



Volunteer Attorney Accomplishment for Internal and External News



Date: June 13, 2024
Names of Attorneys: Sam Ellison and William Sunkel
Name of Firm: Winston & Strawn LLP
Client Served: Community League of the Heights (CLOTH)
Accomplishment: Reviewed and revised employee manuals for CLOTH and its affiliate Ready Workers Management Corp. to reflect its current operations and ensure compliance with applicable laws.

The Community League of the Heights (CLOTH) is a multi-service community development organization dedicated to supporting and empowering the economically disadvantaged residents of Washington Heights. The organization was founded in 1952 to provide recreational and educational opportunities for the neighborhood's children and youth and has since expanded its focus to include community revitalization, business improvement, development and restoration of affordable housing, a community school, health services and nutrition, and workforce development.

Because CLOTH's employee manual was last updated in 2020, management sought pro bono legal assistance to review the policies to reflect external and internal changes. CLOTH has 20 full-time employees and 24 part-time employees and runs a wholly-owned subsidiary, Ready Workers Management Corp. Ready Workers is a business corporation that provides management services solely to CLOTH's housing developments and has 13 full-time employees. CLOTH applies many of the same employment policies to both entities and needed a single legal team to review both manuals.

Sam Ellison and William Sunkel of Winston & Strawn LLP met with representatives from CLOTH to learn about the organization and discuss how the manuals could strengthen its important work in the Washington Heights community. The volunteers updated both employee manuals to ensure compliance with applicable law and advised CLOTH with respect to recent developments in employment law.

Yvonne Stennett, Executive Director of Community League of the Heights, said, "Getting our employee manuals updated was extremely important to CLOTH. Sam and Bill's experience and expertise were invaluable during the entire process. They made sure that every aspect of the manuals was compliant with current federal, state, and city laws. They were very detailed and explained everything in language we could understand. It was a pleasure working with them. "

About Lawyers Alliance: [Lawyers Alliance for New York](https://www.lawyersalliance.org) is the leading provider of business and transactional legal services for nonprofit organizations and social enterprises that are improving the quality of life in New York City neighborhoods. By connecting lawyers, nonprofits, and communities, Lawyers Alliance for New York helps organizations to provide housing, stimulate economic opportunity, improve urban health and education, promote community arts, and operate and advocate for vital programs that benefit low-income New Yorkers of all ages. During the past year, staff attorneys at Lawyers Alliance worked with more than 2,200 volunteer attorneys to represent 700 nonprofit clients.

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