



Grand Jurors' Journal

www.cgja.org

ANNUAL CONFERENCE ISSUE "Everything was perfect."

As the above unsolicited comment indicates, the 36th annual conference held in Monterey, October 29-30, was a rousing success -- from the president's greeting through the final lively session on marijuana enforcement. Well, it was a little foggy, but the hotel breakfasts and the cocktail hours were superb.

There were 69 registrants from 20 counties. The conference theme was "Increasing our value to members, chapters, and grand juries."



Andi Winters
photo by Peter Andrews

From Andi Winters, President

Here is an excerpt from the president's conference letter summarizing the year's accomplishments:

Our mission is to promote, preserve and support the grand jury system through training, education and outreach. Training

almost 1,000 new jurors throughout California this summer is just one of the many ways we act upon our mission. We trained hundreds of sitting jurors in our fall Report Writing Workshops held throughout the state (record attendance this year).

In its second year, the Legal Advisors' Workshop, held in conjunction with the summer regional training seminars, provided a forum for about 50 representatives from county counsel and district attorney offices throughout the state to discuss grand jury legal issues and best practices. The statewide Presiding Judges Conference again invited CGJA and Karen Jahr, past president and chair of the Legal and Legislative Resources Committee, to give a workshop on grand juries. The judges were provided materials related to their court's oversight of grand juries.

Outreach came to the forefront with our biggest project this year: a redesign of our website. Larry Herbst, along with Barbara Sommer and Dianne Hoffman, updated its design and content. Always a helpful resource that CGJA provides, we have added even more information and have improved ease of access — see page 2 for details.

I would like personally to invite and encourage you to actively participate in CGJA by volunteering for one of our several committees. Participating on a committee offers a chance to meet other members and learn more about us (committee reports can be found on pages 10-13). A volunteer form is on our website, cgja.org.

A point of pride with CGJA is the fact that it is a totally volunteer-run group, with no paid staff. Our committee members are the life blood of our organization. Join us!

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Thank you, members of the Annual Conference Committee

Lloyd Bell (Chair), Medsie Bolin, Barbara Arietta,
Leslie Lea, Jerry Lewi and Chuck Maclean

Karin Hern, Recipient of the 2017 Angelo Rolando Service Award (ARSA)

by Joann Landi

The annual **Angelo Rolando Service Award** recognizes outstanding, long-time service to the association in support of the goals and objectives of the CGJA at both the state and local level.

Karin Hern served multiple terms on the Marin County Grand Jury and was foreperson in 2006-2007. She is a past president of the Marin County Chapter of CGJA and served on its board for several years. Karin has been a member of CGJA for twelve years, was a member of the Board of Directors for eight years and continues to serve on numerous committees. She has long been a part of the CGJA team that trains more than 1,000 grand jurors throughout the State every year.



Karin Hern, photo by
Jim Ragan

CGJA Website Makeover By Larry Herbst, Webmaster

Check out our new website layout with a more contemporary look, artistic graphic design and streamlined navigation — same location, cgja.org (be sure to clear your browser history if you have used our previous website). We have retained all of the familiar reference material:

For grand juries

- An expanded library of sample documents
- Links to other website pages containing useful information on local and state government
- FAQs
- Annual training schedules and registration.



For chapters and associations

- Reference materials concerning grand juror recruitment and orientation
- How-tos
- Templates for chapter bylaws.

For members

- Information about CGJA
- Membership renewals online
- The bimonthly Grand Jurors' Journal
- Our awards.

I want to thank the Website Revitalization Committee members, Dianne Hoffman, Lou Panetta, Jim Ragan, Barbara Sommer and Ron Zurek (Assistant webmaster) for their work on the concept design and content, Elevation Web for their design and implementation of the new site, and the stakeholders for this project including the Board of Directors, committee chairs and various CGJA members all of whom provided feedback and ideas for our makeover.

