

**California Grand Jurors' Association**  
**Board of Directors Regular Meeting – September 22, 2009**  
**MINUTES**

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**Call to Order & Roll Call:**

The roll was taken and the meeting began at 7:05 P.M.

Present: Bardell, Caranci, Chesny, D. Hoffman, W. Hofmann, Landi, Lazenby, Lewi,  
Masini, McKown, Noce, Sitton, Wylie  
Absent: Hern(ex), Johnston  
Also: Dan Mufson, MRC Chair

**Agenda and Comments:**

B-1 Agenda Approval: Noce

Director Lazenby asked that C-3 be moved to the action agenda. Director Landi asked that C-2 be pulled from the consent agenda.

A motion was made by Director W. Hofmann, seconded by Director McKown and passed by voice vote to approve the amended agenda.

B-2 Member Comment (maximum 10 minutes total)  
None

**Consent Item**

C-1 Approval of August 25, 2009 Board Meeting minutes: Landi  
C-4 Approval of minutes of September 8, 2009 Special Board Meeting: Noce

A motion was made by Director Lewi, seconded by Director Landi and passed by voice vote to approve the consent items.

**Officer and Committee Chair Reports:** Any minutes submitted by a committee were in the meeting packet.

D-1 Legislative Affairs Committee (copy of Letter of Interest reply) – Trautman: Director Lazenby mentioned that she had provided additional information for item H-7.

D-2 Public Relations Committee (7/15/09 & 8/19/09 minutes and Letter of Interest reply) – Lewi: There was no Committee meeting this month. Letters have been sent to Chapter Presidents regarding grand jury achievement reports. Tomorrow is the last day for submissions for the Journal. However, there is already sufficient content. Director Lewi asked for input about when and how to publish the committee annual reports. The Training report will be published in the Journal since that is one of the focuses of this issue. He believes that we should not include the reports in the conference booklets to cut down on costs and because the reports are made verbally at the Conference. There was general consensus that the reports will be published in the Journal in the post-Conference issue.

D-3 Membership Relations Committee (Letter of Interest reply, 9/9/09 Agenda & 9/9/09 minutes) – Mufson: Dan advised the Board that Bonnie Kenk has been sending member interest forms to the appropriate committees. He added that it is a good idea for the committees to follow-up on these forms so that members feel welcomed. He asked that he and Bonnie be copied into the follow-up communications to the member. Director Caranci said that the Training Committee has received forms from Bonnie and she will be responding to those members next week.

Dan has invited chapter presidents to a pre-conference lunch; 4 positive responses to date.

There has been some activity from counties expressing interest in establishing chapters. Dan also reported on his efforts to contact CGJA members in counties where there is no chapter. Sonoma County has decided that they would like to form a chapter and Dan will be attending a meeting in Santa Rosa. Director Lewi offered his assistance to act as a sort of liaison with Santa Barbara County who are considering establishing a chapter.

D-4 Training Committee (Letter of Interest reply) – Avera: Director Caranci reported that they are currently wrapping up the training season and are starting to prepare for next year. They have scheduled a Trainers Workshop in Sacramento on February 26 & 27. We could consider a face-to-face on the 28<sup>th</sup>. There were 2 one day report writing workshops scheduled in Sacramento in November and due to increased interest, another has been added and will take place in San Diego.

D-5 Nominations-Election Committee (Letter of Interest reply) – Hern: No report.

D-6 2009 Annual Conference Ad Hoc Work Group (revised Program Schedule) – Lewi: Director Lewi sent approximately 400 emails regarding the conference from various lists we maintain. People were given the opportunity to opt-out of future emails and a few have done so. Some have responded that they will be unable to attend. Still working on securing a speaker from the Governor's office. He briefly went over the topics, speakers, panels, etc. Director Lewi mentioned that some people have had difficulty making hotel reservations at the \$84 rate for Wednesday, October 28<sup>th</sup>. He has met with Meredith Avery and she now has all the material needed for the Conference booklet.

D-7 Publications Work Group (Letter of Interest reply) – Sitton: No report.

D-8 Review Committee (Letter of Interest reply) – McKown: No report.

D-9 Angelo Rolando Ad Hoc Committee (Letter of Interest reply) – Mason: No report.

D-10 Daye Index Work Group (Letter of Interest reply) – Baker: No report.

D-11 Archive Work Group-Noce: No report

D-12 Bylaws Review Ad Hoc Committee (Letter of Interest reply) – W. Hofmann: The Committee is meeting at 9:30 A.M. on October 29<sup>th</sup> prior to the opening of the Conference. They will review the feedback and he encouraged all Directors to provide written comments.

D-13 Excellence in Reporting Work Group (media Certificate, Grand Jury Certificate and Letter of Interest reply) – Mufson: No report. Director Lewi said that he and Dan need to work on a press release.

D-14 2010 Annual Conference – Avery: Director W. Hofmann reported that there is a lot of interest in San Diego.

D-15 Central Information Ad Hoc Committee (Letter of Interest reply) – Masini: No report.

D-16 Litigation Committee – Hern: No report.

D-17 Executive Committee – Noce: No report.

