



Grand Jurors' Journal

Volume 20, No. 2

April 2019

cgja.org

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2019 Nominations for CGJA Director Now Open



by Lloyd Bell, Nominations-Elections Committee Chair (nominations@cgja.org)

We invite you to consider becoming a candidate for CGJA director or recommending another CGJA member as a candidate. It is nominations' time, and – contrary to a popular misconception – it is perfectly OK to recommend yourself.

Every year, we elect 6 of our 12-member board of directors: two from each region for two-year terms. The board establishes management-related policies, makes decisions on major association issues, and generally oversees the association's activities that are carried out mainly through board committees. The term of office for this election is November 2019 to November 2021.

Being a director is a very rewarding experience. You have a direct say in how CGJA carries out its mission to promote, preserve and support the grand jury system through training, education and outreach. Plus, you will work with a group of wonderful, committed people from all over the state.

When considering candidacy, it is important to understand the requirements. Directors (1) must be voting CGJA members on July 31, 2019 and throughout their term, and (2) must reside in the region represented. It is desirable to have had some experience with CGJA or its chapters (e.g., committee membership, chapter officer).

See **Director Responsibilities**. To find out more, read the current meeting agenda and minutes of past board meetings which can be found on our [website](#). Board information is listed under the heading **About CGJA**. You may also wish to attend a board meeting held via computer and telephone on the fourth Tuesday of every month. Linkages to the meeting are at the top of the current meeting agenda.

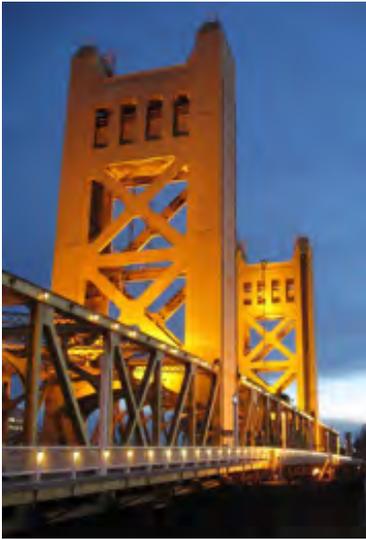
Nominations are now open and should be submitted to nominations@cgja.org. The timeline is:

- May 31 - nominations deadline
- June 15 - candidate statement deadline (for inclusion in the August edition of the *Journal*)
- June 25 - ballots submitted to board
- July 31 - membership closes for eligibility to vote
- August 10 - ballots mailed
- September 10 - deadline for receipt of ballots
- September 20 - votes counted and reported to board and candidates Results announced in the October edition of the *Journal*
- November 3 - directors introduced at the Annual Conference

Contact the following committee members for more information regarding the nomination and election process:

North Region: Director **Jerry Kunkle** (Butte); Member **Tim Haffner** (Humboldt)
Central Region: Director **Barbara Sommer** (Yolo); Member **Karin Hern** (Marin) **South Region:** Director **Ron Zurek** (San Bernardino); Member **Medsie Bolin** (Fresno)

Annual Conference Dates and Theme Set



The answer is “Planes, trains and automobiles.” The question is “What is the best way to get to Sacramento to attend the 2019 Annual Conference?”

The 2019 Annual Conference will be held at the **Embassy Suites by Hilton - Sacramento Riverfront Promenade** on **November 3 and 4**. The theme for this year's conference is *Improving Grand Jury Awareness Throughout California*. We are pursuing a number of speakers and panels keyed to that idea. Festivities will include a dinner on the evening of November 3. The conference schedule will be posted on our website when finalized this summer.

The program features speakers addressing topical events and updates on the status of CGJA. We will introduce the newly elected directors, reveal award-winning reports and present the Angelo Rolando Service Award at our November 3 dinner.

Complete conference and hotel registration information is now on our [website](#). We also post information on attractions in the Sacramento area and transportation details.

NEWS FROM AROUND THE STATE



A splendid idea – members Rich Knowles and Janet Clark authored a jury recruitment article in the editorial section of the *East Bay Times* on March 5. Two CGJA chapters (Alameda and Contra Costa) collaborated on the piece, published through the support of Dan Borenstein, the paper's editorial page editor. Borenstein feels that county grand juries are important local government watchdog institutions.



