

## **November 2024 WNYLC Board Meeting Agenda**

1. Approval of the minutes of the September 2024 meeting
2. Report on Finances
3. Discussion of Mutual of America as 403(b) Administrator
4. Discussion of Hiring Bolton/St. John Lobbying firm
5. Report on Activities- ED Report
6. Brief Staff Report
7. Other business
8. Dates for future meetings



# Memo

To: Board Members

From: Karen Welch

Date: November 8, 2024

Re: Meeting on November 12, 2024

Our next meeting is scheduled for Wednesday, November 12, 2024, at 12:00 at our office and over TEAMS. Since our last meeting, we have applied for two new grants. We submitted our 5-year IOLA application at the end of October. Based on IOLA's projected funding increases, we asked for a significant increase in the first year with a 5% increase per year over the next four years. We should hear about this award in December. Our SBLC project applied for a \$50, 000 grant from the M&T Bank Foundation. We are applying for a grant from the Cannabis Management to fund our School Discipline Project. This submission is due on December 13, 2024. We are also submitting a grant to the Town of Amherst for CDBG funds to support our SBLC project. This is due on November 15, 2024. grants. We also intend to execute two DCJS grants to fund our ongoing legal work.

We have partnered with CELJ, VLP and LAB on a funding application to HUD for eviction prevention money. This is for a two-year grant. We have not heard from NLS about the amount of funding we expect to get for the EPP grant but it will be reduced. This CELJ grant, if received, would make up for the shortfall. Chris will give us an updated report on the budget. We are currently spending all our funds and have a fund balance.

I asked the staff for updates on any significant activities:

Black Love Resists in the Rust et al. v. City of Buffalo et al., U.S. District Court for the Western District of New York: (putative class action in which the Law Center, together with cocounsel (Center for Constitutional Rights, National Center for Law and Economic Justice, and Covington & Burling LLP) represent a membership organization that organizes around police accountability as well as putative class representatives of three classes of drivers challenging suspicion less or racially disparate traffic stops and seeking damages

and an injunction): Plaintiffs recently completed fact discovery, produced expert reports, and filed their motion to certify two damages classes and an injunctive relief class. Arguments were held on the class certification motion at the end of October and parties are working on supplemental briefs.

Partnership for the Public Good et al. v. City of Buffalo et al., Erie County Supreme Court (hybrid Article 78 proceeding and putative class action in which the Law Center, together with cocounsel (National Center for Law and Economic Justice and Lipsitz & Ponterio, P.C.) represents four organizational plaintiffs and three putative class representatives who seek an order requiring the City to comply with the Proactive Rental Inspections law and a declaration that the City's failure to do so violates Buffalonians' rights under the Green Amendment to New York's Constitution): The proceeding was filed on July 10 and argument on a motion to dismiss by the City was heard on October 15. Matthew Parham argued the motion and was interviewed by the media about the case. Clips of this appeared on the Law Center's website as well as social media.

Ten attorneys from the Housing Unit and Consumer units attended the National Consumer Law Center's annual conference in Orlando, Florida at the end of October.

Karen Welch and Samantha White attended the NYS Bar Association Partnership Conference in Albany NY at the end of September.

The WNYLC participated in a Wills clinic organized by Majority Leader Crystal People's Stokes. We have assisted more than a dozen clients. Many of these clients are homeowners and this activity will help to keep generational wealth within their families.

Samantha White, as part of the School Discipline Project, participated in a press conference and media event that highlighted the Buffalo Public School's ongoing high suspension numbers. Several media outlets attended. Sam was featured on a video on the Buffalo News website. A video of her remarks appears on the Law Center's website as well as our social media.

Thanks. I'll see most of you on Tuesday.

## **Minutes, Western New York Law Center Board of Directors Meeting September 23, 2024**

### **Call to Order and Greetings**

The President, Melinda Saran, called the meeting to order at 12:15 p.m.

### **Present:**

**Board members Present:** Melinda Saran, Cathy Creighton, Valerie Malia, Marshall Bertram, Sharon Nosenchuck, Marcus Talley, Melissa Woods.

**Guests:** Also Present, Karen Welch- Executive Director, Chris R. accountant, Jordan Modrzynski (managing attorney housing) and Liz Cattarin (paralegal and housing advocate), UAW employee representative Jean Blizzard

### **1. Agenda and Minutes**

After review of the attached minutes, a motion was made to approve the minutes of the August 2024 board meeting. Sharon Nosenchuck moved, second by Melissa Woods, and unanimous pass.

A motion was made to approve the minutes of the special meeting held in September June 2024, upon review of the attached minutes Sharon Nosenchuck moves, Marshall Bertram seconds, and unanimous pass.

### **2. Ratification of the 2024 Budget**

Karen Welch states that the board minutes are not clear about the approval of the 2024 Budget.

Creighton moves to ratify and approve the budget retroactive to January 2024.  
Second by Marshall Bertram

Discussion. New CPA Christopher Ruhland and Karen Welch shared a copy of the updated 2024 Budget. He introduces himself and explains that he has reviewed the budget, and spoken with Welch and Ryan Knowles who was contractor CPA. Ruhland reviews the current budget. We have an increase in \$523,00 in receivables, and increase of \$450,000 in expenditures. It looks that we are in good shape financially. This far into the year we are 70% on target for expenses and we see increases in income so we will

likely end the year with a surplus. We are wrapping up the audit and the 990's. Updating the accounting procedures manual with Karen and Lauren and Carrie. Setting up new pension plan per the CBA, a 403(b) plan and now taking bids from plan administrator vendors. Chris is also looking at a way to do a "hard closing" each month to present to the ED and the Board to allow us to understand the budget in real time and make better choices.

After discussion unanimous vote to ratify and approve the 2024 Budget retroactive January 2024.

### 3. **Expanding the Board**

Creighton states that she did not contact the persons she was supposed to discuss joining the board, due to vacation and then illness but she will. That includes Jim Harrington, assistant DA, and new President of the county bar assn. who states that wishes to consider joining the board. Melinda reached out to the minority bar association about any members having an interest in joining the board several times but received no response. We currently have 8 board members and are looking to expand to 10.

### 4. **Executive Director's Report**

The Executive Director drafted a memo to Board Members dated September 17, 2024 which is attached.

While the report speaks for itself highlights include:

- Participation of Nick Ramirez, staff attorney, in an arts program held by the Partnership for the Public Good, a progressive think tank with 340 community partners. Nick participated in the filming of a moving where about 20 participants recited parts of a Walt Whitman poem *Song of Myself*, and then explained how his work reflected some of the core values of PPG. The event was held (and the movie previewed) August 29, at the Buffalo History museum and many members of the WNYLC, including board member Creighton and ED Welch, came to support Nick Ramirez. It was a wonderful way for WNYLC to participate in a community activity.
- WNYLC attorney Sam White is leading the WNYLC School Discipline Project and was successful in working with community partners to convince the NFTA, Niagara Frontier Transportation Authority, to obtain free advertisement about how to contact the project for assistance. Since the NFTA is the largest provider of school transportation to Buffalo public school and charter school students, the free bus advertisement will be very helpful in reaching students.
- Karen Welch, with assistance from Joe Kelemen and Matthew Parham, drafted testimony to the NY Court of Appeals' judges hearing on civil legal services held on September 16, 2024. The testimony notes the deep need to continue OCA funding. Board members had questions about the percentage of OCA funding in the WNYLC budget. And Welch explained it is 25%, obviously a large percentage of the budget.

- Nico Soria, supervising attorney in housing unit, presented a CLE with the Erie County Bar Association on What Attorneys Need to Know About Good Cause Eviction Law. It took place 9/18/24 and was well attended (40 attorneys) and well received. It was recorded for others to view.
- K Welch and attorney Sam White are attending the NYSBA Partnership Conference in Albany 9/24-9/27. Attorneys in CLARO and Housing attending National Consumer Law Center's Annual Conference in October
- **GRANTS:**  
Three grants submitted and now awaiting decision: (1) WNYLC partnered with Center for Elder Law and Justice (CELJ), Volunteer Lawyers Project (VLP) and Legal Aid Bureau (LAB) on a funding application to HUD for eviction prevention money. (2) Grant submitted to NYSBA for school discipline project, (3) application to Springboard for \$25,000 to fund small business clinic. Kayla Shutte, a 3L at UB Law School has applied for an Equal Justice Fellowship grant to work as a law graduate/attorney in the school discipline project 2025-2026. Also working on large IOLA grants and OCA. Those will be due October.
- **New Hires:** Chris Ruhland states he is adjusting well in his new role; Hired a Paralegal for Vacant and Abandoned Property, Hired Danielle Conie internally for full time outreach paralegal. Hiring a financial counseling paralegal for Key Bank grant funded position.
- **Remote work:** Rolled out and it seems to be working smoothly.

