

## Editor's Note:

This issue contains several important announcements, several chapter reports on Grand Jury Awareness celebrations and two interesting articles about educational outreach activities based on chapter initiatives. I believe this is ample demonstration of the range and breadth of CGJA's activities in promoting the California grand jury system.

But we want to serve you, the reader, and have entertained the idea of publishing Op Ed articles on any pertinent subject. So let us hear from you with your comments and thoughts.



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# Grand Jurors' Journal

[www.cgja.org](http://www.cgja.org)

## Annual Conference Update

### *Expanding Our Horizons*

November 2-3, 2015

The CGJA Annual Conference Committee and the Contra Costa Host Committee are pleased to announce that **The Honorable Tani G. Cantil-Sakauye, Chief Justice of the California Supreme Court, will give the keynote address at our Annual Conference on November 2-3 at the Lafayette Hotel & Spa, Lafayette, CA. We know her inspirational comments will help us *expand our horizons* as we continue to provide support to the California grand jury system.**



### Nominations for Director Now Open

By Jerry Lewi, Nominations-Elections Chair [nominations@cgja.org](mailto:nominations@cgja.org)

It is time to think about nominating someone you think would be an excellent choice as a CGJA Director. Every year we hold an election of one-half of our 12-member Board, two from each region.

It is important that you, as one who might nominate another member or yourself, and any potential candidate understand the requirements of those who serve as Directors. Therefore we include separately the requirements to serve as a Director for a two-year term.

As you know from other communications this year, the Board of Directors has dedicated itself to improving its relations with the chapter and membership. This has resulted in more effort and commitment on the part of individual directors. Nominees must be willing to embrace this spirit and continue this important initiative on the part of the Board. But that also means "new blood" is welcome to bring new energy and expertise to this important work.

The timetable for the election is as follows:

Nominations are now open and should be submitted to [nominations@cgja.org](mailto:nominations@cgja.org)

Nominations close (*mark this date as this is the only issue of the Journal to provide this information, although it will also be on our website*)

Candidate statement submitted	May 31
Ballot submitted to Board	June 10
	June 23

*Continued on page 2*

Continued from page 1

Membership closes for eligibility to vote (see note below)	July 31
Ballot mailed	August 15
Ballot returned	September 15
Ballots counted and reported to Board and candidates	October 10
Results announced at Annual Conference	November 2

**An important note:** If you contemplate changing your mailing address by the end of July, please be sure to notify the Membership Relations Committee ([membershiprelations@cgja.org](mailto:membershiprelations@cgja.org)) to be sure you get your ballot on time.

Committee members, who may be contacted, are as follows:



**North Region**

Director/Vice-chair	Marsha Caranci	<a href="mailto:caranci@aol.com">caranci@aol.com</a>
Member	Ray Frisbie	<a href="mailto:frisaus@hotmail.com">frisaus@hotmail.com</a>

**Central Region**

Director	Lloyd Bell	<a href="mailto:lloyd.bell@comcast.net">lloyd.bell@comcast.net</a>
Member	Nadine Muller	<a href="mailto:namgrand@earthlink.net">namgrand@earthlink.net</a>

**South Region**

Director/Chair	Jerry Lewi	<a href="mailto:nominations@cgja.org">nominations@cgja.org</a>
Member	Betty Flick	<a href="mailto:wflick321@comcast.net">wflick321@comcast.net</a>

**CGJA Director Responsibilities**

**Per the CGJA Bylaws, Article 6, Directors**

**Section 4. Duties**

It shall be the duty of the Directors to:

- (a) Perform any and all duties imposed on them collectively or individually by law, or pursuant to these Bylaws.
- (b) Prescribe the duties and fix the compensation, if any, of all officers, agents and employees of the Corporation, except as otherwise provided in these Bylaws.
- (c) Supervise all officers, agents and employees of the Corporation to assure that their duties are performed properly.
- (d) Meet at such times and places as required by these Bylaws.
- (e) Register their address, including any electronic address (e.g. E-Mail or FAX), with the Secretary of the Corporation.
- (f) Approve the proposed annual ballot which includes a slate of qualified candidates for Director.
- (g) Elect officers of the Corporation.

