

**Grand Jurors' Association of Orange County**  
**Board of Directors' Zoom Meeting Minutes**  
**February 4, 2021**  
**(Revised)**

1. **Call to Order** – The meeting was called to order by President pro tem, Lynn Bonus, at 2:05pm. She recognized a guest, Mr. Allen Layne from the 2008-2009 OC Grand Jury. Allen was asked to say a few words about himself.
2. **Roll Call and determination of a Quorum** – Secretary, Bart Harlan (by phone only), took the roll with the following Board members being present on the Zoom call: Alf Lyle, April Lancaster, Barton Harlan, Ian Guajardo, Joe Moreland, Lynn Bonas, Marie Whittington, Tim Ogata and Wanda Shaffer. Members absent were: Diana Merryman and Stan Ness. With nine members present, a quorum was established. Also, in attendance were Bill Underwood – chair of the Measure M / OC GO Committee, John Moohr – chair of the Audit Committee, and Sandy Dunkin, Allen Layne and Peter Hersh from the General Membership.

**Notes/minutes** from the January 7th Zoom meeting .... Bart Harlan – There was a brief discussion of the Minutes with again a reminder to the Board that at some point the previous Secretary's Notices and Zoom minutes will need to be acknowledged and approved for the record. It was noted by the Secretary that the January minutes, as published, need some minor changes plus the addition of an attachment showing the proposed calendar submitted by Alf Lyle. Upon completion of the aforementioned changes these minutes will be republished as "Revised."

3. **Membership** .... Alf Lyle – It was reported that the current rosters are up to date and accurate. Credit has been recorded for those who paid the 2020 dues at the end of 2019 and those who paid in 2020 (70 total). It had been previously agreed that those who paid for 2020 should get a refund /credit due to most meetings being cancelled as a result of the Covid-19 restrictions. For clarification, the Board also agreed that no dues would be collected for 2021 and that those who had paid for 2020 would have that amount applied to the 2022 dues when collected. This information should be published on the Association's website and that the General Membership be notified.
4. **Treasurer** .... Joe Moreland – Referring to the Audit Committee Report (see item #5. below) the Treasurer indicated that he concurs that improvement is required under "Internal controls for Cash Handling." (See [Attachments #1, 2, and 3.](#))
5. **Audit Committee Report** .... John Moohr with Bill Underwood – The financial review concluded that all income and expense items have been recorded for both of the years 2019 and 2020 business affairs of the Association as reflected in the annual financial statements. The basis of their review was to review the relevant documents, forms and procedures and to make recommendations. (See [Attachments #4, 5, and 6.](#)) The Audit Committee also recommends the following:
  - 1.) Improved segregation of cash handling duties needs to be put in place with a documented process for the future handling of luncheon cash receipts, starting in 2021.
  - 2.) A transition training program needs to be developed for incoming newly elected treasurers using existing material that needs to be archived in a safe accessible place.

- 3.) Since instructions on how to conduct a financial review has now been created by the Audit Committee, a safe repository needs to be designated for the use and update of this in future years. We have Binders covering the last ten years. After the Board has had the opportunity to go over the complete report, the Audit Committee asks for approval at the next meeting (03/04/21).
6. **Measure M/ OC Go ....** Bill Underwood – A handout covering the 2021 Recruitment Schedule was provided and briefly discussed (See [Attachment #7.](#)) The opportunity to get an advertisement in the Westways Magazine was missed due to the fact that they went to a quarterly instead of bi-monthly publishing cycle. The committee is still in the process of populating the panel. They will not be utilizing *Survey Monkey* this year, instead *Microsoft Forms* will be used for the TOC candidate applications and then into an *Excel* spread sheet. This will result in less paperwork and reduce the need for sub-contracting expenses.
7. **Old Business – Setting up meeting with Judge Larsh re: Externship** – Lynn reported that a meeting has yet to be set up. She will talk to Judge Larsh next week. April Lancaster indicated that she would like to join in on the discussion (via Zoom). Lynn asked that if anyone else wants to be included to let her know.
8. **New Business (Action/Discussion)** – Lynn indicated that the Board needs to set a date and time for future Zoom meetings. It was agreed that until after the Covid restrictions are lifted we will schedule our Zoom meetings for the first Thursday of the month at 2:00 pm. Alf moved that after Zoom is no longer needed that we return to our previous schedule of the first Thursday of the Month at 10:00 am. for in person Board meetings. Seconded by April. Passed unanimously with no further discussion.
- A. General Meeting for March** – Lynn is trying to set up a large meeting with Kostas and will report back to the Board.
- B. Recommendations for Speakers** – (This item was not covered.)
- C. Extension of OCGJ Applications period to March for 2021-2022** – Between the Covid pandemic and other factors, the Court announced an extension of the time for applications to be submitted. Marie said that we should remind the Court of the suggestion of holding current panel members over into the next term.
- D. Other New Business** – Regarding the transition of Board officers from old to newly elected, Alf recommended that we develop written information and instructions similar to what the military has used, called “Desk Instructions.” In a folder or booklet is found everything a new person needs to know to function in that position. Things such as what forms are used, what software is available, a list of important contacts, etc. It was suggested that these be entitled, “Position Instructions.” We should start putting our position information together. This will be an agenda item for our next Zoom meeting. Lynn indicated that further discussion of filling open positions and voting procedures will also be included on the next agenda.
9. **Adjournment:** The meeting was adjourned by the President pro tem at 3:00 pm.

