

Grand Jurors' Association of Orange County
Board of Directors' Meeting Minutes
May 2, 2019

Orange County's Credit Union, 856 N Ross St, Santa Ana, CA 92701

1. Call to Order – The meeting was called to order by President Stan Ness at 10:13 am. **Roll Call:** The minimum quorum of seven was established by the presence of the following members: Alf Lyle, April Lancaster, Barton Harlan, Dave Chapel, Joe Moreland, John Gallie, Lynn Bonas (arrived late, with prior notice), Marie Whittington, Sandy Dunkin and Stan Ness. Members absent: Diana Merryman (medical – Secretary was notified), and Ian Guajardo. Also, in attendance General Members: Bill Underwood and John Moohr.

2. Approval of Board Minutes of April 4, 2019.... Stan – April Lancaster moved that the minutes of April 4, 2019 be approved as published, seconded and approved without further discussion.

3. Acknowledgement of Guests.... Stan – (Note: No guests were in attendance.)

4. Treasurer's Report.... John Gallie – The Treasurer reported that from the computer readout (dated 05/02/2019) the checking account had an ending balance of \$9,832.80 and the CD had an ending balance of \$9,284.06 which included a dividend of \$11.73 for the month. (See [Attachment #1.](#))

(A.) Audit Committee (Lynn Fenton/Bill Underwood) – (Note: Lynn Fenton indicated by e-mail that she would not be in attendance at today's Board meeting, and Bill Underwood indicated that he would be late due to Measure M work.) John Gallie read the cover page of the 2018 Financial Review that Bill conducted. (See [Attachment #2.](#)) Due to the fact that Lynn Fenton was unavailable to take part in any of the review/audit process, the report is incomplete. Upon Bill's arrival at the meeting he added the following comments. This is not an audit because it was conducted internally (as it is each year) and at a lower level of detail than an audit and therefore is only a "review." No inconsistencies were found with the source documents used to prepare this yearend financial statement. A budget for 2019 is needed. Bill recommended that the President appoint a second member of the Association to also review the documents and statements and report back to the Board. John Moohr was so appointed by President Ness. Marie Whittington moved that we accept the financial review as presented by the Audit Committee until Mr. Moohr is able to present his review to the Board. This motion was seconded and passed without objection or further discussion.

5. Membership Report.... Alf Lyle – It was reported that Mike Morris had sent an e-mail to those members on the list who had not paid their 2019 dues. Alf is now following up with personal phone calls to those who still have not paid. At this time, the Association has 62 paid members. Alf also indicated that business cards had been ordered online for the last of those who had said they wanted them. These cards should be distributed at the June meeting.

6. Programs.... Lynn Bonas – (Note: Lynn arrived late with Bill Underwood and did not add anything further to the brief report given by President Ness. See the item below.)

(A) Status of luncheon speaker for June meeting – Stan Ness reported that Congressman Correa was still on as the speaker for the June luncheon meeting. A brief discussion followed regarding a recent town hall meeting that the Congressman held in Santa Ana during which some protesters had treated him with disrespect and with inappropriate interruptions. It was agreed that our association would do everything possible to provide the appropriate setting and platform for the Congressman’s presentation at our luncheon meeting. President Ness also indicated that an invitation went out to Sheriff Barns to be the guest speaker at our September luncheon.

(B) Suggestions for future speakers – (None were offered.)

7. Newsletter.... Mike Morris – (Note: Mike was not present for this meeting.)

(A) Need for articles, photographs, future schedules – President Ness reminded everyone that if they wanted to write an article for the Newsletter at any time to please submit it to Mike. Also, if anyone has any photographs from luncheons, events, meetings or presentations that are GJAOC-related to send those to Mike with an explanation of what the photo depicts.

8. Committee Reports:

(A) Measure M.... Bill Underwood – (Late arriving due to Measure M work.) John Moohr reported that the deadline for submitting applications for the Citizen’s Oversight Committee had been extended by 24 hours, until May 6th. Several apps have recently been received and the Selection Committee was setting up and conducting interviews at this time.

(B) Speaker’s Bureau.... Sandy Dunkin – Chairperson Dunkin reminded everyone of the upcoming Senior Summit to be held at Soka University in Aliso Viejo on May 17th from 8 am. To 12 noon. Sign-up sheets will be available for those participants who desire future information on the Grand Jury application process. Sandy added that we hope to participate on the speaking dais next year, in 2020.

