



AGENDA ITEM # 8

**AGENDA ITEM EXECUTIVE SUMMARY
Committee of the Whole Meeting
June 11, 2018**

Item Title: **Review of Executive Session Minutes**

Staff Contact: Jeffrey D. O'Dell, Village Administrator and Patty Burns, Village Clerk

COMMITTEE OF THE WHOLE ACTION

Consider a recommendation to improve the process for reviewing older executive session minutes and executive session verbatim minute recordings.

Executive Summary:

Item 1: As agreed on by the Village Board a few years ago, the Village Administrator and Village Attorney review previous executive session minutes that have been approved and put on hold by the Village Board and make a recommendation if they should be released. In the past, those minutes recommended to be released were brought back to the Village Board in executive session for final approval for release. Since many of these minutes go back to prior Village Boards, Jeff and I recommend that the Village Board consider eliminating this last step, and instead, place these minutes recommended for release by Jeff and Jim Knippen directly on the Village Board agenda for release.

Item 2: Per state statute, every Executive Session meeting must be recorded. By statute, these verbatim recordings must be kept for 18 months (for legal review if needed) and after 18 months, the verbatim recordings can be destroyed if the recording does not contain any information related to ongoing litigation. The written minutes of these meetings must be kept forever. These are the minutes that the Village Board must approve. In the past, the Clerk has brought the list of the verbatim recordings that were ready to be destroyed into Executive Session for approval to destroy. We recommend that this step be eliminated and be replaced with placing a motion on the Village Board agenda for approval to destroy versus getting authorization in executive session first.

Both of these items will clean up and speed up the process of keeping our executive session records up to date and in conformance with state statute regulations.

Implications:

Is this item budgeted? NA

Any other implications to be considered? NA

Attachments:

None