## **5. Presentation of Staff on BEHALF and Foreclosure Unit:**

Jordan Modrynski and Liz Cattarin.

Jordan Modrynski is the Housing Manager and she supervises 7 attorneys, 6 paralegals and 1 Housing Counselor (Liz). The Goal of the unit is to assist keeping people in their homes, rentals and owned. Nico is handling the Southern Tier of NYS and handled 70 cases last year. WNYLC handled 1,000 eviction cases last year. There were increases in the numbers of foreclosure filings. Erie County approved funding for vacant and abandoned property work, and WNYLC is hiring a paralegal for funding the work. Jean (present) is also helping in this work. Jordan introduced Liz as a paralegal who joined WNYLC in 2021 as a paralegal and recently got herself credentialed as a Housing Counselor.

Liz Cattarin is a paralegal and housing counselor. She gave an in-depth presentation about BEAFAFF. The state gave the east side of Buffalo \$15,000,000 to prevent foreclosures and WNYLC administered the program. Liz explained the program in great detail, and showed the statistics.

**FINDINGS: the program prevented 3,299 Home Foreclosures.** WNYLC achieved 99% of the funds being spent. **THIS WAS A GREAT SUCCESS.** There was a discussion of preparing a full report on the success (if there was a student who could help).

## **6. Other Business**

No other business.

**7. Date for Future Meeting**

The next meeting was scheduled for October 12, 2024 at 12:15 p.m.

The Board voted to adjourn at 1:40 pm.

Attachments:

- Agenda
- Executive Director Report in Memo to Board dated September 17, 2024
- Testimony to NY Court of Appeals





Dear NLADA Members,

Your work to advance justice and expand opportunity for all by promoting excellence in the delivery of legal services for people who cannot afford counsel makes a difference in our communities. We recognize that balancing priorities with limited resources is a challenge. How do you give your valued employees the resources they need to make a difference in their own financial futures?

As a National Legal Aid & Defender Association (NLADA) preferred provider, we have worked with Mutual of America to offer retirement benefits and special discounts to our member agencies. Since 2004, Mutual of America has provided NLADA members with comprehensive retirement benefits packages, which include participant education to help your employees understand and maximize their retirement plan benefits.

Today, Mutual of America serves 166 member agencies, with a total of over \$500 million in retirement plan assets. You may recognize their national representative, Steven Ortiz, from our 2023 convention and other NLADA events. We continue to dialogue with Mutual of America on how to best address the challenges and meet the retirement needs of our members.

If you are considering offering a new plan or changing providers in 2024, I recommend contacting Steven at [steven.ortiz@mutualofamerica.com](mailto:steven.ortiz@mutualofamerica.com) to see if Mutual of America's retirement plan offerings meet your needs. Mutual of America offers a complimentary, no-obligation retirement plan assessment.

NLADA is pleased to work with Mutual of America to offer special benefits and discounts, including enhanced pricing and an administrative fee waiver, to our member agencies. I welcome your feedback.

Thank you,

April Frazier Camara  
President & CEO







Retirement Services • Investments

# **Choice. Value. Flexibility.**

**A retirement plan proposal for  
Western New York Law Center**



# Discover a different level of retirement plan service and support

Mutual of America Financial Group offers you flexible, scalable retirement plan services designed to exceed your expectations.



## **Extensive experience**

in helping a wide range of employers provide retirement benefits since 1945



## **Comprehensive recordkeeping**

that provides highly automated daily accounting and reconciliation of all retirement plan activity



## **Investment services**

built on a highly diverse lineup of carefully vetted and selected mutual funds



## **Fiduciary support**

that offers a prescreened investment menu and the option to use outside investment advisers



## **Single point of contact**

makes plan administration easier and brings all essential plan services together under one roof



## **Transparent fee structure**

ensures that you'll know the cost of your plan



## **Participant-first approach**

delivers uncompromising service, engagement and communications to your employees



## **Local service**

adds value to your staff and participants through in-person meetings and seminars at your location

# Get to know Mutual of America

and see how we make it easy for plan sponsors to reimagine their retirement plans



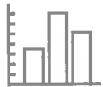
## Who We Are

Mutual of America provides retirement plan services to organizations and their employees across the United States. For more than 75 years, our proven approach to simplifying retirement plan administration has helped plan participants build the assets they need to support the life they want. Clients tell us they appreciate our:



### **Commitment to outstanding service**

You can count on our communication, candor and responsiveness, no matter what the situation. We're ready when you need answers, perspective and solutions.



### **Flexible and diverse fund offerings**

We do the work up front by making available a highly diverse array of investment funds from which you can choose an appropriate menu for your plan participants.



### **Talented professionals**

Our associates represent one of the most talented and accomplished teams in the financial services industry. Their commitment and dedication deliver value for our customers every day, year after year.



### **Dedicated on-site service**

With offices nationwide, Mutual of America can provide services and solutions to you and your employees at any of your business locations.

When it comes to retirement services and investments, our experience, expertise and guidance are known and respected throughout the industry—and especially by those who rely on us to help secure their financial future.

# Administration Services

make it easier to manage your retirement plan



# Customize the elements of your retirement plan



## **Eligibility**

Set minimum requirements to join the plan, as allowed by law.



## **Contributions**

Make your choice of traditional and/or Roth deferrals, as well as rollover contributions and matching and/or nonelective contributions.



## **Safe harbor**

Meet nondiscrimination testing requirements by adopting a design-based safe harbor plan.



## **Vesting**

Choose a cliff or graded vesting schedule and create, if desired, different vesting schedules for union, nonunion or other groups of employees.



## **Withdrawals**

Elect whether to allow in-service and hardship withdrawals.



## **Loans**

Choose whether to allow your plan participants to take loans.



## **Automatic enrollment**

Eligible employees are automatically enrolled in the plan at a predetermined contribution amount, subject to an opt-out.



## **Automatic increase**

Participant contributions are automatically increased according to a preset schedule, subject to an opt-out.





## Bundled recordkeeping and administration services

You get recordkeeping and plan administration services integrated onto a single, efficient platform. You work directly with your Mutual of America team, not a third-party administrator.

- **Administration Portal** provides complete retirement plan information with easy-to-read dashboards
- **Daily reporting** of share prices, individual account balances and account transactions
- **Timely processing** of contributions, distributions and funds transfers
- **Anytime online account access at [mutualofamerica.com](https://mutualofamerica.com)** and our mobile app
- **Preparation and distribution of quarterly account statements** via postal mail or online
- **Loan origination**, processing and maintenance

# Payroll integration

Mutual of America's platform can integrate seamlessly with your in-house payroll system or most outside payroll systems, saving you time and boosting efficiency.

## Premier integration

When you step up to full, 360° integration, data flows both ways between Mutual of America and most payroll systems. Changes in deferral amounts and loan repayments are processed automatically, eliminating the need to adjust deductions manually. Your staff can save hours of work, and the risk of errors and duplication is greatly reduced.

In addition, our system can calculate employer match and employer base contributions for most types of matching formulas. You'll also get email alerts for any outstanding processing issues and what actions, if any, need to be taken.



1. Payroll extract automatically sent for processing

2. 360° feedback file automatically returned for plan changes (if available)



## Standard Integration

Sometimes called 180° integration, these capabilities include:

### Turnkey onboarding

Automatically identifies newly eligible employees, allowing them to enroll quickly and easily.

### Contribution processing

Remittances are transmitted usually within one business day, so they can be invested as soon as possible.

### Streamlined accounting and compliance

Automatically gathers salary and separation data to help you meet your audit and compliance requirements.



1. Submit payroll

2. Custom payroll extract made available

5. Plan changes transferred to payroll provider



3. Payroll extract uploaded to Mutual of America

4. 360° feedback of file plan changes made available



# Comprehensive trust services

Our platform uses a trust to hold and invest retirement plan assets. Mutual of America relies on American Trust Company to provide trust and custody solutions for your retirement plan. As a respected leader in the industry, American Trust:

- **Safeguards** and holds plan assets as custodian
- **Reconciles** and reports assets
- **Settles** all purchases, sales and/or redemptions of securities
- **Processes** payments and distributions
- **Withholds** taxes and remits them to the appropriate taxing authorities
- **Generates** required and customized reports

This combination of services streamlines your administrative workload, helps you track and budget for plan expenses and makes plan audits much more efficient.

