



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

MEETING THE NEEDS OF YOUR CLIENTS THROUGH EFFECTIVE SUPERVISION; MANAGEMENT TRAINING FOR ATTORNEY MANAGERS

**February 19, 2015
9:30 a.m. – 4:00 p.m.**

**NJ Forensic Science & Technology Center
1200 Negron Drive
Hamilton, New Jersey**

Program Summary

Attorney managers are accountable for setting the direction of the activities of their attorney and administrative staff and for insuring that the work of their units is accomplished effectively and efficiently. Equally important, attorney managers are responsible for creating a workplace environment where staff willingly move forward together with their managers and each other in an atmosphere of trust, confidence, and commitment. All of this leads to a team better able to serve the client.

The program has been designed to provide attorney managers within the Department of Law and Public Safety with the opportunity to examine their individual roles within their offices and to identify and discuss practices and procedures for further enhancing their effectiveness to ensure that the clients' needs are met.

In addition, the participants will gain an understanding of the duties and responsibilities of the attorney manager regarding issues concerning conduct in the workplace.

Who Should Attend?

This program is for Attorney Managers in the Department of Law and Public Safety only. Please do not attempt to register for this program if you have not an Attorney Managers in the Department.

Who Is the Faculty?

Donna Arons joined the Division of Law in 1995 and is currently the Section Chief of the Education and Higher Education Section. Prior to that, she was Section Chief of the Employment Counseling and Labor Section, which provides legal advice to State departments and agencies regarding employment-related issues. She has also served as the Special Assistant to the Commissioner of Education and as a DAG in the Civil Rights Section. Donna received her J.D. from Harvard Law School in 1985 and served as a Law Clerk to the Hon. John F. Gerry, USDJ, from 1985-1987. Prior to commencing employment with the State, Donna worked in Legal Services for a number of years, representing indigent clients in entitlement and housing cases.

AAG Christine A. Hoffman is a Deputy Director of the Division of Criminal Justice and former Chief of the Division's Corruption Bureau. DAG Hoffman previously served as Deputy Chief of the Division's Major Crimes Bureau and Assistant Prosecutor with the Burlington County Prosecutor's Office. DAG Hoffman is a member of the Attorney General's Advocacy Institute faculty, and is a member of the National Attorneys General Training and Research Institute faculty.

AAG Elie Honig was sworn in as the Director of the New Jersey Division of Criminal Justice on Feb. 27, 2013. Since September 2012, Honig had served as Deputy Director of the Division of Criminal Justice, overseeing the Division's Gangs & Organized Crime Bureau, Financial & Computer Crimes Bureau, and Specialized Crimes Bureau.

Prior to joining the New Jersey Division of Criminal Justice, Honig worked for eight years as an Assistant United States Attorney for the Southern District of New York, prosecuting and trying cases involving organized crime, human trafficking, public corruption, and violent crime. From 2010 through 2012, Honig served as Deputy Chief, and later Co-Chief, of the Organized Crime Unit of the U.S. Attorney's Office for the Southern District of New York. Before joining the United States Attorney's Office in 2004, Honig worked as an associate at the law firm of Covington & Burling, in Washington, D.C.

While working in the Organized Crime Unit of the U.S. Attorney's Office for the Southern District of New York, Honig successfully prosecuted over 100 members and associates of La Cosa Nostra, including Genovese Organized Crime Family Acting Boss Matthew Ianniello, Genovese Family Captain Ciro Perrone, Gambino Organized Crime Family Boss Daniel Marino, Gambino Family Consigliere Joseph Corozzo, and Gambino Organized Crime Family Captain Alphonse Trucchio. Honig also led a Southern District trial team that obtained the murder conviction of Angelo Prisco, a Genovese Organized Crime Family Captain, as well as the trial team that obtained multiple murder convictions of Arthur Nigro, the former Acting Boss of the Genovese Crime Family, and two other Genovese Family associates.

Outside the realm of organized crime, Honig obtained convictions of seven New York City Department of Education officers on charges of bribery and public corruption, including one defendant who was convicted at trial. Honig also led the prosecution of 30 defendants charged

with sex trafficking, forced labor, alien smuggling and other crimes, which resulted in the convictions of all defendants, including five who were convicted at trial.

