



LAKE COUNTY FOREST PRESERVES  
www.LCFPD.org

Preservation, Restoration, Education and Recreation

**DATE:** April 1, 2019  
**MEMO TO:** Jessica Vealitzek, Chair  
Operations Committee  
**FROM:** Mike Tully  
Chief Operations Officer

**RECOMMENDATION:** Approve a motion to (i) retain as confidential all Committee closed session minutes not previously released and (ii) delete 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 Operations 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, deleted, 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 March 4, 2019 to consider the release of its closed session minutes and the retention or deletion of verbatim recordings. Exhibit 1 identifies the minutes to be released and the verbatim recordings to be deleted based on those considerations.

**REVIEW BY OTHERS:** Committee Secretary, Board Secretary, Corporate Counsel

**MOTION:** to (i) retain as confidential all 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 (ii) delete 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**

OPERATIONS COMMITTEE:  
April 1, 2019

CLOSED SESSION MINUTES TO BE RELEASED:

<u>Meeting Date</u>	<u>Full or Partial Release</u>
---------------------	--------------------------------

None	
------	--

VERBATIM RECORDINGS OF CLOSED SESSIONS TO BE DELETED:

8/28/17