

**Diana Lin**

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**Subject:** Creamer v. Gordon, #1412MU14  
**Attachments:** 2015.2.25.Hearing.Notice.Letter.pdf

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**From:** Elizabeth Downey  
**Sent:** Wednesday, February 25, 2015 3:36 PM  
**To:** [reachingback@aol.com](mailto:reachingback@aol.com)  
**Cc:** Maya Nayak; Shane Creamer; Michael Cooke  
**Subject:** Creamer v. Gordon, #1412MU14

Dear Ms. Gordon:

Today, I have mailed the attached letter and Hearing Notice to you via certified mail, return receipt requested. Please contact me if you have any questions.

Sincerely,

Elizabeth W. Downey  
Associate General Counsel  
Philadelphia Board of Ethics  
[www.phila.gov/ethicsboard](http://www.phila.gov/ethicsboard)  
(215) 686-9450

***Confidential***

February 25, 2015

***Via first class mail and email***

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

**Re: Administrative Adjudication Matter #1412MU14**

Dear Ms. Gordon:

In response to your hearing request in this administrative enforcement proceeding, the Board's Hearing Officer Richard Glazer has scheduled a hearing to take place on Monday, March 30, 2015 at 9:30 a.m. I have enclosed the Hearing Notice, which I also sent to you by email yesterday.

The hearing is your opportunity to appear before the Board's designee, Hearing Officer Glazer, and contest the allegations in the Notice of Administrative Enforcement. You may be represented by counsel and may call witnesses and present evidence in your defense at the hearing. As a reminder, [Board of Ethics Regulation No. 2 and the November 2014 Supplemental Procedures Memorandum](#), which are available on the Board's website at <http://www.phila.gov/ethicsboard/aboutus/Pages/Regulations.aspx>, contain important information about the procedures for all phases of administrative enforcement proceedings, including the required pre-hearing exchange of information and the hearing itself. Please note that Section 6 of the Memorandum sets forth procedures that must be followed to preserve your ability to deny or object to the admissibility of facts or evidence at the hearing. This pending Board administrative enforcement proceeding, including filings and the hearing, is confidential because you have not provided written consent to a public proceeding.

**Re: Administrative Adjudication Matter #1412MU14**

February 25, 2015

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If you have questions about the applicable procedures, please contact me.

Sincerely,



Elizabeth W. Downey  
Associate General Counsel

Enclosure

cc (via email): Maya Nayak, General Counsel  
Shane Creamer, Executive Director  
Michael Cooke, Director of Enforcement

**BOARD OF ETHICS  
OF THE CITY OF PHILADELPHIA**

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<b>J. Shane Creamer, Jr.</b>	:	
Executive Director	:	
Philadelphia Board of Ethics	:	
1515 Arch Street, 18th Floor	:	
Philadelphia, PA 19102	:	
	:	<b>Matter No. 1412MU14</b>
v.	:	
	:	<b>Date of Notice of Hearing: February 24, 2015</b>
<b>Tracey Gordon</b>	:	
6543 Windsor Street	:	
Philadelphia, PA 19142	:	
	:	
Respondent	:	

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**NOTICE OF HEARING**

In response to Respondent Tracey Gordon's request for a hearing in the above-captioned matter, the Board's Hearing Officer Richard Glazer has scheduled a hearing for Monday, March 30, 2015 at 9:30 a.m. The hearing will take place at the Office of the Board of Ethics, One Parkway Building, 1515 Arch Street, 18<sup>th</sup> Floor, Philadelphia, PA 19102.

Pursuant to Board of Ethics Regulation No. 2 and the November 19, 2014 Supplemental Procedures Memorandum, the deadline for parties to exchange witness lists and exhibits is Monday, March 9, 2015. The deadline for the parties to submit pre-hearing memoranda to the Board is Monday, March 16, 2015.

The hearing shall continue day-to-day as necessary, until completed.