83116.

24 ³ Section 83115.5 and Regulations 18361 and 18361.4.

25 ⁴ Section 11500, et seq.

26 ⁵ Section 83116 and Regulation 18361.4, subd. (e).

27 ⁶ Section 18361.4, subd. (e).

28 ⁷ Section 81001, subd. (h).

⁸ Section 81003.

1 One central purpose of the Act is to increase transparency and decrease conflicts of interest in the
2 actions of public officials by requiring disclosure of their financial interests.⁹ Another is to provide
3 adequate enforcement mechanisms so that the Act will be "vigorously enforced."¹⁰

4 Conflict of Interest Codes

5 The Act requires every state and local agency to develop a Conflict of Interest Code.¹¹ These
6 codes must designate those officials who participate in making decisions which may foreseeably have a
7 material financial effect on any financial interest belonging to that official and require those designated
8 officials to disclose all reportable interests on SEIs.¹² The requirements of an agency's Conflict of Interest
9 Code have the force of law, and any violation of those requirements is deemed a violation of the Act.¹³

10 Hughes-Elizabeth Lakes Union School District's Conflict of Interest Code

11 The Hughes-Elizabeth Lakes Union School District's Conflict of Interest Code designates the
12 position of "School Board Member" as a position that is required to file SEIs. The Hughes-Elizabeth Lakes
13 Union School District's Code requires a designated official file an Annual SEI by April 1 of the succeeding
14 year. Whenever the deadline falls on a Saturday, Sunday, or official state holiday, the filing deadline for
15 a statement shall be extended to the next regular business day.¹⁴

16
17 **SUMMARY OF THE EVIDENCE**

18 Skelton currently serves as "Trustee" on the Hughes-Elizabeth Lakes Union School District
19 Board of Trustees. Her current term began on December 1, 2013 and will run through December 1, 2017.
20 The position of "trustee" is referred to in the School District's Conflict of Interest Code as "School Board
21 Member." Under the School District's Conflict of Interest Code, Skelton had a duty to file an annual
22 SEI. Skelton failed to timely file a 2015 Annual SEI by the deadline, April 1, 2016.

23
24 ⁹ §81002, subd. (c)

25 ¹⁰ §81002, subd. (f).

26 ¹¹ §87300.

27 ¹² §87302, subd. (b).

28 ¹³ §87300.

¹⁴ Regulation 18116, subd. (a).

1 Before referring the case to the Enforcement Division, the filing officer, Los Angeles County
2 Board of Supervisors, sent letters to Skelton dated May 24, 2016 and July 29, 2016 regarding her duty to
3 file her past due SEI. Skelton failed to respond. The filing officer then referred to the Enforcement
4 Division.

5 The Enforcement Division contacted Skelton by telephone on August 7, 2017 and August 9, 2017,
6 and by email on August 7, 2017. Skelton failed to respond to the Enforcement Division. On August 9,
7 2017, the filing officer confirmed that Skelton has not filed a SEI for 2015 or 2016.

8
9 **VIOLATION**

10 Count 1: Failure to Timely File a 2015 Annual SEI

11 Skelton failed to timely file a 2015 Annual SEI by April 1, 2016, in violation of Section 87300.
12

13 Count 1: Failure to Timely File a 2016 Annual SEI

14 Skelton failed to timely file a 2016 Annual SEI by April 3, 2017, in violation of Section 87300.
15

16 **EXCULPATORY OR MITIGATING INFORMATION**

17 The Enforcement Division is not aware of any exculpatory or mitigating information.
18

19 **OTHER RELEVANT INFORMATION**

20 On December 13 2012, Skelton was fined by the Commission for failing to file a 2011 Annual
21 SEI. Skelton remains in office as a Trustee of the Hughes-Elizabeth Lakes Union School District Board
22 of Trustees.

23 //
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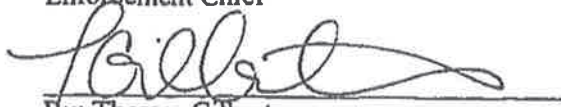
CONCLUSION

Probable cause exists to believe that Skelton violated the Act as detailed above. The Enforcement Division respectfully requests an order finding probable cause pursuant to Section 83115.5 and Regulation 18361.4.

Dated: 9/12/17

Respectfully Submitted,

FAIR POLITICAL PRACTICES COMMISSION
Galena West
Enforcement Chief



By: Theresa Gilbertson
Commission Counsel
Enforcement Division

EXHIBIT B

USPS Tracking® Results

[FAQs > \(http://faq.usps.com/?articleId=220900\)](http://faq.usps.com/?articleId=220900)

[Track Another Package +](#)

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Tracking Number: 70170660000108256229

 Delivered

Product & Tracking Information

[See Available Actions](#)

Postal Product:

Features:
Certified Mail™

DATE & TIME	STATUS OF ITEM	LOCATION
September 12, 2017, 4:53 pm	Delivered	LAKE HUGHES, CA 93532
Your item was delivered at 4:53 pm on September 12, 2017 in LAKE HUGHES, CA 93532.		
September 8, 2017, 8:59 am	Available for Pickup	LAKE HUGHES, CA 93532
September 8, 2017, 8:58 am	Arrived at Unit	LAKE HUGHES, CA 93532
September 8, 2017, 1:09 am	Departed USPS Regional Facility	BAKERSFIELD CA DISTRIBUTION CENTER

[See More v](#)

Available Actions

[Text & Email Updates](#)

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* Images are only provided for letter-sized mailpieces that are processed through USPS® automated equipment.
`app=Uspstools&appURL=https%3A%2F%2Ftools.usps.com%2Fgo%2FTrackConfirmAction%21input'`

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- FOIA <http://about.usps.com/who-we-are/foia/welcome.htm>
- No FEAR Act EEO Data <http://about.usps.com/who-we-are/no-fear-act/welcome.htm>

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9/29/2017

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Exhibit A-5

1 BEFORE THE FAIR POLITICAL PRACTICES COMMISSION
2 STATE OF CALIFORNIA

3
4 In the Matter of) FPPC No. 16/19779
5 LOLA SKELTON,)
6 Respondent.) FINDING OF PROBABLE CAUSE AND
7) ORDER TO PREPARE AND SERVE AN
8) ACCUSATION
9) Gov. Code § 83115.5
10)

11 By means of an Ex Parte Request for a Finding of Probable Cause and an Order that an Accusation
12 Be Prepared and Served, dated October 11, 2017, the Enforcement Division submitted the above-entitled
13 matter to the Hearing Officer for a determination of Probable Cause. As set forth in the Ex Parte Request
14 for a Finding of Probable Cause and an Order that an Accusation Be Prepared and Served (Ex Parte
15 Request), the Enforcement Division served a Report in Support of a Finding of Probable Cause (PC
16 Report) on Respondent Lola Skelton concerning this matter on September 12, 2017, by certified mail,
17 return receipt requested. Accompanying the PC Report was a packet of materials that informed Skelton of
18 her right to file a written response to the PC Report and to request a probable cause conference within 21
19 days following service of the PC Report. During the 21 days that followed service of the PC Report,
20 Skelton did not file a response to the PC Report or request a probable cause conference. Pursuant to
21 California Code of Regulations title 2, section 18361.4, determination of probable cause may be made
22 solely on papers submitted when the respondent does not request a probable cause conference.¹

23 In making a probable cause determination, it is the duty of the Hearing Officer of the Fair Political
24 Practices Commission to determine whether probable cause exists to believe that a respondent violated
25 the Political Reform Act as alleged by the Enforcement Division in the PC Report served on the
26 respondent.