The next Zoom meeting of the Board is scheduled for March 4, 2021 at 2:00 pm.

By:

*Barton Harlan*

Board Secretary

Attachment #1.

## GJAOC Director's Budget 2021

Through January 2021

INCOME	Budget	Actual
Luncheon Income	\$2,200.00	-0-
Measure M Income	\$6,000.00	-0-
Membership Dues	\$1,800.00	-0-
Interest Income	\$175.00	\$7.18
Misc. Income	-0-	-0-
<b>Total Income</b>	<b>\$10,175.00</b>	<b>\$7.18</b>
EXPENSE		
Luncheon Expense	\$4,250.00	-0-
Measure M Expense	\$500.00	-0-
Membership Expense	\$900.00	-0-
Badges	-0-	-0-
Newsletters/Web Expense	\$400.00	-0-
Recruiting Expenses	\$500.00	-0-
Association Expenses	\$900.00	-0-
<b>Total Expense</b>	<b>\$7,450.00</b>	<b>\$0.00</b>
<b>INCOME VS EXPENSE</b>	<b>\$2,725.00</b>	<b>\$7.18</b>
ASSETS		
Checking Account		\$17,928.13
CD		\$9,543.31
Net Cash Assets		\$27,471.44

Attachment #2.

## Grand Jurors' Association of Orange County Financial Planning Statement For 2021

	2017	2018	2019	2020	2021 (PLANNED)
<b>INCOME</b>					
Luncheon Income	\$4,060.00	\$4,680.00	\$4,110.00	\$985.00	\$2,200.00
Measure M Income	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
Membership Dues	2,260.00	905.00	1,800.00	480.00	1,800.00
Interest Income	70.41	107.28	174.76	147.53	175.00
<b>Total Income</b>	<b>12,390.41</b>	<b>11,692.28</b>	<b>12,084.76</b>	<b>7,612.53</b>	<b>10,175.00</b>
<b>EXPENSE</b>					
Luncheon Expense	\$5,266.18	\$6,091.18	7,075.67	2,012.02	4,250.00
Measure M Expense	1,025.61	1,685.35	1,074.49	0	500.00
Membership Expense	807.94	413.24	776.70	233.75	900.00
Badges	308.01	0	0	297.98	0
Newsletter/Web Expense	122.40	709.62	208.49	283.59	500.00
Recruiting Expenses	149.62	290.00	186.00	0	400.00
Association Expenses	526.38	969.00	431.25	126.00	900.00
<b>Total Expense</b>	<b>\$8,206.14</b>	<b>\$10,158.39</b>	<b>\$9,752.60</b>	<b>\$2,953.34</b>	<b>7,450.00</b>
<b>Net Income</b>	<b><u>\$4,184.27</u></b>	<b><u>\$1,533.89</u></b>	<b><u>\$2,332.16</u></b>	<b><u>\$4,659.19</u></b>	<b><u>2,725.00</u></b>
<b>Assets</b>					
Checking Account:	\$9,922.76	\$11,356.23	\$13,519.92	\$17,926.61	
CD:	\$9,136.93	\$9,237.35	\$9,405.83	\$9,537.65	
<b>Net Cash Assets:</b>	<b>\$19,059.69</b>	<b>\$20,593.58</b>	<b>\$22,925.75</b>	<b>\$27,464.26</b>	

Luncheon Expense—total cost for 4 luncheons each year.