At the April Board meeting some time was spent discussing the San Francisco Civil Grand Jury Recruitment Presentation DVD and that our Association should consider doing something similar. An *ad hoc* committee was formed to begin the process. It was reported that two additional copies (on a thumb drive) have been created for distribution to Kostas and Chapman University.

1. Additions to website – It was reported that the Association’s website is outdated and needs some serious improvements. However, we can’t afford to pay a professional to come in and do that. A meeting with Chapman University will be set up to determine if they can provide some assistance.

2. Scheduled events – Future speaking engagements are scheduled for the Orange Rotary Club, Huntington Beach Rotary Club and Costa Mesa Kiwanis Club. In addition, Lynn Bonas is slated to speak to the P.O.E.

(C) Legislative.... John Moohr – There was nothing new to report at this time.

(D) Bylaws Committee.... Dave Chapel – It was suggested by Chairman Chapel that rather than publishing the proposed new Bylaws in booklet form (similar to the current Green Booklet) that we just put a “sexy” cover on the current 8 ½ x 11 inch format for distribution. No action was taken.

1. Update re: Bylaws Editing – The editing work has all but been completed. However, it does appear that an indemnification provision is needed in the Bylaws covering the Board members. Stan indicated that he would bring some suggestions for this to the June meeting. Dave Chapel moved that the Bylaws be presented to the Board of Directors for approval at the August meeting to be followed by presentation to the General Membership for approval at the September meeting. Upon final approval the Bylaws would go into effect on January 1, 2020. Seconded and approved. Concerning Board liability, it was pointed out that one way to help minimize liability is to not name individuals in the minutes.

(E) Continuity Committee.... Diana Merryman (absent/medical) – It was agreed that this committee shall continue to be referred to as the “Continuity Committee.”

1. Recent meetings (Marie, Lynn B., April L.) – The committee again discussed (a rehash of) the issues regarding a receiving entity of a Grand Jury report and to whom they report back. The wording of the CA Penal Code may need to be amended to force the entity to report results under the “needs further review” choice. Additionally, the Committee is creating a curriculum to help train future incoming Grand Jury panel members. The goal is to do this by the June meeting.

9. Unfinished Business (See Attached #3. Note – this will include items from today's meeting.).... Bart – will continue to periodically update the list and send it to the Board members and Committee members. **(This will have been accomplished with the publication of the current minutes.)**

(A) Decision re: association liability insurance.... Stan – will check with some of his contacts regarding costs, etc., and report back to the Board.

(B) Change in agenda format.... Dave Chapel – A sample agenda for future consideration was provided to the members. No action was taken at this time.

10. New Business:

(A) GJAO “Established Practices”.... Dave Chapel – Should the Standing Rules indicate if there will or will not be a Board meeting in the month of July? Discussion followed. No consensus was reached. Dave asked that a decision be made now regarding this coming July 2019 only. It was agreed by acclamation that this year the Board would be “dark” for July.

1. Standing Rules Revisions (Dave Chapel, Bart Harlan) (**See Attachment #4.**) –

(B) Report from Grand Jury Award Ceremony of April 30, 2019.... Stan Ness – President Ness reported that he attended the Grand Jury Award presentation (provided by the State Association) to a

member of the current Grand Jury. Stan felt that due to a lack of organization and attendance the ceremony was under-whelming, considering the purpose and circumstances.

11. Adjournment: The meeting was adjourned by the President at 12:00m.

The next meeting is scheduled at the Phoenix Club, 1340 S. Sanderson Ave., Anaheim, CA on June 6, 2019 at 11:45 am. This will be a General Meeting luncheon followed by a Board of Director's meeting at the Phoenix Club location.

By:

Barton Harlan

Secretary

[Attachments \(4\)](#)

Attachment #1.



P.O. Box 11777, Santa Ana, CA 92711-1777
 (888) 354-6228
 OrangeCountySCU.org

GRAND JURORS ASSOC OF OC
 1109 CABRILLO PARK DR
 SANTA ANA CA 92701-4420

STATEMENT OF ACCOUNT

Account No.	Statement Period	Page
91960540	04/01/19 Thru 04/30/19	1 of 1

ACCOUNT SUMMARY		
0008 BUSINESS EDGE CHECKING	\$	9,832.80
1011 6 MONTH CERTIFICATE	\$	9,284.06

Is Your Money Growing?

Starting a family? Need a new car or purchasing a house? Build a savings plan towards your goals today with our competitive certificates of deposit (CDs). We offer great rates with flexible terms from 6 months to 5 years. Visit <https://www.orangecountyscu.org/rates/certificates/> and start building your future by saving today!



