



LAKE COUNTY FOREST PRESERVES  
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Preservation, Restoration, Education and Recreation

Date: October 5, 2017  
Memo To: S. Michael Rummel, Chair  
Finance 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 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 31, 2017 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

**Motion to (i) approve release of Closed Session Minutes, as provided in Exhibit 1, (ii) find that the minutes (or portions) released no longer require confidential treatment and are available for public inspection, and (iii) find that the need for confidentiality still exists as to all other closed session minutes (or portions) that have been not been released.**

**APPROVED:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_  
 Voice Vote Majority Ayes: \_\_\_\_ Nays: \_\_\_\_

## **EXHIBIT 1**

FINANCE COMMITTEE  
October 5, 2017

### CLOSED SESSION MINUTES TO BE RELEASED:

<u>Meeting Date</u>	<u>Full or Partial Release</u>
October 7, 1988	Full
October 8, 2004	Full
January 14, 2005	Partial
March 9, 2017	Full

### VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE ERASED:

October 8, 2015  
November 5, 2015  
December 3, 2015  
January 7, 2016  
February 4, 2016