# Communication and testing services

Streamlined plan administration helps ensure that routine communications are produced, that annual testing is performed and that you're notified of any required filings.

## Required participant communications

Participants receive timely plan summaries, notices, enrollment information and quarterly account statements. Participants can elect to have these documents sent and/or provided electronically.

## Compliance and nondiscrimination testing

Facilitation of annual or as-needed ADP, ACP, top-heavy and other tests to measure retirement plan compliance. Also, assistance with filing Forms 5500 and your Summary Annual Report.

## Service from an experienced team

Your plan services are provided by a talented, dedicated service team. Each member brings a set of complementary skills, which together create a foundation of insight, knowledge and action. The average tenure of our client service team members is nearly 20 years.

### You get a single point of contact for all your retirement service needs

Your Client Relationship Manager serves as a single point of contact to answer any questions about your plan services and to initiate, monitor and report on any action by your service team. You can rely on your Client Relationship Manager to:

- **Provide** periodic updates
- **Offer** insight on plan operations
- **Answer** plan sponsor inquiries and information requests
- **Conduct** in-depth plan reviews and discuss the "Plan Health" review
- **Facilitate** group enrollment seminars
- **Coordinate** with your financial adviser
- **Review** compliance testing results
- **Assist** with Form 5500 filing
- **Make** appropriate documentation available for audit

In addition, we welcome the opportunity to coordinate with your other professional service providers, such as auditors, attorneys and benefits consultants.

### Who's who on your service team

#### Group Account Representative

Oversees the establishment of the relationship and initiates the transition process

#### Client Relationship Manager

Primary contact for all questions about your retirement plan services

#### Participant Account Representative

Conducts group educational seminars and meetings

#### Regional Officer

Responsible for the overall delivery of your retirement plan services

#### Service Department

Handles inquiries and processes transactions

# **Fiduciary Support Services**

**make it easier for you to perform your duties**



## Key advantages to plan fiduciaries and their advisers

In choosing their retirement plan's investment lineup from the mutual funds that we offer, each plan sponsor will have unique needs and objectives. Our platform adapts to and supports the different ways fiduciaries may wish to select mutual funds to offer in their plans.

- **Use Wilshire.**

Mutual of America makes Wilshire available for plan sponsors who don't have an existing investment adviser relationship. Wilshire uses our prescreened investments to offer Section 3(38), Section 3(21) and Section 3(21) Auto-Execute fiduciary services, including standard, advanced and low-cost menus based on the funds we make available. Wilshire, an investment adviser registered with the SEC, has a track record and experience working with a wide cross-section of retirement plan sponsors.

- **Seek guidance from outside investment advisers.**

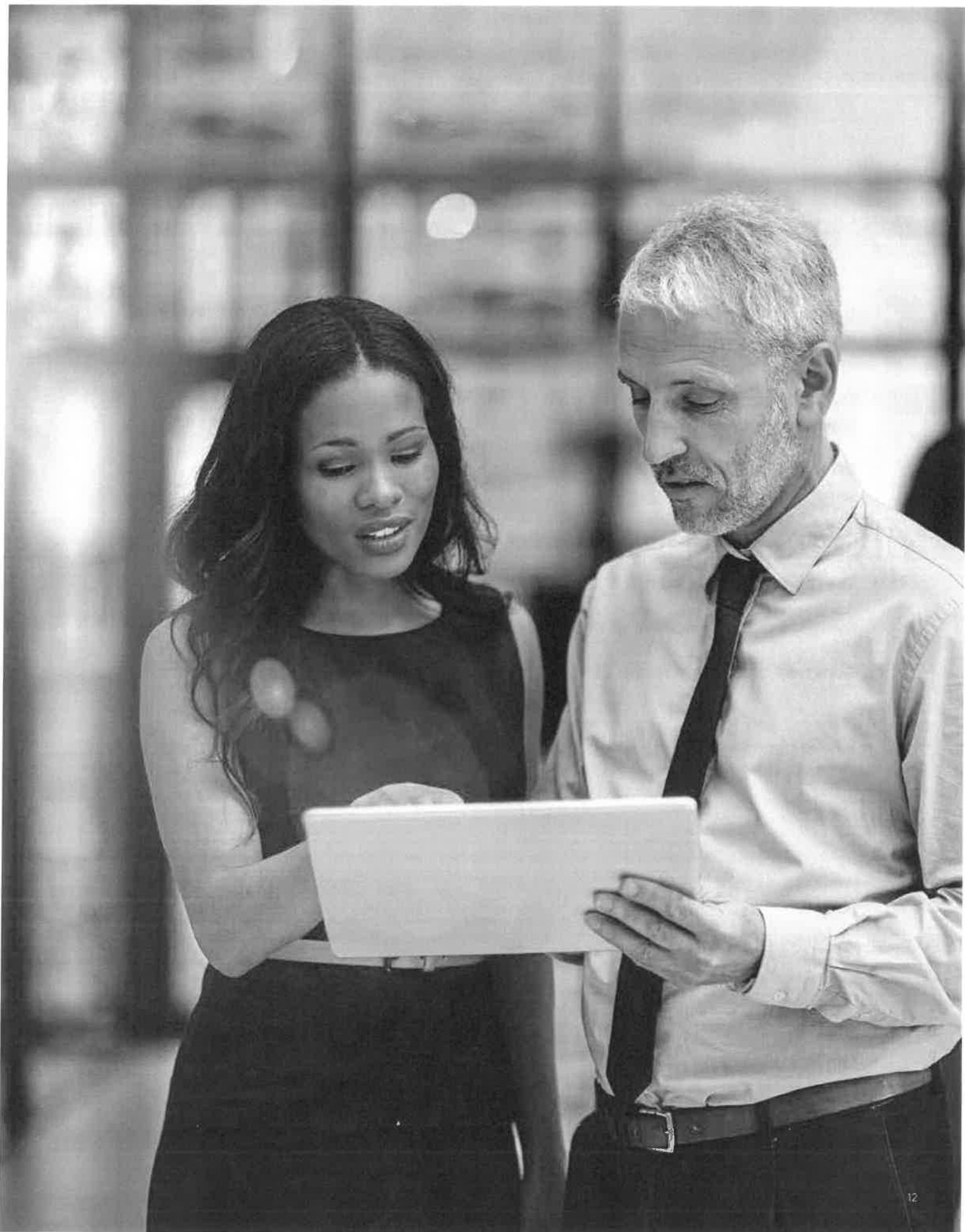
Mutual of America can meet with your Section 3(21) or Section 3(38) investment advisers to discuss the aspects of our mutual fund menu and how it can serve your needs.

- **Self-select a customized investment menu.**

We will provide you with information about each of the funds to allow you to perform your own independent research.

### How we Indemnify plan fiduciaries

We will indemnify plan sponsors who have self-selected their fund menu, or who have used an investment fiduciary to select it, from ERISA-related lawsuits pertaining to the investment menu, provided it includes selections from our "core" asset classes. Terms and conditions apply. For more details, contact your Mutual of America representative.



## A clear and transparent platform

Mutual of America helps you fulfill your fiduciary duties with confidence across every touchpoint. You get full transparency that allows you to:

- **Select** the investment funds you want to offer in your plan from our prescreened menu
- **Offer** investment funds that have been specially selected for retirement saving and investing
- **Understand** the fees assessed
- **See** the cost of your plan
- **Evaluate** performance net of mutual fund fees
- **Generate** customized reports to see your plan's progress

You have complete visibility and control over your retirement plan operations.





## “Plan Health” reviews provide valuable insight

While investment performance is vitally important, there are many other factors that contribute to a robust retirement plan. Our periodic “Plan Health” reviews offer an in-depth look at how your plan stacks up against several key indicators.