**Per the CGJA Policy Manual, §2.000, Board of Directors**

**2.013 Director Responsibilities**

- A. In addition to those duties outlined in the CGJA Bylaws, Directors shall attend all Board meetings except when excused by the President. Directors must be willing to participate in teleconference or face-to-face Board meetings at their own expense.
- B. Directors shall read and review all agenda packet items in preparation for each Board meeting.
- C. Directors shall attend the CGJA Annual Conference if possible, and shall do so at their own expense.
- D. Each Director shall be active on at least one of the CGJA's committees.

## ROBERT GEISS BEST GRAND JURY REPORT AWARD

It is time to submit nominations for the CGJA's *Excellence in Reporting – Best Grand Jury report award*. Last year's winner was San Francisco for *Deja Vu All Over Again, San Francisco's City Technology Needs a Culture Shock*. The previous year's winner was San Luis Obispo County's report on their sanitation district.

A single investigation or a series of directly related investigations done within the preceding five years are eligible (2009-2014 -- thereby allowing sufficient time for responses). The award will be presented at the Annual Conference in November.

To justify the award, the report needs to compete with other nominations on the criteria shown below. The online submission process is easy once you have written an explanation and collected the documentation.

See <http://cgja.org/ei>.

Report quality -- legible, documented, succinct, complete, and understandable

Citizen Impact: Importance or severity of problem

Duration/persistence of the problem

Difficulty of the investigation - many agencies, bureaucratic interference (e.g., denials, subpoenas), etc.

Substantiated findings and recommendations within the report

Exposure of the report by the media, or response from the public

Documented success of the investigation

The deadline for nominations is June 30, 2015. One nomination per county, please.

This nomination can be combined with that for the Best News Media coverage award – see the related article is this

## RECOGNIZE MEDIA SUPPORT FOR THE GRAND JURY

Help us recognize support received from the news media. Make a nomination for CGJA's News Media - Excellence in Reporting Award. The media award nominee may be either a media outlet (e.g., newspaper or web-based journal) or an individual reporter or reporting team.

Last year, the award went to *The Record* of Stockton for reporting on the failure of support for at-risk youth in San Joaquin County. The year before, Nancy Pasternak, a reporter for the *Appeal Democrat* won the award for her series on the animal control shelter in Sutter County. In past years the *Sacramento Bee*, *Oakland Local*, *San Francisco Chronicle*, *Mendocino Beacon/Fort Bragg Advocate News*, *Napa Valley Register*, *Tribune of San Luis Obispo*, and *Marin Independent Journal* have received awards for their support of the county Grand Jury.

Although you may not think of an outlet to nominate now, you may want to nominate media in the future. Be sure to keep a file of newspaper clippings along with print or electronic copies of online coverage of Grand Jury reports and activities (Internet descriptions disappear over time).

The nominating process is done easily online at <http://cgja.org/eir>. The main task is to describe and document how the media outlet or reporter met the following criteria:

Increased familiarity with and understanding of the grand jury system

Increasing public awareness of a specific grand jury investigation

Improved public understanding of the issue investigated

Community awareness of the outcome of a grand jury investigation

The deadline for nominations is June 30, 2015. One nomination per county, please. This nomination can be combined with that for best grand jury report – see the related article is this issue.



## CGJA Chapter News from Around the State *News for You and by You*

*By Mike Chernock MRC Committee Chair and Chapter Presidents/Members*



To help create comradery in the committee and to accomplish work that is difficult to achieve on conference calls, the MRC held a face-to-face retreat in Bakersfield on March 27. The main topic was "How to redesign the MRC" to meet the needs of our changing society and our membership. The mission statement designed and

approved in Bakersfield summarizes 15 plus pages of specific activities when it states:

*It is the primary mission of the Membership Relations Committee of the CGJA to maintain, support and encourage all efforts necessary to keep the California Civil Grand Jury system healthy and viable. The MRC's specific goals are to recruit and retain members as well as encourage and support the creation and continued health of county chapters.*

The main functions defined are recruiting and keeping members as well as creating and supporting chapters. The first supplemental functions defined were membership database maintenance and continued support of Regional Meetings throughout the state.