27 ¹ The Political Reform Act is contained in Government Code sections 81000 through 91014. The regulations of the
28 Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of
Regulations.

1 Probable cause to believe a violation has occurred can be found to exist when "the evidence is
2 sufficient to lead a person of ordinary caution and prudence to believe or entertain a strong suspicion that
3 the proposed respondent(s) committed or caused a violation."²

4 The PC Report served on Skelton and the subsequent Ex Parte Request in this matter alleges two
5 violations of the Political Reform Act were committed, as follows:
6

7 Count 1: Lola Skelton, a Trustee on the Hughes-Elizabeth Lakes Union School District Board of
8 Trustees, failed to file a 2015 Annual Statement of Economic Interests by April 1, 2016, in
9 violation of Government Code section 87300.
10


11 Count 2: Lola Skelton, a Trustee on the Hughes-Elizabeth Lakes Union School District Board of
12 Trustees, failed to file a 2016 Annual Statement of Economic Interests by April 3, 2017, in
13 violation of Government Code section 87300.
14

15 Based on the Ex Parte Request given to me, I find that notice has been given to Skelton.³ I further
16 find, based on the PC Report and the Ex Parte Request, that there is probable cause to believe Skelton
17 violated the Political Reform Act as alleged in Counts 1 and 2, as identified above.

18 I therefore direct that the Enforcement Division issue an accusation against Skelton in accordance
19 with this finding.

20 IT IS SO ORDERED.

21
22 Dated: 10/16/17
23


24 John M. Feser, Jr., Hearing Officer
25 Fair Political Practices Commission
26

27 ² Cal. Code Reg., tit. 2, § 18361.4, subd. (e).

28 ³ Government Code § 83115.5; Cal. Code Reg., tit. 2, § 18361.4, subd. (b).

FPPC No. 16/19779, In the matter of Lola Skelton

PROOF OF SERVICE

At the time of service, I was over 18 years of age and not a party to this action. My business address is Fair Political Practices Commission, 1102 Q Street, Suite 3000, Sacramento, CA 95811. On the date below, I served the following document:

FINDING OF PROBABLE CAUSE AND ORDER TO PREPARE AND SERVE AN ACCUSATION

MANNER OF SERVICE

(U.S. Mail) By causing a true copy thereof to be served on the parties in this action through the U.S. Mail and addressed as listed below. I am familiar with the procedure of the Fair Political Practices Commission for collection and processing of correspondence for mailing with the United States Postal Service, and the fact that the correspondence would be deposited with the United States Postal Service that same day in the ordinary course of business.

SERVICE LIST

Ms. Lola Skelton



(By Personal Service) On Tuesday October 17, 2017, at approximately 10:15 a.m., I personally served:

Theresa Gilbertson, Commission Counsel, at 1102 Q Street, Suite 3000, Sacramento, CA 95811.

I declare under penalty of perjury under the laws of the State of California that the above is true and correct and that this document is executed at Sacramento, California, on October 17, 2017.

A handwritten signature in black ink, appearing to read 'Sasha Linker', written over a horizontal line.

Sasha Linker

Exhibit A-6

1 GALENA WEST
Chief of Enforcement
2 THERESA GILBERTSON
Commission Counsel
3 **FAIR POLITICAL PRACTICES COMMISSION**
1102 Q Street, Suite 3000
4 Sacramento, CA 95811
Telephone: (916) 323-6421
5 Facsimile: (916) 322-1932

6 Attorneys for Complainant

7

8

BEFORE THE FAIR POLITICAL PRACTICES COMMISSION

9

STATE OF CALIFORNIA

10

11 In the Matter of

) FPPC No. 16/19779

12

13 LOLA SKELTON,

) **ACCUSATION**

14

15 Respondent.

) (Gov. Code §11503)

16

17

18 Complainant, the Enforcement Division of the Fair Political Practices Commission, after a finding
19 of probable cause pursuant to Government Code section 83115.5, alleges the following:

20

JURISDICTION

21 1. Complainant is the Enforcement Division of the Fair Political Practices Commission and
22 makes this Accusation in its official capacity and in the public interest.

23 2. The authority to bring this action is derived from Title 2, California Code of Regulations,
24 Sections 18361 and 18361.4, subdivision (e), and the statutory law of the State of California, specifically
25 including, but not limited to, Government Code sections 83111, 83116, and 91000.5, which assign to the

26

27

28

1 Enforcement Division the duty to administer, implement, and enforce the provisions of the Political
2 Reform Act, found at Government Code sections 81000 through 91014.

3 3. When enacting the Political Reform Act (the "Act"),¹ California voters specifically found
4 and declared previous laws regulating political practices had suffered from inadequate enforcement, and
5 it was their purpose to ensure that the Act be vigorously enforced.²

6 4. To that end, section 81003 requires that the Act be liberally construed to achieve its
7 purposes.

8 5. One of the stated purposes of the Act is to ensure that the assets and income of public
9 officials that may be materially affected by their official actions be disclosed so that conflicts of interest
10 may be avoided.³

11 **RESPONDENT**

12 6. Respondent Lola Skelton ("Skelton") is a current Trustee on the Hughes-Elizabeth Lakes
13 Union School District Board of Trustees.

14 **APPLICABLE LAW**

15 7. All applicable law in this Accusation is the law as it existed during the relevant time for
16 the violation alleged.

17 **A. Conflict of Interest Codes**

18 8. The Act requires every state and local agency to develop a Conflict of Interest Code.⁴
19 These codes must designate those officials who participate in making decisions which may foreseeably
20 have a material financial effect on any financial interest belonging to that official and require those
21 designated officials to disclose all reportable interests on a Statement of Economic Interest ("SEI").⁵ The
22

23
24 ¹The Political Reform Act is contained in Government Code sections 81000 through 91014. The regulations of the
Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of
Regulations.

