

# DISCLOSURE DIVISION

TB  
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☒ WAIVER REQUEST

DATE: 6/22/2021

☐ ANSWER

☐ RECONSIDERATION REQUEST

DOCKET #: 2021-503

☐ UNTIMELY

Ashley Wimberley, Director  
Disclosure Division

*[Signature]*

## FILER INFORMATION

Name: Sandra Wiggins Long  
Address: 1530 Barclay Drive, Natchitoches, LA 71457  
Office/Position: Northwest Louisiana Human Services District  
# of Disclosures/Amendments Filed with Agency:  
Years Covered: 2014-2017  
Final Report: No - 2017 was final report

## REPORT INFORMATION

Name of Report: Tier 2.1 Annual Personal Financial Disclosure covering calendar year 2016 - Amendment  
Report ID: PFD17009028  
Original Due Date: 5/15/2017  
Initial PFD Filed on: 11/2/2017  
NOD-amend Received: 2/9/2018  
NOD-amend Signed by: Sandra Long  
Amendment/Answer Due Date based on NOD: 2/21/2018  
Amendment/Answer Filed: 6/21/2021

## LATE FEE INFORMATION

Amount of Late Fee: \$1500  
Days late from receipt of NOD: 1216  
Total days late from initial due date: 1498  
Late Fee Order Received: 2/22/2021  
Payment/Waiver Request Due Date: 3/15/2021  
Waiver Request Received: 3/5/2021

## COMMENTS:

Mrs. Wiggins Long stated she submitted her annual disclosure on 11/2/2017 and had been in contact with the PFD Staff to resolve the missing 2016 Amendment. She was under the impression that her responsibility to the BOE had been fulfilled; And apologizes for the not sending the amendment in timely. She asked for a Waiver Request at this time because she recently had a baby and both her father and father-in-law passed away.

## OTHER LATE FEE INFORMATION

### Disclosure Statements:

- Other Outstanding Statements: No
- Other Outstanding Late Fees: No
- Prior Late Fees: No
- Reassessed Late Fees: No

### Campaign Finance:

- Outstanding Late Fees: No
- Prior Late Fees: No

ETHICS BOARD REC'D  
MAR 5 21 PM 12:31

March 5, 2021

State of Louisiana  
Department of State Civil Service  
Louisiana Board of Ethics  
P.O. Box 4368  
Baton Rouge, LA 70821  
Fax No. 225-381-7271

Re: Tier 2.1 Annual Personal Financial Disclosure Statement for 2016: PFD17009028

Dear Mrs. Wimberley,

I received a letter from Donna Bourgeois, dated February 12, 2021 (received February 26<sup>th</sup>), stating there had been a fine associated with my failure to disclose my personal financial disclosure statement for 2016, when I was a board member for the Northwest Louisiana Human Service District board.

I am requesting a waiver to the Board of Ethics. I had submitted my 2016 financial disclosure on 11/2/17 and had been in direct contact with Roy Brees to resolve this issue. Please see the attached email correspondence with Doug Efferson, Director of the Northwest Louisiana Human Service District Board, dated May 31, 2018, where he provided a screen shot of submitted disclosure report. Also included is the email correspondence with Roy Brees, beginning in August 2018, where I was under the impression that my responsibility to the Louisiana Board of Ethics had been satisfied in full. I am asking that the late fee should be waived. I apologize the error in not sending in the form when I filed my 2015 taxes, however, I had recently lost both my father in law and my father, as well as had a newborn child. As soon as I was made aware of this omission, I immediately attempted to rectify the error.

Should you need further information from me, I would happily discuss this issue in person and can be reached at 318.663.2882.

Best regards,

*Sandra Wiggins Long, DSW, LCSW-BACS*

Sandra Wiggins Long, DSW, LCSW-BACS  
Director of Psychiatric Services  
Natchitoches Regional Medical Center  
501 Keyser Avenue  
Natchitoches, LA 71457



Sandy Wiggins Long <sandrajwiggins@gmail.com>

**Fwd: Financial Disclosure**

1 message

Sandra Wiggins Long <Sandra.Wiggins@nrmhospital.org>

To: "sandy wiggins (sandrajwiggins@gmail.com)" <sandrajwiggins@gmail.com>

Fri, Mar 5, 2021 at 10:29 AM

Sent from my iPhone

Begin forwarded message:

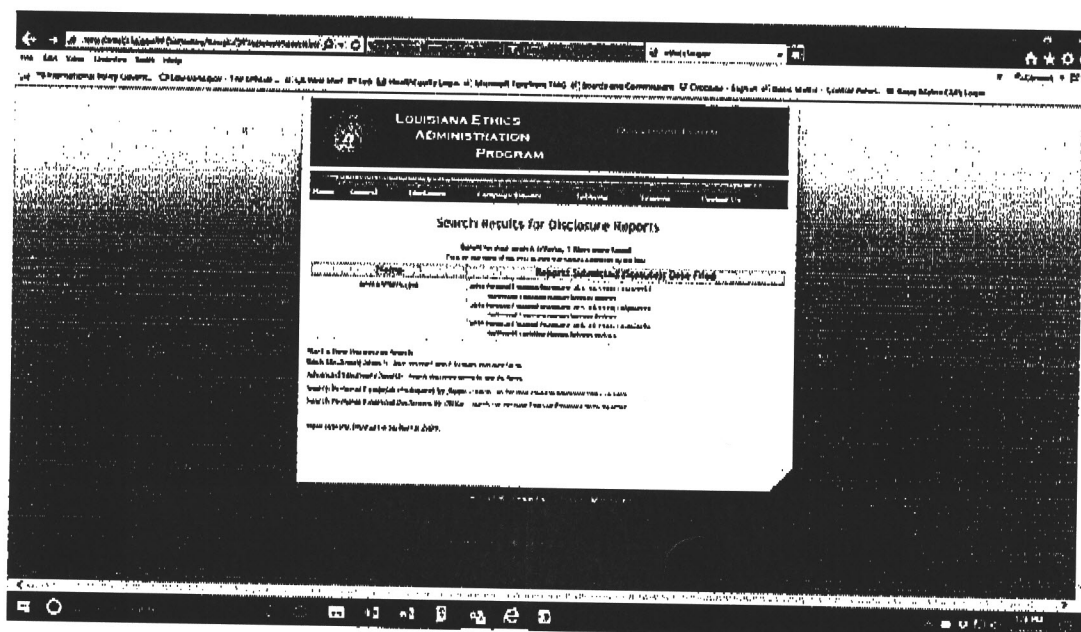
From: "Douglas P. Efferson" <Douglas.Efferson@la.gov>  
Date: May 31, 2018 at 1:34:21 PM CDT  
Subject: RE: Financial Disclosure

Sandra,

I do not have or keep a copy of financial disclosures. If I receive a copy, I make a note and shred it for privacy reasons. I have a note that you submitted your 2016 financial disclosure on 11-2-17. Below is a screen-print of the Louisiana Ethics Administration Program website. It confirms that you have on file a 2016 disclosure report that was filed on 11-2-17. It also shows both your 2015 and 2014 disclosures were filed on 4-20-16. Could it be that your disclosures are now under the name Sandra Wiggins Long?

Not sure why they are saying you did not submit a 2016 disclosure statement when their own website shows that you did. You may be able to log in to their website and view the filed report just to make sure it is there and to print a copy for your confirmation.

Doug.



**From:** Sandra Wiggins Long [mailto:Sandra.Wiggins@nrmchospital.org]  
**Sent:** Thursday, May 31, 2018 12:38 PM  
**To:** Douglas P. Efferson <Douglas.Efferson@LA.GOV>  
**Subject:** Financial Disclosure

Would you happen to have a copy of my financial disclosure for the board in 2016. The State is saying they never received it and I am most certain that I submitted it and, naturally, I cannot find my copy when I need it.

Thanks,

Sandy

Sandra Wiggins Long, LCSW-BACS  
Director of Psychiatric Services  
Natchitoches Regional Medical Center  
P.O. Box 2009 | 501 Keyser Ave. | Natchitoches, LA 71457  
office: 318.214.4583 | fax: 318.214.4671  
www.nrmchospital.org

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Sandy Wiggins Long <sandrajwiggins@gmail.com>

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**Docket 2018-540 Amendment**

7 messages

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Roy Brees (ETHICS) <Roy.Brees@la.gov>

Thu, Aug 16, 2018 at 8:44 AM

To: "sandrajwiggins@gmail.com" <sandrajwiggins@gmail.com>

Hello Ms. Long,

Please complete an amendment to your 2016 Annual Tier 2.1 Personal Financial Disclosure Statement.

The amendment must include your spouse's 2016 income from Caddo Parish. A link to the required form on our website is below:

<http://ethics.la.gov/PersonalFinancial.aspx>

You need form **417**.

If you have any questions, feel free to call me.

Thanks,

Roy Brees

Staff Investigator

LOUISIANA BOARD OF ETHICS

LaSalle Building, 10<sup>th</sup> Floor

617 North Third Street (70802)

Baton Rouge, LA

(225) 219-5625

Roy.s.brees@la.gov \_\_\_\_

"I am only one, but still, I am one. I cannot do everything but I can do something. And, because I cannot do everything, I will not refuse to do what I can." — Edward Everett Hale, American clergyman and writer (1822-1909)

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sandy wiggins <sandrajwiggins@gmail.com>  
To: "Roy Brees (ETHICS)" <Roy.Brees@la.gov>

Sun, Oct 7, 2018 at 3:11 PM

I have sent this in some time ago. Do I need to do anything further?