Needless to say the MRC cannot do this without a strong cadre of dedicated committee members. You will be hearing much more on specific MRC activities in the near future but if meeting great people while personally helping to strengthen the seated grand jury system and attending and supporting other chapters while amplifying the voice of the CGJA sounds like something you would like to do, then please contact me at [michael@chernockassociates.com](mailto:michael@chernockassociates.com) at your earliest convenience. And if you don't think you have enough time to make a full commitment, please ask me about our new ADJUNCT MEMBERSHIP option which allows you be included in the process but only requires your direct presence for specific projects with limited durations.

### **Contra Costa Chapter** *By Rich Knowles, President*

Contra Costa has been active in planning for the next annual conference. We have a keynote speaker (see page 1), we have a venue, and we have musical entertainment for the reception. We are close to picking a theme and are working on the other sessions for the conference.

Also, we are about to do the annual pre-selection orientation that our chapter provides for everyone that has

applied to be on next year's grand jury. Orientation lasts about an hour. The intent of the program is to provide insights for prospective jurors so they don't drop out in the first couple of days after they are selected. Planning is complete and set for the mid-April timeframe. We will have three such presentations so everyone has a chance to attend a session.

### **San Bernardino Chapter** *Margaret Furman, President*

Vice President Margaret Furman of the San Bernardino Chapter has moved into the role of President on March 23, 2015, following the resignation of President Kent Fogleman.

Under Margaret, the chapter will continue the "meet-and-greet our state legislature" project. This activity was launched in March 24, 2014, with the organization of the chapter under President Burrell Woodring. Chapter members have identified 16 state senate districts and 8 assembly districts serving San Bernardino County. During Kent's term of office the chapter identified the newly elected legislators and informed our 11 chapter volunteers.

In addition to personally meeting our lawmakers, we are also dedicated to personally advising them that the provisions of Penal Code Section §939.22, will expire January 1, 2017, unless another statute is enacted before that date. We are finding that some legislators are uninformed about the legislation and its sunset provision.

### **Marin Chapter**

Rich Treadgold, Marin Chapter President, recently had an article published that demonstrates how a chapter can record and publicize the effectiveness of a grand jury over the years. Please go to our News blog and look for the post titled, **Marin Voice: Grand Juries Can Make a Difference**. Type in "Marin" in the Newsblog search box and that title will pop up. The complete link is: <http://cgja.blogspot.com/2015/03/marin-voice-civil-grand-juries-have.html>.

Congratulations to Rich for getting this published and to the Marin Chapter for this outstanding example of Implementation Review.



Thomas Bethards Sutter  
Peter Hiller Monterey

**PROCLAMATIONS**

**FROM NAPA COUNTY BOARD OF SUPERVISORS**

By Diane Dame' Shepp, President

March of every year is proclaimed "Grand Jury Awareness Month" by the Napa County Board of Supervisors. Members of the Napa Chapter and the sitting grand jury attend the Proclamation presentation in support of the Supervisor's recognition of the work of the grand jury.



Napa Chapter President Diane Dame' Shepp presents the proclamations for 2014 and 2015 to the current Grand Jury Foreperson Ross Workman

The event also kicks-off the effort to encourage county citizens to consider service on the grand jury.

On April 15th, the Napa Chapter will host a spring luncheon at the Napa Valley Country Club. The Napa County Superior Court supervising judge, and the presiding judge and Richard Knowles, President of the Contra Costa Chapter will be the guest speakers. All CGJA members are welcome. For more information and reservations please contact: [jkmorris1969@gmail.com](mailto:jkmorris1969@gmail.com).