Measure M Expense—costs for copies and processing applications each year.

Membership Expense—invoices submitted by members for Board expenses.

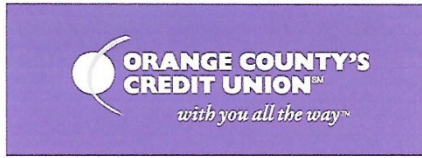
Badges—Pins for Grand Jury members.

Newsletter/Web Expense—printing and mailing newsletter and expenses to maintain our Web site.

Recruiting Expenses—cost of producing and distributing recruitment materials.

Association Expenses—expenses for President and Newsletter Editor to attend CGJA annual meeting.

Attachment #3.



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

GRAND JURORS ASSOC OF OC  
 PO BOX 17923  
 IRVINE CA 92623-7923

STATEMENT OF ACCOUNT 0

Account No.	Statement Period	Page
91960540	01/01/21 Thru 01/31/21	1 of 1

ACCOUNT SUMMARY	
0008 BUSINESS EDGE CHECKING	\$ 17,928.13
1011 12 MONTH CERTIFICATE	\$ 9,543.31

## 2021 Smart Moves

With the start of the new year, we've put together some smart money moves for 2021. Utilize your membership, take advantage of our low rates on loans, and bank on the go with our Digital Banking app. Scan the QR code to learn more.



BUSINESS EDGE CHECKING # 0008				
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends
\$ 17,926.61	\$ 1.52	\$ 0.00	\$ 17,928.13	\$ 1.52

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
01/31/21	01/31/21		1.52	17,928.13	Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.10% for period 01/01/21 to 01/31/21

Authorized Signer(s): ALFRED E LYLE, STANLEY NESS, BARTON D HARLAN, JOE A MORELAND, LYNN M BONAS

12 MONTH CERTIFICATE # 1011					
Beginning Balance	Deposits/Credits	Withdrawals/Debits	Ending Balance	Y-T-D Dividends	Maturity Date
\$ 9,537.65	\$ 5.66	\$ 0.00	\$ 9,543.31	\$ 5.66	07/02/21

Transaction Date	Posting Date	Withdrawal	Deposit	Balance	Transaction Description
01/31/21	01/31/21		5.66	9,543.31	Deposit Dividend Dividend Post Annual Percentage Yield Earned 0.70% for period 01/01/21 to 01/31/21

Authorized Signer(s): ALFRED E LYLE, STANLEY NESS, BARTON D HARLAN, JOE A MORELAND, LYNN M BONAS

YTD ACCOUNT SUMMARIES:	
Total Dividends Paid Year to Date:	\$ 7.18

*with you all the way™*

## GJAOC 2020/2019 Audit Committee

John J. Moohr & William F. Underwood  
(714) 856-2395 & (714) 264-8137  
jjmoohr1@verizon@net & wfunderwood@earthlink.net

**February 4, 2021**

Ms. Lynn Bonas, President Pro Tem  
and Board of Directors  
Grand Jurors Association of Orange County (GJAOC)

### **Re: Financial Review of GJAOC Books for 2019 & 2020**

Dear President Pro Tem Bonas and GJAOC Board of Directors:

We have reviewed the Books of Accounts for the Grand Jurors Association of Orange County (GJAOC) for the calendar years ending December 31, 2019 and 2020, with supporting documents as graciously provided to us by Mr. Joe Moreland, 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 years 2019 and 2020 business affairs of the Association. We reviewed the 2019 and 2020 year-end Financial Income and Expense Statements that were provided to us. We found no inconsistencies with the source documents used to prepare the year-end financial statements, including a review of the statements from the Orange County Credit Union (OCCU).

**Facts:** 1. The January 1, 2019 beginning asset balances per the OCCU checking account was \$11,356.23 and for the 12 month Certificate of Deposit was \$9,237.35, for a combined beginning balance total of **\$20,593.58**.

