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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### LET THE SUNSHINE IN: THE NEW JERSEY OPEN PUBLIC MEETINGS ACT

**January 9, 2020**  
**10:00 a.m. – 12:00 p.m.**  
**R.J. Hughes Justice Complex**  
**4th Floor Conference Room A**  
**Trenton, New Jersey**

#### 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*

This presentation will discuss the history and legal requirements of the New Jersey Open Public Meetings Act. It will cover what constitutes a meeting, public notice requirements and exemptions and provisions governing meeting minutes. The program will also include a discussion of the nine exceptions that allow a public body to go into executive session, including personnel matters and attorney-client privilege.

#### *Who Should Attend?*

This program will be of special interest to attorneys who represent or work with boards and commissions, but is open to all government attorneys, space allowing.

#### *Who Is the Faculty?*

**SDAG Steven Flanzman** is the Section Chief of the Division of Law's Consumer Affairs Counseling Section. He represents the State Board of Medical Examiners, multiple committees of the Board of Medical Examiners, the Perfusionists' Advisory Committee and the Acupuncture Board. SDAG Flanzman also provides advice to the Division of Consumer Affairs on the Open Public Records Act. SDAG Flanzman represented the Supreme Court Committee on Attorney Advertising in a challenge to Joint Opinion 732 (propriety of lawyers participating with "Avvo") and in the matter of Opinion 39 ("Super Lawyers" and "Best Lawyers" designations). Prior to joining the Division of Law, SDAG Flanzman worked in the corporate law and litigation

departments of Lowenstein Sandler and Sills Cummis. He graduated from Tufts University with a degree in economics and earned his law degree from Harvard University.

**DAG Geoffrey Gersten** is a member of the Division of Law's Administrative Civil Rights Section. Before joining the Civil Rights Section, he was a member of the Public Utilities Section, where he counseled the Board of Public Utilities on issues including the Open Public Meetings Act and defended its decisions. He has also worked in the Consumer Fraud Prosecution Section. DAG Gersten has handled numerous matters involving the recovery and review of electronic documents, subpoena responses to State and federal agencies and large-scale e-discovery requests. DAG Gersten has worked with New Jersey State agencies to assess their litigation hold practices and search and review capabilities for electronic document production and has co-developed and presented comprehensive e-discovery training to the Division's deputies. He received the Attorney General's Award for Excellence in 2017 for Outstanding Contributions to a Special Project and in 2015 for Excellence in Investigations. DAG Gersten is a faculty member for the New Jersey Attorney General's Advocacy Institute and the National Attorneys General Training and Research Institute. He served as a law clerk for the Honorable Donald S. Goldman, J.S.C. (retired). DAG Gersten received his undergraduate degree from the University of Vermont and his J.D. from American University, Washington College 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.