Uncharted Territory: The Accusation Process

Jim Mellander, 2016-17 foreperson, described the Contra Costa Grand Jury’s recent foray into the accusation process. Grand juries can initiate accusations, but few do. Section 919c of the *California Penal Code* states

“The grand jury shall inquire into the willful or corrupt misconduct in office of public officers of every description within the county.”

Section 3060 of the *California Government Code* adds that “An accusation in writing against any officer of a district, county, or city, including any member of the governing board or personnel commission of a school district or any humane officer, for willful or corrupt misconduct in office, may be presented by the grand jury of the county for, or in, which the officer accused is elected or appointed.”

Taking these sections seriously, the 2016-17 Contra Costa Grand Jury embarked upon an investigation of the county’s district attorney.

Following an investigation by the California Fair Political Practices Commission (FPPC), the district attorney admitted to converting campaign funds to personal use. He stated that he considered these to be loans. However, he failed to report “loans” on required public filings, signed under penalty of perjury. He was fined by the FPPC. The misconduct was widely reported in the media.

Members of the Contra Costa grand jury felt that the nature of the office was such that the district attorney should be held to high standards of behavior. They voted to proceed with an accusation process. They were well aware of the hazards of such a step because a previous investigation in San Diego County had resulted in ruining a career, despite having been judged to be a spurious accusation. They contacted the judge and the county counsel, took testimony and acquired relevant documents.

After a lengthy process of investigation and deliberation, an accusation with three charges was approved and filed in the Contra Costa Superior Court:

- Conversion of campaign funds to personal use.
- Failure to disclose personal use of campaign funds.
- Signed and filed documents that contained misrepresentations, omissions and/or false statements under penalty of perjury.

After the filing, there was intense media attention. The District Attorneys Association voted “no confidence” in the Contra Costa District Attorney. The Court appointed the California Attorney General as prosecutor. The day before the scheduled arraignment, the attorney general filed criminal charges paralleling the grand jury accusation. At the arraignment, the district attorney took a plea deal and resigned from office.



Lloyd Bell and Jim Mellander, photo by Peter Andrews



Break time, photos by Peter Andrews

Lake County Grand Jury Receives Excellence in Reporting Award

In a prescient move regarding ongoing disaster preparedness, the 2015-16 Lake County Grand Jury investigated various county agency responses to the devastating fires suffered by the county in 2015. In the preceding year, the manager of the Office of Emergency Services, in its Strategic Plan, had identified areas of weakness in the County disaster preparedness and suggested specific remedies. Although some recommendations were implemented (e.g., starting to update the, Emergency Operations Plan, holding training sessions), others were not in place fourteen months later when the Valley Fire occurred.

In their report “Role of the Office of Emergency Services in County Disaster Preparedness,” the grand jury pointed out deficiencies in organization, supervision and implementation. It also found that because of the shortcomings brought to light during the Valley Fire, County efforts were underway to see that they did not reoccur.

The annual Grand Jury Reporting Award is one of two annual Excellence in Reporting (EIR) awards. It recognizes a report that is of high quality, has a positive impact on the community and increases awareness of the California grand jury system. For more information and to view all of the nominations, see our website at cgja.org/eir. Nominations for next year’s recipient will open in the spring.



Pictured from left to right: EIR subcommittee members, Mary Lou Oliver and Marianne Jameson; Phillip Myers, Rosemary Dontje and Kathryn Schmid of Lake County, accepting the award from Barbara Sommer, EIR subcommittee chair. Photo by Jim Ragan.

East Bay Express Receives Best Media Reporting Award



Shown accepting the award on behalf of the *East Bay Express*, from the left: Mike Henn and Janet Clark (president) of the Alameda Chapter. Photo by Jim Ragan.

Throughout 2016, the *East Bay Express* clearly analyzed Grand Jury reports and regularly informed the public of their relevance to current government issues. The news outlet, available in many public locations, reported on the grand jury’s comprehensive investigation of a councilmember’s conflict of interest.

It covered the grand jury’s findings regarding the email policy of the city of Berkeley as it pertains to the public’s right to know. In addition, the *East Bay Express* brought to light findings with regard to expensive Oakland city waste contracts.

