

**BEFORE THE  
STATE OF FLORIDA  
COMMISSION ON ETHICS**

In re TIFFANY GILBERT (BROOKS),	)	
	)	Financial Disclosure Appeal No. FD 15-082
Appellant.	)	
	)	Final Order No.
	)	
_____	)	

**FINAL ORDER**

This matter came before the Commission on Ethics, meeting in public session on Friday, June 3, 2016, on the timely appeal of Tiffany Gilbert (formerly Tiffany Brooks), pursuant to Section 112.3145(7)(f), Florida Statutes, which assesses an automatic fine of \$25 per day on a person who fails to timely file a required CE Form 1, Statement of Financial Interests. The Commission may waive the fine in whole or in part for good cause shown, based on "unusual circumstances" surrounding the failure to file by the designated due date. There are no material facts in dispute. Appellant did not request a hearing before the Commission.

**Findings of Fact**

1. During the year 2014, Appellant served as an Interim Principal in Brevard County Schools, a position that required the annual filing of financial disclosure. She was late filing the required CE Form 1, Statement of Financial Interests, for the year 2014. The designated date for submitting 2014 CE Form 1 was July 1, 2015, with a grace period ending on September 1, 2015.
2. On or before June 1, 2015, the Supervisor of Elections mailed Appellant a copy of 2014 CE Form 1 and filing instructions. This mailing was sent to 1446 Norbert Road NE, Palm Bay, Florida 32907-2326.

3. On July 31, 2015, the Supervisor of Elections mailed Appellant a Notice of Delinquency. This mailing was sent certified to the 1446 Norbert Road NE address; tracking records were not available.

4. On August 21, 2015, the Commission mailed the Appellant a courtesy postcard reminding of the filing obligation. This postcard was sent to the 1446 Norbert Road NE address.

5. On September 4, 2015, the Commission mailed the Appellant a letter to inform her that an automatic fine had begun to accrue as she had yet to file a proper 2014 CE Form 1. This letter was sent to the 1446 Norbert Road NE address.

6. On September 16, 2015, the Appellant filed 2014 CE Form 1 with the Supervisor of Elections.

7. On January 19, 2016, the Commission mailed the Appellant a Notice of Assessment of Automatic Fine. This mailing included, for the first time, the total of the Appellant's accrued automatic fine, and a notice of the Appellant's right to appeal the fine. The Commission sent this mailing certified to 301 Royal Tower Drive, Irmo, South Carolina 29063. This mailing was returned.

8. The amount of the fine automatically assessed against the Appellant was \$375.

9. On March 11, 2016, the Commission mailed the Notice of Assessment of Automatic Fine, and a notice of appellate rights, by regular mail to the 301 Royal Tower Drive address.

10. On April 1, 2016, the Appellant submitted an appeal.

11. In the appeal, Appellant states that she moved from Florida in June 2015, and had not lived at the 1446 Norbert Road address since October 2013. Due to her relocation, the Appellant did not receive timely notification of the financial disclosure deadline.

### **Conclusions of Law**

12. The Commission has jurisdiction over Appellant and over the subject matter of this proceeding pursuant to Section 112.3145, Florida Statutes.

13. Financial disclosure is required of public officials and employees because it enables the public to evaluate potential conflicts of interest, deters corruption, and increases public confidence in government. In order to increase compliance, beginning in 2001, the Legislature provided for an automatic fine of \$25 per day, up to a cap of \$1,500, on persons who do not timely file their financial disclosure statements. Under the law, the Legislature permitted the Commission to waive a fine only "based upon unusual circumstances surrounding the failure to file on the designated due date ... ."

14. Rule 34-8.215, Florida Administrative Code, defines "unusual circumstances" as follows:

uncommon, rare or sudden events over which the reporting individual has no control and which directly result in the failure to act in accordance with the filing requirement. Circumstances which allow for time in which to take those steps necessary to assure compliance with the filing requirement shall be deemed not to constitute unusual circumstances.

15. Appellant's basis for the appeal – lack of notice – constitutes an "unusual circumstance" that justifies waiving the \$375 fine.

### **Order**

Based on the foregoing facts and conclusions of law, the Commission hereby waives the assessed fine of \$375.

