

# ACES 2022

# Annual Chapter Education Summit

March 22, 2022

Presented by:



## WHEN

March 22, 2022  
8:00 AM - 6:00 PM

## WHERE

[AV] Irvine  
16500 Scientific Way  
Irvine, CA 92618

*Strength in Unity*

## REGISTRATION INFO

### Registration Fees

**\$100 ALA Members**  
**\$115 Non-Members**

### REGISTER ONLINE

[www.OrangeCountyALA.org](http://www.OrangeCountyALA.org)  
Registration Opens Nov. 1

### EVENT CONTACT

Wendy Rice-Isaacs  
[WRice-Isaacs@gibsondunn.com](mailto:WRice-Isaacs@gibsondunn.com)

## EVENT AGENDA

8:00 - 8:45 am	Registration & Continental Breakfast
8:45 - 9:00 am	Opening Welcome
9:00 - 10:00 am	Resiliency for Legal Professional Administrators
10:00 - 10:10 am	Break
10:10 - 11:10 am	OC Real Estate Office Conditions
11:10 - 11:20 am	Break
11:20 - 12:20 pm	Cybersecurity: Minimum Effort, Maximum Risk
12:30 - 1:30 pm	Lunch - ALA Association and Chapter Update
1:30 - 2:30 pm	2022 Labor Law Update: The Matrix Reloaded
2:30 - 2:45 pm	Break
2:45 - 3:45 pm	Business Partner Networking Session
4:00 - 5:00 pm	Leadership Strategies that Drive Success
5:00 - 6:00 pm	Cocktail Reception and Raffle



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| [AV] Irvine

### 9:00 AM - Resiliency for Legal Professional Administrators

1 Hour  
CLM Credit



**James Keshavarz**  
Chief Wellness Officer  
Gibson, Dunn & Crutcher LLP

James Keshavarz is the Wellness Director for Gibson Dunn and specializes in psychological and physiological health. James is a Doctor of Psychology candidate, has his MBA in Health Care Management and a MS in Exercise Science and Health Promotion. Prior to working for Gibson Dunn James was a practicing Exercise Physiologist specializing in injury prevention and performance enhancement as well as pediatric rehabilitative medicine. James was also a professor of Kinesiology and Health Sciences and was awarded the Distinguished Professor Award in 2019. Serving in the United States Air Force Reserves, James was awarded the Airman of the Year award in 2018 for work he did to improve resiliency for the 452nd Air Mobility Wing. Working with Global Wellness Manager Melissa de Carvalho, James has a passion for improving work-life synergy for the legal professionals at Gibson Dunn by implementing benefits and programs that improve mental health and overall well-being.



**Melissa de Carvalho**  
Global Wellness Manager  
Gibson, Dunn & Crutcher LLP

Melissa de Carvalho is a graduate of the University of Michigan and alumna of the Institute for Integrative Nutrition. Her experience includes creating, managing, and enhancing corporate wellness programs for large corporations until she entered the legal world of wellness in 2019. As the Global Wellness Manager for ABA signatory Gibson Dunn, she has co-designed the Wellness Program, which includes a comprehensive, multi-faceted and integrative approach that challenges the status quo of well-being programs.

#### CLM CREDIT

##### CLM Application Credit:

1 hour of Self-Management

##### CLM Application Credit for Functional Specialists:

1 hour in the subject area of Operations Management (OM) towards the additional hours required of some Functional Specialists to fulfill the CLM application.

##### CLM Recertification Credit:

1 hour in the subject area of Operations Management (OM)

#### Resiliency for Legal Professional Administrators

In this presentation we will cover the five pillars of resiliency: emotional wellbeing, inner drive, future focus, relationships, and physical health and adapt them to legal administrative work: how can we do this as administrative leaders? How being an authentic leader can foster connection? Finally, how do we create a line of communication that nurtures this synergy?