The Grand Jury Media Coverage Award program recognizes individuals and media that have created positive changes in their communities by increasing

awareness of the California Grand Jury system. The nomination for the award was made by CGJA’s newest chapter – Alameda County. Welcome!

For more information about the Excellence in Reporting program, see our website at cgja.org/eir.

Keynote Address: A Judge’s Perspective

Honorable Steven Jahr, Judge, Shasta County Superior Cort (ret.)

Most new judges have little more knowledge about the civil grand jury than citizens at large. And until relatively recently, there were few resources available to guide judges in overseeing civil grand juries, according to our keynote speaker, Judge Steven Jahr (Shasta County Superior Court, ret.).

This unfamiliarity is not surprising, given that most superior court judges did not interact with the grand jury when they practiced law. Only those few who have come from county counsel’s offices have ever provided legal services to the civil grand jury.

In most courts, the presiding judge oversees the formation and internal functions of the grand jury; in the others, the task is delegated to a supervising judge. The workload of the presiding judge – who in most cases carries a full judicial assignment – does not leave much time for learning about the internal workings of the grand jury; or the fine points of juror recruitment, selection and discipline; or the standards for the review of final reports.

When Judge Jahr served his four years as presiding judge over twenty years ago, there were no how-to guides or legal treatises for the judge overseeing the grand jury, only the *Penal Code* and case law, which rarely deal with the grand jury’s administrative matters. Presiding judges instead had to rely on their predecessors and court staff for practical advice.

Judge Jahr observed that in the two decades since then, CGJA has developed resources of great value to the court: an extensive Training Manual for grand jurors; the *Compendium of California Grand Jury Law* for jurors, their legal advisors and the court; and, for judges, the *Practical Guide for Supervising Civil Grand Juries*. The courts now have resources at hand whenever oversight issues arise.

That’s not all that CGJA has done, he noted. Most chapters support the courts by assisting in recruitment and several take part in the screening of applicants, ensuring a higher quality selection process and stronger grand juries.

From Judge Jahr’s perspective, as the judiciary becomes better informed about the practical resources now available to them, new presiding judges are likely to be in an increasingly receptive frame of mind toward CGJA and its chapters when taking on grand jury duties.



Hon. Steven Jahr, photo by Jim Ragan



Al and Carol Witten staffed the registration table, photo by Peter Andrews



Serious talk, photos by Peter Andrews

CGJA Grants Lifetime Achievement Award to Marsha Caranci

By Karen Jahr



Photo by Jim Ragan

Any organization that aspires to excellence needs two kinds of members: leaders – people with a vision of what the organization can and should be, and workers – those who, day after day, carry out the tasks needed to achieve that vision of excellence.

On rare occasions, an organization is lucky enough to have a single person who is both an insightful leader and a tireless worker. Such is Marsha Caranci, who was recognized by CGJA’s Board of Directors with its Lifetime Achievement Award.

Marsha’s most notable contributions to CGJA have been in the area of grand juror training. Starting as a trainer in 2004, Marsha joined the Training Committee in 2006 and became its chair in 2011. Today she heads CGJA’s largest and most significant mission – leading a team of 26 volunteer members who serve as trainers or logistical support through our training committee and its six subcommittees.

Due in large measure to Marsha’s efforts, our training program has vastly expanded to include – in 2017 – grand juror training in 30 venues, including two-day seminars across the state, as well as four foreperson workshops, seven report writing workshops and three legal advisor workshops.

These seminars and workshops are the public face of our training program. Behind the scenes, the program requires a year of hard work to recruit and train trainers, update our curriculum and program materials, and establish and maintain contacts with 58 grand juries, courts and counties to schedule these trainings. Marsha has devoted thousands of hours to these efforts.

Additionally, under Marsha’s leadership, the quality of the training experience has improved every year. Our programs now include a host of interactive exercises, outstanding visuals including demonstration videos, comprehensive program materials and on our website, dozens of downloadable sample documents for the use of grand juries.