Minimum opening deposit is \$1,000. A penalty for early withdrawal/account closure may be imposed. Orange County's Credit Union is an equal opportunity lender. Federally Insured by NCUA.

BUSINESS EDGE CHECKING # 0008				
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends
\$ 9,792.80	\$ 40.00	\$ 0.00	\$ 9,832.80	\$ 1.78

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
04/04/19	04/04/19		20.00	9,812.80	Deposit by Check
04/22/19	04/22/19		20.00	9,832.80	Deposit by Check

Authorized Signer(s): JOHN Z GALLIE, ALFRED E LYLE, APRIL J LANCASTER J, STANLEY NESS, BARTON D HARLAN

6 MONTH CERTIFICATE # 1011					
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends	Maturity Date
\$ 9,272.33	\$ 11.73	\$ 0.00	\$ 9,284.06	\$ 46.71	07/02/19

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
04/30/19	04/30/19		11.73	9,284.06	Deposit Dividend Dividend Post Annual Percentage Yield Earned 1.55% for period 04/01/19 to 04/30/19

Authorized Signer(s): JOHN Z GALLIE, ALFRED E LYLE, APRIL J LANCASTER J, STANLEY NESS, BARTON D HARLAN

YTD ACCOUNT SUMMARIES:

Total Dividends Paid Year to Date: \$ 48.49

with you all the way

Attachment #2.

WILLIAM F. UNDERWOOD

Chair of GJAOC 2018 Financial Review (aka Audit) Committee

Financial Education/Experience: BS **Accounting** 1965 (Financial Institute Executives Scholar), MBA **Finance** 1966
1) Arthur Andersen & Co 1966-67, 1970-1990 (**Partner**, 1979-1990) 2) Information Technology Group; (ITG)
Managing Director 1990-2005, 3) US Naval Independent Duty **Supply & Fiscal Officer** 1967-1970 (2 Tours, Vietnam), and 4) Eskew & Gresham, **CPA Firm** 1963-65 **Treasurer of:** 1) Grand Jurors Association of Orange County (GJAOC) Board – 2012-14, 2) Santiago Canyon College Foundation Board, 2015-18, 3) Villa Park Rotary Endowment-Board of Trustees 2018-Present, and 4) Connelly HS Board of Trustees, 1991-92 **Chair of:** 1) City of Villa Park Investment Advisory Committee, 2015-Present, (VILLA PARK DISTINGUISHED CITIZEN AWARD, Oct, 2017) 2) Mandated GJAOC Screening Panel for Measure M OCTA Taxpayer Oversight Committee Applicants, 2016-Present 3) OC Grand Jury Administrative Agencies Committee, 2011-12 and 4) Connelly HS Board of Trustees, 1993-94
Contact Information: Landline (714) 974-9699 and Cell/Text (714) 264-8137 Email: wfunderwood@earthlink.net

April 30, 2019

Mr. Stanley Ness, President
Board of Directors
Grand Jurors Association of Orange County

Re: January 1 – December 31, 2018 – Review of GJAOC Books of Account

Dear President Ness and GJAOC Board of Directors:

We have reviewed the Books of Accounts for the GJAOC for the calendar year ending December 31, 2018, with supporting documents as graciously provided to us by Mr. John Gallie, Association Treasurer.

Without extensive verification of the income and expenses from the originating source, but based on the statements provided to us, **we conclude that all income and expense items have been recorded for the year 2018 business affairs of the Association.** With this report we include the 2018 year-end Financial Income and Expense Statement as provided to us. **We found no inconsistencies with the source documents used to prepare this yearend financial statement**, including a review of the statements from the Orange County Credit Union (OCCU).

We were not presented a 2018 Balance Sheet, which needs to be prepared for GJAOC transparent year-end reporting and in order to file year end governmental financial information reporting. Also there **did not appear to be any monthly or quarterly income and expense statements prepared during 2018.** In addition, there **did not appear to be any 2018 budgets prepared** as required by the Bylaws to benchmark actual financial performance. We understand that the turnover from the prior Treasurer to the current one had to be done regrettably without adequate training or any overlap due to illnesses.

The January 1, 2018 beginning asset balances per the OCCU for the checking account was \$9,922.76 and for the 12 month Certificate of Deposit was \$9,136.93, for a combined beginning balance **total of \$19,059.69**. **The December 31, 2018 ending asset balances per the OCCU** for the checking account was \$11,356.23 and for the 12 month Certificate of Deposit was \$9,237.35 for a combined ending balance **total of \$20,593.58**.

