



Grand Jurors' Journal

Vol. 25, No. 2, April 2024

Meet the New President – Gary Cooper



Our new president, **Gary Cooper**, joined CGJA as a trainer in 2021. Since that time, he has served on several committees, as a central region director, and as vice president. He continues to be active with the San Joaquin County chapter.

A San Francisco native, he has lived in Tracy for more than twenty years. He retired from the transportation industry in 2018 after forty years of service. After retiring, he became involved in volunteer activities and served on the San Joaquin County Civil Grand Jury for three terms, twice as foreperson.

Gary and his family enjoy traveling and RV camping and he likes hanging out with his two grandchildren.

We have a new logo (along with an updated name).

To better distinguish between the civil and criminal grand juries, we opted to modify our name - keeping the same initials – **Civil Grand Jurors' Association of California** (thank you, Spencer Sias). The membership vote was 136 in favor, and 10 opposed.



Nominate a fellow member, or yourself, for the board of directors to oversee the operations of CGJA. Two new members are elected each year from each region for a term of two years to make a total of twelve on the board (four members from each region).

Board members may serve three consecutive two-year terms. The term of office is November 1 to October 31. You have direct input in how CGJA carries out its mission to promote, preserve and support the grand jury system. This is accomplished through training, education, and outreach in our communities. It can be a rewarding experience. [Read more.](#)

objective
methodology
response
publicity
rationale
change
clarity
accurate
fair
findings
significance
discussion

CGJA

Best Grand Jury Report Award

Civil Grand Jurors' Association of California

Deadline June 30. [See details.](#)

Grand Jury Month Throughout the State

Many chapters worked with their county board of supervisors to produce a proclamation commemorating civil grand jury month (February or March, depending on the county). The list includes Fresno, Glenn, Placer, San Joaquin, San Luis Obispo, and the three mother lode counties, Calaveras, Amador and Tuolumne. Please let us know if we overlooked your county, and please [send photos](#).

Placer County



On February 20, 2024, ten civil grand jurors accepted the proclamation from Supervisor Suzanne Jones. Shown from left to right: Al Witten, Margo Cave, Carol Witten, Sue Kukrall, Wendy Biel, Supervisor Suzanne Jones, Barbara Ferguson (Grand Jury Foreperson), Lee Lawson, Linda Cook, Norma Worley, and Lisa Rose.

Shasta County



Accepting the grand jury month proclamation: Molly Schneider (foreperson, center in white) and the 2023-2024 Shasta County Grand Jury

MARK YOUR CALENDARS NOW!

Annual Conference Oct. 20-21, 2024

The 41st Annual Civil Grand Jurors' Association Conference and Membership Meeting will be held on **October 20-21, 2024**, at the **Embassy Suites in Monterey, California**. Located in one of the most scenic areas of California, this location entices one to spend an extra day or so to enjoy the surrounding area. [Read more](#).

Rose Moreno, 1936-2024 - by Jerry Lewi

We recently learned of the passing of Rose Moreno who served on the CGJA Board for several years c. 2002-2006. She was very active in the Orange County Past Jurors Association for many years. She prepared the annual conference booklet on several occasions and created a guide for future conference planners.

Rose was registration chair for the 2001 conference that had to be postponed from September to November because of 911.

Ask the Trainers by the Training Committee Co-chairs



Marsha Caranci

This regular column allows the CGJA training team to share with Journal readers our responses to questions we receive from grand jurors. Please remember: Do not take any responses as legal advice, and contact your local legal advisors to answer any question that might divulge confidential information.

Please submit your questions to us at cgjatraining@cgja.org. Our response to your edited or redacted question might appear in a future edition of the Journal.



Richard Rogers

- Our grand jury is struggling with writing our findings. What suggestions do you have?
- When establishing timelines for releasing our reports, how much time should we include for exit interviews?
- Should investigating committee members attend the editorial committee meeting when their draft report is under review?

[Read the answers here.](#)



Deadline June 30. [See details.](#)

News from Around the State

from Placer County



Barbara Ferguson (Foreperson), Suezy Tucker, and Margo Cave (left to right) staffing the PCGJA outreach information table at the "It's The Lifestyle Expo" held at Sun City Lincoln Hills, CA, on Tuesday March 19th.

See CGJA's 2023 *Financial Statements*

factoids
from
the
member
database

Last issue's question was: **Which county has the most members?** The answer is **Monterey**.