**Kern Chapter Celebrates Grand Jury Awareness Week**

By Lynn Runyan, Chapter President

The Kern County Grand Jury and the Kern County Chapter have formed a very positive connection with our local NBC station, KGET Channel 17. Over the past two months Channel 17 has interviewed the Kern County



Kern County Grand Jurors and CGJA IMs Earlene Hightower & Gary Chaffin with Kern Chapter President Lynn Runyan (center)

Grand Jury Foreman 2014-15 Foreman Mike Elliott and the Chapter President Lynn Runyan twice: first in January regarding "What is a Grand Jury?" and again on February 4th regarding 2015-16 grand jury recruitment and Grand Jury Awareness. Also included in the discussion was the

Grand Jury Awareness/Recruitment booth open during the Home Show February 20-22; some chapter members helped staff the table, answered questions and passed out information. On Tuesday, Feb. 10th, the Kern County Board of Supervisors



Awareness Week program on February 11, 2015, at the Liberty Bell in front of the Kern County Superior Court Building

proclaimed February 9-13 as Grand Jury Awareness Week. The next day, the annual Kern County Grand Jury Awareness program was held at the Liberty Bell in front of the Superior Court building and Channel 17 was there to record the event, as well as the Grand Jury Open House following held in their



TV Host Kiyoshi Tomono, Kern County Foreman Mike Elliott and Kern Chapter President Lynn Runyan

offices on the 6th floor of the Superior Court Building. As a small token of our thanks to Channel 17 for their support of the grand jury, Foreman Mike Elliott presented Channel 17's Sunrise Anchor and Producer Kiyoshi Tomono a certificate of appreciation. We hope to continue this valuable partnership and cannot express our gratitude enough to KGET for bringing awareness of the grand jury process to the citizens of Kern County.

**San Joaquin Chapter** By Ken Buck

The San Joaquin County Chapter has been busy in its efforts of community outreach to educate the public and also recruit for the grand jury. Several speaking engagements have now been completed in time for grand jury signups. Don Romero, the chairperson for the Chapter's Community Outreach committee, organized talks to various organizations within the county including Rotary Clubs, Lions Clubs, Soroptimist, Institute of Community Learning, Sons in Retirement, Veteran Groups, Retirement Communities, etc.

The impact is already being felt! These are the words from the Grand Jury Administrator: "When interested

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persons called in to inquire about serving on the grand jury, the majority have mentioned that they had attended one of the various speaking engagements given by the Local Chapter. Your enthusiasm is contagious." Several Chapter members have volunteered to speak at these community events and consist of Gary Spaugh, Lou Meyer, John Britto, Larry Graser, John Nowak, Ken Buck, and Neil Holets. Recent talks have also included the San Joaquin County Assistant District Attorney, Scott Fichtner (a grand jury advisor), and he explained the difference between the civil and criminal grand juries, a question always asked by audience members.

The Chapter's Membership committee, led by Mary Finley, has also been successful in reaching out to former grand jurors and the potential recruitment as Chapter and CGJA members.

We were also successful in getting the San Joaquin County Board of Supervisors to proclaim February as Grand Jury Appreciation Month during their February 10, 2015, meeting. The proclamation read in part "Whereas, the California Grand Jurors' Association and local chapters strengthen juries statewide by providing training, tools and techniques to assure that each jury operates under the same standards of efficiency and integrity to which they hold local government." Other parts of the proclamation read "Whereas, Grand Juries are crucial components of California's justice system; and Whereas, like other California counties, San Joaquin has a Grand Jury composed of individuals who dedicate their time for a full calendar year to serve in the Grand Jury system." The proclamation closed with "Now, Therefore, Be It Proclaimed that I, Bob Elliott, on behalf of the San Joaquin County Board of Supervisors hereby proclaim the month of February 2015 as San Joaquin County Grand Jury Awareness Month."

And on a final note for this quarter, the San Joaquin County Chapter is in the beginning stages of planning its second regional meeting to be held in September 2015. Stay tuned for an announcement coming soon!

