

2023 CGJA Annual Standing Committee Reports

ANNUAL CONFERENCE (ACC) - strives to present a challenging, inspiring, and informative program each year in a convenient yet popular location that will entice attendees to come early or stay after our meetings to enjoy the locale.
Chair, Lloyd Bell



With key learnings fresh in our minds from the 2022 conference in San Rafael, planning began early this year, culminating in the selection of the Embassy Suites in Walnut Creek as the 2023 CGJA Annual Conference site. We look forward once again to gathering to celebrate local successes and renew acquaintances, with a full complement of award presentations, informative panel discussions, renowned speakers, an update from the CGJA President, and a gala dinner and silent auction on the evening of October 22.

Our committee is always seeking new members who wish to volunteer their time and talents in planning and executing our annual conference. If you would find it interesting to work on such an event, or know of someone who would, please let us know by sending a note to annualconference@cgja.org.

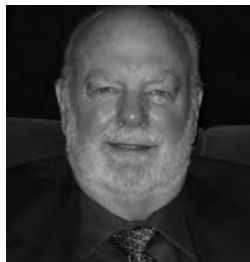


AWARDS (AC) - establishes and administers all CGJA awards and recognition, with the exception of the Lifetime Achievement Award that falls within the purview of the Board of Directors. **Chair, Joann Landi**

This year the CGJA will present the Best Grand Jury Report and the Angelo Rolando Service Award.

While certain awards must be presented at the Annual Conference, i.e., the Excellence in Reporting and Rolando awards, Certificates of Special Recognition can be presented at a chapter or regional meeting. This may permit more local people to be present to enjoy the proceedings and congratulate the honoree(s).

In April a Certificate of Special Recognition was issued acknowledging Anatolia “Toli” Lubos, Administrative Analyst for the San Francisco Civil Grand Jury. Toli manages many aspects of the jury including recruitment, interviewing prospective jurors, arranging training, and updating the juror handbook. In May a Certificate of Special Recognition was presented to Tom Horsley for his contributions to the success of the 2019-2021 San Joaquin County Grand Jury. Tom revived and maintains the Chapter’s website which has led to renewed awareness and interest in the grand jury.



BYLAWS AND POLICY REVIEW COMMITTEE (BPRC) - works with other standing committees and the board of directors to ensure that the association’s governing documents are updated as needed, compliant with state law and internally consistent. **Co-chairs, Larry Herbst & Karen Jahr**

This committee reviews any proposed amendment to the CGJA Bylaws or Policy Manual and makes recommendations regarding the amendment’s content, format, and placement within the bylaws or manual. We also review newly adopted or revised committee procedures and conduct other reviews as requested.



Another BPRC responsibility is reviewing and commenting on documents related to CGJA chapters. This year, we reviewed amendments to the Chapter Formation Guide and the bylaws template, the proposed bylaws for four new CGJA chapters (San Benito, El Dorado, Nevada, and Los Angeles), and the amended bylaws of the Monterey and Shasta chapters.



FINANCE (FC) - works with the president, treasurer, and committee chairs to develop the annual budget and provide oversight of other finance-related information and activities of the association. The committee is actively looking for new members familiar with financial management principles, the nonprofit legal environment, accounting software, and administration. **Chair, Richard Rogers**

This year the Finance Committee

- conducted a monthly review of CGJA financial records and transactions, including adherence to budget.
- compiled and facilitated approval of the 2023 CGJA budget.
- reviewed and suggested updates to Financial Committee Procedures.
- filed IRS CP 119 Form to update subsidiary CGJA chapter nonprofit status.
- filed updated Entity Numbers for Subordinates to CGJA with the California Franchise Tax Board.
- successfully conducted an “End of Year” fundraising campaign.
- successfully managed finance-related issues with the assistance of the CGJA Treasurer.
- forwarded financial information for 2022 to the CPA for preparation of the federal and state tax returns.
- prepared and submitted the annual sales tax payment to the Board of Equalization.
- prepared and submitted the odd-year Corporate Statement of Information (S-100) to the Secretary of State.
- prepared and submitted an Annual Financial Report for the CGJA Board and membership.
- began a successful program to invest unallocated funds in CDs with various terms, maturities, and interest rates.
- reviewed and suggested updates to Financial Committee Procedures.