25 ² Sections 81001, subd. (h), and 81002, subd. (f).

26 ³ Section 81002, subd. (c).

27 ⁴ §87300.

28 ⁵ §87302, subd. (b).

1 requirements of an agency's Conflict of Interest Code have the force of law, and any violation of those
2 requirements is deemed a violation of the Act.⁶

3 **B. Duty to File Statement of Economic Interests**

4 9. The Hughes-Elizabeth Lakes Union School District's Conflict of Interest Code designates
5 the position of "School Board Member" as a position that is required to file SEIs. The Hughes-Elizabeth
6 Lakes Union School District's Code requires a designated official to file an Annual SEI by April 1 of the
7 succeeding year. Whenever the deadline falls on a Saturday, Sunday, or official state holiday, the filing
8 deadline for a statement shall be extended to the next regular business day.⁷

9 **C. Factors to be Considered by the Fair Political Practices Commission**

10 10. In framing a proposed order following a finding of a violation pursuant to section 83116,
11 the Fair Political Practices Commission ("Commission") and the administrative law judge shall consider
12 all the surrounding circumstances including but not limited to: (1) The seriousness of the violation; (2) the
13 presence or absence of any intention to conceal, deceive or mislead; (3) whether the violation was
14 deliberate, negligent or inadvertent; (4) whether the violator demonstrated good faith by consulting the
15 Commission staff or any other government agency in a manner not constituting a complete defense under
16 Section 83114(b); (5) whether the violation was isolated or part of a pattern and whether the violator has
17 a prior record of violations of the Act or similar laws; and (6) whether the violator, upon learning of a
18 reporting violation, voluntarily filed amendments to provide full disclosure.⁸

19 **GENERAL FACTS**

20 11. Skelton currently serves as a Member of the Governing Board for the Hughes-Elizabeth
21 Lakes Union School District.

22 12. Skelton is a long serving member of the Board. She assumed office on or about January 1,
23 1988. Skelton's current term began on December 1, 2013 and will run through December 1, 2017.

24
25
26 ⁶ §87300.

⁷ Regulation 18116, subd. (a).

⁸ Reg. 18361.5, subd. (d).

1 2. That the Commission, pursuant to section 83116, subdivision (c), order Skelton to pay a
2 monetary penalty of up to \$5,000 for the violation of the Act alleged in **Count 1**;

3 3. That the Commission, pursuant to section 83116, subdivision (c), order Skelton to pay a
4 monetary penalty of up to \$5,000 for the violation of the Act alleged in **Count 2**;

5 4. That the Commission, pursuant to regulation 18361.5, subdivision (d), consider the
6 following factors in framing a proposed order following a finding of a violation pursuant to section 83116:
7 (1) the seriousness of the violation; (2) the presence or absence of any intention to conceal, deceive or
8 mislead; (3) whether the violation was deliberate, negligent or inadvertent; (4) whether the violator
9 demonstrated good faith by consulting the Commission staff or any other government agency in a manner
10 not constituting a complete defense under section 83114(b); (5) whether the violation was isolated or part
11 of a pattern and whether the violator has a prior record of violations of the Act or similar laws; and (6)
12 whether the violator, upon learning of a reporting violation, voluntarily filed amendments to provide full
13 disclosure.

14 5. That the Commission grants such other and further relief as it deems just and proper.
15

16
17 Dated: _____

7 Nov 17



Galena West
Chief of Enforcement
Fair Political Practices Commission

Exhibit A-7

STATEMENT TO RESPONDENTS

[Government Code Section 11505, subdivision (b)]

In the Matter of Lola Skelton

FPPC Case No. 16/19779

Enclosed is an Accusation, which was filed with the Fair Political Practices Commission (the "FPPC") and which is hereby served upon you, along with two copies of a Notice of Defense and Government Code Sections 11506 through 11508.

Unless a written request for a hearing signed by you or on your behalf is delivered or mailed to the FPPC within 15 days after the Accusation was served on you, the FPPC may proceed upon the Accusation without a hearing. The request for a hearing may be made by delivering or mailing the enclosed form entitled Notice of Defense, or by delivering or mailing a notice of defense as provided by Section 11506 of the Government Code to the Commission Assistant at the FPPC.

You may, but need not, be represented by counsel at any or all stages of these proceedings.

If you desire a list of the names and addresses of witnesses against you, or an opportunity to inspect and copy the items mentioned in Section 11507.6 of the Government Code that are in the possession, custody, or control of this agency, or if you wish to discuss the possibility of resolving this matter without a formal hearing, you may contact Theresa Gilbertson, at (916) 322-5660 or tgilbertson@fppc.ca.gov Enforcement Division.

The hearing may be postponed for good cause. If you have good cause, you are obliged to notify the FPPC or, if an administrative law judge has been assigned to the hearing, the Office of Administrative Hearings, within 10 working days after you discover the good cause. Failure to give notice within 10 days will deprive you of a postponement.

After a hearing, the FPPC will consider the following factors in determining whether to assess a penalty (Title 2, California Code of Regulations, Section 18361.5, subdivision (d).):

1. The seriousness of the violation;
2. The presence or absence of any intention to conceal, deceive, or mislead;
3. Whether the violation was deliberate, negligent, or inadvertent;
4. Whether the violator demonstrated good faith by consulting Commission staff or any other government agency in a manner not constituting a complete defense under Government Code Section 83114, subdivision (b);
5. Whether the violation was isolated or part of a pattern;
6. Whether the violator has a prior record of violations of the Political Reform Act or similar laws; and
7. Whether the violator, upon learning of a reporting violation, voluntarily filed amendments to provide full disclosure.



Before the Fair Political Practices Commission

State of California

In the Matter of)	NOTICE OF DEFENSE
)	(Pursuant to Gov. Code § 11506)
)	
LOLA SKELTON)	FPPC Case No. 16/19779
)	
Respondents.)	
)	
)	
)	
)	

Lola Skelton, a respondent named in the above entitled proceeding, hereby acknowledges receipt of the Accusation, a copy of the Statement to Respondent, a copy of Government Code Sections 11506 through 11508, and two copies of a *NOTICE OF DEFENSE*.

Pursuant to Government Code Section 11506, subdivision (a), you may file this *NOTICE OF DEFENSE* requesting a hearing on the grounds listed below. Failure to file this *NOTICE OF DEFENSE* shall constitute a waiver of your right to a hearing. If you waive your right to a hearing, you may file a statement of mitigation by separate letter that will be considered by the Commission in assessing any penalties for the violations alleged in the Accusation.