**ORDERED** by the State of Florida Commission on Ethics meeting in public session on  
Friday, June 3, 2016.

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Date Rendered

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**STANLEY M. WESTON**  
*Chair*

THIS ORDER CONSTITUTES FINAL AGENCY ACTION. ANY PARTY WHO IS ADVERSELY AFFECTED BY THIS ORDER HAS THE RIGHT TO SEEK JUDICIAL REVIEW UNDER SECTIONS 112.3241 AND 120.68, FLORIDA STATUTES, BY FILING A NOTICE OF ADMINISTRATIVE APPEAL PURSUANT TO RULE 9.110, FLORIDA RULES OF APPELLATE PROCEDURE, WITH THE CLERK OF THE COMMISSION ON ETHICS, BY U.S. MAIL AT P.O. DRAWER 15709, TALLAHASSEE, FLORIDA 32317-5709 (OR BY DELIVERY TO 325 JOHN KNOX ROAD, BUILDING E, SUITE 200, TALLAHASSEE, FLORIDA 32303); AND BY FILING A COPY OF THE NOTICE OF APPEAL ACCOMPANIED BY THE APPLICABLE FILING FEES WITH THE APPROPRIATE DISTRICT COURT OF APPEAL. THE NOTICE OF ADMINISTRATIVE APPEAL MUST BE FILED WITHIN 30 DAYS OF THE DATE THIS ORDER IS RENDERED.

Copy furnished to:

Tiffany Gilbert  
301 Royal Tower Drive  
Irmo, South Carolina 29063

SMW: slh

249972

15-082



STATE OF FLORIDA COMMISSION ON ETHICS

325 John Knox Road Building E, Suite 200 Tallahassee, FL 32303 Telephone: (850) 488-7864 Fax: (850) 488-3077 Email: disclosure@leg.state.fl.us

FLORIDA COMMISSION ON ETHICS

APR 04 2016

RECEIVED

APPEAL OF AUTOMATIC FINE FOR FORM YEAR 2014

DIRECTIONS: The information you provide in this form is critical for processing your appeal in a timely manner.

In Part A, please provide current contact information. If your contact information changes while your appeal is being processed, please notify us.

In Part B, please check any boxes that specify the general reason(s) for your appeal.

In Part C, please explain in detail the reason(s) for your appeal. In addition to your written explanation in Part C, you may attach any documents that support your appeal.

TO PRESERVE YOUR RIGHT TO APPEAL, THIS FORM OR OTHER WRITTEN APPEAL (AND ANY ATTACHMENTS) MUST BE FILED WITH (RECEIVED BY) THE COMMISSION ON ETHICS WITHIN THIRTY (30) DAYS OF THE DATE THE NOTICE OF ASSESSMENT OF AUTOMATIC FINE WAS MAILED TO YOU.

PLEASE SEND YOUR COMPLETED FORM TO ONE OF THE FOLLOWING:

Mailing Address: Commission on Ethics P.O. Drawer 15709 Tallahassee, FL 32317-5709

Physical Address: Commission on Ethics 325 John Knox Road Building E, Suite 200 Tallahassee, FL 32303

Fax: (850) 488-3077

Email: disclosure@leg.state.fl.us

PART A: YOUR INFORMATION

Name: Tiffany Gilbert (formerly) Brooks

Address: 301 Royal Tower Dr

Daytime Tel.: Cell: 321-557-8807

Email: Tiffanymb321@gmail.com Filer ID# (if known):

Public Employer: Richland Co One (SC) - Brevard County

Public Position: Principal

CONTINUED ON REVERSE SIDE

**PART B: GENERAL REASON(S) FOR YOUR APPEAL**

Please choose any/all reasons that apply to your appeal.

I hereby appeal the Notice of Assessment of Automatic Fine on the following basis:

- a.  **Sickness or injury** (Explain in Part C and attach a statement from attending physician, including dates and nature of illness or injury)
- b.  **Lack of notification – Failure to receive notice** (Explain in Part C and provide documentation that supports your assertion that you never received certified mail delinquency notice: for example, incorrect address; misdelivered mail; change in employment; extended absence from home, etc.)
- c.  **Claim of timely filing of financial disclosure** (Explain in Part C and provide copy of certified mail receipt and/or copy of completed form which had been previously filed, along with a sworn notarized statement that you filed prior to the deadline)
- d.  **Left public position prior to December 31, 2014** (Explain in Part C and provide confirmation from agency that your office-holding/employment ended before 12/31/2014)
- e.  **Other unusual circumstance** (Explain in Part C and provide documentation explaining uncommon, rare, or sudden occurrence that prevented timely filing prior to deadline)

**PART C: DETAILED EXPLANATION OF YOUR APPEAL**

Please provide a detailed explanation of your appeal, including why each option you selected in Part B is applicable to you. You may use the space provided and/or attach additional pages.