Please be advised that our review of the GJAOC financial records was not conducted at the level of detail as a standard financial audit would be. **Accordingly, we present our work only as a review and not as an audit.**

Very truly yours,

William F. Underwood, GJAOC Audit Chair

Lynn Fenton, GJAOC Board Member

Attachment #3.

GJAOC – List of Unfinished Business Since Sept. 2018

(Revised 05/10/19)

From the Secretary – The following is a partial list of past agenda items that either need further action or that the Board may feel is worthy of further consideration.

Date of Board Meeting:

May 2, 2019 – Under **Treasurer’s Report / Audit Committee** – The Audit/Review report indicated that, **“A budget for 2019 is needed.”** Marie Whittington moved that we accept the financial review as presented by the Audit Committee **until Mr. Moohr is able to present his review to the Board.** This motion was seconded and passed without objection or further discussion.

Under **Membership Report**.... Alf Lyle – It was reported that Mike Morris had sent an e-mail to those members on the list who had not paid their 2019 dues. **Alf is now following up with personal phone calls to those who still have not paid.** At this time, the Association has 62 paid members. Alf also indicated that business cards had been ordered online for the last of those who had said they wanted them. **These cards should be distributed at the June meeting.**

Under **Newsletter / Need for articles, photographs, future schedules** – President Ness reminded everyone that if they wanted to write an article for the Newsletter at any time to please **submit it to**

Mike. Also, if anyone has any photographs from luncheons, events, meetings or presentations that are GJAOC-related to **send those to Mike** with an explanation of what the photo depicts.

Under **Committee Reports / Speaker's Bureau** – 1. Additions to website – It was reported that the Association's website is outdated and needs some serious improvements. However, we can't afford to pay a professional to come in and do that. **A meeting with Chapman University will be set up to determine if they can provide some assistance.**

Bylaws Committee.... Dave Chapel – It was suggested by Chairman Chapel that rather than publishing the proposed new Bylaws in booklet form (similar to the current Green Booklet) that we just put a “sexy” cover on the current 8 ½ x 11 inch format for distribution. **No action was taken.** 1. Update re: Bylaws Editing – The editing work has all but been completed. However, it does appear that an indemnification provision is needed in the Bylaws covering the Board members. **Stan indicated that he would bring some suggestions for this to the June meeting.** **Continuity Committee** – the Committee is creating a curriculum to help train future incoming Grand Jury panel members. **The goal is to do this by the June meeting.**

Under **Unfinished Business / Decision re:** association liability insurance.... **Stan – will check with some of his contacts regarding costs, etc., and report back to the Board.**

Change in agenda format.... Dave Chapel – A sample agenda for future consideration was provided to the members. **No action was taken at this time.**

April 4, 2019 – Under **Programs – Suggestions for future speakers** – There was a brief discussion concerning inviting D.A. Todd Spitzer to speak about the relationship between his office and the current Grand Jury. **Stan is meeting today with the Grand Jury Foreperson and will make an inquiry.**

Under **Measure M** – For the record, the Secretary had previously asked Chairman Underwood for the updated procedure to be used for notifying OCTA when there is a change in the office of President of the Association's Board of Directors. Bill had provided an e-mail with that explanation. (see **Attachment #2**) **(Secretary's note: This information will be in effect for the next five (5) years and should be added to the “Standing Rules” of the Association.)**

Under **Speaker's Bureau** – A reminder was made that the Association's Speaker's Bureau will be participating with a vendor's table at the Senior Summit in May, to be held at Soka University in Aliso Viejo. **Four to five volunteers will be needed to man the table and speak with Summit participants.**

Regarding producing a **DVD** – **Kostas should be talked to first. We should check with Chapman University, or other schools, for assistance.**

Under **Bylaws Committee** – **(Due to Dave's absence, no report was given at this time.)**

Under **Unfinished Business – See the Bart Harlan memo** (dated 03-06-19) for issues to be addressed and closed. A brief discussion followed. It was noted that a few of the listed items had been dealt with. **The Secretary will update the list and send it out to the Board.** **Decision re: association liability insurance. (SEE SECOND PAGE BELOW) – (Attachment #3)** Stan went over the points covered by the attached memo. This was followed by a general discussion. **Previously, Lynn Bonas had said that she would make a contact to get some additional information and some quotes.** Stan stated his position that, out of an abundance of caution, if the cost is reasonable the Association should get the coverage.