Sent from my iPhone

[Quoted text hidden]

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Roy Brees (ETHICS) <Roy.Brees@la.gov>  
To: sandy wiggins <sandrajwiggins@gmail.com>

Wed, Oct 10, 2018 at 8:11 AM

I am unaware of any further action required from you. If I should find anything, I will let you know.

[Quoted text hidden]

---

sandy wiggins <sandrajwiggins@gmail.com>  
To: "Roy Brees (ETHICS)" <Roy.Brees@la.gov>

Wed, Oct 10, 2018 at 8:44 AM

Thank god! But, what if I completed the wrong form for the 2017 year. Can I go ahead and send in the right form?

Sent from my iPhone

[Quoted text hidden]

---

Roy Brees (ETHICS) <Roy.Brees@la.gov>  
To: sandy wiggins <sandrajwiggins@gmail.com>  
Cc: Tammy Frazier <Tammy.Frazier@la.gov>

Wed, Oct 10, 2018 at 9:03 AM

Ms. Wiggins,

I checked with disclosures and it looks like you forgot to:

disclose income spouse received from Caddo Parish.

Caddo Parish income is considered income from a political subdivision. Please correct this issue.

Thanks,

Roy Brees  
Staff Investigator  
LOUISIANA BOARD OF ETHICS  
LaSalle Building, 10th Floor  
617 North Third Street (70802)  
Baton Rouge, LA  
(225) 219-5625  
Roy.s.brees@la.gov

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**From:** sandy wiggins [mailto:sandrajwiggins@gmail.com]  
**Sent:** Sunday, October 7, 2018 3:11 PM  
**To:** Roy Brees (ETHICS) <Roy.Brees@LA.GOV>  
**Subject:** Re: Docket 2018-540 Amendment

I have sent this in some time ago. Do I need to do anything further?

[Quoted text hidden]

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**Sandy Wiggins Long** <sandrajwiggins@gmail.com>  
To: "Roy Brees (ETHICS)" <Roy.Brees@la.gov>

Tue, Feb 23, 2021 at 9:22 AM

Mr. Brees,

I received a certified letter which stated that I failed to submit my 2.1 Annual Personal Financial Disclosure Statement for 2016, with a late fee assessed at \$1500. Per our conversation, I satisfied all of the requirements that were requested by Louisiana Board of Ethics.

Could you help me with this?

Thank you,

Sandra Wiggins Long  
[Quoted text hidden]

--  
Sandra Wiggins Long, DSW, LCSW-BACS  
Director of Psychiatric Services  
Insights Behavioral Hospital, Reflections Outpatient Behavioral Health, Discovery House residential  
program  
318.214.4583 (Telephone)  
318.214.4671 (Fax)  
www.nrmchospital.org

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Roy Brees (ETHICS) <Roy.Brees@la.gov>  
To: Sandy Wiggins Long <sandrajwiggins@gmail.com>

Tue, Feb 23, 2021 at 9:34 AM

Hi Ms. Long,

I am sorry that you were assessed a fine. The best course of action is to request a waiver of the assessed fees. At the bottom of your fine letter, the process for requesting a waiver is outlined. You have a limited amount of time to request a waiver from the Director, Ashley Wimberley. Simply pen a letter explaining the circumstances which led to your fine, and submit the waiver request. I hope all turns out well for you. If you need further help, do not hesitate to contact me.

Thanks,

Roy Brees  
Staff Investigator  
LOUISIANA BOARD OF ETHICS  
LaSalle Building, 10th Floor  
617 North Third Street (70802)  
Baton Rouge, LA  
(225) 219-5625  
Roy.s.brees@la.gov

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**From:** Sandy Wiggins Long [mailto:sandrajwiggins@gmail.com]  
**Sent:** Tuesday, February 23, 2021 9:23 AM  
**To:** Roy Brees (ETHICS) <Roy.Brees@LA.GOV>  
**Subject:** Re: Docket 2018-540 Amendment

**EXTERNAL EMAIL:** Please do not click on links or attachments unless you know the content is safe.

[Quoted text hidden]

**STATE OF LOUISIANA  
BOARD OF ETHICS**

**In Re: Tier 2.1 Annual Personal Financial Disclosure Statement 2016 -  
Amendment  
Northwest Louisiana Human Services District  
Late Fee Assessment – Report: PFD17009028**

**ORDER**

SANDRA WIGGINS LONG was required to file a Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2016 pursuant to La. R.S. 42:1124 et seq.

