



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

Date: February 1, 2016

Memo To: Craig Taylor, Chair  
Education, Cultural Resources and Public Affairs Committee

From: Alex Ty Kovach, Executive Director

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.

**STRATEGIC DIRECTION SUPPORTED:** None

**FINANCIAL DATA:** No impact

**BACKGROUND:** The Education, Cultural Resources and Public Affairs 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 shall 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 January 4, 2016 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, Corporate Counsel

**PRESENTER:** Alex Ty Kovach

**EDUCATION, CULTURAL RESOURCES AND PUBLIC AFFAIRS COMMITTEE**

**February 1, 2016**

MINUTES TO BE RELEASED:

<b>Meeting Date</b>	<b>Full or Partial Release</b>
<b>7/6/15</b>	Full
<b>10/5/15</b>	Full

VERBATIM RECORDINGS TO BE ERASED:

**June 24, 2013**  
**January 6, 2014**