D-18 Steering Committee – Noce: No report.

D-19 CGJA President – Noce: Thanks to Committee Chairs for returning their letters of interest.

D-20 CGJA Vice President – McKown: No report.

D-21 CGJA Secretary – Landi: No report.

D-22 Treasurer – Treasurer: The actual vs. budgeted financial report was distributed via email today. The good news is that we are under budget. There is about \$2,000 in training expenses outstanding but there is about \$2,000 in accounts receivable. Bonnie Kenk is in charge of the member database and the Committee List. She needs to be kept up-to-date on any member changes on the committees. Director Caranci thanked the Treasurer for all the work she has done in getting our finances in order.

It was reported that we have 240 regular members and 12 associate members. In response to a question regarding membership revenue, the Treasurer said she is not surprised that the income is down because we offer multi-year memberships. Director Caranci said that going forward we need to put more effort into making sure we have accurate numbers for the budget.

The Treasurer asked when the Finance Committee will be reactivated. The President said that he is working on this.

In regard to membership, Director Chesny asked if we have records from prior years on membership stats. The President did not find any of those records among the boxes of material received from the former Treasurer. Dan Mufson said that there seems to be about 100 members who join and leave each year.

The Treasurer reported that she has received donations in memory of Director Ray Hoffman. Most indicated that the funds are to be used for educating the public. Director Lewi said he believes it should be kept as a separate, restricted fund as was done with the Val Cavey monies. This will be discussed more fully at another meeting.

D-23 Database Manager (Letter of Interest reply) – Kenk: No report.

## **Action Agenda**

E-1 Jack Zepp Lifetime Achievement Award Nominee

*Member Haxton*

**Recommended Action:** Approve Joann E. Landi to receive the CGJA Jack Zepp Lifetime Achievement Award to be presented at the 2009 Annual Conference.

The action was recommended by Member Owen Haxton. The President read a supporting letter from Bob Geiss. Director Walter seconded the motion. The motion passed by voice vote; Director Landi abstained.

E-2 Ratify CGJA Board of Directors meeting schedule

*President Noce*

**Recommended Action:** Ratify CGJA meeting schedule for October 29, 2009 to September 24, 2010 as proposed.

Director Lewi asked why there is a meeting scheduled at the Conference since we are not electing officers. The President said he thought it best to schedule a meeting in case it becomes necessary since some officers are up for re-election. Director Lazenby said that any officer who is not re-elected would serve until replaced. Director Landi suggested we hold off scheduling meetings into 2010 in case new directors are unable to meet on the 4<sup>th</sup> Tuesday of the month. The President amended his motion to simply schedule a meeting on November 24, 2009. The amended motion passed by voice vote; Director Bardell abstained.

E-3 Approve addition to Annual Calendar of Critical Dates

*President Noce*

**Recommended Action:** Approve an addition to the month of June in the CGJA Annual Calendar of Critical Dates under Tab 1 of the Director's Handbook to read "Letters of Interest mailed to appointed Committee Chairs."

This will serve as a reminder to Presidents. The motion was unanimously passed by voice vote.

E-4 Ratify Tellers Committee appointments

*President Noce*

**Recommended Action:** Ratify the President's recommended appointments to the Teller Committee as follows: Keath North, Humboldt County Chapter President, Chair; Trudy Slater, Kern County Chapter President; and Joseph Maloney, Sacramento County Chapter President.

They have all agreed to serve. The motion passed by unanimous voice vote.

E-5 Ratify CGJA Award Proposal

*Directors Bardell & D. Hoffman*

**Recommended Action:** Create a CGJA Award for exceptional contributions to a local chapter using an 8 point guideline.

Director Bardell expressed her appreciation to Director D. Hoffman for assisting in this effort. Director D. Hoffman seconded the motion. Director Lewi suggested that we may want to consider combining the proposed committee with the Angelo Rolando Committee; it would eliminate the need to set up another committee. Director Lazenby pointed out that the last couple of Rolando Award Committees have encouraged nominations of chapter members. Director Bardell explained that this award could be given to someone who has made local contributions but is not a member or involved in CGJA. Director Wylie suggested a methodology/matrix be developed to be able to fairly evaluate each candidate and that criteria be sent to chapters for them to use to submit a nomination. The motion passed by voice vote; Directors W. Hofmann and Lazenby voted no; and Director McKown abstained.

E-6 Approve EIR Committee recommendations  
*Dan Mufson, Chair EIR Review Committee*

**Recommended Action:** Approve November 15 deadline for EIR Grand Jury candidate submissions and September 15 for EIR media award candidates.

The fact is that most grand juries finish their business at the end of June and the current deadline is just too soon to get meaningful reports. Dan amended his motion to make the deadline November 15 for both the media and grand jury reports. Director Masini feels that it can take a few years before you know that a report has had an impact and made a difference. Director Lazenby said that the EIR award is mostly for the writing, the research and gathering of information; little weight is given to whether or not it achieved its goal. Director Bardell said she has always felt that the positive result is part of the merit of the recipient of the EIR. Director Masini believes that more emphasis should be given to how the report was received and acted upon vs. the quality of the report writing. Director Caranci said the Shasta County Grand Jury wanted to submit a report but time ran out and they felt that they weren't able to quantify the results. She supports this agenda item as long as getting results is part of the criteria. Dan said that the Committee felt that if counties had more time there would be more reports submitted. He would like to see every county submit a report. Director Lazenby said that making results part of the criteria puts this more into the category of grand jury achievements. After the discussion, Dan pulled this item off agenda.