Did you know that **CGJA trained jurors in 55 of 58 counties in California during 2023!** Our volunteers traveled throughout the state (and used Zoom) to provide two-day and report writing seminars to new jurors.*

This issue's question is: **How many people received training in the 2-day and report writing seminars?**

Let the **editor** know and we will recognize whoever is closest in the next issue.

* Courtesy of Michael Hofman, CGJA Database Manager

Recent Board Actions – [Click here.](#)

Keep us Posted

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, 2024

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

Join/Renew your membership

Serve on a committee - see the [committee descriptions](#).

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

Contacts: [Officers and directors](#), chapter and association [presidents](#).

STAY CONNECTED



Visit our website

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California Grand Jurors' Association | 1017 L Street, # 320, Sacramento, CA 95814

The board establishes management-related policies, makes decisions on major issues and generally oversees the association's activities. These actions are carried out through CGJA's standing committees.

Requirements

1. Directors must be voting members of CGJA on July 31 of the election year, and throughout their two-year term.
2. Directors must reside in the region they represent. It is desirable for directors to have some experience with CGJA chapters or committees. Are you interested?

See *Director Responsibilities* below. Also, the [CGJA website](#) has much information. Using the pull-down menu, *About CGJA*, go to *Board Information* where you will see links to the current agenda and past minutes. Board meetings are held via Zoom and/or telephone on the fourth Tuesday of every month at 3 p.m. You are invited to attend.

Nominations are now open. Send an email message to nominations@cgja.org

Timeline for 2024 nominations, voting and reporting

May 31 – nominations close

June 15 – candidate statement deadline (for inclusion in the August edition of the *Journal*).

June 26 – ballots submitted to the board

July 31 – membership closes for eligibility to vote

August 15 – voting begins

September 15 - voting ends

September 30 - ballots counted and reported to CGJA President and candidates

October 20 – Results announced at Annual Conference and in October *Journal*

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

Region	Director	Member
South	Karen Deeming (chair)	Lou Panetta
Central	Juliana Jones	Jason Wacha
North	Karen Jahr	Ray Frisbee

See the next page for Director Responsibilities.

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 and the board's adopted policies
- (b) Assume fiduciary responsibility for the corporation as required by law
- (c) 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
- (d) Supervise all officers, agents, and employees of the corporation to assure that their duties are performed properly
- (e) Meet at such times and places as required by these bylaws or the policy manual
- (f) Register their address, including any email address, with the secretary of the corporation
- (g) Approve the proposed annual ballot that includes a slate of qualified candidates for director
- (h) Elect officers of the corporation

Per the CGJA Policy Manual, §3.000, CGJA Directors and Officers

3.10 Director Responsibilities

The following are in addition to those duties outlined in Article 6 of the CGJA Bylaws:

- A. Directors shall attend all board meetings except when excused by the president. Directors shall participate in teleconference or face-to-face board meetings at their own expense. Directors may be removed from the board if they fail to participate in two consecutive board meetings or a total of four meetings in any twelve-month period, except when excused by the president for good cause.
- B. Directors shall read and review all agenda packet items in preparation for each board meeting.
- C. Directors shall attend the CGJA Annual Conference and Annual Meeting unless excused by the president, and shall attend at their own expense.
- D. Each director shall be active on at least one of CGJA's committees.
- E. Directors shall monitor and, when necessary, promptly respond to email and voicemail communications regarding the business of the board and their committee(s).
- F. Directors shall avoid personal agendas and put personal differences aside in order to properly and fully satisfy their responsibility to serve the best interests of the association. Directors must become familiar with and be faithful to the association's missions and goals. Directors shall comply with the adopted Code of Conduct contained in the Directors' Handbook.
- G. Directors shall assume fiduciary responsibility for the association as required by law.

Best Grand Jury Report Nominations Open

It is time to nominate an outstanding grand jury report for CGJA's Best Grand Jury Report award. Reports issued in 2019 or thereafter are eligible.

The deadline for nominations is **June 30**. One nomination per county, please. The winner will be announced at the CGJA Annual Conference in October.

Review the [criteria and nomination process](#) and download printer-friendly instructions.

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CGJA Annual Conference and Membership Meeting
October 20-21, 2024

Returning this year will be breakout sessions where various topics of interest to you may be explored. These sessions were so popular last year that we're bringing some new ones for you to enjoy. By the way, if there is a topic you would like the committee to consider adding, let us know by emailing annualconference@cgja.org.