Honig obtained his undergraduate degree with highest honors from Rutgers College (New Brunswick) in 1997, and his law degree with honors from Harvard Law School in 2000.

AAG Jeffrey S. Jacobson was appointed Director of the Division of Law effective March 14, 2014. Jacobson was most recently a litigation partner at the firm of Debevoise & Plimpton LLP in New York City. His work focused on consumer and securities class action cases, and on the electronic discovery challenges presented by complex litigation and investigative matters. He also served as an active member of the firm's Privacy and Data Security Team. Recognized for his expertise in the areas of securities litigation, data protection and privacy, Jacobson has extensive experience appearing in the federal courts, as well as in New Jersey's trial-level and appellate courts. In addition to his litigation duties at Debevoise & Plimpton, he oversaw the firm's 200-member legal support staff, developed training programs for litigation associates and was a member of the firm's Hiring and Technology Committees.

Jacobson joined the Debevoise firm in 1997 and became a partner in 2005. He received his law degree from the Columbia University School of Law in 1996. He holds both a Master's Degree in Governmental Administration and a Bachelor of Arts in American Politics from the University of Pennsylvania. Jacobson has written extensively on class action and e-discovery strategies for such publications as the *New York Law Journal*, *Class Action Litigation Report* and *Product Liability Law 360*. He is a member of the advisory board of the Association of Certified E-Discovery Specialists, has been recognized for his securities litigation excellence in the *IFLR Benchmark Litigation Guide*, and was recommended in 2013 by *The Legal 500 U.S.* for securities litigation, as well as for data protection and privacy.

Jacobson is admitted to the bars of New Jersey, New York, Pennsylvania and Illinois.

He is admitted to practice before the U.S. Supreme Court and the U.S. Court of Appeals for the First, Second, Third, Fourth, Fifth, Sixth, Seventh, Ninth and D.C. Circuits.

DAG Jill Mayer is a Supervising Deputy Attorney General and Chief of the Specialized Crimes Bureau within the Division of Criminal Justice. She has been with the Division for 18 years. Prior to becoming Chief of the Specialized Crimes Bureau, she served as a Deputy Attorney General in the Casino Prosecutions Bureau and Gangs/Organized Crime South Bureau. While with the Gangs/OC Bureau, SDAG Mayer prosecuted several Racketeering cases and supervised numerous wiretap investigations. SDAG Mayer is a 1990 graduate of Dickinson College in Carlisle, Pennsylvania and a 1994 graduate of Widener University School of Law, Delaware Campus. Upon graduation from law school, SDAG Mayer served as a law clerk to the Honorable Albert J. Garofolo, Presiding Judge, Superior Court, Criminal Division in Atlantic County. She was then hired by the Attorney General's Office after serving her clerkship term.

AAG Michelle Miller has been with the Division of Law since 1995 and is currently Deputy Director of The Division of Law and the AAG in Charge of the Administrative Practice Group. Prior to that she was the Section Chief of the Education and Higher Education Section and also served as an Assistant Section Chief of the Education, Health and Human Services section. She has handled numerous appellate and Supreme Court matters, as well as administrative and Superior Court matters for a variety of State agencies. She received a Bachelor of Arts in 1991 from Fairleigh Dickinson University and a Juris Doctor in 1994 from Seton Hall Law School. Prior to beginning her service at the Division of Law, Michelle clerked for the Hon. Erminie Lane Conley, J.A.D.

AAG Gregory Spellmeyer is the Director of the Office of the Attorney General's Legal Affairs and Employee Relations Office. AAG Spellmeyer provides legal guidance to various programs within the Department, including the New Jersey Office of Emergency Management, the Department's Human Resources Office. Prior to joining the Legal Affairs and Employee Relations Office, DAG Spellmeyer served in various supervisory and non-supervisory positions within the Division of Law, including Assistant Section Chief of the Corrections and State Police Section and was a member of the Division's Litigation Practice Group. Upon graduating from Rutgers University School of Law, Newark, DAG Spellmeyer served as a law clerk for the Honorable Herman D. Michels, P.J.A.D. He received his B.A. from Franklin & Marshall College where he graduated *cum laude* and was a member of Phi Beta Kappa.