If you wish to file a *NOTICE OF DEFENSE*, please check **all** applicable grounds for the *NOTICE OF DEFENSE*, complete the remainder of the form, and mail to the Commission within fifteen (15) days of receipt of the Accusation.

GROUND FOR NOTICE OF DEFENSE

- 1) I request a hearing;
- 2) I object to the Accusation upon the ground that it does not state acts or omissions upon which the agency may proceed;
- 3) I object to the form of the Accusation on the ground that it is so indefinite or uncertain that I cannot identify the transaction that is the subject of the Accusation or prepare my defense;
- 4) I admit the Accusation in whole or in part (check box "a" or "b");
 - a) I admit the Accusation in whole.
 - b) I admit the Accusation in part as indicated below:

- 5) I wish to present new matter by way of defense;
- 6) I object to the accusation upon the ground that, under the circumstances, compliance with the requirements of a regulation of the Fair Political Practices Commission would result in a material violation of another regulation enacted by another department affecting substantive rights.

Dated: _____

Respondent

Print Name

Mailing Address

City, State, Zip



Before the Fair Political Practices Commission

State of California

In the Matter of)
) NOTICE OF DEFENSE
) (Pursuant to Gov. Code § 11506)
)
 LOLA SKELTON) FPPC Case No. 16/19779
)
 Respondents.)
)
)
)
)
)

Lola Skelton, a respondent named in the above entitled proceeding, hereby acknowledges receipt of the Accusation, a copy of the Statement to Respondent, a copy of Government Code Sections 11506 through 11508, and two copies of a *NOTICE OF DEFENSE*.

Pursuant to Government Code Section 11506, subdivision (a), you may file this *NOTICE OF DEFENSE* requesting a hearing on the grounds listed below. Failure to file this *NOTICE OF DEFENSE* shall constitute a waiver of your right to a hearing. If you waive your right to a hearing, you may file a statement of mitigation by separate letter that will be considered by the Commission in assessing any penalties for the violations alleged in the Accusation.

If you wish to file a *NOTICE OF DEFENSE*, please check **all** applicable grounds for the *NOTICE OF DEFENSE*, complete the remainder of the form, and mail to the Commission within fifteen (15) days of receipt of the Accusation.

GROUNDNS FOR NOTICE OF DEFENSE

- 1) I request a hearing;
- 2) I object to the Accusation upon the ground that it does not state acts or omissions upon which the agency may proceed;
- 3) I object to the form of the Accusation on the ground that it is so indefinite or uncertain that I cannot identify the transaction that is the subject of the Accusation or prepare my defense;
- 4) I admit the Accusation in whole or in part (check box "a" or "b");
 - a) I admit the Accusation in whole.
 - b) I admit the Accusation in part as indicated below:

- 5) I wish to present new matter by way of defense;
- 6) I object to the accusation upon the ground that, under the circumstances, compliance with the requirements of a regulation of the Fair Political Practices Commission would result in a material violation of another regulation enacted by another department affecting substantive rights.

Dated: _____

Respondent

Print Name

Mailing Address

City, State, Zip

California Government Code sections 11506 through 11508

§ 11506. Filing of notice of defense or notice of participation; Contents; Right to hearing on the merits

(a) Within 15 days after service of the accusation or District Statement of Reduction in Force the respondent may file with the agency a notice of defense, or, as applicable, notice of participation, in which the respondent may:

(1) Request a hearing.

(2) Object to the accusation or District Statement of Reduction in Force upon the ground that it does not state acts or omissions upon which the agency may proceed.

(3) Object to the form of the accusation or District Statement of Reduction in Force on the ground that it is so indefinite or uncertain that the respondent cannot identify the transaction or prepare a defense.

(4) Admit the accusation or District Statement of Reduction in Force in whole or in part.

(5) Present new matter by way of defense.

(6) Object to the accusation or District Statement of Reduction in Force upon the ground that, under the circumstances, compliance with the requirements of a regulation would result in a material violation of another regulation enacted by another department affecting substantive rights.

(b) Within the time specified the respondent may file one or more notices of defense, or, as applicable, notices of participation, upon any or all of these grounds but all of these notices shall be filed within that period unless the agency in its discretion authorizes the filing of a later notice.

(c) The respondent shall be entitled to a hearing on the merits if the respondent files a notice of defense or notice of participation, and the notice shall be deemed a specific denial of all parts of the accusation or District Statement of Reduction in Force not expressly admitted. Failure to file a notice of defense or notice of participation shall constitute a waiver of respondent's right to a hearing, but the agency in its discretion may nevertheless grant a hearing. Unless objection is taken as provided in paragraph (3) of subdivision (a), all objections to the form of the accusation or District Statement of Reduction in Force shall be deemed waived.

(d) The notice of defense or notice of participation shall be in writing signed by or on behalf of the respondent and shall state the respondent's mailing address. It need not be verified or follow any particular form.

(e) As used in this section, "file," "files," "filed," or "filing" means "delivered or mailed" to the agency as provided in Section 11505.

HISTORY: Added Stats 1945 ch 867 § 1. Amended Stats 1963 ch 931 § 1; Stats 1982 ch 606 § 1; Stats 1986 ch 951 § 20; Stats 1995 ch 938 § 29 (SB 523), operative July 1, 1997; Stats 2013 ch 90 § 5 (SB 546), effective January 1, 2014.

§ 11507. Amended or supplemental accusation or District Statement of Reduction in Force; Objections

At any time before the matter is submitted for decision, the agency may file, or permit the filing of, an amended or supplemental accusation or District Statement of Reduction in Force. All parties shall be notified of the filing. If the amended or supplemental accusation or District Statement of Reduction in Force presents new charges, the agency shall afford the respondent a reasonable opportunity to prepare his or her defense to the new charges, but he or she shall not be entitled to file a further pleading unless the agency in its discretion so orders. Any new charges shall be deemed controverted, and any objections to the amended or supplemental accusation or District Statement of Reduction in Force may be made orally and shall be noted in the record.

HISTORY: Added Stats 1945 ch 867 § 1. Amended Stats 2013 ch 90 § 6 (SB 546), effective January 1, 2014; Stats 2014 ch 71 § 69 (SB 1304), effective January 1, 2015.

§ 11507.3. Consolidated proceedings; Separate hearings

(a) When proceedings that involve a common question of law or fact are pending, the administrative law judge on the judge's own motion or on motion of a party may order a joint hearing of any or all the matters at issue in the proceedings. The administrative law judge may order all the proceedings consolidated and may make orders concerning the procedure that may tend to avoid unnecessary costs or delay.

