



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

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

“Lawyering” Written Agreements (MOUs, MOAs, Contracts) for State Agencies

**October 26, 2022
2:15 p.m. – 3:45 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 April 2022 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 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 DAsG 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.

AAG Sharon D. Dickerson is an Assistant Attorney General with the Financial Affairs and State Contracting Practice Group in the Division of Law. Prior to that, she was Assistant General Counsel with the New Jersey Casino Reinvestment Development Authority, where she oversaw procurement, contracts, and Open Public Records Act matters. AAG Dickerson previously worked for the Division of Law's Treasury Section, where she handled contract related litigation and represented Treasury's Division of Purchase and Property, the Housing and Mortgage Finance Agency and the Commission on Science and Technology. AAG Dickerson also worked as an Atlantic City Assistant Solicitor, in private practice in the areas of bankruptcy and personal injury law and as a law clerk for the Honorable Anne McDonnell, J.S.C. She holds a B.S in accounting from Rutgers University, a Masters of Business Administration with a concentration in finance from Temple University Graduate School of Business and a J.D. from Rutgers Camden 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 1.8 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.