



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

**DATE:** August 31, 2015

**MEMO TO:** Bonnie Thomson Carter, Chair  
Planning and Restoration Committee

**FROM:** Randall L. Seebach, Director  
Planning and Land Preservation

**SUBJECT:** Release of Closed Session Minutes and Verbatim Recordings

**RECOMMENDATION:** Approve a motion to (i) release Committee closed session minutes, (ii) retain as confidential all other Committee closed session minutes not previously released, and (iii) erase verbatim recordings, in accordance with the Open Meetings Act (the “Act”) and the District’s Policy on Closed Meeting Minutes and Verbatim Records (the “Policy”), as provided in Exhibit 1, attached.

**BACKGROUND:** The Planning and Restoration Committee maintains written minutes of its open and closed meetings in the manner required of all public bodies under the Act. The Committee also retains verbatim recordings of closed meetings as required by the Act.

Under the Act and the Policy, not less than twice each year, the Committee meets in closed session to review its closed meeting minutes to determine if they are eligible for release to the public. In its review, the Committee, with the benefit of staff’s recommendation, determines if the minutes contain information that continues to require confidential treatment. If written minutes, or portions thereof, require confidential treatment to protect the public interest or the privacy of an individual, they shall not be released. If the minutes no longer require confidential treatment, they are made available for public inspection.

Also, the Act and the Policy require that the Committee meet not less than twice a year to review a list of verbatim recordings of all closed meetings for which minutes have been prepared and that occurred 18 months previously, to determine if the recordings should be retained, released, erased, or destroyed. Under the Act, a verbatim recording of a closed session may be destroyed or erased only if (i) minutes for that closed session have been prepared and approved and (ii) at least 18 months have passed since the closed session.

The Committee met in closed session on July 6, 2015 to consider the release of its closed session minutes and the retention or erasure of verbatim recordings. Exhibit 1 identifies the minutes to be released and the verbatim recordings to be erased based on those considerations.

**REASON FOR RECOMMENDATION:** Committee approval is required to release or retain minutes and to erase or release verbatim recordings.

**REVIEW BY OTHERS:** Board Secretary, Legal Counsel

**FINANCIAL DATA:** No impact.

**PRESENTER:** Randall L. Seebach

Motion to approve retention of Closed Session Minutes, as provided in Exhibit 1. The Committee hereby finds that the need for confidentiality still exists as to all closed session minutes (or portions) that have not been released.

August 31, 2015

APPROVED:

	<b>YEA</b>	<b>NAY</b>
<hr/> Bonnie Thomson Carter, Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Nick Sauer, Vice Chair	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Carol Calabresa	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Bill Durkin	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sandra Hart	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Diane Hewitt	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Sid Mathias	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Craig Taylor	<input type="checkbox"/>	<input type="checkbox"/>
<hr/> Tom Weber	<input type="checkbox"/>	<input type="checkbox"/>

**PLANNING AND RESTORATION COMMITTEE – August 31, 2015**

## MINUTES TO BE RELEASED:

Meeting Date	Full or Partial Release
1/5/2015	None

## VERBATIM RECORDINGS TO BE ERASED:

No Verbatim Recordings exist where at least 18 months have passed since the closed session.