Humboldt Chapter Launches Monthly Media Column

March 2 marked the debut of a monthly column, *Your Grand Jury in Action*, in the *Eureka Times-Standard*. The column was the inspiration of the CGJA Humboldt chapter and a former grand juror, Wayne Ventuleth. The expectation is to deliver a 750-word column on the challenges and benefits of grand jury service and to point out the difficulty of getting timely and appropriate responses to the jury's annual reports.

Ventuleth, in expressing his concern about the responses received to several reports over the last few years, suggested that the chapter offer updates to help increase the pressure on public officials, improve public knowledge of grand jury participation and provide an inside view of how the process of holding government more accountable to the public might be accomplished. Several chapter members met to discuss a first possible column and how they might get the daily newspaper and others to run it on their editorial page. The local newspaper was eager to work with them, knowing that they intended to provide consistent, well thought-out columns for the newspaper's readers. Soon, Bernadette Cheyne and Jim Glover met with the editor of the *Times-Standard* – resulting in an agreement: one column presented on the first Saturday of the month on the editorial page. The *Times-Standard* was eager to have more locally produced content, giving the chapter a platform for its activities and viewpoint.

As of this writing, the first column has been published, and two more columns are completed or in draft form. The chapter expects that this will be a continuous collaboration to benefit its activities and the community as well. Read it [here](#).

Contact the [chapter](#) for more information.



from Butte County by Jerry Kunkle

After the major disruption of the Camp Fire in Butte County, the Butte chapter was able to hold meetings in February and March and is back on a regular schedule. In late March, we made a presentation to a Gridley service organization. We continue to work on developing contacts, especially with the secondary schools in the area, in order to provide informational presentations about grand jury service.

We have revived a major project, begun last August, but tabled by the emergency situation. That is our chapter's attempt to bring our concerns over the current meeting place of the Butte County Grand Jury to the Butte County administrators and the court. We feel the space designated for recent grand juries is totally inadequate and may violate Americans with Disabilities Act regulations as well as fire safety codes. As a group, we intend to make the case to the county that they need to provide a working space that will reduce turnover among the jurors and have a positive effect on the quality of the reports produced.

View list and contact information for chapters and associations.

Excellence in Reporting Awards

by Barbara Sommer, Excellence in Reporting chair

Best Grand Jury Report

Now is the time to submit your nomination for your grand jury's best report released between 2013 and 2018. Be sure sufficient time has elapsed in order to assess the report's impact.

The deadline for nominations is **June 30**. One nomination per county, please. This nomination can be combined with or made in addition to that for the Media Coverage Award (see article below). The winner will be announced at the CGJA Annual Conference in the fall.

Last year's winner was the San Bernardino County grand jury's report on the **Apple Valley Unified School District Police Department**. See the listing of **past recipients**.

To justify the award, the report will compete with other nominations on the general criteria shown below. Please review the points carefully and assemble the necessary documentation. The most challenging tasks are 1) writing a rationale for why the report should receive the award, and 2) compiling the agency responses and supporting media reports.

- Significance of the issue, topic rationale
- Clear description of the investigation
- Findings follow from facts, recommendations based on the findings
- Clarity of language, objectivity and fairness
- Identified problems accompanied by suggested means for resolution
- Impact on the citizenry
- Difficulty of the investigation
- Media coverage
- Agency acknowledgement
- Changes resulting from the report

The submission process is online at the **Excellence in Reporting** webpage. From that page, you can download printer-friendly instructions, including the specific rating criteria used by the subcommittee in evaluating the individual nominations. Submit your nomination using the **NOMINATION FORM** link at the bottom of the page.

Best Media Coverage

The other of CGJA's Excellence in Reporting awards is to a reporter or a media entity (print or digital) that provides valuable coverage of a grand jury's report or the grand jury in general.

There were no nominations for this award last year. The 2017 award went to the *East Bay Express* for its coverage of Alameda County Grand Jury reports in 2016. View the list of [previous winners](#) (when you get there, scroll down).

The deadline for nominations is **June 30**. This nomination can be combined with that for Best Grand Jury Report (see above). The criteria are the degree to which the nominee increased or improved upon:

- Familiarity with and understanding of the grand jury system
- Public awareness of a specific grand jury investigation
- Public understanding of the issue investigated
- Community awareness of the outcome of a grand jury investigation

The nominator must provide a brief rationale for granting the award (consider the above criteria while writing it) and provide copies or links to the media coverage. The submission process is [online](#).

Nominations may be made only by a CGJA chapter or association for its county. Where there is neither, nominations may be made by a CGJA member who resides in the county.