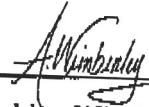
On February 9, 2018, SANDRA WIGGINS LONG received a Notice of Delinquency requiring that an amendment be filed by February 21, 2018 (pursuant to La. R.S. 42:1124.4). As of this date, the amendment has not been filed.

La. R.S. 42:1124.4 authorizes the assessment of a \$50 late fee per day (not to exceed \$1,500) against SANDRA WIGGINS LONG for this late filing.

Accordingly, **IT IS ORDERED** that the maximum penalty amount of \$1,500 be assessed against SANDRA WIGGINS LONG for failing to timely file the Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2016.

**IT IS FURTHER ORDERED** that SANDRA WIGGINS LONG file an amendment to the Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2016.

**ORDER** signed on the 12th day of February 2021 at Baton Rouge, Louisiana.

  
\_\_\_\_\_  
Ashley Wimberley, Director  
Disclosure Division

CERTIFIED MAIL/RETURN RECEIPT: 70200640000079870462



STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
**LOUISIANA BOARD OF ETHICS**

P. O. BOX 4368  
BATON ROUGE, LA 70821  
(225) 219-5600  
FAX: (225) 381-7271  
1-800-842-6630  
www.ethics.la.gov

**CERTIFIED MAIL**

**NO. 70200640000079870462**

**RETURN RECEIPT REQUESTED**

February 12, 2021

Sandra Wiggins Long  
1530 Barclay Drive  
Natchitoches, LA 71457

RE: Tier 2.1 Annual Personal Financial Disclosure Statement for 2016 - Amendment  
Northwest Louisiana Human Services District  
**Late Fee Assessment - Report: PFD17009028**

Dear Sandra Wiggins Long:

Enclosed is an assessment of a late fee pursuant to La. R.S. 42:1124.4. Please submit a check or money order in the amount of \$1,500 payable to the Louisiana State Treasurer, Post Office Box 4368, Baton Rouge, Louisiana 70821.

In addition to the payment of this late fee, you are required to file an amendment to your Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2016, within 20 days from receipt of this notice. If the disclosure amendment is not filed, the matter will be referred to the Ethics Board for further action.

You have 20 days from the receipt of this letter to submit payment or dispute this assessment. To dispute the assessment, you may elect to:

- **Request a waiver to the Board of Ethics**

If you choose to request a waiver of the late fee, your request should include specific details, along with supporting documentation, as to why, in your opinion, you have *good cause* for not timely filing the report and why the late fee should be reduced, suspended, or waived. The request should be submitted to the attention of: *Louisiana Board of Ethics*, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271. Also, if you would like to appear before the Board of Ethics in connection with your request, you should state that in your request. If you request an appearance, you will be notified of the place and time prior to the meeting.

- **Appeal the assessment directly to the Ethics Adjudicatory Board**

If you choose to appeal the assessment of the late fee, the proceedings will go before a three judge panel of administrative law judges. The panel will determine if you were required to file the disclosure statement and whether the disclosure statement was filed late. Mitigating factors are not considered. The Ethics Adjudicatory Board does not have the authority to reduce, suspend, or waive a late fee assessment. If you choose to *appeal* the assessment, you should submit your request to the attention of: *Executive Secretary*, Ethics Administration, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271.

If you do not pay, dispute, or appeal the assessment of the late fee, the matter will be forwarded to the Attorney General's Office to pursue collection. If the matter is forwarded to the Attorney General's Office for collection, you may be responsible for all additional costs incurred. Additionally, late fees not paid by the due date will be posted on the agency website.

You should be aware that unpaid fines, fees, or penalties may have an adverse effect on your ability to run for public office, as the *Board of Ethics* will object to your candidacy in future elections pursuant to La. R.S. 18:491 and 18:492.

If you have any questions, you may contact Ashley Wimberley, Director at either 225/219-5600 or 1-800-842-6630.

Sincerely,

*Donna Bourgeois*

Donna Bourgeois  
Administrative Coordinator

332  
4969

# Natchitoches Regional Medical Center

*Inspiring Excellence Everyday*

## Department of Behavioral Health

[www.nrmchospital.org](http://www.nrmchospital.org)

### Insights Behavioral Hospital

501 Keyser Avenue  
Natchitoches, LA 71457  
Phone: 318-214-4380  
Fax: 318-214-4386

### Reflections Outpatient Behavioral Health

212 Medical Drive  
Natchitoches, LA 71457  
Phone: 318-238-3696  
Fax: 318-238-3699

## Fax

TO: Mrs. Ashley Wimberly FROM: Sandra Wiggins Long, DSW, LCSW-BACS  
FAX: 225-381-4271 PAGES: 11  
PHONE: DATE: 3/5/2021  
RE: Waiver Request CC:

☒ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

Comments:

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03/05/2021 10:44 AM

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