### **Lifelong Learners of the Central Coast Learn About the Grand Jury**

*By Dorothy Schlitz, San Luis Obispo Chapter*

During February, three members (Ellen Polinsky, Ron Trayner, and Dorothy Schlitz) of the San Luis Obispo Former Grand Jurors' Association presented two 2 ½-hour classes for the Lifelong Learners of the Central Coast (ELLC). ELLC is an independent, member-driven, replacement organization to the Osher Lifelong Learning Institute (OLLI) program initiated by the California Polytechnic State University in the county in 2003.

The class goal was to help people understand the scope of the grand jury and to recruit applicants for the 2015-2016 Grand Jury.

The class was titled, The San Luis Obispo County Grand Jury: It May Not Be What You Think It Is...Is It For You. Twenty-nine people attended. The class covered the following:

- Grand Jury History and Jurisdiction
- The Grand Jury in San Luis Obispo County: Organizational and Operational Structure
- The Work of the Grand Jury: Investigations and Reports
- Becoming a Member of the San Luis Obispo County Grand Jury, and a role play session
- Sample Citizen Complaint..."what would you do if."

Participants were extremely complimentary and left with a typical comment, "I now know and understand what the grand jury in San Luis Obispo is and how it works." A number of the class members expressed a sincere interest in serving on the 2015-2016 Grand Jury and indicated they plan to apply and would look forward to the challenges and rewards if they are selected.

The San Luis Obispo chapter was the first CGJA chapter to conduct grand jury orientation for OLLI members, resulting in a CGJA effort to encourage orientation of OLLI members throughout the state.

*Editor note: Seven similar classes have been held since 2006. If you are interested in creating a program at an OLLI chapter near you, contact Betty J. Mattea, Awards Chair, or Jerry Lewi, Public Relations Vice-chair for more information.*

### **Shasta Chapter**

*By Larry Johnson, President*

The Shasta County Chapter has been busy assisting the Shasta County Superior Court in recruiting qualified applicants for the 2015-2016 Grand Jury. Over a month of activity culminated in a Grand Jury Informational Meeting



*Ray Frisbie briefing potential jurors at Shasta County Information Meeting*

on March 18. Leading up to this meeting, members of the local chapter posted flyers and hung banners advising citizens of the opportunity to submit applications for grand jury service. Message boards at local retail outlets and local radio and television stations, which conducted on-air interviews with former grand jury members and ran

**2015 Training Schedule** *By Marsha Caranci, Training Chair*

[cgjatraining@cgja.org](mailto:cgjatraining@cgja.org)

Featuring a record number on on-site training seminars, the 2015 schedule is nearly complete and all assignments of trainers have been made. We held our annual Train the Trainer meeting early in March at which we reviewed our overall curriculum, discussed a number of issues we are likely to encounter and began the process of training two new trainers, Ed Kreins from San Luis Obispo and Jeannette Monahan of Sacramento.

Registration information will be posted on our website later this month under **Training**.

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Date	Venue	Location
June 29 and 30	San Bernardino County on-site	San Bernardino
	Mendocino County on-site	Ukiah
July 1 and 2	El Dorado County on-site	Placerville
July 7 and 8	Plumas County on-site	Quincy
July 9 and 10	Sonoma County on-site	Santa Rosa
	Modoc County on-site	Alturas
	Stanislaus County on-site	Modesto
July 12	Santa Barbara/San Luis Obispo on-site	Solvang
	Foreperson Workshop	San Mateo/ Foster City
July 13 and 14	Contra Costa County on-site	Martinez
	Napa County on-site	Napa
	Imperial County on-site	El Centro
July 16 and 17	Siskiyou County on-site	Yreka
	San Joaquin County on-site	Stockton
	Santa Cruz County on-site	Santa Cruz
July 19	Foreperson Workshop	Sacramento
July 20 and 21	Sacramento Regional Seminar	Sacramento
	San Francisco County on-site	San Francisco
	Mariposa County on-site	Mariposa
July 22	Foreperson Workshop	Redding
July 23 and 24	Redding Regional Seminar	Redding
	Kern County on-site	Bakersfield
	Lake County on-site	Lakeport
July 26	Foreperson Workshop	Visalia
July 27 and 28	Monterey County on-site	Marina
	Visalia Regional Seminar	Visalia
July 29 and 30	Santa Clara and San Mateo on-site	San Jose
July 30 and 31	Merced County on-site	Merced
August 3 and 4	Tri Cos (Amador, Calaveras, Tuolumne)	San Andreas
	Humboldt/Del Norte on-site	Orick
August 6 and 7	Inyo/Mono Counties on-site	Bishop
August 10 and 11 <i>TBD</i>	Lassen County on-site	Susanville
August 12 and 13 <i>TBD</i>	Sierra County on-site	Downieville
August 21 and 22 <i>TBD</i>	San Benito County on-site	Hollister