A Training Team panel will give members an overview our extensive training activities throughout the year. You'll be amazed at how busy and effective they are.

There will also be opportunities to explore how you can become involved as a volunteer with CGJA as committee chairs invite you to learn about their various opportunities in a "speed dating" format!

You will meet our newest directors and officers, hear a state of the association update from the CGJA President, see the next Angelo Rolando Award recipient at a sumptuous dinner, and, of course, reconnect with old friends and new acquaintances.

Registration information and program details will be posted on our website in May. We will send an announcement when it is ready to accept your registration.

We hope you'll join us!

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Ask the Trainer

Q. Our grand jury is struggling with writing our findings. What suggestions do you have?

- A.** You are not alone. A frequent shortcoming of grand jury reports is that some or all of the listed findings are not conclusions, but are just facts – that is, statements of what exists or what happened. In contrast, findings should express the jury’s judgments and conclusions. They are the jury’s verdict about how the entity operates.

Most findings are criticisms or statements identifying a problem related to the entity’s operational activities. Findings that show cause and effect – that a particular activity or the entity’s failure to act resulted in a problem – can be particularly effective.

A true finding includes judgmental words or phrases, such as the entity “failed” to follow its policy manual, or its services are “inadequate” or “tardy,” or that the entity violated the law or breached a contract. The key for writing a true finding is that it contains this kind of wording.

See [Wording Your Findings](#) or the *CGJA Report Writing Workshop Manual*. It contains dozens of examples of judgmental language you can use in your findings.

Q. When establishing timelines for releasing our reports, how much time should we include for exit interviews?

- A.** Exit interviews are an essential step in the process of releasing any civil grand jury report. Juries should include at least one to three weeks for conducting exit interviews. Exit interviews give the jury a chance to confirm its findings or to identify and correct errors that appear in the last draft of the report, and they help make it more likely that the jury’s findings and recommendations will be accepted positively by the entity. Exit interviews should be conducted after the report is reviewed and approved by the legal advisor and before it is submitted to the judge for final approval.

The time needed for exit interviews can vary considerably. When a report is directed at a single entity, and the interviewee is readily available, and if the interviewee agrees with the findings, the exit interview process can take just a few days to schedule and conduct.

More time will be needed for reports directed at multiple entities, such as several school districts or cities. If interviewees disagree with the findings, the committee should further investigate and revise the report if necessary. This could take two or more weeks because any revisions must be approved by the full grand jury and the legal advisor before the report is submitted to the judge. If juries are short on time, they can conduct exit interviews remotely on Zoom, Google Meet, or some other video conferencing service tool.

Q. Should investigating committee members attend the editorial committee meeting when their draft report is under review?

- A.** CGJA encourages direct communication between the editorial committee and one or more members of the investigating committee whose report is under review. Investigating committee representatives can include the lead writers, the committee chair, or selected members of the investigating committee. Personal interaction makes editing more efficient

by allowing for direct questioning and clarification rather than having the editors base their judgements and recommendations on incorrect assumptions.

One approach that works well is for the investigating committee to present its draft report to the editorial committee and give the editors a few days to read and absorb it with a “fresh set of eyes.” The editors can prepare a brief memo of their observations, questions, and suggestions to be discussed with the representative of the investigating committee during a joint editing meeting. Another approach is to forego the editors’ memo and simply have one or two members of the investigating committee sit in with the editorial committee to jointly edit the report. Most reports are re-drafted and re-edited several times before they are ready for presentation to the full grand jury. A report that goes through this coordinated editing process with approval from both the investigating and editorial committees is more likely to earn the support of the full grand jury.

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Best Media Coverage Nominations Open

Have you seen outstanding grand jury media coverage? If so, consider a nomination for CGJA's best media coverage award. The award recognizes a reporter or media entity (print or digital) that provided outstanding coverage of a grand jury's report (or the grand jury in general) during the past five years.

The deadline for nominations is June 30. One nomination per county, please. The winner will be announced at the CGJA Annual Conference in the fall.

While you may not think of a nominee now, you might in the future. We recommend you keep a file of media posts (online material may disappear over time) or newspaper clippings about grand jury reports and activities in your county.

Review the [criteria and nomination process](#) and download printer-friendly instructions.