- **Participation**—demographic patterns of your participant base and how much various populations are engaging with the plan
- **Contributions**—overall contribution patterns, with a breakdown by age group
- **Participant allocation**—the degree to which participants are diversifying their assets within the retirement plan
- **Total investment performance**—how your investment funds have fared, separately and collectively
- **Plan fees**—full breakdown of the various amounts charged for each category of fees
- **Compliance**—ensure that all necessary reports and filings have been made



Your Plan Features			
Plan Design Features		Automatic Plan Features	
Plan Sponsorship	Active	Automatic Plan Features	Active
Plan Type	Defined Contribution	Automatic Plan Features	Active
Plan Year	12/31/2023	Automatic Plan Features	Active
Plan Assets	Active	Automatic Plan Features	Active
Plan Fees	Active	Automatic Plan Features	Active
Plan Compliance	Active	Automatic Plan Features	Active
Plan Reporting	Active	Automatic Plan Features	Active
Plan Administration	Active	Automatic Plan Features	Active
Plan Investment	Active	Automatic Plan Features	Active
Plan Distribution	Active	Automatic Plan Features	Active
Plan Rollover	Active	Automatic Plan Features	Active
Plan Withdrawal	Active	Automatic Plan Features	Active
Plan Loan	Active	Automatic Plan Features	Active
Plan Hardship	Active	Automatic Plan Features	Active
Plan Rollover	Active	Automatic Plan Features	Active
Plan Withdrawal	Active	Automatic Plan Features	Active
Plan Loan	Active	Automatic Plan Features	Active
Plan Hardship	Active	Automatic Plan Features	Active

You'll get a clear picture of where your plan is doing well and recommendations on how to address areas that may need improvement. In addition, we'll pinpoint any administrative bottlenecks that may be slowing workflows.

# Investment Services

**make it easier to create your fund lineup**



## Prescreened funds deliver customizable investment menus

Out of a universe of thousands of mutual funds, our investment specialists have selected only the ones that meet our strict requirements. We look at several different criteria, including:

- Investment policy and objectives
- Adherence to stated investment objectives
- Underlying portfolio composition
- Investment team expertise, reputation and stability
- Asset category and style
- Fit within our existing investment mix
- Management fees
- Performance\*
- Research depth and effectiveness

The mutual funds that remain from this first cut offer a variety of risk/return levels designed to satisfy a range of investor goals and styles. You'll be able to create a diverse investment lineup with the potential to help plan participants achieve their long-term goals.

### What sets our investment selection process apart?

- Full evaluation of fund managers' track records, investment style and portfolio teams
- Direct engagement with fund companies and with third-party sources to gather data for our evaluation process
- Vetting of data and analysis through a rigorous quality review
- Scoring and ranking of potential candidates to produce the final menu

\*Past performance is no guarantee of future results.



## Advanced features offer greater convenience and flexibility

In addition to specially selected mutual funds, you get investment services that allow you to create custom fund lineups, maintain compliance and ensure smooth asset transition.

- **Fund mapping**—you choose how you want your participants' assets mapped from your existing lineup to your new mutual fund choices.
- **QDIA options**—Mutual of America offers several funds suitable to be qualified default investment alternatives.
- **Differentiated risk/reward profiles**—your participants can tailor their investment portfolios to target different levels of risk.
- **Specialized investment funds**—you can offer specialized funds, such as ESG (environmental, social and governance) funds, lower-cost index funds or faith-based-interests funds.

## Monitoring the investment lineup

### An ongoing commitment to providing quality investments for your retirement plan

Mutual of America periodically reviews the funds on our platform to ensure that their management, performance and style remain in line with our established criteria. We continually monitor and benchmark funds based on many factors, including:

- Key investment personnel
- Investment process
- Relative performance
- Performance attribution

Of course, as you need or want, we're available to meet with you to discuss any changes in your plan objectives that may affect the funds you choose to offer.

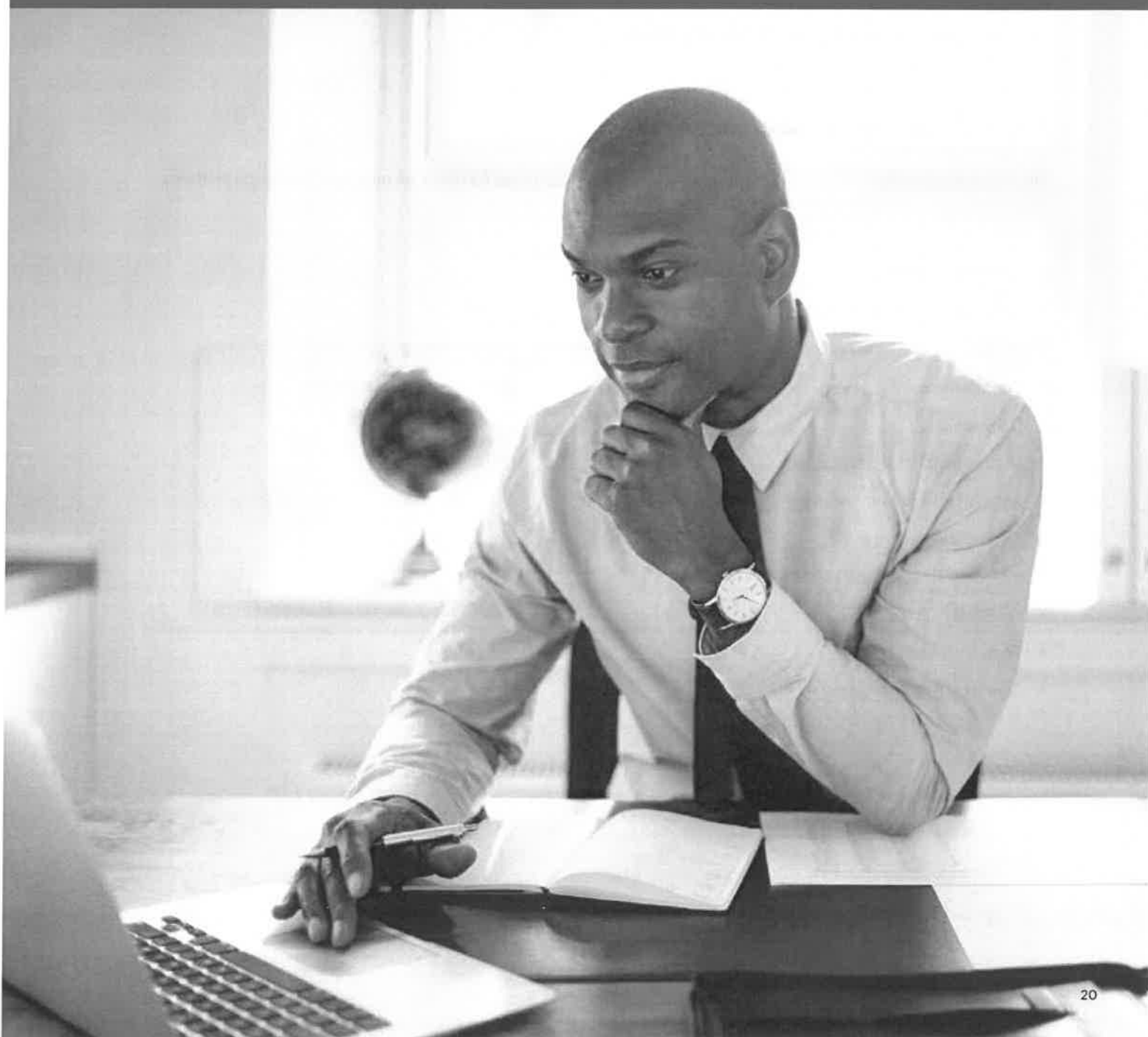
**“Mutual of America is all-in when it comes to providing an outstanding retirement plan and supporting our organization’s mission.”**

**Nadia Lee**

Director, Fundraising and Marketing,  
The Statue of Liberty-Ellis Island Foundation

# Advanced Technology

**makes it easier for you and your participants to make the most of your retirement plan**



# Digital solutions designed to keep pace with you and your participants

Mutual of America's advanced digital platforms automate workflows, streamline operations and provide information anytime, anywhere.

## Recordkeeping and transactions

The Administration Portal gives you access to Mutual of America's powerful recordkeeping and transaction platform. This highly sophisticated infrastructure handles:

- Online enrollment
- Online document production
- Participant account maintenance
- Contributions
- Daily valuation
- Loan processing and repayment
- Rollovers to and from the plan
- Audit documentation
- Withdrawals and distributions
- ADP and ACP testing
- Form 5500 assistance
- Summary Annual Reports







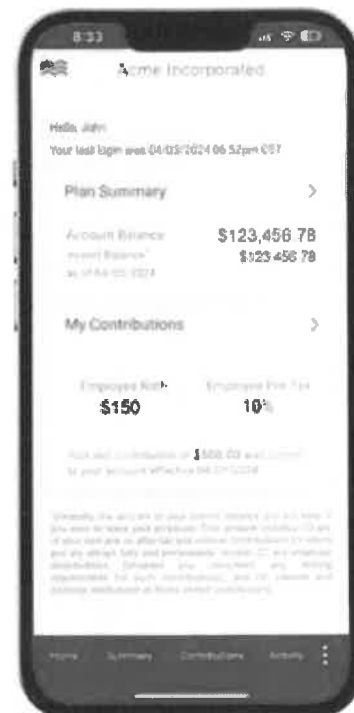
## My Account

Participants can take control of their retirement accounts and their investment strategy using the My Account portal. In one place, they can:

- Check account balances
- See fund performance and daily net asset values
- Change contributions
- Change future allocations
- Rebalance portfolios
- Transfer funds between investment options
- Request a loan
- View transaction history
- View personal rate of return
- View investment education materials
- Opt in to electronic delivery of statements and documents
- Change password

## Mobile App

Mutual of America's mobile app for iOS and Android gives your participants the power to keep up with their retirement plan accounts from anywhere. They can see their account balances, investment allocations, personal rate of return and much more.