(b) The administrative law judge on the judge's own motion or on motion of a party, in furtherance of convenience or to avoid prejudice or when separate hearings will be conducive to expedition and economy, may order a separate hearing of any issue, including an issue raised in the notice of defense or notice of participation, or of any number of issues.

HISTORY: Added Stats 1995 ch 938 § 30 (SB 523), operative July 1, 1997. Amended Stats 2013 ch 90 § 7 (SB 546), effective January 1, 2014.

///

§ 11507.5. Exclusivity of discovery provisions

The provisions of Section 11507.6 provide the exclusive right to and method of discovery as to any proceeding governed by this chapter.

HISTORY: Added Stats 1968 ch 808 § 3.

§ 11507.6. Request for discovery

After initiation of a proceeding in which a respondent or other party is entitled to a hearing on the merits, a party, upon written request made to another party, prior to the hearing and within 30 days after service by the agency of the initial pleading or within 15 days after the service of an additional pleading, is entitled to (1) obtain the names and addresses of witnesses to the extent known to the other party, including, but not limited to, those intended to be called to testify at the hearing, and (2) inspect and make a copy of any of the following in the possession or custody or under the control of the other party:

(a) A statement of a person, other than the respondent, named in the initial administrative pleading, or in any additional pleading, when it is claimed that the act or omission of the respondent as to this person is the basis for the administrative proceeding;

(b) A statement pertaining to the subject matter of the proceeding made by any party to another party or person;

(c) Statements of witnesses then proposed to be called by the party and of other persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, not included in (a) or (b) above;

(d) All writings, including, but not limited to, reports of mental, physical and blood examinations and things which the party then proposes to offer in evidence;

(e) Any other writing or thing which is relevant and which would be admissible in evidence;

(f) Investigative reports made by or on behalf of the agency or other party pertaining to the subject matter of the proceeding, to the extent that these reports (1) contain the names and addresses of witnesses or of persons having personal knowledge of the acts, omissions or events which are the basis for the proceeding, or (2) reflect matters perceived by the investigator in the course of his or her investigation, or (3) contain or include by attachment any statement or writing described in (a) to (e), inclusive, or summary thereof.

For the purpose of this section, "statements" include written statements by the person signed or otherwise authenticated by him or her, stenographic, mechanical, electrical or other recordings, or transcripts thereof, of oral statements by the person, and written reports or summaries of these oral statements.

Nothing in this section shall authorize the inspection or copying of any writing or thing which is privileged from disclosure by law or otherwise made confidential or protected as the attorney's work product.

HISTORY: Added Stats 1968 ch 808 § 4. Amended Stats 1985 ch 1328 § 5; Stats 1995 ch 938 § 31 (SB 523), operative July 1, 1997.

§ 11507.7. Motion to compel discovery; Order

(a) Any party claiming the party's request for discovery pursuant to Section 11507.6 has not been complied with may serve and file with the administrative law judge a motion to compel discovery, naming as respondent the party refusing or failing to comply with Section 11507.6. The motion shall state facts showing the respondent party failed or refused to comply with Section 11507.6, a description of the matters sought to be discovered, the reason or reasons why the matter is discoverable under that section, that a reasonable and good faith attempt to contact the respondent for an informal resolution of the issue has been made, and the ground or grounds of respondent's refusal so far as known to the moving party.

(b) The motion shall be served upon respondent party and filed within 15 days after the respondent party first evidenced failure or refusal to comply with Section 11507.6 or within 30 days after request was made and the party has failed to reply to the request, or within another time provided by stipulation, whichever period is longer.

(c) The hearing on the motion to compel discovery shall be held within 15 days after the motion is made, or a later time that the administrative law judge may on the judge's own motion for good cause determine. The respondent party shall have the right to serve and file a written answer or other response to the motion before or at the time of the hearing.

(d) Where the matter sought to be discovered is under the custody or control of the respondent party and the respondent party asserts that the matter is not a discoverable matter under the provisions of Section 11507.6, or is privileged against disclosure under those provisions, the administrative law judge may order lodged with it matters provided in subdivision (b) of *Section 915 of the Evidence Code* and examine the matters in accordance with its provisions.

(e) The administrative law judge shall decide the case on the matters examined in camera, the papers filed by the parties, and such oral argument and additional evidence as the administrative law judge may allow.

(f) Unless otherwise stipulated by the parties, the administrative law judge shall no later than 15 days after the hearing make its order denying or granting the motion. The order shall be in writing setting forth the matters the moving party is entitled to discover under Section 11507.6. A copy of the order shall forthwith be served by mail by the administrative law judge upon the parties. Where the order grants the motion in whole or in part, the order shall not become

effective until 10 days after the date the order is served. Where the order denies relief to the moving party, the order shall be effective on the date it is served.

HISTORY: Added Stats 1968 ch 808 § 5. Amended Stats 1971 ch 1303 § 8; Stats 1980 ch 548 § 2; Stats 1995 ch 938 § 32 (SB 523), operative July 1, 1997.

§ 11508. Time and place of hearing

(a) The agency shall consult the office, and subject to the availability of its staff, shall determine the time and place of the hearing. The hearing shall be held at a hearing facility maintained by the office in Sacramento, Oakland, Los Angeles, or San Diego and shall be held at the facility that is closest to the location where the transaction occurred or the respondent resides.

(b) Notwithstanding subdivision (a), the hearing may be held at either of the following places:

(1) A place selected by the agency that is closer to the location where the transaction occurred or the respondent resides.

(2) A place within the state selected by agreement of the parties.

(c) The respondent may move for, and the administrative law judge has discretion to grant or deny, a change in the place of the hearing. A motion for a change in the place of the hearing shall be made within 10 days after service of the notice of hearing on the respondent.

Unless good cause is identified in writing by the administrative law judge, hearings shall be held in a facility maintained by the office.

HISTORY: Added Stats 1945 ch 867 § 1. Amended Stats 1963 ch 710 § 1; Stats 1967 ch 17 § 39; Stats 1987 ch 50 § 1; Stats 1995 ch 938 § 33 (SB 523), operative July 1, 1997; Stats 2005 ch 674 § 22 (SB 231), effective January 1, 2006.

