



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: October 3, 2016
MEMO TO: Craig Taylor, Chair
Education, Cultural Resources and Public Affairs Committee
FROM: Nan Buckardt
Director of Education

RECOMMENDATION: Approve a motion to (i) release Committee closed session minutes and (ii) retain as confidential all other Committee closed session minutes not previously released, 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 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 August 29, 2016 to consider the release of its closed session minutes. As of that date, there were not verbatim recordings that satisfy the above criteria. Exhibit 1 identifies the minutes to be released based on those considerations.

REVIEW BY OTHERS: Committee Secretary, Chief Operations Officer, Corporate Counsel

PRESENTER: Nan Buckardt

Motion to approve release of Closed Session Minutes, as provided in Exhibit 1, and finding that the minutes (or portions) released below no longer require confidential treatment and that the need for confidentiality still exists as to all other closed session minutes (or portions) that have not been released.

APPROVED:

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

Voice Vote Majority Ayes; Nays:____

EXHIBIT 1

EDUCATION, CULTURAL RESOURCES AND PUBLIC AFFAIRS COMMITTEE:
October 3, 2016

CLOSED SESSION MINUTES TO BE RELEASED:

<u>Meeting Date</u>	<u>Full or Partial Release</u>
February 1, 2016	Full