



GAMBLING CONTROL COMMISSION

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February 12, 2018

To: All California Gambling Establishments, Primary Owners, Applicants and Designated Agents

Re: Reminder Regarding the Prohibition of Ex Parte Communications with The California Gambling Control Commission and Staff

Dear Gambling Establishment Representative:

This is a reminder that individuals and cardroom representatives should never send correspondence of any kind (emails, phone calls, letters, etc.) directly to Commissioners regarding applications, requests for approval, or other matters pending before the California Gambling Control Commission (Commission) or Bureau of Gambling Control (Bureau). This prohibition extends to any agent or person acting on behalf of an applicant and to any person with a direct or indirect interest in the outcome of a proceeding.

In addition, contacting Commission staff on the merits of matters pending before the Commission or Bureau without notice to all appropriate parties is considered an ex parte communication. Commission regulations, the Gambling Control Act, and the California Government Code prohibit Commissioners and staff from engaging in ex parte communications.<sup>1</sup> Ex parte communication may also provide a basis for denial of an application or other approval. Further, attempts to contact Commissioners directly, instead of discussing your item at an open meeting and/or providing your correspondence to the appropriate parties in a timely manner, undermines the Commission's mission of making fair decisions and ensuring honesty and transparency in the controlled gaming industry.

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<sup>1</sup> These provisions are contained in the California Business and Professions Code section 19872, the California Government Code sections 11430.10 through 11430.80, and Title 4 of the California Code of Regulations section 12012.

If an applicant, respondent, or representative needs to contact the Commission, please contact the appropriate Commission division, as follows:

- **For pending applications or requests for approval:** Adrianna Alcala-Beshara, Deputy Director of Licensing, [aalcalabeshara@cgcc.ca.gov](mailto:aalcalabeshara@cgcc.ca.gov), 2399 Gateway Oaks Drive, Suite 220, Sacramento, CA 95833-4231
- **For cases with scheduled Gambling Control Act evidentiary hearings, contact** the Administrative Hearings Coordinator or the Presiding Officer identified in your hearing notice or Todd Vlaanderen, Chief Counsel, [tvlaanderen@cgcc.ca.gov](mailto:tvlaanderen@cgcc.ca.gov), 2399 Gateway Oaks Drive, Suite 220, Sacramento, CA 95833-4231
- **For cases referred to the Office of Administrative Law for hearing, contact** the attorney representing the Bureau of Gambling Control
- **For all other matters, contact** Stacey Luna Baxter, Executive Director, [slunabaxter@cgcc.ca.gov](mailto:slunabaxter@cgcc.ca.gov), 2399 Gateway Oaks Drive, Suite 220, Sacramento, CA 95833-4231

Again, to avoid ex parte communication, you must include all appropriate parties on all messages to the Commission. For pending licensing applications and requests for approval, the appropriate parties are usually the Bureau and the applicant or requestor and their attorney or designated agent. For more detailed information regarding how to properly submit correspondence to the Commission and which parties/persons to include see the front page of the October 2017 edition of Industry Matters, located online at: [http://www.cgcc.ca.gov/documents/newsletters/Newsletter\\_October\\_2017.pdf](http://www.cgcc.ca.gov/documents/newsletters/Newsletter_October_2017.pdf)

Thank you for your cooperation.



STACEY LUNA BAXTER  
Executive Director