Not only is she the nonstop engine for our training program, Marsha has also served in other capacities during the past 14 years. She was an active member of the CGJA Board of Directors from 2008 to 2016, and she currently serves on three committees in addition to Training: Finance, Nominations-Elections and Bylaws and Policies Review. She regularly provides a column “Ask the Trainer” for the CGJA Grand Jurors’ Journal.

At the local level, she was the co-founder of and continues to be an active member of the Shasta County chapter of CGJA. She has been instrumental in forging a productive ongoing relationship with the Shasta County Superior Court.

Wherever Marsha serves, she fully immerses herself in the effort. She embodies the best of public service. We are all the beneficiaries of her insights, dedication, skills and warmth. She has been indispensable to the success of CGJA.



Swearing-in the Board of Directors, photo by Jerry Lewi

Marijuana, the California Conundrum

David Eyster, District Attorney, Mendocino County

Advice to Grand Juries: Pay vigilant attention to

- government-based conflict of interest.
- allocation of taxation and fees (e.g., law enforcement and code enforcement emphasis versus new programming).
- “new rules” in each governmental entity (e.g., youth protections, school protections, community quality of life).
- environmental protections (e.g., banned chemicals use, airborne carcinogens, transitory conditions).

These were the marijuana takeaways from David Eyster’s riveting presentation on the conference’s second day. The Mendocino district attorney listed the four enforcement priorities of his office: Prosecuting growing on public land, trespass growers on private land, resource degradation and “pure profiteers.” The legal changes that go into effect on January 1 only change the last one – “pure profiteers” shifts to “unlicensed profiteers.”



Davis Eyster, photo by Jim Ragan

Referring to potency and purity, he described the increase in THC (tetrahydrocannabinol) strength from the 10% THC of the past, and detailed the process for creating BHO -- Butane Honey (or Hash) Oil. The process results in a marijuana product that can be 90% THC (in contrast with the more general 30% in dried marijuana). The butane process not only creates a dangerous drug, but the process itself is extremely dangerous because of butane’s flammability.

Reviewing the history of marijuana, it became clear that the failure to develop straightforward and consistent guidelines for its production and sale has resulted in a nightmare of enforcement. There are 583 jurisdictions in California alone. The small growers will soon be replaced by large corporations (e.g., Phillip Morris). The Emerald Triangle (Trinity, Humboldt and Mendocino counties) is already experiencing an economic decline as marijuana prices drop in response to over cultivation. At present, neither the state nor the federal government is directly addressing the likely consequences (not to mention the unanticipated ones) of legalizing recreational marijuana.

The handout PowerPoint that he provided attendees will be available on the CGJA website under “Chapter Resources” (when the new site is up).

For more information on some of the steps that the state has taken, see

Dept. of Fish and Wildlife Cannabis Program www.wildlife.ca.gov/Conservation/Cannabis
California Cannabis Portal – Licensing cannabis.ca.gov/licensing/



Audience, Day 1, photo by Peter Andrews

News from around the State

Contra Costa Chapter- by Ken Hanna, President



The Contra Costa Chapter was honored to have Debora Allen, the newest Bay Area Rapid Transit Board Member (BART) as our guest speaker. Also attending were members of the Alameda Chapter and sitting grand jurors from Contra Costa.

Debora is a breath of fresh air on a gridlocked board. For years the BART Board has been making decisions without considering the consequences. Ms. Allen hopes to make the public aware of some of these decisions and influence the current board’s thinking.

Examples of this decision making are the turning down of state funds for additional parking at impacted stations and selling BART property designated for parking to high density apartment developers. Further evidence is that BART cars have been used for 47 years without any significant modernization. The cars are old, the tracks are noisy and deteriorating, and riders complain of filthy cars and stations. New prototype cars have been delivered, but have not passed safety tests. It is not known when they will be operational.

Crime on BART is at an all-time high — for example, groups of teens jumping the turnstiles, robbing passengers and escaping at the next stop. BART police are hampered by the board’s limiting what they can do. Additionally, the BART police are 39 officers short of a full force.