You may not think of a nominee now, but you might in the future. Please keep a file of media posts (online material disappears over time) or newspaper clippings about grand jury reports and activities.



Ask the Trainer

by Marsha Caranci, CGJA Training Chair

This regular column allows the CGJA Training Team to share with *Journal* readers our responses to some of the questions we receive from grand jurors.

Please remember the following: our trainers are happy to answer questions in their areas of expertise and may be contacted by using the information in Tab 8 of our training manual; you may not take any response as legal advice; and you should contact your local legal advisors to answer any question that might divulge confidential information.

Please submit your questions to me at cgjatraining@cgja.org. The Training Team's response to your question might appear in a future edition of the *Journal*.

Q. Our grand jury is working on six reports, all of which are nearly complete and ready to be reviewed by County Counsel. Our understanding is that we should then conduct an exit interview for each investigation before we send the reports to the judge. Is that required?

A. Penal Code section 933.05(d) allows (but does not require) the grand jury to meet with a representative of the entity it investigated to read and discuss the findings contained in the draft report before its public release. We refer to this as an "exit interview."

We recommend that you always conduct an exit interview, unless all of your findings are positive (in which case there will probably be complete agreement from the entity). This gives you one last chance to make sure you got everything right and that nothing has changed since you drafted the report.

Details on the process of conducting an exit interview are found in our Report Writing Workshop training manual in Tab 5. You will see there that the process involves setting up an interview with the person in charge of the function or department or a member of the governing body, or both. The interview is handled like all interviews – an admonition should be given. The interview committee can then read each finding and ask the interviewee if they agree with the finding. If they don't, ask why and use follow-up questions to confirm any facts that your finding was based on. Do not reveal any other parts of the report or give them a copy of the report, which is still confidential at this point.

Ask the Trainer *continued****Q. When should the exit interview be conducted – just a few days before it goes to the judge for approval, or sooner?***

A. The exit interview should take place at least a couple of weeks before the date you plan to send the report to the judge so that you can make any needed changes and have the full panel approve the changes before it is finalized. If you find out, for instance, that something you were going to recommend is now being done, you would want to do some further investigation to verify that and then modify your report appropriately. A negative finding might turn into a positive finding, based on new verified facts. So, allow plenty of time to reinvestigate, rewrite, and get the report reapproved.

Note: Do not confuse the exit interview with the process of providing a copy of the report to the entity two working days in advance of the report's release to the public.

Q. We heard that many grand juries release their reports at different times before the end of their term – how does that work? Our county has always turned in the entire final report at once to the judge, and then it is posted on our website after being approved.

A. Penal Code section 933 states that reports may be submitted "at any time during the term of service of the grand jury." We encourage grand juries to submit and release each individual report as it is completed to ensure that each report is timely and because it will often get more attention than when released along with four or five other reports.

Once approved by the judge and two days after the report is provided to the entity, it can be publicly released by posting it on your website and sending a copy to the local media. Each report should have a dated title page because the due date for the responses to that report will be based on that date.

Each individual report can be handled this way, and then all the reports are usually "published" together in a hard copy, bound version that includes the jury's entire body of work.

2019 CGJA Training Dates

Regional two-day Training Seminars

- Sacramento, Tuesday and Wednesday, July 16 and 17
- Redding, Monday and Tuesday, July 22 and 23
- Visalia, Tuesday and Wednesday, July 30 and 31

Foreperson and Pro Tem Workshops

- San Mateo, Saturday July 13
- Sacramento, Monday July 15
- Redding, Saturday July 20
- Visalia, Monday July 29

Legal Advisors' Training and Workshop – CGJA will offer MCLE credit to grand jury civil legal advisors who attend one of our regional seminars and the breakout Legal Advisors' Workshop, which will be held:

- Sacramento, Tuesday and Wednesday, July 16 and 17
- Visalia, Tuesday and Wednesday, July 30 and 31

On-site Training (for one to three counties) – these seminars are arranged directly with the counties.

Report Writing Workshops – to be scheduled in the fall

More detailed information may be found on our [website](#) or email [Marsha Caranci](#).

