MEMO TO: IHLS Board of Directors
FROM: Leslie Bednar
DATE: February 19, 2024
RE: Open Meetings Act

We shared an attachment in the August 22, 2023 meeting packet that outlined steps to address closed session minutes (Attachment 8.1). The conclusion from that memo reads, “Amend the IHLS Bylaws to include a section on minutes in Article VI, Section 11. Implement a process to approve closed session minutes as part of the biannual reviews. For the record, approve all past closed session minutes with a single motion at a future meeting.”

There were questions about closed session minutes at the end of the January 23, 2024 board meeting. Moving forward, the following will be included in the February 27, 2024, agenda and packet:

- Clarification of security measures for closed session minutes
- Additional clarifying language in board-approved bylaws in Article VI, Section 11, h
- Review and approval of all past closed session minutes
- Destruction of eligible closed session recordings

**Security measures for closed session minutes as per 5 ILCS 120/2.06 (Open Meetings Act/Minutes; right to speak)**
Two statements within the Minutes; right to speak portion of the Open Meetings Act highlight our practices. Subsection (e) states:

“No verbatim recordings shall be recorded or removed from the public body’s main office or official storage location, except by vote of the public body or by court order.”

Subsection (f) further states:

“No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order.”

**IHLS Bylaws Article VI, Section 11, h**
Attachment 16.1 of this meeting packet proposes additional clarifying language below:

The President or Vice President will make a recommendation for opening closed session minutes or maintaining closure, as well as a motion for the board to approve the minutes.

**Review and approval of all past closed session minutes**
Please find two points on the agenda:

- Review and Approval of Closed Session Minutes February 16, 2010 – June 21, 2022 (Unfinished Business)
- Review and Approval of Closed Session Minutes May 23, 2023 – June 19, 2023 (New Business)

**Destruction of eligible closed session recordings**
Please find the following point on the agenda:
• Destruction of Closed Session Recordings February 16, 2010 – June 21, 2022 (Attachment 16.2) (Unfinished Business)

Thank you for your patience as we continue to work through the Open Meetings Act as relevant to our board meetings.