

Diana Lin

From: Maya Nayak
Sent: Wednesday, September 09, 2015 2:53 PM
To: reachingback@aol.com
Cc: Shane Creamer; Michael Cooke; Jordan Segall; Diana Lin
Subject: Administrative Adjudication Matter #1412MU14: extension request denied
Attachments: Letter to T Gordon re Response to ED Brief 8 27 2015.pdf

Dear Ms. Gordon:

You called earlier today to request an extension of today's deadline for you to file a Response Brief to the Executive Director's Brief that was filed on August 26, 2015. Board Chair Michael Reed has decided to deny your extension request.

Your deadline to file a Response Brief remains today, September 9, 2015. You may submit a copy of your Response Brief via email to me (maya.nayak@phila.gov) with a copy to Executive Director Creamer (shane.creamer@phila.gov).

During our phone conversation, you confirmed that email was a good way for me to communicate the Board Chair's ruling on your extension request.

Maya Nayak
General Counsel
City of Philadelphia Board of Ethics
maya.nayak@phila.gov
(215) 686-9450

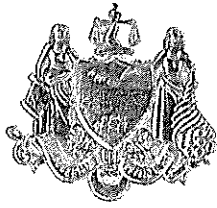
From: Diana Lin
Sent: Thursday, August 27, 2015 4:26 PM
To: 'reachingback@aol.com'
Cc: Maya Nayak; Shane Creamer; Michael Cooke; Jordan Segall
Subject: Administrative Adjudication Matter #1412MU14

Dear Ms. Gordon,

Please find attached correspondence relating to Administrative Adjudication Matter #1412MU14. Please note that your Response to the Executive Director's Brief, and any accompanying exhibits you wish to include, is due on or before **September 9, 2015**.

Sincerely,
Diana Lin

Diana J. Lin, Esq.
Associate General Counsel
City of Philadelphia Board of Ethics
One Parkway Building, 18th Floor
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Philadelphia, PA 19102
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Confidential

August 27, 2015

Via Email and Hand Delivery

Tracey L. Gordon
6543 Windsor Street
Philadelphia, PA 19142
reachingback@aol.com

Re: Administrative Adjudication Matter #1412MU14

Dear Ms. Gordon:

The Executive Director's Brief in Support of the Notice of Administrative Enforcement Proceeding and accompanying exhibits was served on you yesterday, August 26, 2015. Please note that your Response to the Executive Director's Brief, and any accompanying exhibits you wish to include, is due on or before **September 9, 2015**.

Filing your own brief in response to the Executive Director's Brief is your opportunity to dispute the claims being brought against you and to provide evidence to demonstrate that you did not violate laws as alleged. As previously explained, the Board will make its final determination of whether a violation of public integrity laws the Board oversees has occurred and whether to assess penalties for any such violations based on the parties' filings in this matter, including but not limited to the Executive Director's Brief and your Response Brief.

Please submit a copy of your Response Brief to the Executive Director's Brief and any exhibits on or before September 9, 2015 via email to Maya Nayak (maya.nayak@phila.gov) with a copy to Shane Creamer (shane.creamer@phila.gov). If you prefer to mail your filing, please submit it to General Counsel Maya Nayak, City of Philadelphia Board of Ethics, 1515 Arch Street, 18th Floor, Philadelphia, PA 19102 with a copy to Shane Creamer, City of Philadelphia Board of Ethics, 1515 Arch Street, 18th Floor, Philadelphia, PA 19102. Whether you submit it via email or regular mail, your filing must include a signed certificate of service that indicates the date and method of service on Mr. Creamer.

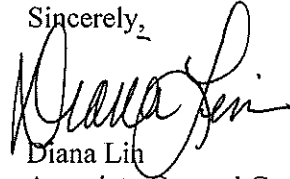
Re: Administrative Adjudication Matter #1412MU14

August 27, 2015

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If you have questions about the Board's administrative enforcement procedures, please let General Counsel Maya Nayak or me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Diana Lin", written over the word "Diana Lin" in the typed text below.

Diana Lin
Associate General Counsel

cc (*via email*):

Maya Nayak, General Counsel

Shane Creamer, Executive Director

Michael Cooke, Director of Enforcement

www.phila.gov/ethicsboard