The challenge for grand juries is that BART operates in many counties: Alameda, Contra Costa, San Francisco, San Mateo and recently Santa Clara. There may be report opportunities for grand juries in each of the affected counties when they limit their scope to their county only.

Butte Chapter - by Jerry Kunkle, President

The Butte Chapter has been busy during November. Both Joe Putyrae and John Welton, our primary speakers, addressed the afternoon and the morning Lions in Oroville. Cindy Hightower is working on more. Implementation Review chairperson, Denise Hopper, received three responses to follow-up letters: from the Sheriff, Public Works, and Behavioral Health. Members found them to be acceptable and honest responses. Jerry Kunkle and Ken Fleming reported on the CGJA Annual Conference in Monterey and noted that an Introductory Member, Kevin Tokunaga, attended the conference. We look forward his meeting the rest of the group.



Public Education Committee Needs You - *or your resources*

The newly formed CGJA **Public Education Committee** needs your help collecting presentations, speeches, podcasts or other materials that you use in your public outreach activities. Send your documents, links, etc., to cgjapublic@gmail.com. The committee’s first goal is to establish a database of outreach resources.

Educators, chapter members and other interested parties — please join us for a teleconference meeting on January 9, 2018, at 4:00 PM. Send email to the address above for further information and conference dial-in instructions. We will discuss how best to disseminate resources and possible public education curriculum development.

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 just completed our required inquiry into the condition of the state prison in our county. What is the next step? We learned in our training that a report is not required, but can we issue one anyway?

A. As you have noted, the requirement found in PC §919(b) refers only to the inquiry, so no report is necessary. If the grand jury identifies issues that require further investigation, it is our belief that you do have the authority to conduct a more thorough investigation of the state prison facility and issue a report. We know of no legal authority for the grand jury to be able to require the warden of the state facility to respond, but you could request a response. You may wish to consult with your own legal advisor on this issue.

If, however, the jury has taken a tour of the county or city jail, you do have the legal authority to issue a report and require responses to any of your findings and recommendations that identify problems you might uncover, so long as you have conducted a full investigation that includes interviews and document reviews. We believe that a report should not be issued based only on a tour. You can, however, note in your end-of-term consolidated report that the grand jury took on the activity of touring local detention facilities, but avoid writing any report that might include unverified information.

Q. Our grand jury is getting push back and delays when we request documents. We think we are entitled to the documents under the Public Records Act. How can we get the government entity to be more responsive to our requests?

A. The grand jury (as well as any member of the public) has access to most public records, but the grand jury has even broader access in some cases. In the 2016/2017 CGJA Training Manual, in tab 4 at pages 10-12, you will find information on the Public Records Act. The grand jury does not have a right to a more timely delivery of copies of the documents than is reasonable for any other member of the public.

You may wish to ask your legal advisor for assistance in making a formal public document request for the documents you are having trouble obtaining. If you are requesting documents not generally accessed by the public, a subpoena can be used if necessary. Again, you would want to consult with your legal advisor for help in this area.

Q. Does the requirement in Penal Code §916 that grand jury interviews be attended by no fewer than two grand jurors extend to other interactions with the public, such as picking up documents, making document requests or attending public meetings?

A. We believe that this “rule of two” generally applies when the grand jury engages with someone in the public. So, if no substantive engagement takes place (such as just picking up documents at the front desk) it is probably okay for a single juror to take on this task; however, the juror should be careful not to engage in any conversation regarding the investigation. If a conversation takes place during a verbal request for documents, two or more jurors should be present.

As a best practice, we believe that if a public meeting is being attended for purposes of gathering potential information to be used in a grand jury investigation, two or more jurors should attend, even if no conversation takes place.

