



The Advocacy Institute Is Pleased to Announce

PROGRAM ANNOUNCEMENT

ETHICS REQUIREMENTS FOR STATE HOUSE STAFF MEMBERS

**April 28, 2015
10:30 a.m. to 12:30 p.m.
New Jersey State House
Third Floor, Room 319
Trenton, New Jersey**

Program Summary

This presentation will examine ethics requirements for employees of the executive branch of State government, with an emphasis on issues that affect State House staff members. The presentation will cover the Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*, ethics rules, *N.J.A.C.19:6.1 et seq.*, the Uniform Ethics Code and ethics-related executive orders. The presentation will address ethics subject areas that uniquely affect State House staff, including restrictions on acceptance of gifts, requirements for documenting business meals, interaction with lobbyists and advocates, attendance at events related to State duties and precautions regarding political activity. Ethics requirements will be illustrated with case studies drawn from the files of the New Jersey State Ethics Commission that illustrate common ethics dilemmas faced by State House staff members. **This session will satisfy the mandatory ethics training requirement for State executive branch employees.**

Who Should Attend?

This program is intended for those State House Staff Members invited to attend only. If you are not one of the invited attendees, please do not attempt to register for this program.

Who Is the Faculty?

Margaret A. Cotoia, Esq. is the Ethics Training Officer for the New Jersey State Ethics Commission. Since she joined the Commission in 2005, Margaret has designed and provided ethics training for State employees and Special State Officers at 26 State departments and over 75 authorities, boards, and commissions. Margaret provides ethics advice to a state-wide network of agency ethics liaison officers and co-designs and conducts quarterly meetings for their continuing education. Margaret is also an ethics instructor for the New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute. Prior to joining the Commission, Margaret worked for the New Jersey Department of

Labor and the Public Employment Relations Commission as a staff attorney, hearing officer, labor mediator, and trainer. Margaret holds a B.S. from Georgetown University in Washington, D.C. and a J.D. from the Penn State University Dickinson School of Law in Carlisle, PA, where she was an editor of the law review.

Susana E. Guerrero is the Executive Director of the New Jersey State Ethics Commission. Prior to joining the Commission in January 2014, she was an Assistant Commissioner and Chief of Operations and Legal Affairs at the Department of Education, where Ms. Guerrero had direct oversight of several divisions, including the Office of School Ethics, the Bureau of Controversies and Disputes and the Office of Legislative Affairs. From 2010 to 2012, Ms. Guerrero served as Associate and Assistant Counsel to Governor Chris Christie. Before entering State service, Ms. Guerrero spent eight years litigating a variety of matters at the law firm of Dughi & Hewit, where she concentrated in the areas of medical malpractice and products liability. Ms. Guerrero also served as a law clerk to the Honorable Rudolph N. Hawkins, Jr., J.S.C. in the Superior Court of New Jersey, Union County. She received her undergraduate degree from New York University and her law degree from The George Washington University Law School.

Heather Taylor, Esq. is the Chief Ethics Officer in the Governor's Office. Prior to her service in the Governor's Office, she was a Deputy Attorney General in the Corruption Bureau in the Division of Criminal Justice and a partner at two law firms in Newark where she specialized in civil litigation. Heather holds a B.S. from Syracuse University and a J.D. from the University of Virginia School of Law.

CLE Credit

NJ CLE Credit: This program had 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, 2.0 qualify as hours of credit for ethics/professionalism.

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

PA CLE Credit: 1.5 ethics 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 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.