##### Learning Objectives

- Define emotional well-being and provide action plan to nurture basic human needs
  - Maslow's Hierarchy Of Needs
    - Physiological
    - Safety Needs
    - Love and Belonging
    - Esteem
    - Self-Actualization
- Define Inner Drive and provide action plan to discover intrinsic motivation
  - Self-Awareness
    - Define and provide application for legal administrative staff
    - How self-awareness can improve mental health
- Define future focus and explain how this mindset help individuals get through challenging times
  - How can one stay centered during times of high stress?
- Explain the importance of transformational leadership to foster professional relationships
  - Authentic leadership
  - Building trust
  - Building rapport
- Coming full circle back to Maslow's foundation of basic needs we conclude with a high level overview of physical health
  - Cardiovascular health
  - Skeletal Muscular Health
  - Sleep Health

### 10:10 AM - OC Real Estate Office Conditions



**Gary Gerson**  
*Senior Leasing Director*  
 Irvine Company

Gary Gerson is a Senior Leasing Director for Irvine Company Office Properties. Irvine Company is a diversified, privately held real estate investment company and master planner that is highly-respected for its stewardship and master planning of The Irvine Ranch in Orange County, California.

Mr. Gerson joined Irvine Company in 1999. He is involved with the leasing of Irvine Company's 19 million square foot portfolio of office properties in Orange County.

Mr. Gerson began his real estate career in 1983, in Los Angeles as a broker with Julien J. Studley Inc. (now Savills). From 1986-1990, he worked for Tracco Management of California (Tishman Realty and Construction's leasing division) directing the leasing of projects in Orange County and West Los Angeles. From 1990-1992, he worked for Miller-Klutznick-Davis-Gray Co., overseeing the leasing of the Water Garden in Santa Monica. From 1992-1999 Mr. Gerson was Director of Marketing for C.J. Segerstrom and Sons' with the responsibility of leasing their office buildings at South Coast Plaza. In 1999, he joined Irvine Company as a Leasing Director.

Mr. Gerson graduated Phi Beta Kappa from the University of Wisconsin (Madison) where he received a Bachelor of Arts degree. He has a law degree from Georgetown University Law Center and is admitted to the Bar in the states of California, New York and the District of Columbia. He currently serves as Co-President of South Coast Metro Alliance.

### OC Real Estate Office Conditions

During the ongoing COVID-19 pandemic, firms began to consider the future of work and how it will affect the business and the workforce. One of the big looming questions is what will the office of the future look like from a real estate perspective? During this presentation Gary will focus on the current market conditions and trends in the Orange County Office Properties Real Estate Market. The information provided in this session will be beneficial for those considering making changes to their real estate footprint and help to provide guidance of changes in the construction market and design trends. As firms continue to discuss the future of work, this presentation will help bring key market trends into the conversation and help business leaders make informed decisions.

### 11:20 AM - Cybersecurity: Minimum Effort, Maximum Risk

1 Hour  
CLM Credit



**Kyle Janecek**  
Associate  
Newmeyer Dillon

Kyle Janecek is an associate in the Newport Beach office of Newmeyer Dillon and a member of the Privacy and Data Security group where he specializes in ransomware and data breach situations. Kyle offers guidance throughout the entire response process while engaging with outside vendors and working closely with the appropriate regulatory bodies. However, Kyle's goal is to make sure you are taking all the precautionary steps to reduce your company's risk of a data breach, so he provides a variety of pre-breach services including preparation of an Incident Response and Communications Plan, practical examples of hacking risks, and employee training.

Kyle received his JD from Pepperdine Caruso School of Law and BA and BS from ASU.

#### CLM CREDIT

#### Cybersecurity: Minimum Effort, Maximum Risk

##### CLM Application Credit:

1 hour of CLM Application Management Category: Information Technology

##### CLM Application Credit for Functional Specialists:

1 hour in the subject area of Operations Management (OM) toward the additional hours required of some Functional Specialists to fulfill the CLM application.

##### CLM Recertification Credit:

1 hour in the subject area of Operations Management (OM).