Grand Jurors' Association Balance Sheet As of December 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 General Fund	
1003 Excess Income Reserve	0.00
1004 Chase Checking	27,719.63
1005 PayPal deposit account	0.00
1006 Chase Savings	189.34
1053 J. Zepp Fund	2,200.36
1056 Training Scholarship	4,000.00
1057 Rainy Day Fund 2	0.00
1058 Bill Trautman Memorial Fund	3,910.00
Total 1006 Chase Savings	\$ 53,162.85
Total 1000 General Fund	\$ 80,882.48
Accounts Receivable	
2000 Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
2101 Undeposited Funds	0.00
Credit Card Receivables	0.00
Total Other Current Assets	\$ 0.00
Total Current Assets	\$ 80,882.48
Fixed Assets	
2910 Equipment	0.00
2911 Fixed Assets	8,253.00
2951 Accumulated Depreciation	-7,438.07
Total 2911 Fixed Assets	\$ 814.93
2952 LCD Projector accumulated depreciation	0.00
Total 2912 LCD Projector	\$ 0.00
2913 Toshiba 1905 S303	0.00
TOTAL ASSETS	\$ 81,697.41
Liabilities	
Current Liabilities	
Accounts Payable	
2200 Accounts Payable	0.00
Total Accounts Payable	\$ 0.00
Credit Cards	
1100 Credit Card	0.00
1101 Credit Card- PRC	0.00
1102 Credit Card- President	0.00
1103 Credit Card-Training	0.00
2310 Retained Earnings	67,354.45
2331 Opening Balance Equity	0.00
Net Income	14,342.96
Total Equity	\$ 81,697.41
TOTAL LIABILITIES AND EQUITY	\$ 81,697.41

California Grand Jurors' Association
Budget vs. Actuals: 2018 Budget - FY18 P&L
 January - December 2018

	Actual	Total Budget	over Budget
Income			
Total 3000 Administration Income	\$20	\$30	-\$10
Total 3200 Finance Committee Income	\$4,716	\$3,600	\$1,116
Total 3400 Membership Relations	\$7,440	\$6,500	\$940
Total 3500 Other Work Groups Income	\$1,050	\$720	\$330
Total 3600 Annual Conference	\$10,882	\$8,850	\$2,032
Total 3700 Public Relations	\$248	\$445	-\$198
Total 3800 Publications and Merchandise	\$0	\$10	-\$10
Total 3900 Training	\$122,322	\$109,500	\$12,822
Total Income	\$146,677	\$129,655	\$17,022
Gross Profit	\$146,677	\$129,655	\$17,022
Expenses			
Total 4000 Administration	\$8,055	\$7,525	\$530
Total 5000 Finance Committee Expenses	\$2,148	\$2,535	-\$387
Total 6000 Membership Committee Expenses	\$90	\$800	-\$710
Total 7100 Legal & Legislative Resources Committee	\$1,523	\$1,230	\$293
Total 7200 Awards Committee	\$97	\$300	-\$203
Total 7500 Annual Conference Expenses	\$7,880	\$6,873	\$1,007
Total 7800 Publications and Merchandise Expense	\$0	\$30	-\$30
Total 8000 Public Relations Committee	\$1,947	\$2,803	-\$856
Total 9000 Training Committee Expenses	\$110,594	\$109,500	\$1,094
Total Expenses	\$132,334	\$131,596	\$738
Net Operating Income	\$14,343	-\$1,941	\$16,284
Net Income	\$14,343	-\$1,941	\$16,284

Chapter Presidents and Treasurers

Please update CGJA with current information concerning your tax year (fiscal or calendar year), any changes of officers, and the name and address of the individual responsible for filing tax documents within your chapter. CGJA Finance Committee will use this information when filing CP 119 on behalf of the Association. Please send this information to CGJA's Finance Chair, Ron Zurek, at finance@cgja.org.



**A whiff of the past – 1954
Los Angeles Mayor Paulson**

Seems to have worked. The air quality is much improved over what it was in the 1950s.

Letters

Any thought or opinions on CGJA or grand jury matters? Send your comments to editor@cgja.org.

Keep us posted

Send us your chapter or association news and accomplishments. Format articles in Word and send as email attachments to Barbara Sommer editor@cgja.org. For more details see [How to submit an article](#).

**DEADLINE for submitting articles for publication in the next issue
May 27, 2019**

Change of address - Please notify the editor@cgja.org of any email address changes.

Join/Renew your membership

Serve on a committee - fill out our [Volunteer Interest](#) form.

The mission of the CGJA is to promote, preserve, and support the grand jury system through training, education, and outreach.

