



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

Date: September 1, 2016
Memo To: S. Michael Rummel, Chair
Finance and Administrative Committee
From: Alex Ty Kovach
Executive Director

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: Communication, Education & Outreach

FINANCIAL DATA: No impact.

BACKGROUND: The Finance and Administrative 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 August 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.

REVIEW BY OTHERS: Board Secretary, Corporate Counsel

PRESENTER: Alex Ty Kovach

APPROVED:

Date: _____ **Roll Call Vote:** Ayes: ____ Nays: ____
 Voice Vote Majority Ayes: ____ Nays: ____

EXHIBIT 1

FINANCE & ADMINISTRATIVE COMMITTEE
September 1, 2016

CLOSED SESSION MINUTES TO BE RELEASED:

<u>Meeting Date</u>	<u>Full or Partial Release</u>
January 7, 2016	Partial

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE ERASED:

July 10, 2014
October 9, 2014
November 5, 2014
January 8, 2015
January 29, 2015