Kathleen G. Williams is currently the Central Regional Manager for the Office of Employee and Organizational Development which services the Department of Law and Public Safety. In this capacity she provides consultation, coaching, and organizational development to all levels of staff within the Department. She has designed and presented training seminars on Leadership Enhancement, Change Management, Conflict Resolution, Managing Difficult Employees and other topics. She was the program manager for the NJSP's Law Enforcement Domestic Violence Project which provided training for law enforcement agencies throughout the state.

Ms. Williams has presented at national conferences sponsored by Tufts University, Syracuse University, Presque Isle University, University of Pennsylvania, and the OJJDP in Washington, DC among others. Special projects have included development of a Regional Leadership Alliance for Nonprofit Directors in the Northeast and authoring the *Philadelphia Court School Manual*, a guide to preparing witnesses for court testimony which has been distributed by the US Department of Health and Human Services. She has served on a variety of state and regional committees and taught continuing education at Bryn Mawr Graduate School.

She has Masters degrees from Bryn Mawr College in Policy Administration as well as Clinical Social Work and is a Licensed Clinical Social Worker. Ms. Williams completed a post graduate executive degree in Leadership at Georgetown University. She is a certified executive coach, certified to administer the Myers Briggs Type Indicator, and a certified employee assistance professional. Other certifications include stress management and trauma response.

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 5.0 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

NY CLE Credit: 4.0 substantive credits (pursuant to the approved jurisdiction policy).

PA CLE Credit: 4.0 substantive credits (\$6.00 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 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. Once your portal account is created you are prompted to enter your authorization code. This is Step 1 of the process, which you need only do once.

If you have already been issued an authorization code in the past you do not need to request another one. You can log into your account on the Garden State Network at <http://www.state.nj.us> and under the heading NJ L&PS Applications you will see the Attorney General's Advocacy Institute's Registration System. Click on that and log into your account on our system.

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.

TENTATIVE AGENDA

- 9:30A.M. - 9:45 A.M. INTRODUCTION TO THE PROGRAM**
- 9:45A.M. - 10:45 A.M. OVERVIEW OF BEING AN ATTORNEY MANAGER**
- The roles and responsibilities of attorney managers and supervisors in the office
- Managerial structure of the Attorney General's Office
- Making the transition from staff or trial attorney to the role of attorney manager/supervisor
- 10:45 A.M. - 11:00 A.M. BREAK**
- 11:00 A.M. - 12:30 P.M. PROVIDING CONSTRUCTIVE CRITICISM, AND MANAGING ONGOING WORK**
- Practical tips to assist managers in the day-to-day operations of the office
- Maximizing productivity using constructive criticism
- Motivation through positive feedback and constructive criticism
- 12:30 P.M. - 1:30 P.M. LUNCH**
- 1:30 P.M. - 3:30 P.M. HOW TO NAVIGATE THE REGULATIONS, POLICIES AND PROCEDURES OF L&PS AS AN ATTORNEY MANAGER**
- Topics will include:
- Employment law for managers with an emphasis on Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act; Americans with Disabilities Act; New Jersey's Law Against Discrimination; Protected Classes; Adverse Employment Actions; Harassment; Retaliation and Best Practices.
- Human Resources issues including: tips for complying with the law while handling matters that may arise concerning employment related issues such as: Time and Attendance, Voluntary

Furloughs, Maternity/Paternity Leave, FMLA/FLA; Dealing with Conduct Issues.

Ethical issues for managers which will help the manager spot and deal with ethical concerns that may arise including but not limited to: Conflicts of Interest, Attendance at Events, Outside Employment, Political Activity, Travel Requests and Receipts of Gifts, the role of New Jersey's Office of Employee and Organizational Development (OEOD) and how they can assist the attorney manager.

3:30 P.M. - 4:00 P.M.

WRAP UP