Exhibit A-8

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name and Address)		TELEPHONE NUMBER	FOR COURT USE ONLY	
FAIR POLITICAL PRACTICES COMMISSION 1102 Q STREET, SUITE 3000 SACRAMENTO CA 95811		916-323-6421		
ATTORNEY FOR		Ref. No. or File No.		
Insert name of court and name of judicial district and branch if any.				
SHORT TITLE OF CASE: MATTER OF LOLA SKELTON				
INVOICE NO.	DATE:	TIME:	DEP./DIV.	CASE NUMBER:
236581				16/19779

PROOF OF SERVICE

1. AT THE TIME OF SERVICE I WAS AT LEAST 18 YEARS OF AGE AND NOT A PARTY TO THIS ACTION, AND I SERVED COPIES OF THE:
 - ACCUSATION
 - STATEMENT TO RESPONDENTS
 - NOTICE OF DEFENSE
 - CA GOVERNMENT CODE SECTIONS 11506 THROUGH 11508
2. a. PARTY SERVED: LOLA SKELTON
 - b. PERSON SERVED: LOLA SKELTON
AGE: 55 HEIGHT: 5'0 WEIGHT: 140 HAIR: BLONDE RACE: WHT SEX: F
 - c. ADDRESS: [REDACTED]
3. I SERVED THE PARTY NAMED IN ITEM 2
 - a. BY PERSONALLY DELIVERING THE COPIES ON 11-14-17 AT 6:37PM
4. PERSON SERVING: BURGESS KURZON FEE FOR SERVICE:\$ 106.00

ATTORNEY SERVICES OF ANTELOPE VALLEY
P.O. BOX 2712
LANCASTER, CA 93539
661/718/1818 FAX 661/718/1717

- d. Registered California process server
 - (1) [X] Employee or [] Independent Contractor
 - (2) Registration No. 1288
 - (3) County: LOS ANGELES
 - (4) Expiration: 01/20/18

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATE: 11/15/17

>
SIGNATURE



Exhibit A-9



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS

MARK RIDLEY-THOMAS

SHEILA KUEHL

OON KNABE

MICHAEL D. ANTONOVICH

May 24, 2016

COPY

Lola Skelton
[REDACTED]

Regarding: 2015/2016 Form 700
Due Date: June 24, 2016

Dear Lola Skelton:

Our office has not received your Form 700 Statement of Economic Interest for Hughes-Elizabeth Lakes Union School District which was due on April 1, 2016. If you file your overdue Form 700 by June 24, 2016, you will not be assessed a fine. However, be advised per Government Code Section 91013, a \$100 fine will be levied if your Form 700 is not received by that date.

To comply with your filing requirements, please take the following steps:

1. Complete the enclosed Form 700 or contact us at COI-Desk@bos.lacounty.gov or at the number listed below to obtain login access to file your Form online. We encourage you to file online.
2. Please go to <https://lacform700.lacounty.gov/AgencyCodes.aspx> to view your Agency's Conflict of Interest Code. Your position is listed in Exhibit B of the code and the corresponding disclosure categories, which specify the types of interests you must report, are listed in Exhibit A of the code.

If you complete the enclosed Form 700, please return it to the Los Angeles County, Board of Supervisors, 500 West Temple Street, Room 383, Los Angeles, CA 90012, Attn: Andrea Petty by **June 24, 2016**. If you file online, we will automatically receive your Form.

Should you have questions concerning your overdue 700 Form, please contact Andrea Petty or Nansi Buenrostro at (213) 974-1748.

Very truly yours,

Donato B. Garcia
Chief, Conflict/Lobbyist Division

DG:nb

Enclosure

c: Steve Martinez
Kathy Markarian



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

RECEIVED
POLITICAL
PRACTICES COMMISSION
OCT 21 AM 9:56

MEMBERS OF THE BOARD

- HILDA L. SOLIS
- MARK RIDLEY-THOMAS
- SHEILA KUEHL
- DON KNABE
- MICHAEL D. ANTONOVICH

12-530 87300

July 29, 2016

COPY

Lola Skelton

Dear Lola Skelton:

**LATE STATEMENT OF ECONOMIC INTERESTS (FORM 700) \$100 FINE IMPOSED -
Hughes-Elizabeth Lakes Union School District**

On May 24, 2016, we sent a letter to you notifying you that we had not received your 2015/2016 Statement of Economic Interests (Form 700), which was due April 1, 2016, and that a fine would be imposed if your statement was not received by June 24, 2016. As of the date of this letter, we have not received your Form 700. Therefore, a \$100 fine has been imposed pursuant to Government Code Section 91013.

Please immediately return your completed Form 700 and a check or money order for \$100 made payable to the "County of Los Angeles" in the enclosed envelope. To file your Form 700 online, contact us at COI-Desk@bos.lacounty.gov or at (213) 974-1748 to obtain login information. Please go to <https://lacform700.lacounty.gov/AgencyCodes.aspx> to access your agency's Conflict of Interest Code, which specifies the type of interests you should disclose. You may also access related reference material at www.Fppc.ca.gov/.

If we do not receive your statement and payment by **August 15, 2016**, we will refer your case to the Fair Political Practices Commission, Enforcement Division. We urge you to act immediately. **Enforcement proceedings may be initiated against anyone suspected of violating the Political Reform Act to compel compliance and to impose monetary penalties of up to \$5,000 per violation.**

Should you have any questions concerning this matter, please contact me at (213) 974-1578 or Andrea Petty or Nansi Buenrostro of my staff at (213) 974-1748 or at COI-Desk@bos.lacounty.gov

Very truly yours,

DONATO B. GARCIA
Chief, Conflict of Interest/Lobbyist Division

DG:nb
Enclosures
C: Steve Martinez



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS
MARK RIDLEY-THOMAS
SHEILA KUEHL
JANICE HAHN
KATHRYN BARGER

May 25, 2017

COPY

Lola Skelton



Regarding: 2016/2017 Form 700
Due Date: June 26, 2017

Dear Lola Skelton:

Our office has not received your Form 700 Statement of Economic Interest for **Hughes-Elizabeth Lakes Union School District** which was due on April 3, 2017. If you file your overdue Form 700 by June 26, 2017, you will not be assessed a fine. However, be advised per Government Code Section 91013, a \$100 fine will be levied if your Form 700 is not received by that date.

To comply with your filing requirements, please take the following steps:

1. Complete the enclosed Form 700 or contact us at COI-Desk@bos.lacounty.gov or at the number listed below to obtain login access to file your Form online. We encourage you to file online.
2. Please go to <https://lacform700.lacounty.gov/AgencyCodes.aspx> to view your Agency's Conflict of Interest Code. Your position is listed in Exhibit B of the code and the corresponding disclosure categories, which specify the types of interests you must report, are listed in Exhibit A of the code.

If you complete the enclosed Form 700, please return it to the Los Angeles County, Board of Supervisors, 500 West Temple Street, Room B-1, Los Angeles, CA 90012, Attn: Andrea Petty by **June 26, 2017**. If you file online, we will automatically receive your Form.

Should you have questions concerning your overdue 700 Form, please contact Andrea Petty or Nansi Buenrostro at (213) 974-1748.