E-7 Approve Publications Committee requests  
*Director Sitton, Chair Publications Committee*

**Recommended Action:** Approve posting Daye Index on the CGJA website and selling the Index in a CD format.

Director Masini seconded the motion. The study of how to post and make more usable has not been formulated. Director McKown asked if the accuracy issue has been resolved. Director Sitton agreed that we need to be sure of the accuracy before publication. Director Bardell agrees that the Index needs to be verified before any posting; to do otherwise would be a disservice. Director Lewi explained how the index work was done and questioned whether anyone would like to make the time commitment to improve the accuracy. He added that this is just a guide, that we should go ahead and post it and if we find errors, the report can be amended. Director Lazenby said she applauds Linda's effort but this is not one of our missions. Director Wylie believes that any information we can get out satisfies our mission to educate the public. Director Masini said that a tremendous amount of work has gone into creating this index but unless there is total accuracy, it is a reflection on the Association. She added that the report is cumbersome to work with and would be useful if it could be linked to the report. Director Chesny said that the Trainers stress accuracy and for us to put out something that we are not sure is accurate is not a good idea. Director Lewi said he would no longer be involved with the Daye Index. The motion failed by the following roll call vote:

Ayes: D. Hoffman, W. Hofmann, Lewi, Sitton, Wylie  
Noes: Chesny, Landi, Lazenby, Masini, McKown, Noce (voted to break tie vote)  
Abstained: Bardell

E-8 Confirm CGJA President's Committee Chair appointments for 2009-2010  
*President Noce*

**Recommended Action:** Confirm President's 2009-2010 Committee Chair appointments to take effect October 31, 2009.

The appointees have all indicated that they are willing to serve. The action unanimously passed by voice vote.

C-2 Acknowledge Escrip Report dated September 1, 2009 submitted by Linda Baker:  
Noce

Director Landi suggested we discuss this further at a future meeting. She believes this is an appropriate function for a Finance Committee. They could put some effort into expanding membership thereby increasing the proceeds. Director W. Hofmann, as Parliamentarian, pointed out that this item is only to acknowledge the report. Director Lazenby thinks that financial reports should be generated by the Treasurer or Finance Committee. Director Sitton suggested we notify Escrip that reports are to be submitted to the Treasurer of CGJA. Director Lewi amended the motion to read that the Escrip report will be submitted to the Treasurer, checked for accuracy and then reported to the Board. Director Sitton seconded the amendment which was passed by voice vote. The motion as amended was unanimously passed by voice vote.

C-3 Acknowledge acceptance of committee minutes/reports included in the  
September 22, 2009 Agenda packet: Noce

Director Lazenby thought the motion was asking for Board approval of minutes included in the packet; however, it is asking for acceptance. She amended the motion to add that we require committees to submit approved minutes for every agenda packet. There was no second to the amendment. The motion passed by voice vote; Director Lazenby voted no and Directors Bardell and Masini abstained.

### **Director Comments**

- Director Lewi asked if there will be a response made for information item H-4. Director Lazenby said the LAC is working with Yolo County. He also asked what we might do with item H-8. Director W. Hofmann who submitted the article just thought it was thought provoking and timely. It could possibly be put in the Journal.
- Director Bardell said that this is her last meeting as a Director and she encourages those who continue to serve to be open minded and not make snap judgments.
- Director Masini reported that Ray Hoffman's untimely passing is quite a blow to the community and the County. There is a petition being circulated to rename the grand jury room the Ray Hoffman Room. This is her last meeting as a Director. It has been an experience, enlightening, sometimes disappointing but overall very enjoyable.
- Director McKown said this being her last meeting, she wishes the Board well.
- Director D. Hoffman said that in case this is her last meeting, she wanted to say she has enjoyed her term.

### **Adjournment**

A motion was made by Director Landi seconded by Director W. Hoffman and passed to adjourn the meeting at 9:05 P.M. in memory of Ray Hoffman. The next regular meeting is November 24, 2009.

### **Information Items Submitted Directly by Sponsor**

- H-1 Committee List (see 8/26/09 agenda packet item H-1): Kenk
- H-2 CGJA Critical Dates Reminder: Noce
- H-3 Resignation letter: Mainland
- H-4 Edwina Harper, Yolo Superior Court Jury Services Supervisor: Harper
- H-5 Director's 9/6/09 letter to Board of Directors: W. Hofmann
- H-6 Email from Santa Barbara former juror: Jack Snyder

H-7 9/3/09 email from Ed O'Neill, Fresno Chapter member: Ed O'Neill  
H-8 8/25/09 email, Looking Back and Learning: W. Hofmann  
H-9 Invitation from San Mateo Chapter: Mike Miller

Submitted by Joann Landi