2017 CGJA Standing Committee Annual Reports

ANNUAL CONFERENCE - oversees the planning and management of the association's Annual Conference as authorized by CGJA policy. *Chair, Lloyd Bell*

This role includes oversight of the activities of the hosting chapter or independent association (the "host") regarding program development, enlistment of volunteer support, financial management, publicizing of the event, registration, and associated tasks. This committee provides guidelines and assistance to the host, ensuring that the annual conference advances the association's charitable and educational purposes and Mission Statement and that the conference itself is self-supporting.

Each year, the committee solicits a "host" chapter to create an informative and interesting conference in conjunction with the required annual meeting of CGJA. As was the case in 2016, no chapter or association volunteered for this role for 2017, so the CGJA Annual Conference Committee took charge.

If your chapter would like to consider hosting a future annual conference in your county, please let me (Lloyd) know. Our committee will be happy to assist you to make it the success we all anticipate.

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



This year the CGJA presented two Excellence in Reporting (EIR) awards and the Angelo Rolando Service Award (ARSA) - see pg. 2).

The committee is comprised of subcommittee chairs, each representing an award category. Subcommittee members need not be members of the committee.

We urge our colleagues to consider presenting awards at their regional or chapter/association meetings. While certain awards must be presented at the Annual Conference, i.e., the EIR and Rolando awards, **Local Achievement** and **Certificates of Special Recognition** awards can be presented at a local or regional meeting. This may permit more community people to be present to enjoy the proceedings and congratulate the honoree.

FINANCE - 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. *Chair, Lloyd Bell*



The committee actively recruits for new members familiar with financial management principles, the nonprofit legal environment, accounting software, and administration.

This year the committee

- conducted a successful 2016 year-end donation solicitation campaign.
- conducted a monthly review of CGJA financial records and transactions.
- compiled and obtained approval of the 2017 CGJA budget.
- coordinated with Membership Relations Committee (MRC) to gather contact information for tax-filing purposes.
- coordinated with MRC to insure timely reminders to chapters concerning their tax-filing obligations.
- filed *IRS CP119 Form* to update subsidiary CGJA chapter nonprofit status.
- filed updated *Entity Numbers for Subordinates to CGJA* with the California Franchise Tax Board.
- led board approval for the assistant treasurer position.
- coordinated with the web design team to facilitate changes to store operations.
- updated Finance Committee procedures to comply with the revised CGJA Policy Manual.
- assisted with the update to the Chapter Formation Guidelines.
- successfully implemented and managed PayPal for all credit card processing.

Priorities for 2018 will focus on continuing to interface with all CGJA committees to streamline operations, enhance organizational efficiencies and make related recommendations to the CGJA Board.

The committee will

- conduct a monthly review of CGJA financial records and transactions.
- conduct a general review of all 2017 transactions.

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- coordinate with MRC to gather point-of-contact information for tax-filing purposes.
- coordinate with MRC to remind chapters of the requirement for timely completion of tax-return and corporate filings.
- oversee and manage PayPal for all credit-card processing.
- work with MRC and Public Relations Committee (PRC) to ensure that online purchases of memberships and other store purchases operate smoothly.
- compile and facilitate approval of 2018 CGJA budget.
- file *IRS Form CP119* to update the nonprofit status of subsidiary CGJA chapters.
- file updated *Entity Numbers for Subordinates to CGJA* with the California Franchise Tax Board.
- prepare and submit an annual Financial Report for the CGJA Board and membership.

LEGAL AND LEGISLATIVE RESOURCES



- answers questions submitted by grand juries, grand jurors, CGJA chapter members, legal advisors to grand juries, and court personnel. *Chair, Karen Jahr, (Larry Johnson was chair until August 2017)*

CGJA’s Legal and Legislative Resources Committee (LLRC) is comprised of active and retired members of the California State Bar, CGJA members with experience in state legislative matters, and members of the CGJA training team.

As the members of LLRC are not in an attorney/client relationship with any grand jury, 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.