Under **New Business – Change in agenda format....** Dave Chapel – Due to Dave’s absence and the lack of time this item was **tabled** until the next meeting.

See **Attachment #3** – Under **Recommendation:** Make sure our bylaws are intact. Discuss the feasibility of the insurance expense.

March 7, 2019 – Under **Membership Report** – Stan said that he would send out another President’s message and, again, encourage those who have not yet paid to please do so. Stan reported that he had been approached today by Judy Davidson and that she was interested in the Continuity Committee and the Speaker’s Bureau. Lynn suggested that a call be put in to Virginia Zlacket because she has indicated that she is back and wants to be active again.

Under **Programs** – Lynn also indicated that, in the near future, she will contact Judge Carter’s office to inquire about his availability to again be our speaker for the December 2019 luncheon and swearing-in of the new Board members. However, Lynn will also look for an alternative speaker. She recommends that Judge Nakamura be considered.

Under **New Business – (A) Establishment of an awards program** **(No action was taken.)**

February 7, 2019 – Under **Treasurer’s Report** – Per the Association Bylaws, an *ad hoc* Audit Committee was appointed by President Ness. The committee is composed of General Members, Bill Underwood and Lynn Fenton. They will make a report of their findings for review to the Board by the April 2019 meeting. **(Note: No report was made at the April 4, 2019 meeting.)**

Membership Report: There was a brief discussion as to why only one member of the 2016-17 jury has joined the Association. No definitive answer to this question was determined.

Program Report: Lynn indicated that former O.C. Board of Supervisors member, Bill Steiner would like to speak briefly at one of our luncheons (he would like to thank the Association for previous support). It was suggested that, in the future, we invite The Voice of OC to some of our luncheons to listen to main speakers.

Under **“New Business”** – ● A previous concern of the Board was to improve our communication with the General Membership. Stan said that he will send out another e-mail to all concerned.

● It was suggested that we obtain some more token gifts to be given to future luncheon guest speakers, e.g., coasters with our logo. A brief discussion followed but **no action was taken.**

● The Board Secretary requested that we make (or update, if one exists) a list of the permanent/non-expendable assets owned by the Association. Some expendable assets, such as the coasters (above) and the OC Grand Jury lapel pins should also be inventoried and accounted for. We need to establish (or re-establish, as the case may be) inventory lists, showing where items are stored or maintained and who is responsible for what. A brief discussion followed but **no action was taken.**

January 3, 2019 – The Public Service Committee is not currently active, and its’ status needs to be determined.)

December 6, 2018 – A student intern might be obtained from one of the local colleges or universities whereby they would be able to earn class credits. There are resources out there that could be of help that should be investigated. The current Grand Jury should be asked for a list of duties, etc., for an intern. The Association might want to consider paying for, or helping to pay for, a stipend for a student intern.

November 1, 2018 – Under “The City Managers Issue” – Regarding the Association of Orange County Cities, Stan is not sure from where they spun off. . . . Initially, he wanted to consider making a presentation in an effort to try to improve the relationship between them and the Grand Jury. This topic will be further considered at a future Board meeting.

October 4, 2018 – Under “New Business” – **Discussion re: distribution of vaping study to cities and city managers** – We should read the full study. If the association wants a “horse to ride” – this is the one! It was suggested that we can hand carry it to a meeting of the City Managers’ Association. Ian indicated that this is an epidemic in the schools – especially the middle schools. Alf suggested that we write an article about the study for the Voice of OC.

Invitation to all past presidents and foremen to board meetings – Stan would like to see a sub-committee of past grand jury forepersons. Board members should spread the word. Stan will e-mail his contacts.

September 13, 2018 – Under “New Business” – Stan indicated that he hopes we can hang on to Bob Niccum, the out-going Grand Jury foreman. We might consider inviting a few city council members to future luncheons. Additionally, we might want to talk about inviting the head of the City Managers association to come to future board meetings just to listen and observe.

Under “**Should the Grand Jury Association consider authoring its own reports?**” – Stan asked if we can, and the answer is yes, we can! Just look at the association’s Mission Statement. The issuing of “reports” is encouraged within the Mission Statement’s goals and objectives. Marie Whittington offered a list of topics for the Board to look at in the future. (Note: This subject has not come up again for discussion.)

By:

Barton Harlan

Secretary / Parliamentarian

Attachment #4.

Standing Rules Revision (Note: This item is pending an update. The Secretary is waiting for input from President Ness and others. This additional information should be forthcoming at the June 6th meeting.)
