

A top-down view of a desk with a dark wood grain. In the upper right, a blue book is partially visible. Below it, a black fountain pen with gold accents lies horizontally. In the center, a dark brown book with 'ADMINISTRATIVE LAW' printed in yellow on its cover is the focal point. A wooden gavel with a gold band is positioned in the lower right. A pair of glasses is visible on the left side.

March 17, 2022

**NAHO 2022 SPRING PROFESSIONAL
DEVELOPMENT VIRTUAL
MINI-CONFERENCE**

**National Association
of Hearing Officials**

*...benefiting hearing officials and the
individuals they serve...*

National Association of Hearing Officials 2022 Spring Professional Development Virtual Mini-Conference

Who Should Participate?

- Administrative Adjudicators:
 - ALJs
 - Hearing Examiners
 - AJs
 - Hearing Officers
 - Board and Commission Members
- Managers of Adjudicators
- Agency or Petitioner Counsel or Advocates

Conference Registration Fees

NAHO Members	\$ 35.00
Non-Members	\$ 70.00
Registration + Membership	\$ 95.00

Registration + Membership covers the cost of this Spring Seminar, confers NAHO membership through 2022 at a significantly reduced rate, and provides these member benefits:

- 5 free one-hour CLE-quality webinars during 2022
- reduced rate for Annual Conference in Chicago
- reduced rate for the virtual seminar in the fall

How To Register

To register for the conference, visit the NAHO website at www.naho.org and click on the registration link or go directly to www.yesevents.com/naho For registration assistance: nahoinfo@yesevents.com

Conference Presenters

W. Michael Gillette, Associate Justice (OR)

Oregon Supreme Court (retired)

Justice Gillette holds a J.D. from Harvard Law School and a B.A., *cum laude*, from Whitman College. While Deputy Attorney General for the Oregon Department of Justice, he founded the Consumer Protection Division and was later Chief Trial Counsel and Solicitor General. He served on the Oregon Court of Appeals for eight years and on the Oregon Supreme Court for 25 years. He has taught at the National Judicial College for 42 years and has been an adjunct professor at Portland State University and at both Lewis and Clark and Willamette University Schools of Law.

Mary Long, Administrative Law Judge (PA)

Pennsylvania Public Utility Commission

Judge Long presides over matters involving Pennsylvania public utilities, including electric, gas, water, wastewater, telephone, transportation, and railroad crossings. Before her appointment to the PUC, she was counsel to the Pennsylvania Environmental Hearing Board and clerked for Pennsylvania Commonwealth Court Judge Joseph T. Doyle. She graduated *magna cum laude* from Widener University School of Law, now known as the Commonwealth Law School. Her undergraduate degree is from the University of Pittsburgh. She is the Northeast Region Representative of NAHO.

Toni Boone, Administrative Law Judge (retired) (OR)

Nevada DMV Office of Administrative Hearings

During 31 years as an ALJ, Judge Boone has presided over thousands of cases. She began teaching constitutional and criminal law at community colleges and police academies in 1995. In 2000, she was selected to join the faculty of the National Judicial College (NJC), has taught in more than 100 courses there, and received NJC's award for excellence in teaching. She is an alumna of the University of Arkansas as well as NJC, having attained Certificates of Judicial Development in Administrative Law and Dispute Resolution Skills. She currently serves as NAHO's President.

Conference Session Descriptions

M=Mandatory, E= Elective, S=Specialized

Evidence Challenges: Privileges (M – 1 hour)

Many of us are governed by a statute stating we are not “bound by evidence rules, except those on privilege.” These privileges, as in privileged communication or privileged evidence, are a result of a right expressed in the U.S. Constitution or in a statute. This class will cover the broad, general principles that inspired the concept of privileges and will look at how and when privileges might apply in administrative hearings. Techniques for dealing with privileges on a day-to-day basis will also be included, using examples taken from actual administrative hearings.

My Hearing is Over, Now What? –

The Art of the Written Adjudication (M - 1 hour)

In this course you will learn tips to organize your thoughts and materials in preparation for writing, the basics of the formulation of findings of fact and conclusions of law, and the role of clear writing in providing due process.

Ethics: Application and Accountability (M – 1 hour)

This class assumes you have a general understanding of the ethics governing administrative hearings. While the Canons of Ethics will be referenced, the class will focus on the practical application of the canons using actual ethical dilemmas that have been faced by administrative adjudicators. With each scenario, class participants will be asked to decide the action that the hearing official should take in each situation. The class will focus on choosing the best course of action when faced with ethical dilemmas.

Payment Policy

Registration must be paid promptly by purchase order, payment voucher, or credit card only. NAHO will assess a late charge of \$20 for payments more than 30 days overdue from the date of billing and an additional \$20 for every 30 days thereafter. Registrant or their agent must notify, *at the time of registration*, of information or documentation needed by the agency, department, or state to process payment.

Cancellation and Refund Policy

To receive a full refund, a request must be sent by email to info@yesevents.com and received on or before 5:00 p.m. Eastern time on March 14, 2022. A cancellation fee of \$20 will be deducted from your refund for cancellations after 5 p.m. Eastern on March 14, 2022, but before 8:00 a.m. Eastern on March 17, 2022. NO REFUNDS WILL BE GIVEN for cancellations received on or after 8:00 a.m. Eastern on March 17, 2022. Registration fees may be transferred to another registrant to attend this conference but may be transferred only once.

CLE Credits and/or NAHO Certification

Prior to the conference, you'll be given access to materials on the NAHO website prepared by the presenters, which you may download. To obtain CLE credits, you'll need to provide your state bar or CLE commission with: (1) this brochure containing class descriptions and instructor biographies; (2) the certificate of completion you'll receive via email following the conference; and possibly (3) the instructional materials provided by the presenters. Members pursuing certification must retain these same documents to submit with their certification applications.

Supplemental written materials for all virtual sessions will be available to registrants on the NAHO website through April 30, 2022.

Mini-Conference Schedule (All times are Eastern Time)

THURSDAY, MARCH 17

11:00 a.m. – 11:15 a.m.

Welcome & Introductions

Peter Halbach

NAHO Vice-President

SESSION 1

11:15 a.m. – 12:15 p.m.

Evidence Challenges:

Privileges

W. Michael (Mick) Gillette

& Toni Boone

BREAK 12:15 – 12:30 P.M.

SESSION 2

12:30 P.M. – 1:30 P.M.

My Hearing is Over, Now

**What? – The Art of the
Written Adjudication**

Mary Long

BREAK 1:30 – 1:45 P.M.

SESSION 3

1:45 – 2:45 P.M.

**Ethics: Application and
Accountability**

Toni Boone &

W. Michael (Mick) Gillette

2:45 P.M. **Closing:**

Obtaining Completion

Certificates & CLE Credits



National Association of Hearing Officials

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