*I worked for the Brevard County School Board from July 2013 through June 2015. I initially resided at 1446 Norbert Rd NE Palm Bay, FL and moved in Oct 2013. I received the initial form through my employer. The notification for 2014 was mailed to the Norbert address. I moved out of the state of Florida in June 2015, hence an additional delay in receiving the form. Thank you for your consideration.*

**OPTIONAL REQUEST FOR HEARING**

In addition to this written appeal, I specifically request to appear before the Commission in a hearing pursuant to Section 112.3144(5)(e)3 or Section 112.3145(7)(f)3, Florida Statutes. Commission meetings occur in Tallahassee.

**SIGNATURE**

I have received and read the Notice of Assessment of Automatic Fine and its instructions on How to Appeal and I understand my options. I am requesting disposition of this matter as indicated.

4/4/16  
DATE

Tiffany Brooks  
SIGNATURE

FORM 1

STATEMENT OF FINANCIAL INTERESTS

2014

FOR OFFICE USE ONLY:

15 SEP 21 AM 11:38

KM

Tiffany Gilbert
Interim Principal
School Board Of Brevard County
Employees
301 Royal Tower Dr
Limo SC 29063

11111111111111111111



249972

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF [ ] CANDIDATE OR [X] NEW EMPLOYEE OR APPOINTEE

\*\*\*\* BOTH PARTS OF THIS SECTION MUST BE COMPLETED \*\*\*\*

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

[X] DECEMBER 31, 2014

FINANCIAL INTERESTS

OR [ ] SPECIFY TAX YEAR IF OTHER THAN THE CALENDAR YEAR.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING:

[ ] COMPARATIVE (PERCENTAGE) THRESHOLDS

OR

[ ]

DOLLAR VALUE THRESHOLDS

PART A - PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions] (If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME

SOURCE'S ADDRESS

DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

Brevard Co. School Board 2700 Judge Fran Jamieson Viera FL School District

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

CHECK ONLY IF [ ] CANDIDATE OR [X] NEW EMPLOYER OR APPOINTEE

PART B - SECONDARY SOURCES OF INCOME

(Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions) THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR THE PRECEDING TAX YEAR, WHETHER BASED ON A CALENDAR YEAR OR ON A FISCAL YEAR. PLEASE STATE BELOW WHETHER THIS STATEMENT IS FOR THE PRECEDING TAX YEAR ENDING EITHER (must check one):

NAME OF BUSINESS ENTITY NAME OF MAJOR SOURCES OF BUSINESS INCOME ADDRESS OF SOURCE PRINCIPAL BUSINESS ACTIVITY OF SOURCE

None

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING.

PART C - REAL PROPERTY (Land, buildings owned by the reporting person - See instructions) (If you have nothing to report, write "none" or "n/a")

PART A - PRIMARY SOURCES OF INCOME (Major sources of income to the reporting person - See instructions) (If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME SOURCE'S ADDRESS

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to file it are located on page 3.

**PART D — INTANGIBLE PERSONAL PROPERTY** [Stocks, bonds, certificates of deposit, etc. - See instructions]  
(If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES
None	

**PART E — LIABILITIES** [Major debts - See instructions]  
(If you have nothing to report, write "none" or "n/a")

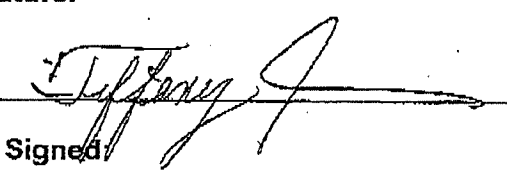
NAME OF CREDITOR	ADDRESS OF CREDITOR
AES	PO Box 61047 Harrisburg PA 17106
NELNET	PO Box 825761 Lincoln, NE 68501-25761

**PART F — INTERESTS IN SPECIFIED BUSINESSES** [Ownership or positions in certain types of businesses - See instructions]  
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
		MA
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

IF ANY OF PARTS A THROUGH F ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

**SIGNATURE OF FILER:**

Signature: 

Date Signed: 9-10-15

**CPA or ATTORNEY SIGNATURE ONLY**

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, \_\_\_\_\_, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**FILING INSTRUCTIONS:**

**WHAT TO FILE:**

After completing all parts of this form, including signing and dating it, send back only the first sheet (pages 1 and 2) for filing.

