



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

Date: October 1, 2018
Memo to: Carol Calabresa, Chair
Planning 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 DIRECTIONS SUPPORTED: Communication, Education & Outreach

FINANCIAL DATA: No impact.

BACKGROUND: The Planning 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 at least 18 months have passed since the closed session.

The Committee met in closed session on August 27, 2018 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, Chief Operations Officer, Corporate Counsel

MOTION: to (i) approve release of Committee closed session minutes, or portions thereof, as provided in Exhibit 1, and find that such minutes, or portions thereof, no longer require confidential treatment, (ii) retain as confidential all other Committee closed session minutes, or portions thereof, not previously released, and find that the need for confidentiality still exists as to such minutes or portions and (iii) erase verbatim recordings, all in accordance with the Open Meetings Act and the District’s Policy on Closed Meeting Minutes and Verbatim Records, and as provided in Exhibit 1.

APPROVED:

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

EXHIBIT 1

PLANNING COMMITTEE

CLOSED SESSION MINUTES TO BE RELEASED:

Meeting Date	Full or Partial Release
11/14/1991	PARTIAL
02/06/1992	PARTIAL
11/02/2015	FULL
03/05/2018	PARTIAL

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE ERASED:

October 3, 2016
October 31, 2016
January 9, 2017
January 30, 2017 (joint with Finance Committee)
February 6, 2017