Very truly yours,

Donato B. Garcia
Chief, Conflict/Lobbyist Division

DG:nb

Enclosure

c: Lori Slaven
Kathy Markarian



LORI GLASGOW
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

HILDA L. SOLIS
MARK RIDLEY-THOMAS
SHEILA KUEHL
JANICE HAHN
KATHRYN BARGER

July 24, 2017

COPY

Lola Skelton
Board Trustee Member
Hughes-Elizabeth Lakes Union School District
16633 Elizabeth Lake Road
Lake Hughes, CA 93532

Dear Lola Skelton:

LATE STATEMENT OF ECONOMIC INTERESTS (FORM 700) \$100 FINE IMPOSED - HUGHES-ELIZABETH LAKES UNION SCHOOL DISTRICT

On May 25, 2017, we sent a letter to you notifying you that we had not received your 2016/2017 Statement of Economic Interests (Form 700), which was due April 3, 2017, and that a fine would be imposed if your statement was not received by June 26, 2017. As of the date of this letter, we have not received your Form 700. Therefore, a \$100 fine has been imposed pursuant to Government Code Section 91013.

Please immediately return your completed Form 700 and a check or money order for \$100 made payable to the "County of Los Angeles" in the enclosed envelope. To file your Form 700 online, contact us at COI-Desk@bos.lacounty.gov or at (213) 974-1748 to obtain login information. Please go to <https://lacform700.lacounty.gov/AgencyCodes.aspx> to access your agency's Conflict of Interest Code, which specifies the type of interests you should disclose. You may also access related reference material at www.Fppc.ca.gov/.

If we do not receive your statement and payment by August 7, 2017, we will refer your case to the Fair Political Practices Commission, Enforcement Division. We urge you to act immediately. **Enforcement proceedings may be initiated against anyone suspected of violating the Political Reform Act to compel compliance and to impose monetary penalties of up to \$5,000 per violation.**

Should you have any questions concerning this matter, please contact me at (213) 974-1578 or Andrea Petty of my staff at (213) 974-1748 or at COI-Desk@bos.lacounty.gov.

Very truly yours,

DONATO B. GARCIA
Chief, Conflict of Interest/Lobbyist Division

DG:nb
Enclosures
c: Lori Slaven

----- Original Message -----

From: Services COI
Received: 2/16/2017
To: Skelton Lola
Subject: Form 700 Annual Filings - Due April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017**.

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349
Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Martinez Steve**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia
Chief Conflict of Interest/Lobbyist Division
Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI

Received: 3/7/2017

To: Skelton Lola

Subject: Form 700 Annual Filings Not Yet Received – Due no later than April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017**.

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

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Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia

Chief Conflict of Interest/Lobbyist Division

Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI

Received: 3/21/2017

To: Skelton Lola

Subject: Form 700 Annual Filings Not Yet Received – Due no later than April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017**.

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349

Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia

Chief Conflict of Interest/Lobbyist Division

Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI

Received: 3/29/2017

To: Skelton Lola

Subject: Just a Few Days Left - Form 700 Annual Filings Due April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017**.

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349

Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia

Chief Conflict of Interest/Lobbyist Division

Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI

Received: 3/30/2017

To: Skelton Lola

Subject: Just a Few Days Left - Form 700 Annual Filings Due April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017. Statements filed late are subject to a late fee of \$10 per day up to a maximum of \$100.**

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349

Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia

Chief Conflict of Interest/Lobbyist Division

Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI

Received: 4/3/2017

To: Skelton Lola

Subject: Final Reminder - Form 700 Annual Filings Due Today, April 3, 2017

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 must be completed no later than **Monday, April 3, 2017**. **Statements filed late are subject to a late fee of \$10 per day up to a maximum of \$100.**

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349

Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia

Chief Conflict of Interest/Lobbyist Division

Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI
Received: 4/17/2017
To: Skelton Lola
Subject: FORM 700 Now Past Due - Please Complete Today

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 was due on **Monday, April 3, 2017** and is now past due. **Statements filed late are subject to a late fee of \$10 per day up to a maximum of \$100.**

You may now file your Form 700 using the County's E-Filing System. The E-Filing System is accessible 24-hours a day, 7 days a week. You may start your Form and come back at a later time to complete it, if necessary. Once you e-File your Form 700, it will be considered signed and received.

Click here to file your Form 700 electronically: <https://lacform700.lacounty.gov> and log in using the information noted below:

User ID: N001349
Password: Lsb46f8\$ (Case Sensitive)

You will be asked to change your password the *first* time you enter the System.

Should you encounter any problems or have questions regarding the use of this system, you may e-mail us at COI-Desk@bos.lacounty.gov or call us at (213) 974-1748.

If you have questions or need assistance in determining your disclosure requirements, you must contact your agency's Filing Officer, **Slaven Lori**, by calling **(661) 724-1231**.

Thank you for using the E-Filing System.

Don Garcia
Chief Conflict of Interest/Lobbyist Division
Los Angeles County Board of Supervisors-Executive Office

Note: If you have already submitted a paper copy of your 2016/2017 Form 700, you should not re-file using this website. Your first filing will remain the official filing. If you do not want to use the E-Filing System, contact your Filing Officer to obtain a Form 700 and related publications.

----- Original Message -----

From: Services COI
Received: 5/15/2017
To: Skelton Lola
Subject: FORM 700 Now Past Due - Please Complete Today

Electronic Filing of your Statement of Economic Interests Form 700 for:**Hughes-Elizabeth Lakes Union School District**

Lola Skelton,

Our records indicate that you hold a position or are performing duties that require you to file a Statement of Economic Interests (Form 700). Your annual Form 700 was due on **Monday, April 3, 2017** and is now past due. **Statements filed late are subject to a late fee of \$10 per day up to a maximum of \$100.**

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Exhibit A-10

STATEMENT OF ECONOMIC INTERESTS

Date Received
Official Use Only

COVER PAGE  **POSTED**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)
 Skelton Lola J

1. Office, Agency, or Court

Agency Name
 Hughes Elizabeth Lakes Union School District Trustee
 Division, Board, Department, District, if applicable Your Position
 School District

► If filing for multiple positions, list below or on an attachment.

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of _____
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of Los Angeles
- Other _____

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2012, through December 31, 2012.
- or-
- Leaving Office: Date Left _____ (Check one)
- The period covered is January 1, 2012, through the date of leaving office.
- Assuming Office: Date assumed _____
- The period covered is _____ through the date of leaving office.
- Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary

Check applicable schedules or "None."