If you have nothing to report in a particular section, you must write "none" or "n/a" in that section(s).

**NOTE:**

**MULTIPLE FILING UNNECESSARY:**

A candidate who previously filed Form 1 because of another public position must at least file a copy of his or her original Form 1 when qualifying. A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

**WHERE TO FILE:**

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location.

**Local officers/employees** file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.)

**State officers or specified state employees** file with the Commission on Ethics, P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303.

**Candidates** file this form together with their qualifying papers.

To determine what category your position falls under, see the "Who Must File" Instructions on page 3.

**Facsimiles will not be accepted.**

**WHEN TO FILE:**

**Initially**, each local officer/employee, state officer, and specified state employee must file *within 30 days* of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

**Candidates** for publicly-elected local office must file at the same time they file their qualifying papers.

**Thereafter**, local officers/employees, state officers, and specified state employees are required to file by July 1st following each calendar year in which they hold their positions.

**Finally**, at the end of office or employment, each local officer/employee, state officer, and specified state employee is required to file a final disclosure form (Form 1F) within 60 days of leaving office or employment. However, filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if he or she was in their position on December 31, 2014.

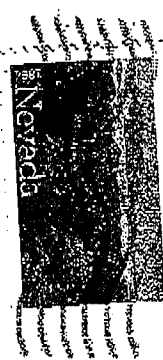


*Allyson  
1301 Royal Tower Dr  
Dunwoody, GA 30063*

*Supervisor of Elections  
Dr. Lou Scott  
P.O. Box 1119*

*Titusville, FL 32781-1119*

COLUMBIA SC 290  
16 SEP 2015 PM 3:1



3278111919  
[Barcode]



FLORIDA  
COMMISSION ON ETHICS  
NOV 10 2015  
RECEIVED

**Reply To:**

**FLORIDA COMMISSION ON ETHICS  
FINANCIAL DISCLOSURE NOTIFICATION SYSTEM  
DELINQUENCY CERTIFICATION (2015)**

**Government Center North**  
400 South Street 1F  
Post Office Box 1119  
Titusville, FL 32781-1119  
Telephone 321-264-6740  
Fax 321-264-6741

State of Florida  
Commission on Ethics  
325 John Knox Road, Building E, Suite 200  
Post Office Drawer 15709  
Tallahassee, FL 32317-5709

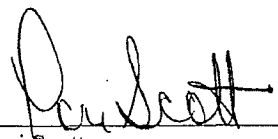
**Viera Government Center**  
2725 Judge Fran Jamieson Way  
Building C, Level 1  
Post Office Box 410819  
Melbourne, FL 32941-0819  
Telephone 321-633-2124  
Fax 321-633-2130

I, Lori Scott, the Supervisor of Elections of Brevard County, hereby certify that each person whose PID number, name, agency, position and address appears on the attached list:

**South Brevard  
Service Complex**  
1515 Sarno Road  
Melbourne, FL 32935  
Telephone 321-255-4455  
Fax 321-255-4401

- (1) was sent a notice of the July 1, 2015 financial disclosure deadline and a blank Form 1, Statement of Financial Interests, not later than June 1, 2015;
- (2) was determined to be delinquent in filing a Form 1, Statement of Financial Interests, by July 1, 2015;
- (3) was sent a delinquency notice by certified mail not later than July 31, 2015 advising him or her of the grace period in effect until September 1, 2015; and of the penalties that could be imposed as provided in Section 112.3145(7)(c), Florida Statutes; and
- (4) did not file a Form 1, Statement of Financial Interests, until the date shown or, had not filed a Form 1, Statement of Financial Interests by October 31, 2015; and further
- (5) that the date of filing shown is based upon the earliest of the following:
  - (a) when the Form 1 was actually received by my office;
  - (b) when the Form 1 was postmarked;
  - (c) when the certificate of mailing (if any) was dated; or
  - (d) when the receipt (if any) from an established courier company was dated.