2. The December 31, 2019 ending asset balances & January 1 2020 beginning asset balances per the OCCU checking account was \$13,519.92 and for the 12 month Certificate of Deposit was \$9,405.83 for a combined ending balance total of **\$22,925.75**.

3. The December 31, 2020 ending asset balances per the OCCU checking account was \$17,926.61 and for the 12-month Certificate of Deposit was \$9,537.65 for a combined ending balance total of **\$27,464.26**. The higher 2020 balances were due to holding only 1 GJAOC luncheon in 2020 & the reduced activities due to the Pandemic governmental health related restrictions.

**Findings and Recommendations:**

1. Summary Assessment:

Attached as Exhibit A are the GJAOC 10 Point Financial Review Summary Assessments for the 2019 and 2020 years. **Favorable reviews of 9 of the 10 points were assessed as “Meets Requirements” for both 2019 and 2020.** The one point that was assessed as “Requires Improvement” for both 2019 & 2020 was in the area of “Internal Controls for Cash Handling”. Since only one luncheon was held in the pandemic year of 2020, it is a point to consider for the 2021 future handling of cash receipts. It has to do with Segregation of Duties. Since many of the correct Cash Receipt practices are in place, only control and process improvements are needed. Recommendations are detailed on the top of Page 2 of Exhibit A.

2. Observation for GJAOC Treasurer succession planning and procedural continuity:

GJAOC is quite fortunate that the organization has an experienced and dedicated GJAOC leader on board currently as Treasurer. This observation on GJAOC Treasurer succession planning and procedural continuity looks to the future, as to how GJAOC can continue to have a strong consistent Treasury function. GJAOC’s past experiences have had ups and downs in the financial and regulatory reporting function, often with organization chaos and visible impacts. This subject is discussed on more detail on the bottom half of page 2 of Exhibit A, as now it is the time, while the Treasurer role is strong, for the GJAOC to put in measures to fortify and make more consistent the Treasurer role for the future.

-----  
Also attached as Exhibit B is a List of Sample Questions we used to guide our 10 point Financial Review Assessment. We documented this for possible use by future Financial Review Committees & Treasurers.

Please be advised that our review of 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 financial review and not as an audit.

We would like to thank the organized, disciplined and dedicated Joe Moreland to for his past service and his important current role of Treasurer. He accepted this role after the President filled in temporarily upon the sudden death of the prior Treasurer. Joe Moreland’s work for the GJAOC as a former President & in more roles like Treasurer on the Board over the past decades, are much appreciated.

Very truly yours,

*John J. Moohr/wfu*\_\_\_\_  
John J. Moohr  
Former GJAOC President

*William F Underwood*  
William F. Underwood  
Former GJAOC Treasurer

Attachments:

Exhibit A: GJAOC 10 Point Financial Review Summary Assessments & Recommendations for 2019 & 2020 Exhibit B: GJAOC Audit Committee’s Sample Questions Guide for the 10 Point Financial Review

**Attachment #5. (2 pages) –**

Exhibit A - page

## GJAOC 10 Point Financial Review Summary Assessments & Recommendations for 2019 & 2020 as of January 31, 2021

<u>2019</u>	<u>2020</u>	
<b>A. Records &amp; Reports</b>		
1. Organized Records	Meets Rqmts	Meets Rqmts
2. Tax/Regulatory Filings	Meets Rqmts	Meets Rqmts
3. Authorized Check Signers Form	Meets Rqmts	Meets Rqmts
4. Financial Statements & Budget	Meets Rqmts	Meets Rqmts
<b>B. Activity</b>		
5. Monthly A/C Statement s w/detail documents.	Meets Rqmts	Meets Rqmts
6. Check & Transaction Register	Meets Rqmts	Meets Rqmts
7. Internal controls for Cash Handling	Requires Improve- ment *	Requires Improve- ment *
<b>C. Accuracy, Transparency &amp; Leadership</b>		
8. Apparent Accuracy Sampled	Meets Rqmts	Meets Rqmts
9. Transparency of Finances	Meets Rqmts	Meets Rqmts
10. Treasurer Leadership, Dedication & Initiative	Meets Rqmts	Meets Rqmts

\* See page 2 for Recommendations to consider



**GJAOC 2019 & 2020 "Requires Improvement" Recommendation  
for Internal Controls of Cash Handling**

1. It is understood that the ethics level of former Grand Jurors is very high and to be commended.

However these internal controls not only protects GJAOC but also cash handlers as well.