This past year, LLRC has provided formal responses on a number of topics, including the propriety of “informational” reports, whether a grand jury can issue a public letter critical of a local government entity, Brown Act training for local officials, whether a witness is entitled to have

counsel in the room during an interview, grand jury executive committees, media coverage of grand jury reports, and defamation actions against individual grand jurors. Individual LLRC members who are also trainers responded informally to many other inquiries when the answer could be limited to a referral to the text of the Training Manual or the Frequently Asked Questions (FAQ) page of the association’s website.

Whether the response comes from the committee or one of its trainer members, we cite the applicable code section or provision of our training manual or information on CGJA’s website. Grand juries and grand jurors are always advised to consult with their legal advisors.

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 board of directors. In 2017, there was no legislation of interest to grand juries.

LLRC also reviews and updates the FAQ page on CGJA’s website each year, adding new questions and answers based on the inquiries we’ve received. We are responsible for the licensing and updating of the *Compendium of California Grand Jury Law*. We write articles for the CGJA Journal. We review and comment on new or amended chapter bylaws. We analyze requests for amicus support or publication of appellate decisions and provide our analysis and recommendations to the board of directors.

MEMBERSHIP RELATIONS

- nurtures good relations with chapters and members, thereby encouraging both existing members to renew their membership and others eligible for membership to join the California Grand Jurors’ Association. *Chair, Rich Knowles*



To accomplish this mission, the committee developed the following statement of the benefits of CGJA membership.

This organization, formed in the early 1980s, is composed of current and former grand jurors from throughout the state.

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

The membership of this all-volunteer 501(c)(3) organization accomplishes the above mission, in part, by the following actions:

1. Developing and conducting, statewide training of incoming grand jurors
2. Conducting Legal Advisor Workshops
3. Making presentations at the annual Presiding Judges and Court Executive Officers Court Management Institute.
4. Managing a website packed with useful resources for jurors and members
5. Maintaining a standing Legal & Legislative Resources Committee
6. Providing a *Compendium of California Grand Jury Law*
7. Publishing a bimonthly newsletter, the *Grand Jurors' Journal*

The effectiveness of our grand juries in executing the civil grand jury's watchdog function over local governments is directly related to the training of grand jurors and the resources at their disposal.

To facilitate membership renewal, we changed the computer tools we use to track membership to make sure that every member gets an email each of the two months prior to their renewal date. Then, if they have not renewed, a letter is sent. Each of these communications asks the member to renew and provides information on how to do so.

We care about our chapters and their health. All of us are doing what we can to support the grand jury process in California, and our largest source of new members is our chapters. So, what is good for the chapters is good for CGJA.

To help chapters in their recruitment, upon request by a chapter officer, we will provide a list of past and present members of CGJA who live in their county. This list includes Introductory Members (current jurors that have signed up with us for free non-voting membership). There are also chapter members who are not members of CGJA. The benefits statement will help us recruit those indi-

viduals. CGJA has a new chapter this year from Alameda County which has 11 new CGJA members.

To better understand what our chapters are doing this year, we conducted a quick survey asking chapter presidents if their chapter did the things we could think of that chapters do. The survey results were included in the October *Grand Jurors' Journal*.



PUBLIC RELATIONS - furthers CGJA's mission as the main conveyer of information about CGJA to our members, our chapters, grand juries, and others interested in our unique California Grand Jury system. *Chair, Jim Ragan*

In 2017, we welcomed two new committee members: Dorothy Schlitz (San Luis Obispo County) and Barbara Sommer (Yolo County).

Our most intensive activity this year has been to modernize our website, implementing the latest internet technology to make the website a more inviting resource and information tool for our many target audiences. Check it out at cgja.org. Special thanks to PRC members Larry Herbst, Dianne Hoffman, and Barbara Sommer for spearheading this effort. Herbst is succeeding Jerry Lewi as webmaster.

With respect to website content, PRC has continued to work with the Training Committee in administering our “Jury Resources” page, which now includes 64 sample documents for grand jurors about rules and procedures, administrative matters, correspondence, complaints, investigations, and report writing; 10 documents and links about local governments in California; 23 links to other useful websites; and 56 responses by the Legislative and Legal Resources Committee to frequently asked questions from grand jurors, CGJA members and chapters, court personnel, and legal advisors about grand jury functions and procedures.