**Palm Bay  
Service Complex**  
450 Cogan Drive, SE  
Palm Bay, FL 32909  
Telephone 321-952-6328  
Fax 321-952-6332

  
\_\_\_\_\_  
Lori Scott

11-3-15  
\_\_\_\_\_  
Date

**VOTER FRAUD HOTLINE**  
1-877-868-3737

LS:dc

Attachments

**BEFORE THE  
STATE OF FLORIDA  
COMMISSION ON ETHICS**

In re **Tiffany Brooks**  
**Interim Principal**  
**Employees**  
**School Board Of Brevard County**

**PID#: 249972**

**NOTICE OF ASSESSMENT OF AUTOMATIC FINE**

The Commission on Ethics hereby gives notice of an assessment of a fine against you pursuant to Section 112.3145(7)(f), Florida Statutes, due to your failure to timely file your 2014 CE Form 1, Statement Of Financial Interests. Under the law, your 2014 CE Form 1, Statement of Financial Interests, was due by July 1, 2015. The law provided for a penalty-free grace period extending the due date to September 1, 2015. After that date, you accrued fines of \$25.00 per day for each day your financial disclosure was late, pursuant to Section 112.3145(7)(f), Florida Statutes.

Inasmuch as your 2014 CE Form 1 was filed September 16, 2015 with the Supervisor of Elections for Brevard County, you are fined the amount of \$375.00 (\$25.00 per day for 15 day(s) late). This fine must be paid to the Commission on Ethics within 30 days of the date of this notice unless you appeal the fine to the Commission. The Commission has the authority to consider the appeal and waive the fine in whole or in part if your failure to file on time was due to "unusual circumstances" surrounding the failure to file.

**HOW TO APPEAL**

1. Read these instructions carefully before submitting your appeal.
2. **LEGAL AUTHORITY:** Appeals are governed by Section 112.3145(7)(f)3., Florida Statutes, and Commission Rule 34-8.215, Florida Administrative Code.
3. **FORMAT:** Your appeal must be in writing and mailed to Florida Commission on Ethics, P. O. Drawer 15709, Tallahassee, FL 32317-5709, or delivered to Florida Commission on Ethics, 325 John Knox Road, Building E, Suite 200, Tallahassee, FL 32303. The appeal may take the form of a letter or you may use the appeal form included in this mailing. The appeal form also is available at the Commission's website: www.ethics.state.fl.us. Click on "Financial Disclosure" and then the link to the sample appeal form.
4. **DUE DATE:** Your appeal must be received by the Commission on Ethics on or before **April 28, 2016**. **NOTE:** Failure to timely file an appeal will constitute a waiver of your right to appeal and will result in the entry of a default order against you.
5. **UNUSUAL CIRCUMSTANCES:** An appeal must demonstrate that you submitted your CE Form 1 after the extended due date because of "unusual circumstances." "Unusual circumstances" is defined in Commission Rule 34-8.215(4), Florida Administrative Code, as "uncommon, rare, or sudden events over which the reporting individual had no control and which directly result in the failure to act in accordance with the filing requirements." Therefore, circumstances that allowed for time to take steps necessary to file on time do not constitute "unusual circumstances" that will allow the Commission to waive the fine. You have the burden to establish "unusual circumstances." Your appeal must specifically state the circumstances that led to your not filing by September 1, 2015, and must include any documentation or evidence supporting your appeal, such as:
  - a. **SICKNESS/INJURY:** a statement from attending physician, including dates and nature of the illness or injury;
  - b. **LACK OF NOTICE (WRONG ADDRESS):** documentation that you did not reside at the address to which notice was sent;
  - c. **LACK OF NOTICE (ABSENCE FROM HOME):** documentation establishing the period of time of your absence covering the notification period;

- d. **CLAIM OF TIMELY FILING OF FINANCIAL DISCLOSURE:** (1) an affidavit from you attesting under oath or affirmation that you filed your financial disclosure and your recollection of when and how you filed and (2) a copy of a certified mail receipt and/or a copy of the completed form which was filed. If you have witnesses to your filing, we also will need an affidavit from each witness. NOTE: A claim of having filed the CE Form 1F for the current year does not satisfy the CE Form 1 filing requirement or excuse a late filing;
- e. **LEFT PUBLIC POSITION BEFORE DECEMBER 31, 2014:** confirmation of your last date of office or employment by your former agency, showing the last date to be before December 31, 2014; or
- f. **UNCLAIMED CERTIFIED MAIL:** if delinquency notice was addressed correctly but not received, you must explain why.
6. **YOUR RIGHT TO A HEARING:** You have the right to have your appeal heard by the Commission and to appear before the Commission at the hearing, but, to exercise this right, you must specifically request a hearing in your appeal. If you do not request a hearing, you will waive your right to a hearing, the Commission will determine the outcome of your appeal based upon the written record (including the documentation you provide and any documentation in your case file), and you will receive no further notice until after the Commission decides your appeal.