LEGAL AND LEGISLATIVE RESOURCES (LLRC) -comprised of active and retired members of the California State Bar and answers questions submitted by grand juries, individual grand jurors, CGJA chapter members, legal advisors to grand juries, and court personnel. **Chair, Karen Jahr**

The committee’s main responsibility is to answer questions submitted to us by grand juries, individual grand jurors, CGJA chapter members, legal advisors to grand juries, and court personnel. As the members of LLRC are not in an attorney/client relationship with any grand jury or juror, the committee does not provide legal advice in response to the questions we receive. Instead, we make “best practices” suggestions based on the information submitted to us and on the collective experience of the members of LLRC. We always inform grand juries and jurors that they should consult with their legal advisors when they need legal advice about the grand jury or local government entities.



Most of the questions posed to us can be answered informally by a committee member by reference to CGJA’s training materials or website. We have seen a steady decrease over time in the number of questions that require the consideration of the full committee.

LLRC annually updates CGJA’s Compendium of California Grand Jury Law, which reprints the annotated statutes related to the grand jury’s watchdog function. We also revise the Frequently Asked Questions page on CGJA’s website every year.

Another function of the committee is to monitor legislation that could affect the grand jury system and provide an analysis of the bills to the CGJA Board of Directors. This year, we provided the board our analysis of AB 78, a bill which was first introduced in 2022 as AB 1972. The bill would have increased grand jurors’ per diem. The board took an “oppose unless amended” position on the bill due to its lack of funding. Like AB 1972 last year, AB 78 died in committee.



MEMBERSHIP AND CHAPTER RELATIONS (MCRC) – responsible for recruitment and retention of CGJA members, manages the CGJA membership and introductory member database, provides guidance to grand jurors in each county who wish to form a chapter, supports ongoing chapters, and maintains a resource information database for both chapters and the general membership.
Chair, Jim Glover

The committee has upgraded and updated to its processes. Despite a midyear change of chairs, our work has continued in the following areas:

- Supporting the establishment or revitalization of several chapters throughout the state.
- Developing a comprehensive procedures manual to guide committee chairs and participants in the myriad of issues that can and do occur.
- Redesigning of the working database. The goal here is to have an easy to navigate database that provides truly necessary information that assists all directors and committees of CGJA, in conducting their functions.
- Development of a Chapter Information Survey to semi-annually obtain contact information and the status of the many state chapters and associations.

Our goal for the future is to restructure our small committee to be more proactive in creating and promoting membership growth.

PUBLIC RELATIONS (PRC) – has taken an aggressive role at building awareness of the grand jury system through communications with our members, chapters, and the media. The use of social media to communicate grand jury work has increased substantially. **Chair, Juliana Olinka Jones**



The committee has also taken a position of identifying opportunities to issue press releases of importance regarding both the state’s various grand juries, as well as the efforts of CGJA to educate the public. This will assist CGJA’s efforts to build awareness of grand jury work and attract a more diverse and educated grand jury pool.

PRC created a master template for press releases that can be adapted by juries and chapters to use to issue their announcements and had it placed on the website. In addition, an aggressive effort was made to increase acknowledgment of Grand Jury Awareness Month throughout the state. Based on contacts with Chapters and Court CEOs there was a significant increase in the number of counties acknowledging Grand Juries in the spring of 2023.

PRC is in the process of developing an updated Marketing Strategy Plan for CGJA.

CGJA Blog

PRC continues to be responsible for the news blog postings on the website. The committee streamlined the process for posting blog stories related to California grand juries with links to the sources of the original articles.