► Total number of pages including this cover page: _____

- Schedule A-1 - Investments - schedule attached
- Schedule A-2 - Investments - schedule attached
- Schedule B - Real Property - schedule attached
- Schedule C - Income, Loans, & Business Positions - schedule attached
- Schedule D - Income - Gifts - schedule attached
- Schedule E - Income - Gifts - Travel Payments - schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document) STREET CITY STATE ZIP CODE

DAYTIME TELEPHONE NUMBER (661) 733-6642 E-MAIL ADDRESS (OPTIONAL) molda@juno.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed 04/12/2013
(month, day, year)

Signature 
(File the originally signed statement with your filing official)

STATEMENT OF ECONOMIC INTERESTS

Date Received
LAC COI/LOBBYIST
SEP 17 '14 8:50 AM

POSTED

COVER PAGE

Please type or print in ink.

PM 9-11-14

NAME OF FILER (LAST) Skelton (FIRST) Lola (MIDDLE) J

1. Office, Agency, or Court

Agency Name (Do not use acronyms) Hughes Elizabeth Lakes Union School Trustee
Division: Board, Department, District, if applicable Your Position

If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: NA Position: NA

2. Jurisdiction of Office (Check at least one box)

- State
Multi-County
City of
Judge or Court Commissioner (Statewide Jurisdiction)
County of Los Angeles
Other

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2013, through December 31, 2013.
Leaving Office: Date Left
The period covered is January 1, 2013, through the date of leaving office.
Assuming Office: Date assumed
The period covered is through the date of leaving office.
Candidate: Election year and office sought, if different than Part 1:

4. Schedule Summary

- Check applicable schedules or "None."
Total number of pages including this cover page: 7
Schedule A-1 - Investments - schedule attached
Schedule C - Income, Loans, & Business Positions - schedule attached
Schedule A-2 - Investments - schedule attached
Schedule D - Income - Gifts - schedule attached
Schedule B - Real Property - schedule attached
Schedule E - Income - Gifts - Travel Payments - schedule attached
None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document) P.O. Box 3602 Lake Hughes CA 93532
STREET CITY STATE ZIP CODE
DAYTIME TELEPHONE NUMBER (661) 724-1096
EMAIL ADDRESS (OPTIONAL)

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed September 9, 2010 Signature Lola J. Skelton
(month, day, year) (File the originally signed statement with your filing official.)

2nd time sent

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing
 Received
 Official Use Only



Please type or print in ink.

NAME OF FILER (LAST) Skelton (FIRST) Lola (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)
 Hughes Elizabeth Lakes Union School District
 Division, Board, Department, District, if applicable
 Your Position
 Trustee

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of _____
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of Los Angeles
- Other _____

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2014, through December 31, 2014.
- or-
- The period covered is 04 / 01 / 2015 through December 31, 2014.
- Assuming Office: Date assumed _____
- Leaving Office: Date Left _____ (Check one)
- The period covered is January 1, 2014, through the date of leaving office.
- The period covered is _____ through the date of leaving office.
- Candidate: Election year _____ and office sought, if different than Part 1: _____

4. Schedule Summary

- Check applicable schedules or "None." ► Total number of pages including this cover page: _____
- Schedule A-1 - Investments - schedule attached
 - Schedule A-2 - Investments - schedule attached
 - Schedule B - Real Property - schedule attached
 - Schedule C - Income, Loans, & Business Positions - schedule attached
 - Schedule D - Income - Gifts - schedule attached
 - Schedule E - Income - Gifts - Travel Payments - schedule attached
- or-
- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS (Business or Agency Address Recommended - Public Document) STREET CITY STATE ZIP CODE
 PO Box 362 / 23011 Pine Canyon Road Lake Hughes CA 93532
 DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
 (661) 724-1096 lskelton@heluesd.org

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed March 15, 2015
 (month, day, year)

Signature Lola J. Skelton
 (File the originally signed statement with your filing official.)

Exhibit A-11



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
1102 Q Street • Suite 3000 • Sacramento, CA 95811
(916) 322-5660 • Fax (916) 322-0886

Via Certified Mail

January 9, 2018

Lola Skelton
[REDACTED]
[REDACTED]

NOTICE OF INTENT TO ENTER DEFAULT DECISION AND ORDER

**Re: FPPC No. 16/19779
In the Matter of Lola Skelton**

Dear Ms. Skelton:

Enclosed please find a copy of the Default Decision and Order, and accompanying Exhibit and attachments, for the above-referenced matter. The Fair Political Practices Commission (the "Commission") will consider these papers at its public meeting on **February 15, 2018**, and decide whether to impose the maximum administrative penalty of \$10,000 against you.

You were previously served on September 12, 2017 with a Report in Support of a Finding of Probable Cause ("Probable Cause Report"), advising you of your right to request a probable cause conference or submit a written response to the Probable Cause Report. You did not request a probable cause conference, nor did you submit anything in writing for the Commission's Hearing Officer to consider in his determination of probable cause.

Following the issuance of the Probable Cause Report, the Commission's Hearing Officer found probable cause that you committed two violations of the Political Reform Act. Thereafter, the Commission's Chief of Enforcement issued an Accusation against you on these violations. The Accusation was personally served on you on November 14, 2017. Under the law, you have therefore received adequate notice of these proceedings and the action filed against you. Under the Administrative Procedure Act, you were required to file your Notices of Defense within 15 days after service of the Accusation. You failed to file the Notices of Defense forms. As such, your right to an administrative hearing on this matter has been forfeited, and you are in a default position.

You may, but you are not required to, provide a response brief, along with any supporting materials, no later than five calendar days before the Commission hearing at which the default is scheduled to be heard. Your response brief must be served on the Commission Assistant, at the above address.

At its public meeting on February 15, 2018 the Commission may impose an administrative penalty against you in the amount of \$10,000, the maximum penalty for the two violations.

Following the issuance of the default order and imposition of the administrative penalty, we will commence legal proceedings to collect this fine, which may include converting the Commission's order to a court judgment. Please be advised that administrative penalties for violations of the Political Reform Act cannot be discharged in bankruptcy proceedings.

This letter is your last opportunity to resolve this matter informally by way of a stipulated settlement, before the default proceedings are commenced. If we do not reach a resolution, the enclosed documents will be placed on the Commission's agenda for the February 15, 2018 meeting. Please contact me at (916) 323-6421 or tgilbertson@fppc.ca.gov if you wish to enter into a negotiated settlement. Any settlement requires that you immediately file the delinquent statements of economic interest (Form 700) and full and completely disclose your interests. Please also note that a Form 700 is due for 2017 on or before April 2, 2018.

Sincerely,

A handwritten signature in black ink, appearing to read 'Theresa Gilbertson', with a long, sweeping flourish extending to the right.

Theresa Gilbertson
Commission Counsel
Enforcement Division

Enclosures