Following the COVID-19 pandemic, the ABA and California Bar have updated and given greater clarity to the practice of law virtually. Not only in determining where, if at all an attorney is allowed to continue their practice, but placing greater importance on the use of technologies we are all already using. Even while we have transitioned back to the office, these changes are here to stay, and as we've opened our doors back up and gone back out the coffee shops and public spaces, additional threats come into play. While many large entities may believe that they can properly address these threats through information technology systems, firewalls, and encryption measures, there are still stories showing examples of where they falter, occasionally on cataclysmic levels. Because of this, it is not asking if a breach will occur, but when. This presentation will focus on the laws and regulations governing cybersecurity in California, the guidance and changes put forward by the ABA and California Bar, how to best prevent a breach or ransomware attack, and what is required in the aftermath of a breach. While some of these have been well-known for years, examples continue to mount, and additional legislation has been passed increasing the responsibility of entities to protect and secure information.

- To understand the risks and warning signs of common cybersecurity threats.
- To understand the laws and regulations in place governing an entity's responsibilities in securing an individual's data.
- To understand the what actions can be taken to implement a cybersecurity policy.
- To understand the responsibilities and required actions of an entity after a data breach or ransomware attack.

12:30 PM - ALA Association Update



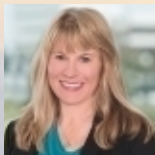
**Jean Jewel, CLM**  
Business of Law Consultant

Ms. Jewel works as a legal management consultant experienced in managing law offices and legal departments ranging from boutique offices to regional offices of internal firms. She was one of the International Keynote Speakers at the III Encontro Nacional da PGBC e Seminário Internacional em Gestão Legal at the Central Bank of Brazil in Brasília, and one of the architects of the follow up Legal Management Summit held in Los Angeles for the Central Bank of Brazil. Ms. Jewel was brought back a second time to Brasilia to speak at another symposium at the Central Bank. She and a colleague taught a unit at USC law school on what aspects of legal management will help associates thrive in a law firm environment.

Ms. Jewel works in a wide variety of for profit and non-profit corporate environments: Director on the Board of Directors Association of Legal Administrators; Past President of the Greater Los Angeles Chapter of ALA, where she currently serves as the Diversity, Inclusion, Equity and Accessibility Chair; Board Member of the National Board of Directors of The United States National Committee for the United Nations Women. She has won ALA’s coveted IDEA award three times: for her work to expand legal management to Brazil, as a member of a committee for ALA’s Bold Bites – a structure for a talk to take deep dives into a well-defined topic, and for Shark’s Rank, a type of interactive and interdisciplinary educational forum.

Ms. Jewel is skilled in complex legal management, project management and talent management. Additionally, she has never met an acronym she has not liked.

1:00 PM - OC Chapter Update



**Lisa Waligorski, CLM, PHRca**  
Executive Director  
Newmeyer Dillon

Lisa Waligorski is the Executive Director at Newmeyer & Dillion, LLP. She started her career in a legal assistant/paralegal role, and the past 20+ years have been spent in either an Executive Director or Director of Finance/Controller role. Her education and background provide experience and knowledge in developing and implementing strategic initiatives, and overseeing organizational operations, finance, human resources, facilities, information technology, and marketing & business development. Lisa has been a speaker on both law firm accounting and human resources topics. She has also been an ALA e-learning Law Firm Accounting and Financial Information & Analysis instructor for the past six years.

## 1:30 PM - 2022 Labor Law Update: The Matrix Reloaded

1 Hour  
CLM Credit



### Doug Wade, Esq.

The Law Offices of Douglas M. Wade, PLC

Doug Wade is an attorney with the Law Offices of Douglas M. Wade, PLC in Orange. A business and employment attorney whose practice covers most aspects of business & employment law, Doug is an active litigator, and former co-chair of the California Lawyer Association's (formerly the California State Bar's) Corporations Committee.

Doug attended Pembroke College, Oxford University receiving a B.A. and M.A. in Jurisprudence in 1990. He also attended the University of San Diego School of Law receiving a Master of Laws in Business and Corporate Law in 1992 and a second Master of Laws in Labor / Employment Law and International / Comparative Law in 1993.

After practicing in an international, mid-sized and a small boutique firm, Doug went solo in 2009, and has since expanded his firm statewide. In late 2020 Doug helped form and is the managing partner at California Business Lawyer & Corporate Lawyer, Inc.

### CLM CREDIT

#### CLM Application Credit for Functional Specialists:

1 hour in the subject area of Human Resources Management (HR) towards the additional hours required of some Functional Specialists to fulfill the CLM application.