Public Service Announcements, provided valuable assistance. Advertisements were also placed in local newspapers throughout the county.

At the Informational Meeting, thirty-two potential applicants were joined by members of the current grand jury, the Shasta County Chief Executive Officer, and a representative of the Shasta County Superior Court Administrative Office. Shasta Chapter Secretary/Treasurer Ray Frisbie led a presentation on the history and current functions of the grand jury in California. That was followed with members of the current grand jury describing their year of service and extoling the virtues of serving on the grand jury. Shasta Chapter Director and CGJA President Karen Jahr next spoke of the orientation and training that the selected grand jurors and alternates would receive once their names were selected at a random drawing.

The Informational Meeting concluded with a Question and Answer session with a panel of chapter members fielding questions, which ranged from confidentiality to the amount of time required of a grand juror throughout the year. The suggestion that, on average, a juror can expect to spend ten to twenty hours per week resulted in muffled laughter from some of the hard-working members of the current grand jury who were in attendance.

Once the applications have been received by the court, members of the Shasta Chapter Screening Committee will commence calling references and otherwise assist the court in creating the final pool of individuals from which the 2015-2016 Shasta County Grand Jury will be selected.

**Board Actions** *By James Ragan Secretary*

March

Approved the following language concerning the deductibility of annual CGJA dues:  
CGJA annual membership dues of \$75 or less are of token value, not substantial, and fully deductible.

In order to allow us to include Board actions from the current months Board meeting, we have changed the journal deadline to the Monday after odd-numbered month Board meetings, which are the 4<sup>th</sup> Monday of each month.

## **Madera Chapter Conducts High School Education about Grand Juries**

By Jerry Lewi

In the last issue, Jeannie Turpenen, Madera Chapter President, reported on a class that members of the Madera Chapter conducted at Yosemite High School in Oakhurst. Being interested in activities of this kind, I followed up with Jeannie and received from Ben Kelly, the leader of the chapter group, a detailed outline of the course. Here is a summary of the course that could serve as a model for other chapters going forward with similar educational opportunities. Congratulations to the Madera Chapter for this significant achievement.

The 90-minute program was conducted by Kelly, Linda Pennington and David Lopez and was repeated to three classes during the day. After introductions, the purpose of the grand jury was explained as one of two processes by which an ordinary citizen can have input into government. One process is by voting. The second is by investigating government within the county, the grand jury.

Then the class is “sworn in” as a grand jury and given several complaints to evaluate. One example: What would you think if I told you that the Superintendent of Schools used his access to computer records to change a student’s record, thereby qualifying the student for admission to a college that he otherwise would not be eligible to attend? The “jury” is asked to evaluate what information is required, who to interview and what action the jury might take. This interactive nature of the course is, to this reporter, one of the highlights of the program.

Following this exercise, the three instructors present information about the grand jury process in a more typical fashion. Topics include grand jury history, qualifications, rules of procedure, organization, how to conduct investigations and write reports.

The class concludes by handing to each student copies of recent Madera Grand Jury reports on the education system in their county with the idea that the regular class teachers would hold a follow-up discussion on the reports as a homework assignment.

The program was well-received and, as evidence of that, the team was invited to return next year.