# Participant Engagement

**makes it easy for your employees to enroll and invest in the retirement plan**



## We help drive more effective employee engagement

Our goal is to get employees to think about their retirement plan as much more than just another payroll deduction. In our experience, employees contribute more, diversify and rebalance more wisely when they receive practical, actionable encouragement, targeted communications and easy-to-understand educational materials.

We offer a variety of tools, resources and services to keep participants informed and engaged as they save and invest for retirement.

- **Group enrollment and transition seminars**—either online, in person or both, our Participant Account Representatives discuss the features and benefits of the retirement plan with your employees.
- **Individual meetings**—we can help employees one-on-one, meeting with them on their timetable—at home, at the jobsite or at another convenient location.
- **Retirement-readiness projection**—get estimates of lump-sum payments and potential income at age 65 based on current balance, contribution rate and projected savings.
- **My Account and Mobile App**—easy-to-navigate digital resources give participants 24/7 control of their retirement plan accounts.
- **Omnichannel engagement campaigns**—we can help increase participation, increase savings per employee and improve diversification via targeted communications. Employees get informative, encouraging messages through email, online tutorials and workshops, group meetings and videos.
- **Local office support**—your local Mutual of America office can work with your benefits team to develop content and outreach to various groups of employees (e.g., new hires or preretirees), customizing messages to their priorities.



## SmartPlan lets employees enroll faster and easier

Your employees can learn about their retirement plan and enroll in minutes, all online using SmartPlan. Using step-by-step video tutorials, SmartPlan guides users through an interactive process that helps them understand their:

- **Plan basics**—learn how the plan works, how to get started and how it offers good options for retirement savings.
- **Retirement needs**—receive a personalized retirement income-needs analysis.
- **Risk profile**—determine investment risk tolerance with just a few easy questions.
- **Investments**—discover the plan's investment funds and select allocation options.
- **Contributions**—choose a contribution amount and see how your savings can add up over time.



With just a few clicks, employees can create their personalized Investor Profile, which will help guide their retirement plan investment decisions. They can update their choices at any time.

# Flexible Fees

**make it easier for you to customize your plan**



## Our transparent fee structure gives you choices

You can elect to pay all or part of certain fees on behalf of participants. These fees may be applied as direct transactions to participant accounts, or the plan sponsor may elect to pay these fees.

Any fees charged to participants will be clearly identified on their quarterly statements and in their My Account online information.

Fund performance is calculated net of fund management fees and expenses, so you'll get a clear picture of exactly how well your investment lineup is doing.

### **Recordkeeping and administrative services fees cover:**

- Participant onboarding and enrollment
- Participant education and on-site meetings
- Plan data maintenance
- Plan provision information maintenance
- Contribution processing
- Participant notifications
- Compliance testing
- Document preparation services
- Trust and custodial services
- Quarterly statements and online account services



# Transition Services

make it easier for you to move your plan to Mutual of America



# A step-by-step process for transitioning your retirement plan

To ensure a smooth, seamless transition of your retirement plan, Mutual of America will work with your benefits staff, as well as your consultants and investment advisers, to implement an efficient, comprehensive, phased transition of your plan administration and investment assets.

## Mutual of America manages the full implementation timeline

30–45 days		7 days
<b>Initial setup and notices distribution</b> <ul style="list-style-type: none"> <li>Participant data sent to Mutual of America</li> <li>Plan is set up</li> <li>Required notices are distributed</li> </ul>	<b>Employee enrollment period (if applicable)</b> <ul style="list-style-type: none"> <li>Participants can enroll online at <a href="http://mutualofamerica.com">mutualofamerica.com</a></li> <li>Welcome letter sent to employees</li> <li>Establish plan on Administration Portal</li> </ul>	<b>Implementation</b> <ul style="list-style-type: none"> <li>Receive plan assets from prior service provider</li> <li>All current participants are enrolled</li> </ul>

## Analysis and planning

Your service team will work to gain a deep understanding of your current retirement plan and operations to determine:

- **What's working**—what you and your participants like and which features and functions offer clear value.
- **What's not**—identifying processes that may be out of date or unneeded and addressing any compliance or regulatory issues.
- **What will happen**—outlining contribution processing, investment mapping, participant communication and fiduciary services.

## Choosing your options




Mutual of America offers many ways to customize your retirement plan. You'll be able to choose the:

- Fund lineup and optional investment fiduciary services
- Asset mapping options
- Qualified default investment alternative

Your service team will be able to show you how each of your choices supports the overall operation of the plan.

# Mapping existing assets—your way

You select how you want to transfer your participants' existing retirement plan assets to your new Mutual of America investment lineup.

Process	Prerequisites	Participant Options
 <p><b>Enhanced fund mapping</b></p>	<ul style="list-style-type: none"> <li>• <b>Participants are given 30 days' notice</b> that their accounts are being transferred</li> <li>• <b>Participants are provided with a mapping document</b> describing how existing funds will be transferred to the new lineup</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Reallocate their accounts</b> under your outgoing provider's plan before transitioning</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Do nothing</b> and have their account automatically allocated according to the mapping document</li> </ul> <p>Participants may also update their beneficiary designations before that information is transferred to Mutual of America.</p>
 <p><b>Re-enrollment using the mapping services</b></p>		<ul style="list-style-type: none"> <li>• <b>Re-enroll</b> using the Mutual of America platform to choose their allocations and name beneficiaries</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Do nothing</b> and have their accounts allocated according to the mapping document</li> </ul>
 <p><b>Re-enrollment using the QDIA</b></p>	<ul style="list-style-type: none"> <li>• <b>Participants are given 30 days' notice</b> that their accounts are being transferred</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Re-enroll</b> using the Mutual of America platform to choose their allocations and name beneficiaries</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Do nothing</b> and have their accounts allocated to the QDIA chosen by you or your fiduciary adviser</li> </ul>

## Transferring assets

Your service team will strive to ensure a smooth transfer of funds from your previous provider. They'll also work with your staff to schedule:

- **Implementation testing**—to ensure seamless receipt of employee data, salary deferral instructions and contribution remittances.
- **Comprehensive training**—to show your benefits staff how to save time and effort by using the Administration Portal, which automates many common retirement plan management functions.
- **Asset migration**—to invest received assets according to your mapping decisions and your participants' allocation instructions.

### Applicable notices are sent on time, automatically

- Auto-enrollment
- Auto-escalation
- Safe harbor
- 404(c)
- Fee disclosure
- Blackout notice
- Fund mapping
- Universal availability (for 403(b) plans)

## Employee communication and education

Customized participant communications will explain the plan transition and any necessary actions in clear, easy-to-understand language, including:

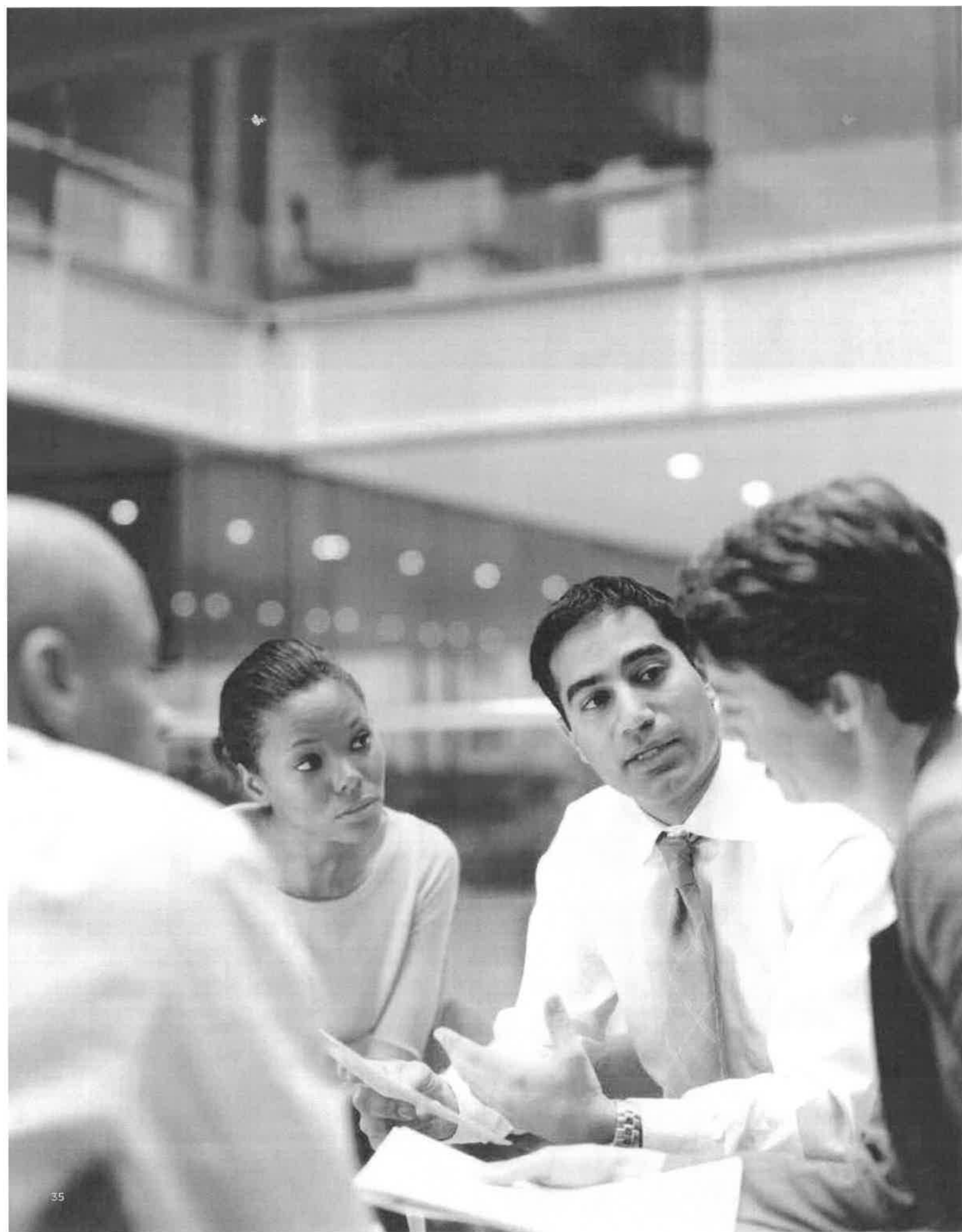
- **On-site enrollment meetings** conducted by local Participant Account Representatives.
- **Custom communications** that highlight your retirement plan features and benefits.
- **Retirement plan communications** that explain the benefits of the plan to new hires.

“Mutual of America offered us exceptional service in transitioning our retirement plan. Their team kept us informed every step of the way and offered highly informative, easy-to-understand webinars for our employees.”

**Diane Hewitt-Johnson**  
CEO, Chautauqua Opportunities, Inc.

**Mutual of America Retirement Services Proposal**  
**When you add it all up...**





# Summary of Services

<b>Prepared for:</b>	Western New York Law Center	<b>Active participants:</b>	40
<b>Plan type:</b>	403(b)	<b>Invested assets:</b>	\$0

## Services for plan sponsors/fiduciaries

- Customized plan design
- Diverse investment menu
- Comprehensive trust services
- Compliance support
- Single point of contact
- Full-service recordkeeping
- Nondiscrimination testing
- Document preparation
- Form 5500 filing assistance
- Payroll integration
- Administration Portal
- Transparent fee schedule
- Loan processing
- Distribution and withdrawal processing

## Services for employees/plan participants

- Group enrollment meetings
- Individual meetings
- Financial education seminars
- Online account management
- Online enrollment
- Online retirement savings resources
- iOS and Android mobile app
- Local office support
- Retirement-readiness score
- Quarterly statements

# Summary of Fees

Mutual of America's fee structure is designed to be flexible and customizable. You can choose to pay some or all of certain fees on behalf of your participants. For a full list of services and charges, please see the Mutual of America Fee Disclosure document.

## Recordkeeping and Administration Services Fee\*

<b>Plan Sponsor pays</b>	<b>0%</b>
<b>+</b>	<b>+</b>
<b>Participant pays</b>	<b>1.37%</b>
<b>=</b>	<b>=</b>
<b>Total</b>	<b>1.37%</b>

## Fiduciary Services Fee\*

<b>Plan Sponsor pays</b>	<b>0%</b>
<b>+</b>	<b>+</b>
<b>Participant pays</b>	<b>0%</b>
<b>=</b>	<b>=</b>
<b>Total</b>	<b>0%</b>

## Fixed-Dollar Fees

### Employer-Paid Charges

<b>Setup, Enrollment, Installation</b>	NONE
<b>Administration</b>	Waived

### Participant-Paid Charges

<b>Administration</b>	\$0.00 for participants who use eDocuments. Otherwise, \$3.50 per month.
<b>Loans</b>	Origination Fee: \$75. Maintenance Fee: \$10 quarterly. Loan Interest Rate: Prime Rate plus 1%.
<b>Qualified Domestic Relations Order (QDRO)</b>	\$500 or ½ of the account balance.
<b>Distributions</b>	If the full balance is withdrawn, the fee is the lesser of \$50 or 10% of the account balance. (\$0 for hardship withdrawals, in-service withdrawals or withdrawals for an automatic enrollment opt-out within 90 days of enrollment.)

\*This fee may change based on changes in plan assets



# Appendix



## ALL AVAILABLE FUNDS

	Fund Listing and Category	Ticker	CUSIP	Net Expense Ratio*
LARGE US EQUITY	<b>US Fund Large Blend</b>			
	American Funds Washington Mutual R6	RWMGX	939330817	0.27
	◇ Ave Maria Rising Dividend	AVEDX	808530604	0.91
	Calvert US Large Cap Core Rsprib Idx R6	CSXRX	131582298	0.19
	Goldman Sachs US Equity Insights R6	GSEUX	38147X465	0.55
	Invesco Main Street R6	OMSIX	00141B667	0.49
	MoA All America Fund	MAAKX	62824C206	0.54
	MoA Catholic Values Index Fund™	MACCX	62824C677	0.22
	MoA Equity Index Fund	MAFIX	62824C107	0.14
	Neuberger Berman Sustainable Eq R6	NRSRX	64122Q499	0.58
	<b>US Fund Large Value</b>			
	◇ Dodge & Cox Stock	DODGX	256219106	0.51
	Fidelity Advisor® Equity Income Z	FZAGX	315805259	0.51
	Vanguard Windsor™ II Admiral™	VWNAX	922018304	0.26
	<b>US Fund Large Growth</b>			
	DWS Capital Growth R6	SDGZX	25157M620	0.60
MID US EQUITY/SMALL US EQUITY	Fidelity Advisor® New Insights Z	FZANX	316071869	0.33
	Harbor Capital Appreciation Retirement	HNACX	411512528	0.59
	T. Rowe Price Blue Chip Growth I	TBCIX	77954Q403	0.57
	<b>US Fund Mid-Cap Blend</b>			
	◇ Calvert US Mid Cap Core Rspnb Idx I	CMJIX	13161Y301	0.24
	Fidelity Advisor® Mid Cap II Z	FZAMX	315805218	0.61
	MoA Mid Cap Equity Index Fund	MAMEX	62824C701	0.16
	Vanguard Strategic Equity Inv	VSEQX	922038104	0.17
	<b>US Fund Mid-Cap Value</b>			
	MFS Mid Cap Value R6	MVCKX	55273W475	0.62
	MoA Mid Cap Value Fund	MAMVX	62824C602	0.70
	<b>US Fund Mid-Cap Growth</b>			
	American Century Heritage R6	ATHDX	02508H493	0.66
	BlackRock Mid-Cap Growth Equity K	BMGKX	09258N604	0.70
	<b>US Fund Small Blend</b>			
	Calvert Small-Cap R6	CALRX	13161P672	0.85
	Goldman Sachs Small Cap Eq Insights R6	GCSUX	38147X499	0.84
	MoA Small Cap Equity Index Fund	MASOX	62824C503	0.15
	<b>US Fund Small Value</b>			
	Delaware Small Cap Value R6	DVZRX	24610B818	0.70
	MoA Small Cap Value Fund	MAVKX	62824C305	0.82
	<b>US Fund Small Growth</b>			
	MoA Small Cap Growth Fund	MAGKX	62824C404	0.83
	Victory RS Small Cap Growth R6	RSEJX	92647Q363	1.05

◇ Revenue Credit

\*See the fund prospectuses for additional information.

