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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### COUNSELLING MULTI-MEMBER BOARDS

May 17, 2018

10:00 a.m. – 12:00 p.m.

124 Halsey Street

5<sup>th</sup> Floor, Room 10-C

Newark, New Jersey

### **PLEASE READ: NOTICE REGARDING COURSE MATERIALS**

You will receive the course materials approximately forty-eight (48) hours prior to the date of the course. The materials will be contained in an email attachment.

#### *Program Summary*

Providing legal counsel to multi-member boards requires not only a sound knowledge of the substantive law guiding agency decision-making, but familiarity with the Open Public Meetings Act, quorum requirements, recusal issues, hearing procedures and the APA standards for final decision-making. This presentation will provide an overview of relevant laws, as well as practical guidance to assist in consensus building when representing multi-member boards.

#### *Who Should Attend?*

This presentation is open to all government attorneys, space allowing.

#### *Who Is the Faculty?*

**Sharon M. Joyce** is the Director of NJ CARES, an office within the Department of Law and Public Safety created to coordinate the department's efforts to address the State's opioid crisis. Prior to her appointment, she most recently served as the Acting Director of the Division of Consumer Affairs. Joyce is a 38 year veteran of New Jersey State government and has worked in various capacities in the Office of the Attorney General since 1979, when she first served as

the Deputy Attorney General for the State Division of Pensions. Joyce became the Section Chief for Consumer Affairs Counseling and UMDNJ Section in 1995, serving in that role until February, 2002, when she was named Acting Director of the Division of Consumer Affairs for the first time. During that period, Joyce assisted with the transition between the administrations of Gov. Donald DiFrancesco and Gov. James McGreevey. She fulfilled the same role in 2010, during the transition between the administrations of Gov. Jon Corzine and Gov. Chris Christie, and once more in 2012. She has also served as an Assistant Attorney General within the Division of Law between 2002 and 2005, representing licensing boards, the Commissioner of Health and UMDNJ. Since 2008 she has been the Deputy Director of the Newark Office of the Division of Law, overseeing Deputy Attorneys General assigned to various sections representing the Divisions of Consumer Affairs, Civil Rights and Children and Families, the Board of Public Utilities, NJ Transit and the Division of Civil Rights. Joyce graduated from Connecticut College and New York 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://reg2.dcj.lps.state.nj.us/lpcreg/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://reg2.dcj.lps.state.nj.us/lpcreg/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: [njagai@njoag.gov](mailto:njagai@njoag.gov) 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://reg2.dcj.lps.state.nj.us/lpcreg/login.aspx?portalid=2> to register for future courses or to manage your account. Please retain your user name and password for your records.