

AGENDA ITEM 9B.

APPROVAL OF DETERMINATION OF CONFIDENTIALITY & VERBATIM RECORD DESTRUCTION

Submitted for: Action

Summary: While the Illinois Open Meetings Act, [5 ILCS 120] (the “**Open Meetings Act**”) generally requires that public bodies conduct their business at meetings that are open to the public, the Open Meetings Act also provides various exceptions for matters to be discussed in a closed session. In compliance with the Open Meetings Act, the Audit Committee has, from time to time, held closed meetings to discuss certain confidential matters that are exempt from public disclosure under the Open Meetings Act.

Under the Open Meetings Act, the Audit Committee is required to periodically meet to review minutes of closed meetings to determine (1) whether the need for confidentiality still exists as to all or a part of the closed meeting minutes or (2) whether the minutes or portions thereof no longer require confidential treatment and are available for public inspection. (5 ILCS 120/ 2.06(d))

The General Counsel has made the determination that the minutes of the closed meetings on March 26, 2012 and June 21, 2013 are confidential and should remain closed.

The Audit Committee has been provided, attached hereto as Exhibit A, the rationale for maintaining their confidentiality.

Additionally, the Open Meetings Act states in relevant part as follows:
“(a) all public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording...
(c) the verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: (1) the public body approves the destruction of a particular recording; and (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of the Open Meetings Act.” (5 ILCS 120/2.06)

The September 21, 2023, and December 7, 2023, closed meeting minutes which comply with the Open Meetings Act, have been previously approved by the Audit Committee and at least 18 months has transpired since the

recording of those meetings. Those minutes were opened to the public by the Audit Committee when the minutes were approved.

Based on the foregoing legal authority and General Counsel determination, ISAC staff asks that the committee approve the following resolutions in open session:

Action requested: That the Committee approve the following resolutions after it has returned to open session:

“BE IT RESOLVED that the Committee has determined the need for confidentiality still exists for the minutes of its closed sessions for: March 26, 2012, and June 21, 2013 and therefore should remain closed to the public.”

“BE IT FURTHER RESOLVED that the Committee approves the destruction of the closed meeting verbatim records of the September 21, 2023 and December 7, 2023 closed session as at least 18 months has transpired since the completion of those meetings.”

EXHIBIT A

GENERAL COUNSEL DETERMINATION

MEETING DATE	DESCRIPTION	SHOULD MINUTES REMAIN CLOSED? & REASON FOR REMAINING CLOSED
3/26/12	1. Internal Control Weaknesses 2. Closed Minutes	Yes Security & Confidential Internal Audit findings
6/21/13	1. Internal Control Weaknesses	Yes Security reasons.