The program was made possible when Kelly emailed Deborah Brown, Government Teacher at Yosemite High School, and proposed the Grand Jurors’ Association presentation. Deborah Brown included Amy Weigel, the

other Government Teacher at Yosemite High School, and Kelly was invited to meet with Brown and Weigel during a teacher planning day. The Madera Chapter and CGJA appreciate the support and participation of these fine teachers and the administrative support that made it possible.

For more information you may contact Jeannie, [jeannieturpenen@gmail.com](mailto:jeannieturpenen@gmail.com) or Ben, [kellybr2012@gmail.com](mailto:kellybr2012@gmail.com)

## **Ask the Trainer**

*This is another in a series of articles aimed at current jurors, especially those who have taken advantage of our Introductory Membership (IM). We try to remind you of key issues on a timely basis throughout the year. Please remember the following: Any trainer is happy to try to answer specific questions in their area 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 frequently to answer questions. Please submit questions to me or the Journal Editor for future responses. Marsha Caranci, CGJA Training Chair*  
[cjatraining@cgja.org](mailto:cjatraining@cgja.org)

## **Final Report Approval**

By Bette Flick and Jerry Lewi

The end of your term is looming on the horizon and you will want to release all of your reports before your term is over (Hasn’t the year just flown by?). To assist you in taking the final draft to a fully approved, released report, here is a check list of all the steps required to do that:

1. Draft completed by Investigating Committee.
2. Final Verification (Exit) Interview with subject of investigation – not required but highly recommended. You must have interviewed the subject of the investigation, but the exit interview is optional.
3. Fully reviewed by Editorial Committee, who has assured compliance with your editorial standards.
4. Reviewed and approved by full panel with a minimum of 12 votes approving release (8 in 11-member body).
5. Reviewed by your legal advisor. Note: Some juries take the above three steps in a different order which is fine as long as it conforms to your own rules of procedure.
6. Submitted to Presiding or Supervising Judge for approval.
7. Delivery of report to any entity for which a response is required, two working days before release to the public.
8. Released to public and the media. As a minimum,

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we suggest that printed copies should go to at least the county clerk, local libraries and other forums for public distribution. Compact disks may be used for additional distribution. Consider using a press release. There is also a statutory requirement that a copy is to go to the State Archivist. Check with your county clerk as to who may be taking care of this.

9. Arrange for the report to be posted on your grand jury website.
10. Include each individual final report in your consolidated end-of-term report, which can be published at the end of your term.

For a more complete and detailed check list, go to our website, [www.cgja.org](http://www.cgja.org) and under **Jury Resources**, go to **Sample Documents** and look for Checklist for Approval of Grand Jury Report, as well as some samples of transmittal slips.

<http://cgja.org>

In the spirit of continuous improvement we have made some minor changes in the menu structure of our website in order to improve accessibility to useful information. You will notice additional menu taps across the top of the home page. The new items are: **Jury Resources**, that compiles a number of useful items of primary interest to sitting jurors; **Membership**, that hosts all information regarding application or renewal of any form of membership; and **Awards**, that now includes a new page of summary information of all our awards with links to detailed information about each award including instructions how to submit nominations.

Under the **Jury Resources** tab, you will find that on the **Links** tab, we have added some additional links to documents regarding several different forms of local government subject to grand jury investigations. They include LAFcos, Joint Powers Authorities and Special Districts.

We hope these changes are helpful and note we are always eager to hear suggestions how we can make our website even more useful and "friendly." Submit your comments to:

[PublicRelations@cgja.org](mailto:PublicRelations@cgja.org)