2. The objective of incoming cash handling is to record receipts accurately and deposit it quickly.

Ideally, the deposit should be the same day as the cash was received.

Additionally, the cash handlers should be different than the financial record keepers.

That is called "Separation of Duties" in the discussion of internal controls.

The latter is not always possible in a small organization or in a volunteer organization.

3. In the case of GJAIOC, there are relatively few transactions and even fewer with sizeable amounts

of cash received. The 4 quarterly luncheons are the source of the largest cash deposits.

So the use of multiple people & documenting the detail of the cash & check receipts, as is done today, is an excellent first step. They both need to sign the totaled count sheet

before turning over the money to the deposit person who will also count what is received.

The deposit person will sign the count sheet for amount received & take it to be deposited.

That latter step of signing for amount received for deposit appears to not be done today.

It is assumed that the depositor should be an authorized signer on the OCCU account.

4. A standard GJAOC form template would standardize this process & detail needed, as roles change.

Also the GJAOC may wish to explore the ability for members to use credit cards to reserve

their reservations in advance and reduce the amount of cash handling.

Also the use of modern cash transfer from one bank to another with Venmo, Zelle, Stripe

and others exist today for individuals as well and reduces cash handling as well.

**Providing More Stable & Consistent GJAOC Treasurer Transitions**

1. The GJAOC currently has a strong, experienced Treasurer function. However, GJAOC's past experiences have had ups and downs in the financial and regulatory reporting function.

These experiences have caused the need for clean up, repair and often filing

overdue

governmental forms. There has no malintent, but it is often caused by the lack of a trained replacement, lack of a smooth or non-existent transition or lack of electronic access to past forms & records. This has often been caused by lack of qualified

volunteers,

and also by unexpected illness, incapacitation or sudden death of the current office

holder.

2. Past partially successful solutions, at best, put in place have been:

a. Developing a Treasury calendar of events from the Bylaws, regulatory deadlines of the 4

governmental agencies that require annual or bi-annual information

filings,

b. Developing list of tasks, electronic reporting templates, and key regulatory agencies &

their web sites to access, among others.

c. Maintaining key financial records, such as reports, filings, account statements and supporting documentation in hard copy in separate binders by calendar year.

d. Keeping the financial books in QuickBooks, but the small number of transactions often makes task of learning QuickBooks harder than maintaining manual books.

e. Filling role of an Assistant Treasurer on the Board, but that is often easier said than done.

3. Not tried yet are:

a. Utilizing an outside accounting service on a pro bono to lighten load & provide continuity

for functions of Treasurer & Membership Chair, and lots of other

alternatives.

4. This subject needs to be brain-stormed by a committee and a plan put in place for the future.

[Attachment #6. \(3 pages\) –](#)

Exhibit B – Page 1

## GJAOC Audit Committee's 10 Point Financial Review

### Sample Questions Guide

as of February 4, 2021

#### A. Reports and Records

##### **1. Organized Records**

- a. Are financial internal records, supporting documentation, financial reports and external financial institution statements organized neatly and logically in a binder as done for the past decade?

- b. Is the binder maintained throughout the year as a good, proven way to stay organized?

## **2. Tax/Regulatory Forms & Filings**

- a. Have filing of information returns for the prior year been filed in a timely manner with the IRS (990N), FTB (199N-e), CA Secretary of State (SI0300) and CA Attorney General (RRF-1 & CTR-TR-1)?
- b. Do we have hard copy proof and confirmations?
- c. Has the Treasurer reported formally to the President and Board of the timely filing of these forms and been reflected in the minutes?

## **3. Authorized Check Signers Form**

- a. Do we have a copy of the authorized check signing signatures OCCU document for that year in the binder to review?
- b. Does the Treasurer have plans to update for addition of new officers, as appropriate and needed?

## **4. Financial Statements & Budgets**

- a. Was an annual budget prepared in a timely basis? February is suggested in the By Laws?
- b. Were regular financial statements prepared for the Board meetings or quarterly to show a comparison of actual to budget for discussion?