**FAILURE TO PAY FINE OR FILE APPEAL WITHIN 30 DAYS**

If you do not timely file an appeal or pay the assessed fine within 30 days of this Notice, a default order will be entered against you and the Commission will take the steps provided by law to collect the fine, including:

- Referral to the CFO of the Department of Financial Services, if you are a salaried state officer or employee, for withholding of a portion of your salary until the fine is satisfied; or
- Referral to your agency's governing body for withholding of a portion of your salary until the fine is satisfied;
- Referral to a collection agency, which can seek garnishment of your wages; and/or
- An additional civil penalty, not limited by this automatic fine, may be imposed if your disclosure statement is filed more than 60 days late and a complaint is filed against you pursuant to Section 112.324, Florida Statutes.

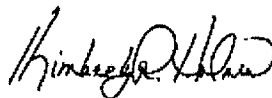
Please contact our office if you have any questions about this matter.

**CERTIFICATE OF MAILING**

I certify that a copy of the foregoing Notice of Assessment of Automatic Fine was furnished to:

**Tiffany Brooks**  
301 Royal Tower Dr  
Irmo, SC 29063

by Certified Mail on this Tuesday, March 29, 2016.



**KIMBERLY R. HOLMES**  
Program Administrator

Florida Commission on Ethics  
P. O. Drawer 15709  
Tallahassee, FL 32317-5709

-or-

Florida Commission on Ethics  
325 John Knox Road, Building E, Ste. 200  
Tallahassee, FL 32303

Tel.: (850) 488-7864  
Fax: (850) 488-3077  
Email: [disclosure@leg.state.fl.us](mailto:disclosure@leg.state.fl.us)



**Financial Disclosure Management System**  
THE FLORIDA COMMISSION ON ETHICS

**Filer - Fines and Appeals - PID 249972 - Tiffany Brooks**

**Filer Information**

**Org Membership**

**Forms**

**Communications**

**Fines and Appeals >**

**View All**

**Filer Flags**

- [2000](#) [2001](#) [2002](#) [2003](#) [2004](#)
- [2005](#) [2006](#) [2007](#) [2008](#) [2009](#)
- [2010](#) [2011](#) [2012](#) [2013](#) [2014\(S\)](#)
- [2015](#)

<<2015 Form Year

**Status**

Filing: INACTIVE  
Fine: No Fine

**Flags**

Public Address  
Filing Extensions  
Indefinite: None  
Temporary:  
None

Eligible for Fines

Update Flags

The filer has fines for: [2015 \(Appeal\)](#)

**2015 Fines and Appeals**

Form Year 2014 Filed Forms					
Received Date	Form Type	Form Signed	Filing Location	Updated	Comments
09/16/15	Form 1	Yes	SOE	HOLMESK(SOE IMPORT) on 11/24/2015	Brevard


2015 Fine Information					Update Fine Information		
					Assign Agency Contact		
Fine Balance	Fine Status	Fine Date	Original Assessment	Fine Amount	Last Payment Date	Payment Plan Start Date	Payment Plan Amount
\$375.00	Appeal	1/14/2016	\$375.00	\$375.00			
Fine Address 301 Royal Tower Dr Irmo SC 29063 Org/Suborg School Board Of Brevard County-Employees							


2015 Fine Payment History						
Date Posted	Description	Amount	Method	Payment ID	Comments	
1/14/2016	Fine Levied	+ \$375.00			Fined \$375.00	
Current Balance: \$375.00						

2015 Fine Year Event



Invalidate Transaction

 Add a New Filer


 Jump To A Filer  
 PID:

 Quick Filer Search  
 First Name:  
  
 Last Name:

**Chronology**

 Date	Type	Description	Reference
 08/21/2015	Postcard Sent	Courtesy Postcard Reminder	Print Queue: <u>8/21/2015</u> Printing Confirmed: 8/21/2015