## California Grand Jurors' Association Balance Sheet

As of December 31, 2014

	TOTAL
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
<b>General Fund</b>	
Chase Checking	\$ 30,458
Chase Savings	\$ 91
Bill Trautman Memorial Fund	\$ 2,910
J. Zepp Fund	\$ 5,100
Rainy Day Fund	\$ 20,000
Training Reserve	\$ 15,000
Training Scholarship	\$ 3,760
<b>Total Chase Savings</b>	<b>\$ 46,861</b>
Excess Income Reserve	\$ -
PayPal deposit account	\$ -
<b>Total General Fund</b>	<b>\$ 77,320</b>
Savings (deleted)	\$ -
<b>Total Bank Accounts</b>	<b>\$ 77,320</b>
<b>Accounts Receivable</b>	
Accounts Receivable	\$ -
<b>Total Accounts Receivable</b>	<b>\$ -</b>
<b>Other current assets</b>	
Credit Card Receivables	\$ -
Undeposited Funds	\$ -
<b>Total Other current assets</b>	<b>\$ -</b>
<b>Total Current Assets</b>	<b>\$ 77,320</b>
<b>Fixed Assets</b>	
Property and Equipment	
Fixed Assets	\$ 13,950
Accumulated Depreciation	\$ (10,397)
<b>Total Fixed Assets</b>	<b>\$ 3,553</b>
<b>TOTAL ASSETS</b>	<b>\$ 80,873</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
<b>Total Credit Cards</b>	\$ -
<b>Total Current Liabilities</b>	<b>\$ -</b>
<b>Total Liabilities</b>	<b>\$ -</b>
<b>Equity</b>	
Opening Balance Equity	\$ -
Retained Earnings	\$ 89,562
Net Income	\$ (8,689)
<b>Total Equity</b>	<b>\$ 80,873</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 80,873</b>

Wednesday, Jan 28, 2015 12:08:16 PM PST GMT-8 - Cash Basis

**California Grand Jurors' Association**

**Budget vs. Actuals: FY2014 (Jan 2014 - Dec 2014) - FY14 P&L**

January - December 2014

	Total		
	Actual	Budget	over Budget
<b>Income</b>			
Total Administration Income	\$ 41	\$ 23,139	\$ (23,098)
Total Annual Conference Income	\$ 9,275	\$ 15,500	\$ (6,225)
Total Finance Committee Income	\$ 2,805	\$ 1,031	\$ 1,774
Total Membership Committee Income	\$ 6,160	\$ 9,750	\$ (3,590)
Total Other Work Groups Income	\$ 1,375	\$ 1,500	\$ (125)
Total Public Relations Income	\$ 955	\$ 1,500	\$ (545)
Publications and Merchandise	\$ 23		\$ 23
Total Training Income	\$ 104,148	\$ 95,000	\$ 9,148
Uncategorized Income	\$ 525		\$ 525
<b>Total Income</b>	<b>\$ 125,307</b>	<b>\$ 147,420</b>	<b>\$ (22,113)</b>
<b>Gross Profit</b>	<b>\$ 125,307</b>	<b>\$ 147,420</b>	<b>\$ (22,113)</b>
<b>Expenses</b>			
Total Administration	\$ 7,659	\$ 21,550	\$ (13,891)
Total Annual Conference Expenses	\$ 20,318	\$ 15,500	\$ 4,818
Total Education Expenses	\$ 150	\$ 350	\$ (200)
Total Finance Committee Expenses	\$ 1,688	\$ 1,416	\$ 272
Total Membership Committee Expenses	\$ 504	\$ 1,750	\$ (1,246)
Total Other Committee Expense	\$ 1,196	\$ 1,850	\$ (654)
Total Public Relations Committee	\$ 5,684	\$ 6,280	\$ (596)
Total Publications and Merchandise Expense	\$ 47	\$ 100	\$ (53)
Total Training Committee Expenses	\$ 96,751	\$ 99,000	\$ (2,249)
<b>Total Expenses</b>	<b>\$ 133,996</b>	<b>\$ 147,796</b>	<b>\$ (13,800)</b>
<b>Net Operating Income</b>	<b>\$ (8,689)</b>	<b>\$ (376)</b>	<b>\$ (8,313)</b>
<b>Net Income</b>	<b>\$ (8,689)</b>	<b>\$ (376)</b>	<b>\$ (8,313)</b>

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# Grand Jurors' Journal

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and  
Support

the  
Grand Jury System

through

Training ,  
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and  
Outreach

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