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## **PROGRAM ANNOUNCEMENT**

*The Advocacy Institute Is Pleased to Present*

The DOL Basic Civil & Administrative Procedure Series (“BCAP”)

### **“LAWYERING” WRITTEN AGREEMENTS (MOUs, MOAs, CONTRACTS) FOR STATE AGENCIES**

May 6, 2021  
2:15 p.m. – 3:30 p.m.

## **WEBINAR**

### *Program Summary*

This presentation will provide deputies with a framework for reviewing, drafting or revising a written agreement for State entity clients. The presenters will focus on how to “lawyer” an agreement for an agency client, including ways to improve the client’s ability to maximize the benefits of a written agreement and to protect the client from the risks that can arise from a written agreement. Benefits include ensuring that the client actually receives what it wants and needs from the other party to an agreement so the client can pursue its public policy and statutory missions. Risks include breach of contract (by either party), disagreement between the parties as to what the written agreement means, confidentiality breaches, audit risks and many others. This presentation is designed for attorneys of all experience levels, including newer attorneys and those with limited experience representing public entities.

### *Eligibility*

This program is mandatory for Division of Law Deputy Attorneys General hired after October 2019 who have not previously completed the Basic Civil and Administrative Practice (BCAP) series of courses. DOL deputies who are required to take this program must register for all BCAP sessions.

Other Division of Law deputies are welcome to attend this program. Registrants will receive the course materials prior to the program date.

### *Faculty*

**AAG Kavin Mistry** is a Deputy Director in the Division of Law. AAG Mistry assists with budget/appropriations questions and matters involving the Division of Taxation and supervises matters concerning the Community Health Care Assets Protection Act and charitable estates and trusts. AAG Mistry also represents the New Jersey Housing and Mortgage Finance Agency, the New Jersey Building Authority and the New Jersey Public Broadcasting Authority. He was previously an Assistant Attorney General in the Financial Affairs Practice Group, where he counseled the State and State agencies on public finance matters and represented the State and State agencies as issuer's counsel on bond and note financings. Prior to his appointment as an AAG, he served as an Assistant Section Chief in the former Treasury Section (now known as the Treasury – Finance & Benefits Section) and prior to that as a Deputy Attorney General assigned to public finance in the former Treasury Section. AAG Mistry received his B.A. from Rutgers, The State University and his J.D. from Rutgers School of Law-Camden.

**AAG Beth Leigh Mitchell** is the AAG in charge of statewide contracting and procurement in the Division of Law's Financial Affairs Practice Group. She counsels all State entities and assists DAGs in all sections in advising on contract procurements, contracts and other written agreements, contract and agreement disputes and contract claims, as well as on State grant programs and federal requirements affecting contracts and grants. Prior to joining the Financial Affairs Practice Group, she was an Assistant Section Chief in the Health and Human Services Section. AAG Mitchell received her Bachelor of Fine Arts from the Rhode Island School of Design and her J.D. from Rutgers University School of Law, Newark, NJ.

### *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 1.5 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### *Registration*

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.