Our website's “Chapter Resources” page consists mainly of chapter-developed documents in implementation review, juror recruitment, juror orientation, and administration. Our hope is that chapters will use this page to share information

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on what works – and what doesn't – in these (and other) topics.

Our website's Newsblog, begun in late 2008, now houses over three thousand news articles pertaining to California civil grand juries – mostly on their reports and published comments about them.

Reading them, one usually gets the sense that grand jury reports are stimulating discussion – and that many are resulting in positive change, although it may not be immediate.

The *Grand Jurors' Journal* continues as a vibrant information vehicle to reach our members, current grand jurors, and court and county staffs.

We have a new *Journal* production assignment. Barbara Sommer has succeeded Jerry Lewi (editor) and Diane Masini (design/layout).

Under the CGJA Board of Directors' action, representatives of the Public Relations and Training committees formed a Grand Jury Survey Work Group to create and conduct a survey of grand juries to help CGJA maintain and improve its support to grand juries through training, our website, the *Journal*, and other means. CGJA last conducted such a survey in 2004. Forepersons of 49 of 58 grand juries responded. We reported survey results in the August 2017 edition of the *Journal*. We will use the results to continue to improve how we can best support grand juries (and our chapters).

You'll note that Jerry Lewi and Diane Masini are "retiring" from their long-time commitments to producing our website and the *Journal*. They have been the engines for much of what PRC does. I say "retiring" in quotes because they are still active committee members.



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

We trained nearly 1,000 jurors and alternates from all but six counties at 33 different venues, including three regional seminars, 26 on-site locations, and four Foreperson and Pro Tem Workshops. In the fall Report Writing Workshops, we trained another

350 or more jurors in seven locations throughout the state. These workshops cover every detail of how to write meaningful, compelling, and effective reports.

For the second year, we held three Legal Advisor Workshops, bringing together grand jury legal advisors to discuss ways to improve their service to the grand juries they support. Feedback on these workshops has been extremely favorable.

Every year we ask those being trained for feedback on our seminars so that we can continue to improve the program. We take these comments seriously and revise our materials accordingly. This year the comments were very complimentary, with excellent overall ratings. The most common suggestions are that we provide more interaction and varied instructional techniques. We have added a number of interactive exercises over the past two years and will continue to do more of that in the future.

In addition, we have added a new short video to our Report Writing Workshop which demonstrates how to conduct an exit interview, something that we encourage grand juries to do.

We are also exploring new instructional methods such as videos on selected topics to augment our regular training over the course of the grand jury year. Two such videos are now in the filming stage.

We added four new trainers to the staff this year, and last year's new trainers all conducted classes on their own this summer. Our training staff, now at 21 members and growing, is becoming more geographically diversified, which will reduce travel time and mileage in the coming years.

We also have four other volunteers who, while not trainers, are members of the Program/Workshop Subcommittee and who do so much for our program.

I sincerely thank all the trainers and volunteers who work so hard throughout the year on our curriculum and skill development, who travel many miles to training venues at all times of the day and night, and who willingly take care of all the logistical details such as hauling the training materials and equipment we need for our presentations. It is a herculean task, especially considering that we are all volunteers. We are passionate about training new grand jurors, and we appreciate the positive support the jurors, the courts, and all CGJA members show for our program.

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***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.

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Grand Jurors' Journal

NON-PROFIT ORGANIZATION
US POSTAGE PAID
Thousand Oaks, CA
Permit #233

Jerry Lewi
Circulation Director
2275 Fernleaf Court
Thousand Oaks, CA 91362

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Grand Jurors' Journal

Publisher:
California Grand Jurors' Association

Editor: Barbara Sommer

editor@cgja.org

Publications support:
CGJA Public Relations
Committee

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

The views expressed in the Grand Jurors' Journal are those of the writers unless otherwise stated

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Deadline for submitting articles for publication in the next issue
January 22, 2018