## ALL AVAILABLE FUNDS (continued)

	Fund Listing and Category	Ticker	CUSIP	Net Expense Ratio*
FIXED INCOME	♦ Ave Maria Bond	AVEFX	808530505	0.42
	Calvert Bond R6	CBORX	131582322	0.46
	MoA Core Bond Fund™	MABDX	62824C859	0.43
	MoA Intermediate Bond Fund	MAMBX	62824C867	0.45
	PIMCO Real Return Instl	PRRIX	693391104	0.47
	Vanguard Total Bond Market Index Adm	VBTLX	921937603	0.05
MONEY MKT/ STABLE VAL	MoA Money Market Fund	MAAXX	62824C875	0.24
	Vanguard Treasury Money Market Investor	VUSXX	921932109	0.09
	Invesco Stable Value Trust A1**		46X190XX8	0.33
INTL/GLOBAL EQUITY	<b>US Fund Diversified Emerging Mkts</b>			
	American Funds New World R6	RNWGX	649280815	0.57
	<b>US Fund Foreign Large Blend</b>			
	Calvert International Responsible Idx R6	CDHRX	13161Y848	0.26
	MoA International Fund	MAIFX	62824C883	0.14
	<b>US Fund Foreign Large Growth</b>			
BALANCED	Vanguard International Growth Adm	VWILX	921910501	0.34
	<b>Retirement Series</b>			
	MoA Retirement Income Fund	MARMX	62824C842	0.47
	MoA Clear Passage 2015 Fund™	MURFX	62824C826	0.48
	MoA Clear Passage 2020 Fund™	MURGX	62824C818	0.42
	MoA Clear Passage 2025 Fund™	MURHX	62824C792	0.38
	MoA Clear Passage 2030 Fund™	MURIX	62824C784	0.35
	MoA Clear Passage 2035 Fund™	MURJX	62824C776	0.33
	MoA Clear Passage 2040 Fund™	MURLX	62824C768	0.31
	MoA Clear Passage 2045 Fund™	MURMX	62824C750	0.30
	MoA Clear Passage 2050 Fund™	MURNX	62824C743	0.31
	MoA Clear Passage 2055 Fund™	MUROX	62824C735	0.34
	MoA Clear Passage 2060 Fund™	MURPX	62824C727	0.39
	MoA Clear Passage 2065 Fund™	MURQX	62824C669	0.26

♦ Revenue Credit

\*See the fund prospectuses for additional information.

\*\*The Stable Value Fund is not available for certain plan types.

## ALL AVAILABLE FUNDS (continued)


	Fund Listing and Category	Ticker	CUSIP	Net Expense Ratio*
BALANCED	<b>Asset Allocation Series/Funds</b>			
	MoA Conservative Allocation Fund	MACAX	62824C719	0.41
	MoA Moderate Allocation Fund	MAMOX	62824C693	0.30
	MoA Aggressive Allocation Fund	MAANX	62824C685	0.31
	T. Rowe Price Spectrum Cnsvr Allc I	PPIPX	77957L609	0.54
	T. Rowe Price Spectrum Moderate Allc I	TPPAX	77957L401	0.61
	T. Rowe Price Spectrum Mod Gr Allc I	TGIPX	77957L500	0.64
	Calvert Balanced R6	CBARX	131618522	0.61
	Fidelity Advisor Asset Manager® 50% Z	FIKZX	316069376	0.54
	MoA Balanced Fund	MACHX	62824C800	0.54
REAL ESTATE	Vanguard Real Estate Index Admiral	VGSLX	921908877	0.12

\*See the fund prospectuses for additional information.

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## See how much easier we can make your retirement plan administration

Thank you for considering Mutual of America to provide retirement plan services. By bringing your plan to us, you'll be able to call on the skills and insight of some of the most experienced professionals in the industry to help your employees prepare for retirement.

You'll also have access to systems and solutions designed to adapt to where your plan is—and where you want it to go.

Above all, we never forget the importance of the assets entrusted to us and what they mean to your employees and their loved ones.

### Let's get started



Call your local Mutual of America representative  
or **866.954.4321**.



**[mutualofamerica.com/regionaloffices](http://mutualofamerica.com/regionaloffices)**



***You should consider the investment objectives, risks, and charges and expenses of the funds carefully before investing. This and other information is contained in the funds' prospectuses and summary prospectuses, which can be obtained by calling 800.468.3785 or visiting mutualofamerica.com. Read them carefully before investing.***

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Karen Welch, Executive Director  
Western New York Law Center  
KWelch@WNYLC.Net

Dear Executive Director Welch, Mr. Parham and Mr. Kelemen,

Thank you for your consideration of Bolton-St. Johns, LLC ("BSJ") as a candidate to advocate for Western New York Law Center ("WNYLC"). BSJ is a leading statewide lobbying firm with offices in Albany, Buffalo, New York City and Washington DC specializing in local and state government relations.

Our sophisticated lobbying strategies have resulted in significant success stories for our clients, including the allocation of tens of millions of dollars in state and federal funding, legislative and regulatory victories, and building positive relationships with New York's top elected and appointed officials. We are fully confident that our firm's experience and deep connections will yield positive results for WNYLC. If given the opportunity, BSJ will provide WNYLC with the highest level of government relations services designed to maximize results.

Thank you again for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Giorgio DeRosa'.

Giorgio DeRosa  
Partner





**DATE:** October 4<sup>th</sup>, 2024  
**TO:** Executive Director Karen Welch, Western New York Law Center  
**CC:** Matthew Parham and Joseph Kelemen  
**FROM:** Giorgio DeRosa, Bolton-St. Johns, LLC  
**RE:** Proposal for State and City Lobbying Services

### **Executive Summary**

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Bolton-St. Johns, LLC ("BSJ") proposes a contract for lobbying, government relations and strategic consulting services in New York State ("NYS") for Western New York Law Center ("WNYLC"). BSJ is a full-service government relations firm dedicated to dynamic advocacy tailored to deliver results. BSJ has a long history of success that we will bring to support WNYLC.

BSJ maintains strong relationships with key decisionmakers throughout the NYS Executive Chamber, the Legislature, the Office of the Attorney General, the Office of the Comptroller, state agencies and authorities, and local levels of government. We believe that having the right relationships is essential to getting things done, and BSJ can leverage our relationships to support WNYLC's interests in NYS. At the same time, we will work with WNYLC and your leadership to identify and secure funding to help ensure you have the resources necessary to grow as an organization and support the expansion of your critical programming.

BSJ will create strategic opportunities through formal and informal meetings with elected/appointed officials and staff, civic leaders and other key stakeholders to promote WNYLC's interests. BSJ will seek to diversify outreach efforts and create a meaningful dialogue throughout the highest levels of state and local government, helping WNYLC identify champions and promote WNYLC's agenda.

Our goal is to educate key decision makers in the public sector about WNYLC's legislative priorities and impact in the Western New York region. Advancing WNYLC's objectives will require constant engagement with relevant stakeholders, but overcoming existing barriers has the potential to rapidly advance WNYLC's interests. Jointly with WNYLC's leadership, BSJ will regularly update the plan to reflect shifts within government or in the organization's own priorities. BSJ will hold regular conference calls with WNYLC to share new information, provide updates on outstanding issues, and implement or refine strategies. Additional telephone calls or in-person meetings will occur as appropriate and necessary.

### **About Bolton-St. Johns**

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BSJ is a full-service government relations firm dedicated to vigorous and effective advocacy for our clients designed to deliver results. We provide strategic advice, counsel and value-added services to deliver solid and smart messages to key decision makers in the public and private sectors.

We provide a full complement of lobbying services, including legislative advocacy, regulatory representation, communications consultation, procurement and business development. BSJ maintains offices in Albany, New York City, Western New York and Washington DC, so we are





never far from the decision makers that can make a positive difference in our clients' futures. BSJ has over 50 employees who work diligently to meet our clients' goals.

Our firm is regularly ranked among the top three lobbying firms in both Albany and New York City. Lobbyists at BSJ come from diverse backgrounds, including labor organizing, political campaigns, government, non-profits and law, giving BSJ a competitive edge in understanding the values and viewpoints of all the major players in public policy decision-making.

