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Subject: February 16, 2018 letter concerning Chairwoman Zalewski email - CONFIDENTIAL
Date: Friday, February 16, 2018 3:27:28 PM

Dear Commissioners:

Please let this email respond to your letter that I received this afternoon by hand-delivery concerning my review of an email exchange between Chairwoman Zalewski and Vanessa Holton. I am responding to the questions you have raised in your letter.

In December 2017, DIR Chief Counsel Chris Jagard assigned me the task of reviewing Vanessa Holton's incoming emails to DIR due to concern that Ms. Holton may be involved in current DIR matters. He further confirmed that it was "fine" to search and review Ms. Holton's incoming emails to DIR employees.

In reliance on this instruction, on December 6, 2017, I began reviewing the email exchanges between Ms. Holton (using both the calbar.ca.gov and aol.com email addresses) and DIR employees (using DIR email addresses). I memorialized my review of Ms. Holton's emails in an internal memorandum which was reviewed by Chris Jagard in December 2017.

I have never accessed Chairwoman Zalewski's or any other commissioner's DIR email accounts. The scope of my review was limited to reviewing Ms. Holton's emails. To my best recollection, there were at least several email exchanges between Ms. Holton and Chairwoman Zalewski.

At the time I reviewed Ms. Holton's emails I was not an OD Legal employee. Since August of 2017, I have been working for the Anti-Fraud Unit.

If I can answer any other questions or address any other concerns, please let me know.

Thank you.

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