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California Grand Jurors' Association
Balance Sheet
As of December 31, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 General Fund	
1004 Chase Checking	30,573.33
1006 Chase Savings	13,440.71
1051 Training Reserve	30,000.00
1053 J. Zepp Fund	2,200.36
1055 Rainy Day Fund	12,863.15
1056 Ron Miguel & Audrey Lynberg Training Scholarship	6,550.00
1057 James Ragan Memorial Fund	901.00
1058 Bill Trautman Memorial Fund	4,410.00
Total 1006 Chase Savings	\$ 70,365.22
1007 First Republic Bank	0.00
1059 FRB CD 25K 6M@4.0% MD 240120	25,000.00
1060 FRB CD 50K 7M@4.0% MD 240220	50,000.00
Total 1007 First Republic Bank	\$ 75,000.00
1008 Chase Bank CDs	
1061 Chase CD 25K 3M@4.0% MD 240226	25,000.00
1062 Chase CD 25K 7M@4.0% MD 240320	25,000.00
Total 1008 Chase Bank CDs	\$ 50,000.00
Total 1000 General Fund	\$ 225,938.55
Total Bank Accounts	\$ 225,938.55
Total Current Assets	\$ 225,938.55
Fixed Assets	
2900 Property and Equipment	
2910 Equipment	0.00
2911 Fixed Assets	8,253.00
2951 Accumulated Depreciation	-8,253.00
Total 2911 Fixed Assets	\$ 0.00
TOTAL ASSETS	\$ 225,938.55
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	\$ 0.00
Equity	
2310 Retained Earnings	226,677.20
Net Income	-738.65
Total Equity	\$ 225,938.55
TOTAL LIABILITIES AND EQUITY	\$ 225,938.55

California Grand Jurors' Association
Budget vs. Actual 2023
December 31, 2023

	Total		
	Actuals	Yearly Budget	Under/Over Budget
Income			
Total 3000 Administration Income	\$ 2,666.08	\$ 3,000.00	333.92
Total 3200 Finance Committee Income	\$ 4,067.62	\$ 2,520.00	1547.62
Total 3400 Membership Relations	\$ 11,305.00	\$ 7,000.00	4305.00
Total 3500 Other Work Groups Income	\$ 1,265.00	\$ 1,300.00	35.00
Total 3600 Annual Conference	\$ 11,756.00	\$ 9,740.00	2016.00
Total 3900 Training	\$ 152,598.79	\$ 150,700.00	1898.79
Total Income	\$ 183,658.49	\$ 174,260.00	9398.49
Expenses			
Total 4000 Administration	\$ 5,364.17	\$ 4,492.00	872.17
Total 5000 Finance Committee Expenses	\$ 3,089.89	\$ 2,735.00	354.89
Total 6000 Membership Committee Expenses	\$ 162.43	\$ 200.00	37.57
Total 7000 Other Committee Expense	\$ 8.05	\$ 1,450.00	1441.95
Total 7500 Annual Conference Expenses	\$ 10,153.80	\$ 9,760.00	393.80
Total 8000 Public Relations Committee *	\$ 13,079.78	\$ 2,060.00	11019.78
Total 9000 Training Committee Expenses	\$ 152,539.02	\$ 152,900.00	360.98
Total Expenses	\$ 184,397.14	\$ 173,597.00	10800.14
Net Income	-\$ 738.65	\$ 663.00	1401.65

*The expenses in excess of the budgeted amount are due to a board-approved expenditure for the CGJA website update.

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Recent Board Actions

- 02/06/24 A. Called for a vote, from CGJA members, to change name of the corporation shown in the Articles of Incorporation, to "Civil Grand Jurors' Association of California." B. Set the quorum for the vote. (Executive Committee Action, unanimous vote by email)
- 02-27-24 Adopted amendments to the Bylaws and Policies. Approved the application of the association name change to the CGJA Bylaws and Policy Manual.
- 02-27-24 Approved up to \$2,500 for expenses relating to the CGJA name change and logo design.
- 02-27-24 Approved logo.
- 03-26-24 Adopted amendments to the CGJA Policy Manual sections 1.40 A, 2.20 B, 2.30 C, D, &E, 12.30, 12.50 A&B, and 12.60.
- 03-26-24 Ratified president's appointment of Larry Herbst and Gary Cooper as co-chairs of the Memberships and Chapter Relations Committee (MCRC).

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