The firm's partners have over 100 years of combined experience in government and politics, providing a network of political relationships and access on the city, state and federal level that is unparalleled in the industry. We have represented a wide range of clients, including Fortune 500 companies, non-profits, labor unions, advocacy organizations, technology start-ups, major sports leagues, cultural institutions, business associations, public and private universities and government agencies. Some of our clients include: Family Court Judges Association, Spectrum Health & Human Services, Buffalo Center of Art & Technology, National Fuel Gas Co. and the City of Niagara Falls. To learn more about BSJ, please visit our website: [www.boltonstjohns.com](http://www.boltonstjohns.com).

## Strategy

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In our preliminary research, BSJ identified key government officials and staff that will be instrumental in pursuing WNYLC's goals. BSJ will seek to meet with these individuals and others to cultivate relationships and build support for WNYLC. BSJ will maintain regular communication and ensure thorough follow-up, while facilitating the speedy resolution of issues important to your organization.

### NYS Executive Chamber

BSJ will aid in developing and nurturing relationships with the Governor's closest advisors as well as leadership within State agencies to help build support:

- **Governor's Western New York Regional Offices**
  - Bonnie Kane-Lockwood- WNY Regional Director
  - Mo Sumbundu- NYS ESD
  - Jennifer Dunning- NYS DOS
  - Erica Gonzales- DASNY
  - Quinn Bushen- NYS DOL
  - Lenny Skrill-NYS HCR

### NYS Legislators and Staff

BSJ will garner support from the Legislature, especially the committee chairs and relevant local members:

- Assemblymember Charles Lavine, Chair of Judiciary Committee
- Senator Brad Hoylman-Sigal, Chair of Judiciary Committee
- Senator Leroy Comrie, Sponsor of the Consumer and Small Business Protection Act







- Senator Samra Brouk, Sponsor of the End Loan Shark Lending Act
- Assemblymember Linda Rosenthal, Sponsor of the Coerced Debt Bill
- Senator Cordell Cleare, Sponsor of the Coerced Debt Bill
- Assemblymember Michaelle Solages, Sponsor of the Solutions Not Suspensions Act and A. 10253-A
- Senator Robert Jackson, Sponsor of the Solutions Not Suspensions Act
- Assemblymember Jeffrey Dinowitz, Sponsor of A. 2131-A
- Senator Brian Kavanagh, Sponsor of S. 564-A
- Assemblymember Harvey Epstein, Sponsor of the Consumer Debt Uniformity Bill
- Assemblymember Pamela Hunter, Sponsor of the New York Public Banking Act
- Senator James Sanders, Sponsor of the New York Public Banking Act
- WNY Delegation
  - NYS Assembly Majority Leader, Crystal Peoples-Stokes
  - Senator, Sean Ryan, Chairman of Committee on Commerce, Economic Development, and Small Business; Sponsor of the Home Utility Weatherization Jobs Act and S. 9130-A
  - Assemblymember, Jon Rivera, Chair, Subcommittee on Regional Tourism Development
  - Assemblymember, Bill Conrad, Chair, Commission on Skills Development and Career Edu; Chair, Subcommittee on Volunteer Emergency Services; Sponsor of the Home Utility Weatherization Jobs Act
  - Assemblymember, Karen McMahon, Chair, Task Force on Women's Issues; Chair, Subcommittee on Trusts and Estates
  - Assemblymember, Monica Wallace
  - Assemblymember, Pat Burke, Chair, Great Lakes Watershed Task Force
  - Assemblymember, Angelo Morinello
  - Senator, Patrick Gallivan, Senate Minority Whip
  - Senator, George Borrello
  - NYS Senate Minority Leader, Robert Ort

## Scope of Work

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As part of our representation BSJ will provide services including, but not limited to:

## General Guidance

- Work with WNYLC's leadership and staff to develop and implement messaging and advocacy strategies to support WNYLC's long-term and short-term goals
- Regularly review and update the strategy based on an analysis of political changes and the shifting and emerging priorities within government
- Identify elected/appointed officials and government staff to cultivate as potential champions for WNYLC
- Provide analysis of political events to best position WNYLC to achieve its goals
- Identify agency and legislative policy priorities and initiatives that may serve as vehicles for WNYLC's programs and service goals





- Identify grant opportunities that would be most beneficial to WNYLC's goals
- Strategically suggest/prioritize meetings with elected/appointed officials and staff
- Monitor government hearings (oversight hearings, budget hearings & legislative hearings) of interest to WNYLC
- Assist in maximizing government exposure of WNYLC's programs and services

### **Legislative / Regulatory Assistance**

- Monitor all proposed legislation/regulations and share any proposals that may impact or be of interest to WNYLC
- Produce summary documents and background information for proposed and enacted legislation/regulations, as needed
- Attend hearings on proposed legislation/regulations and provide re-cap of the hearing as well as briefing papers, testimony etc.

### **Direct Lobbying**

- Serve as the point of contact for elected/appointed officials and staff
- Work to secure funding from both the Executive and Legislature for WNYLC's programs and future projects
- Assist in navigating complex government bureaucracy to expedite responses to WNYLC
- Regularly provide updates about WNYLC to elected/appointed officials and staff
- Prepare, file, and provide copies of all necessary reports with the state agency responsible for lobbyist oversight that BSJ is required to file as the registered lobbyist for WNYLC
- Provide guidance to WNYLC on filing its principal registration and lobbyist reports as necessary

### **Team Leaders**

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BSJ takes a team approach to serving clients. While WNYLC will have access to the entire BSJ team, Kathleen Achibar and Justin Berhaupt will take the lead in your advocacy and serve as the primary points of contact, with support from Blaise DiBernardo and our Albany lobbying team. BSJ also employs robust research and administrative staff to ensure WNYLC's needs are met and that the team is armed with the best information available. To learn more about our full team, please visit our website: <https://boltonstjohns.com/team>

**Kathleen Achibar** started her journey in politics in 2017, working on a Judicial re-election campaign for Buffalo City Court Judge Betty Calvo-Torres, the first Latina to serve on the Buffalo City Court bench appointed by mayor Byron W. Brown. During her time in politics, Kathleen has worked on numerous political campaigns in Western New York at the federal, state, and local level. As a political staffer, she has worked for New York State Assembly Majority Leader Crystal D. Peoples-Stokes and U.S. Senate Majority Leader Charles E. Schumer.





Kathleen was raised in Syosset, NY, and is a graduate of the University at Buffalo. She is the Western Vice President of the New York State Young Democrats and serves on the Eleanor's Legacy Innovation Council.

**Justin Berhaupt** began his career with the New York State Assembly in 2001 working in the office of Communication Information Services, formerly known as House Operations, providing legislative and communication assistance to newly elected Assembly members. Years later, in 2009, as legislative director and counsel in the New York State Senate, Justin supervised the 31st Senate District's Albany operations and managed the Senator's legislative portfolio, which included, among other successes, the vetoed precursor to the Public Integrity Reform Act of 2011. Justin also served as the legislative policy advisor for the 65th Attorney General of the State of New York. During his tenure, Justin drafted, negotiated and successfully pushed through major policy changes in the area of public health addressing the opioid epidemic and reformed the non-for-profit cooperation law for the first time since the 1970's. Prior to joining Bolton St. Johns, Justin served as director of state government relations to the Wright Group and counsel to Malkin & Ross, both lobbying firms based in Albany. There, Justin successfully represented multinational corporations, trade associations, civil legal providers, criminal justice reformers and housing advocates in changing state policy and securing additional funding for his clients. Justin graduated cum laude from both Albany Law School and SUNY Fredonia. He lives in Delmar, NY with his family and serves on the board of the Children's Place at the Plaza.

**Blaise DiBernardo** joined Bolton St. Johns' Albany office having most recently served as the Assistant Secretary for Transportation and the Acting Deputy Secretary for Transportation in the New York State Executive Chamber. While serving in this capacity, Blaise had oversight and responsibility for operations at New York's transportation agencies and public authorities including the Metropolitan Transportation Authority, Department of Transportation, Thruway Authority, Port Authority of New York and New Jersey, Department of Motor Vehicles, the Bridge Authority, and the Niagara Frontier Transportation Authority. Additionally, Blaise oversaw priority infrastructure projects across the state from concept and design, through execution and completion. Her knowledge and understanding of construction, procurement, planning, legislation, and policy makes her a valuable source of advice and guidance to all levels of government

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### Cost

Bolton-St. Johns proposes a fee of \$5,000 per month for twelve months. The fee is all-inclusive; Bolton-St. Johns does not bill for expenses, except out-of-state travel. The contract may be terminated upon 30-days written notice after an initial 30-day period.

Effective upon the execution of the lobby authorization letter, Bolton-St. Johns will charge an annual fee of \$1,000. This fee will include all NYS lobbying registration fees as well as an administrative fee.