#### CLM Recertification Credit:

1 hour in the subject area of Human Resources Management (HR)

### 2022 Labor Law Update: The Matrix Reloaded

An update of recent developments in California employment law to address the revolutions faced by employers in the post lock-down business world. Topics to be covered likely include: (we won't have a final list until mid-December):

- Wage and Hour Developments (including State & Local Minimum Wages)
- Leave Laws (including sick leave & COVID)
- Returning to the Office
- Vaccination Requirements, Exemptions & Employer Verification
- A permanent "work from home" workforce?
- Employee Reimbursements & new HR Challenges
- #metoo, reloaded
- PAGA, resurrection
- Other developments

Anticipated handouts:

- New Law Summary
- Referenced Materials (a list of all citations and materials referenced in the presentation)
- Statutes & Orders (copies of applicable statutes reference in the presentation)

### 4:00 PM - Leadership Strategies that Drive Success

1 Hour  
CLM Credit



**Cindy Novotny** | *Managing Partner* | Master Connections Associates

Founder of Master Connection Associates, Cindy Novotny is an international icon in the hospitality industry. Her expertise is leadership, sales, and customer service excellence. A ‘Radical Mentor’ to many, Cindy’s straightforward, no-nonsense leadership approach delivered results to thousands around the world during the pandemic. Her style and approach led to a Board of Directors position with The Miss America Foundation where she is helping them achieve new heights.

Cindy is recognized as one of the most powerful, engaging, innovative and passionate speakers by organizations in learning & development, meetings & events, and hospitality. HSMAl awarded Cindy the 2019 Lifetime Achievement Award in Hospitality for her exemplary contribution to the industry. Her ability to close the “gap” with senior executives and line employees has earned her firm a revered reputation.

Her exposure ranges from features in The Wall Street Journal, sharing the stage with global leaders at luxury events to multi-channel broadcasts.

Energy, passion, and drive guarantee Cindy’s message captivates each person in her audience. Her targeted message and popularity have no boundaries as she addresses international groups. Her charisma and humor, combined with in-depth knowledge, bring an audience alive with reality-based skills and cutting-edge training technology.

When COVID-19 hit, Cindy punched back continuing to travel throughout the US and Mexico working with clients to not just survive but thrive. As we come out of the pandemic, Cindy is helping people all over the world create their team of the future to be more successful than they have ever been before. A true ‘road warrior’, Cindy cannot wait to be on the road again traveling 50 weeks a year, smelling the jet fuel!

Cindy is in the final stages of her second book, “My Secret to Stamina” which will be out late 2021.

#### CLM CREDIT

##### CLM Application Credit:

##### Application Management Category:

1 hour of Communication Skills

##### CLM Recertification Credit:

1 hour in the subject area of Communications and Organizational Management (CM)

#### Leadership Strategies that Drive Success

Everyday we wake up to a new ‘normal’ of living through so many obstacles. Working from home, home schooling, changes in restrictions, hybrid environment, leading a remote team, Zoom overload and just trying to balance it all.

Cindy Novotny, Managing Partner at Master Connection Associates has kept thousands of people engaged throughout the pandemic. She traveled constantly helping her clients remain positive, change their mindset and sharing her secrets to stamina.

It’s easy to let negative thoughts and feelings creep in during these times and it takes effort to be proactive and continue to improve our professionalism. If you’re feeling frustrated and overwhelmed, this session will leave you with energy, stamina, and a positive outlook of the future. Despite all of this, keeping a positive mindset can go a long way in managing through a difficult time.

You are not alone. You have each other and this organization allows to find support, share ideas, and create solutions. But, more importantly everyone must change their mindset. Cindy’s energy, humor, enthusiasm, and passion for living in the moment will leave you all with the drive to take it all on.

You will leave being able to go back and improve productivity and create positive attitudes among your team with the following take-away’s.

- How to open your mind to change
- Establishing the reasoning behind the behavior of today’s pandemic employee and clients
- A four-step process to improve communication
- Learning to adapt your behavior to be a better communicator and leader
- How to use the power of energy to reprogram your mind