**Letter Sent To:**  
 Tiffany Gilbert  
 1446 Norbert Rd Ne  
 Palm Bay, FL 32907 -2326

08/27/2015	Filer	I left a voicemail Communication: explaining the Form 1 Phone Statement of Financial Interest has not yet been received, and the due date was September 1. I explained that after September 1 there is a \$25 a day fine that accrues up to \$1,500.	Lindsey Jemison
 09/4/2015	Letter Sent	Courtesy Notice of Fines Accruing	Print Queue: <u>9/4/2015</u> Printing Confirmed: 9/4/2015

**Letter Sent To:**  
 Tiffany Gilbert  
 1446 Norbert Rd Ne  
 Palm Bay, FL 32907 -2326

09/9/2015	Filer	Received call from Linda Communication: Gibson at Brevard Public Phone Schools advising Tiffany Gilbert has married and moved to South Carolina in June 2015. Updated mailing address and advsd we will contact her at new address.	Carolyn Carbonell
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09/10/2015 Letter Sent Financial Disclosure Form Print Queue:  
 9/10/2015  
 Printing Confirmed:  
 9/10/2015

**Letter Sent To:**  
 Tiffany Gilbert  
 301 Royal Tower Dr  
 Irmo, SC 29063

09/10/2015 Filer Called Brevard County SOE Carolyn Carbonell  
 Communication: to see if filer had filed  
 Phone under her new married  
 name of Brooks. Was advsd  
 they do not have any  
 Brooks on file.

09/14/2015 Filer Tiffany Gilbert called Carolyn Carbonell  
 Communication: stating she left the state  
 Phone around June and did not  
 know she needed to file  
 disclosure. Advsd if she  
 was in the position as of  
 12/31/2014 she is  
 required. Provided address  
 for Brevard SOE. Advsd of  
 fines accruing and appeal  
 process.

09/16/2015 Form Received Form 1 Received, Signed Form 1 Received by  
 Brevard SOE

Form Received By: Brevard County SOE  
 Filing Location: Brevard County SOE  
 Record Created By: HOLMESK(SOE IMPORT) on 11/24/2015

01/14/2016 Fine Levied Fined \$375.00 Journal: 1/14/2016  
 3:13 PM


01/19/2016 Notice of Initial Fine Notice. Journal: 1/19/2016  
 Assessed Fine Invalidated Reason: Mail 11:16 AM  
 Invalidated returned

01/19/2016 Letter Sent Notice of Assessed Fine - Print Queue:

Filer 1st Fine Letter 1/19/2016  
 Printing Confirmed:  
1/19/2016

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03/11/2016 Final Notice of 2nd Fine Notice. Journal: 3/11/2016  
 Assessed Fine Invalidated Reason: Mail 1:32 PM  
 Invalidated returned

 03/11/2016 Letter Sent Final Notice of Assessed Print Queue:  
 Fine - Second Fine Notice 3/11/2016  
 Printing Confirmed:  
3/11/2016

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03/23/2016 Filer Filer name changed from Kim Holmes  
 Communication: Gilbert to Brooks. Certified  
 Other mail returned.

03/25/2016 Notice of Initial Fine Notice Journal: 3/25/2016  
 Assessed Fine 12:04 PM

 03/29/2016 Letter Sent Notice of Assessed Fine - Print Queue:  
 Filer 1st Fine Letter 3/29/2016  
 Printing Confirmed:  
3/29/2016

**Letter Sent To:**  
 Tiffany Brooks  
 301 Royal Tower Dr  
 Irmo, SC 29063

04/5/2016 Fine Appeal FD 15-082 Journal: 4/5/2016  
4:29 PM

	<a href="#">Update Appeal</a>	<a href="#">Withdraw Appeal</a>
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2015 Fine Appeal – FD 15-082	<div style="display: flex; justify-content: space-around;"> <span>Assign Attorney</span> <span>Request More Info</span> </div> <div style="text-align: center; margin-top: 5px;"> <span>Record Appeal Outcome</span> </div>
Appeal Status: Active Appeal Receipt Date: 04/04/2016 Timely Filed: Yes Print Appeal Letter: Yes Hearing Requested: No Appeal Reason: Lack of Notification Appeal Notes: Appeal Number: FD 15-082 Appeal Analyst Assigned: Final Order Number: Final Order Date:	No Hearing Requested