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*The Advocacy Institute Is Pleased to Announce A State House Series Program*

## **PROGRAM ANNOUNCEMENT**

### **GOVERNOR'S OFFICE OVERSIGHT OF AGENCY RULEMAKING**

**September 17, 2012  
2:00 p.m. to 4:00 p.m.  
New Jersey State House  
Counsel's Conference Room (CCR)  
125 West State Street  
Trenton, NJ 08625**

#### ***Program Summary***

This program has been developed for attorneys serving as counsel to the Governor in order to assist in their understanding of counsel's role in the administrative rulemaking process. The course will provide direction on Governor's Office policy and procedures for the review of agency rulemaking initiatives as well as a high level review of the rulemaking process in general. This course will include an overview of the Administrative Procedures Act, applicable Executive Orders, Smart Growth requirements and Red Tape Review Group findings.

#### ***Who Should Attend?***

While this is a *State House Series* program, attendance is restricted to those it has selected to attend, notice of which has been given. Accordingly, certain of those who regularly attend the *State House Series* offerings may not be eligible to attend this program.

#### ***Who Is the Faculty?***

**Timothy J. Cunningham, Esq.** has served in the position of Policy Advisor to Governor Christie since 2011. During that time, Mr. Cunningham has been responsible for policy matters concerning a wide range of executive branch departments including Law and Public Safety, Community Affairs, Labor and Workforce Development, Banking and Insurance. Prior to joining the administration, Mr. Cunningham was Deputy County Administrator for Passaic County and held various other positions within the accounting, legal and governmental fields.

**Susana E. Guerrero, Esq.** serves as an associate counsel to Governor Christie. As associate counsel, Ms. Guerrero is responsible for coordinating the review of all executive branch rulemaking while also handling legislation, regulations, and other matters involving education. Prior to joining the Governor's Office in January 2010, Ms. Guerrero was as an associate counsel

for a large urban school district and spent eight years litigating a variety of matters at the law firm of Dughi & Hewit. Ms. Guerrero also served as a judicial law clerk at the Superior Court of New Jersey, Union County, and is a graduate of the George Washington Law School and New York University.

**Thomas E. Harris Jr. Esq.** is a Supervising Rules Analyst for the New Jersey Office of Administrative Law, a position he has held since 2006. Mr. Harris also has served as a Law Clerk and Rules Analyst during his tenure with the Office of Administrative Law, which began in 2002. He is a member of the New Jersey and New York State bars, and is admitted to appear before the United States District Court for the District of New Jersey. Mr. Harris earned a B.S. degree in Criminal Justice from New Jersey City University where he was the first person to have a dual concentration in law enforcement and security administration, with honors. Mr. Harris then went on to the City University of New York at Queens College where he earned his J.D. Since 2009, he has been an Adjunct Assistant Professor at Rider University in the business school and for the political science department. Mr. Harris was born and raised in Franklin Lakes, Bergen County, since then, living in Passaic, Monmouth, and Burlington counties, before settling in Hamilton Township in 2008.

**Adam J. Heck, Esq.** is an Associate Counsel in the Office of Counsel to Governor Christie. His responsibilities include oversight of legislation and matters concerning the field of criminal justice and coordination of the review of executive branch rulemaking. Mr. Heck began his career of public service as a police officer in Middletown, NJ. Following a debilitating injury in the line of duty, he returned to college to work towards his law degree. After earning a J.D. from Rutgers-Newark, he went to work for the Attorney General's Office where he led numerous high profile cases. Prior to his present position, Mr. Heck was assigned to the Division of Criminal Justice in the Major Crimes Unit investigating and prosecuting mostly financial crimes.

**Paul Matey, Esq.** is currently the Deputy Chief Counsel for Governor Christie. He most recently served as Senior Counsel to the Governor and Chief Ethics Officer for the Governor's Office. Among his duties, Mr. Matey supervised the development of legal advice for the Governor and managed significant litigation for the executive branch in collaboration with the Office of the Attorney General. Beginning in 2005, Mr. Matey served as an Assistant United States Attorney in the District of New Jersey in the Securities and Health Care Fraud Unit, and the Public Protection Unit, where he prosecuted a wide variety of offenses. Prior to his service as a federal prosecutor, Mr. Matey worked as an associate in the Washington, D.C. firm of Kellogg, Huber, Hansen, Todd, Evans, and Figel, P.L.L.C., and served as a law clerk to the Honorable Robert E. Cowen of the United States Court of Appeals for the Third Circuit, and the Honorable John C. Lifland of the United States District Court for the District of New Jersey. Mr. Matey received his BA from the University of Scranton and his JD from Seton Hall University School of Law.

#### *CLE Credit*

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 2.0 hours of total CLE credit. Of these 0.0, qualify as hours of credit for ethics/professionalism.

**NY CLE Credit:** 2.0 substantive credits (pursuant to the approved jurisdiction policy).

**PA CLE Credit:** 1.5 substantive credits (\$3.00 mandatory registration fee required).

### *How Do I Register?*

#### **State Employees**

Most State employees are able to register for this course by going to <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> and creating an AGAI Course Registration account. To do so, your computer **must** be attached to the government's Garden State Network. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.

#### **Non-State Employees or State Employees not Connected to the Garden State Network**

If you are not a State employee, or are otherwise unable to access the AGAI Course Registration System through the Garden State Network, kindly email the Advocacy Institute at: [AdvocacyInstitute@lps.state.nj.us](mailto:AdvocacyInstitute@lps.state.nj.us) for an authorization code to allow you access to the AGAI Course Registration System through the My New Jersey portal. **Setting up your account through the portal is a two-step process, the details of which are set forth in the next two paragraphs.**

Once you receive the portal authorization code you will be prompted to go to the My New Jersey portal at <http://www.state.nj.us/> and create a portal account. This is Step 1 of the process, which you need only do once.

Upon setting up your portal account, you need to set up your AGAI Course Registration System account. This is Step 2. To do so, log on to the My New Jersey Portal <http://www.state.nj.us/>. Upon opening the AGAI Course Registration System home page, you will see the Create Account link in the Login Box. Click on it and create your account, which will include you selecting a new user name and password. Once you create your account, you can access the AGAI Course Registration System at <http://reg.dcj.lps.state.nj.us/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.