Grand Jurors’ Journal and News

The bimonthly *Grand Jurors’ Journal* continues to be an information vehicle to reach our members, current grand jurors, and court and county staffs. Barbara Sommer continues as its outstanding editor. Each journal contains announcements, chapter news, training information and other topics of interest to our audience. In addition, PRC issues periodic “News” emails in months the *Journal* does not appear.

Looking for additional committee members

PRC is looking for marketing and media savvy CGJA members to join the committee. If interested contact Juliana Olinka Jones at jolinka.pgi@gmail.com.



TECHNOLOGY (Tech) – oversees and supports the technical, data, and communications resources of the association. It deploys a cohesive technology strategy across the association ensuring the security and privacy of its financial, legal, and membership information. **Chair, Lou Panetta**

The committee manages the website, *www.cgja.org*. All transactions made with CGJA are conducted through the website, including conference and class registrations, board elections, and blog posts.

During this past year, the committee supported and maintained DropBox, the cloud storage application that securely stores the Association’s records; three Zoom accounts used for training, committee, and board meetings; and the CGJA website, *www.cgja.org*.

The major project for the year was the work of Larry Herbst to convert the web site to a new underlying architecture – one more supportable and manageable. The effort consumed many hours of conferencing, data migration, and testing. Our appreciation goes out to him for his hard work and dedication.

TRAINING (TC) – develops and conducts annual training programs presented at statewide locations for new grand jurors. **Chair, Marsha Caranci**

The committee recently completed a very successful regular summer training season, and we are now starting our Report Writing Workshop season, which will run from October through January this year.

Last January, we trained four counties who remained on a calendar-year schedule in 2023, and we provided report writing to them in the spring, prior to the start of our regular two-day training seminars for the counties on a fiscal-year term.

In 2023, we have already trained over 1100 grand jurors and alternates during our two-day seminars, over 100 forepersons and pro tems at our FP and PT Workshops, and about 50 legal advisors at our Legal Advisor Workshops. We anticipate training around 600 or more jurors at our Report Writing Workshops this year.

The Program and Administration Subcommittee does all the work to set up and support these seminars and workshops – scheduling the venues, making hotel reservations for the training teams, arranging for the delivery of materials and equipment, etc.

The Curriculum Subcommittee reviews and revises the training materials for all the seminars and workshops every year and is in charge of getting all materials printed. We have two scenarios that we use as an example of various investigative procedures and we have two videos for each scenario that we show – one of a regular interview of a department head at the beginning of an investigation, and one of an exit interview that we show during our Report Writing Workshop, with the same department head being interviewed again before the report is released. We alternate the scenarios each year so that holdover jurors get something new their second term.

Our Trainer Subcommittee identifies grand jurors during our training seminars and workshops that would make good CGJA Trainers. The process of inviting them to apply, reviewing their applications, and conducting interviews takes place over the fall and winter months. In 2023, we successfully recruited twelve new trainers who were approved by the Training Committee and participated in our 2023 summer training season. Our full roster of CGJA trainers is included as part of the volunteer list produced in the Annual Conference Program.

The Trainer Subcommittee also conducts our New Trainer Orientation and Train-the-Trainer programs, which were held in Sacramento over three days in April of 2023. It’s the only time our full training staff is together in one place and provides a great opportunity to share ideas and learn the materials and processes needed to be a CGJA Trainer.



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Our Finance Subcommittee monitors our income and expenses. Our Technology Subcommittee maintains our computers and audio and video equipment, as well as our Zoom accounts. And our Public Relations Subcommittee keeps the jurors and CGJA members informed by assisting with the monthly communications that go out from the training team, either through Eblasts or the *Journal*.

A big thanks to all our talented and hard-working trainers and support volunteers for their dedication to CGJA's important mission of providing training to California's civil grand juries, and to the CGJA members and chapters who support our efforts.