STAY CONNECTED

Visit our website



California Grand Jurors' Association Voting Member Application

To promote, preserve, and support the grand jury system through training, education, and outreach

Check all that apply: New member* Renewal

Check one: 1 yr. membership, \$30 2-yrs or more (specify if more) \$25 per yr. Lifetime \$500

Please type or print legibly

Email address Telephone

Name

Mailing address

City County State Zip+4

California county of service Year(s) served on Grand Jury (e.g., 2000/01)

Are you a member of a local chapter or association? No Yes (please specify)

Please consider adding a donation \$ Do you wish your donation to remain unpublished? Yes No

Make check payable to California Grand Jurors' Association or enter credit card information below.

The California Grand Jurors' Association will not knowingly provide, sell, trade, transfer or in any other way deliberately reveal any such private member information to any party outside of the California Grand Jurors' Association

Applicable fees will be charged on returned checks

Amount enclosed or

Credit card amount (MC, Visa, AMEX, Discover – fill in the information below)

Card number – – – Exp. Date / Security code (on back of card)

Billing name (if different from above)

Billing address (if different from above)

Signature (OK to type)

CGJA is a California Nonprofit Public Benefit Corporation and designated an IRS Section 501(c)3 Tax Exempt Corporation. CGJA annual membership dues of \$75 or less are of token value, not substantial, and fully deductible. Contributions to the association are deductible to the extent permitted by law.

***Individual (voting) membership** is open to any person who is serving or has served as a member in good standing on a county grand jury in California. Members elect a Board of Directors to conduct association business. Members are eligible to serve on association committees, attend the association's annual conference at locations throughout California and receive the CGJA Journal, containing periodic updates of association and grand jury developments.

**Please continue to page 2 to indicate or update your volunteer choices and information.
Support our important work with your time!**

After you have completed this form, either

- 1) scan and email to the CGJA Treasurer at treasurer@cgja.org or
- 2) print and mail to **California Grand Jurors' Association, Attn: Treasurer. 1017 L St, #320, Sacramento, CA 95814.**

CGJA Volunteer Interest Form

CGJA is an all-volunteer membership organization. We succeed mainly because our members **volunteer** to serve on our committees and/or train grand jurors. Serving on committees almost never requires travel. We communicate via email and computer video and telephone teleconferencing. Trainers travel throughout the state. We reimburse them for lodging and pay the government rate for mileage and a modest per diem for other expenses.

Contact Information			
Name		Phone	
Street		Email	
City, ZIP		County	

CGJA volunteers work mainly in committees and/or as grand juror trainers. In which areas are you **interested** in volunteering? Please check (with an x) each box as applicable.

Annual Conference Committee - oversees the preparation and conduct of the CGJA annual conference.

Awards Committee - administers the selection of winners of the awards given throughout the year.

Bylaws & Policies Review Committee - reviews proposed amendments to CGJA Bylaws and Policies, committee procedures, and chapter bylaws.

Finance Committee - oversees CGJA's financial management.

Legal & Legislative Resources Committee - formally responds to legal and "best practices" questions; monitors legislative activity affecting the grand jury system.

Membership Relations Committee - encourages membership and chapter formation and communication; supports regional activities.

Public Relations Committee - manages the website; publishes the *Journal*; educates the public in support of California's regular grand juries.

Technology Committee (new) - oversees and supports CGJA's technical, data, storage, and communications resources.

Training Committee - develops and conducts annual training programs for grand jurors, alternates, forepersons, and grand jury legal advisors throughout the state.

Trainer - train grand jurors under direction of the Training Committee.

Special Skills/Qualifications. We frequently seek volunteers with special skills and qualifications to carry out specific tasks. Please check each box as applicable.

Microsoft products: mainly Word, Excel, PowerPoint

Database management

Quickbooks Online

Bookkeeping or accounting

Video production

Education program development or management

Sales and marketing

Web page design, management, and optimization

Social media development and operation

Information technology management

Public speaking or lecturing

Publication writing, editing, or production

Legal expertise in nonprofit, corporate, or grand jury law

Teaching

Go to next page

CGJA Volunteer Interest Form

Please summarize your grand jury, other volunteer, and work experiences as related to the interests, skills, and qualifications that you checked on page 1.

Signature (okay to type)	Date
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After you have completed this form, either

- 1) scan and email to the CGJA Treasurer at treasurer@cgja.org or
- 2) print and mail to **California Grand Jurors' Association, Attn: Treasurer. 1017 L St, #320, Sacramento, CA 95814.**

Thank you for your interest in volunteering with us.

Revised 11/27/18