Exhibit B – Page 2

## **B. Activity**

### **5. Monthly Account Statements with Detail Documentation**

- a. Were all monthly checking account & CD statements included and accounted for in monthly order?
- b. Were all checking expenditures supported by a GJAOC properly approved and signed check request with the receipts or copies of the receipts? It is easier to check if detailed documentation is filed immediately behind the monthly statement in which funds were expended.

### **6. Check Register and Transaction Register**

- a. Are all checks accounted for in numerical order?
- b. Are the reasons that voided checks were voided recorded too?
- c. Are the check & the deposit register balance reconciled regularly to monthly account statement?
- d. Are all the checkbooks under the sole control of the Treasurer In a safe place?

#### **7. Internal Controls for Cash Handling**

- a. Separation of Duties - Are cash handling duties separated from financial recording duties where practicable? If not, are there two people involved and signing off for major cash handling balances?
- b. Are daily detailed listings made for Cash Receipts when received from whom on what date and for what purpose?
- c. Are cash receipts deposited asap or the same day received to avoid loss or misplacement of funds?
- d. Are check receipts, credit cards or electronic transfers encouraged, where practical to encourage money audit trails and avoid cash handling of large amounts?
- e. Is there a Luncheon form for meal charges and membership dues received with room for to/from signatures for total Cash passed from Cash collectors to Cash depositors to create a GJAO audit trail and protect individuals, in case of disputes or losses?

Exhibit B – Page 3

### **C. Accuracy, Transparency & Leadership**

#### **8. Apparent Accuracy Sampled**

- a. Sample trace an adequate number of sizeable transactions from the OCCU statement back to the original detail documentation for proper authorization & supporting receipts and check any math involved.
- b. Sample the accuracy of the math on selected financial statements and its tie the financial institution (OCCU) account statements.
- c. Sample the accuracy of the math on some reconciliations or financial statements.

**9. Transparency of Finances**

- a. Was the year of financial records available within the first month of the next year for a timely financial review (aka annual Audit)?
- b. Is there a Treasurer’s report in writing at every Board meeting? Is it understandable by all and compared to Budget and Last Year?

**10. Treasurer Leadership and Dedication to GJAOC**

- a. Does the Treasurer adhere to, advocate and enforce the practice of strong financial controls and procedures to ensure the fiscal health of GJAOC and uphold its financial standards?
  - b. Is the Treasurer always interested in and proposing ways to improve the financial function? Is the Treasurer available to assist on and expedite financial matters?
  - c. Is the Treasurer respected by the Board and work well with the President, 1st VP- Programs, 2nd VP- Membership, Secretary and others?
- 

**Attachment #7.**

**OC GO (ALSO KNOWN AS MEASURE M) TAXPAYER OVERSIGHT COMMITTEE  
2021 RECRUITMENT SCHEDULE  
SUPERVISORIAL DISTRICTS ONE, TWO, FOUR, AND FIVE**

Jan. 27	Planning meeting with Grand Jurors Association of Orange County (GJAOC) Selection Panel
Feb 8	Website updated with 2021 recruitment content and application
Feb 15 - Apr 19	First social media posts on Facebook and Twitter Bi-weekly blog in OCTA’s On the Move Monthly call with GJAOC on recruitment status / weekly recap emails

Feb 22	<p>Press release distributed</p> <p>Info sent to County Supervisor offices, city public information officers, city clerks and city managers; Orange County Business Council (OCBC), Women's Transportation Seminar (WTS), and other organizations for newsletters/blogs/social media <i>(will work with organizations so that they can notify their own databases in various ways over the next 2 months)</i></p>
Feb 26 - May 2	Bi-weekly social media posts (Facebook and Twitter)
February 26 - May 2	<p>Notify legal counsel to make time in May to review applications</p> <p>Ad in the <i>Los Angeles Times</i> (includes local community papers); <i>OC Register</i> (includes local community papers)</p> <p>Posted on Los Angeles Times website and Orange County Register website</p>
May 2	Application deadline
May 3, 4	GJAOC Interview Panel Resume Screening and Interview Scheduling
May 5, 6, 7, 10, 11, 12, 13	GJAOC Selection Panel interviews candidates and prepares finalist list
May 14	GJAOC Selection Panel submits list of finalists to OCTA
May 17-21	Legal counsel review of finalists
Jun 28	OCTA Chairman draws names at Board of Directors Meeting