

RESOLUTION NO. R-2019-08

**A RESOLUTION APPROVING THE CONTENT OF AND/OR
RELEASE OF CERTAIN CLOSED MEETING MINUTES
OF THE BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD
(2018 FULL YEAR REVIEW)**

WHEREAS, the Corporate Authorities of the Village of Maywood, Cook County, Illinois (“Corporate Authorities”) have, on occasion, believed it to be necessary to conduct Closed Meetings (also referred to as “Closed Session”) and have entered and conducted such meetings in accordance with the requirements of the Open Meetings Act (5 ILCS 120/1, *et seq.*) (“OMA”); and

WHEREAS, the minutes of the Closed Meetings have been duly recorded by the Village Clerk pursuant to the requirements of the OMA. In addition, since 2004, as required by the OMA, the Village Clerk has prepared a verbatim record of all Closed Meetings in the form of audio recordings, which recordings are subject to destruction or release for public inspection, as directed by the Corporate Authorities, once the written minutes of the Closed Meetings are prepared and approved by the Corporate Authorities. The recordings are to be destroyed only after the written minutes are approved and the mandatory eighteen (18) month waiting period has expired; and

WHEREAS, the OMA also requires the Corporate Authorities to meet, at least semi-annually, to review the minutes of Closed Meetings in order to approve their content and to determine whether such minutes, or any portions thereof, can be released for public review or remain closed to public review; and

WHEREAS, the Corporate Authorities have reviewed the minutes of all duly recorded Closed Meetings, as identified below, and have made the following determinations about: (1) the approval of the content and the advisability of the release of the Closed Meeting minutes or the retention of such minutes; (2) the destruction of certain verbatim audio recordings of the Closed Meetings as permitted by the OMA; and (3) the need to maintain the confidentiality of certain verbatim audio recordings of the Closed Meetings until such future time as the Corporate Authorities decide to either release or destroy the audio recordings in accordance with the OMA.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF MAYWOOD, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: Each of the recitals in the Whereas paragraphs set forth above are incorporated into Section 1 of this Resolution.

SECTION 2: The content of the following Closed Meeting minutes are approved and may be released for public inspection, except for those parts of the minutes that still need to remain confidential as noted below in Section 3:

January 2018: None

February 2018: None

March 2018: None

April 2018:	None
May 2018:	None
June 2018:	None
July 2018:	None
August 2018:	None
September 2018:	None
October 2018:	None
November 2018:	None
December 2018:	None

SECTION 3: The content of the following Closed Meeting minutes are approved, but the need for confidentiality still exists as to all or part of these minutes as noted below:

January 2018:	January 16
February 2018:	February 6
March 2018:	March 6 and March 20
April 2018:	April 3 and April 17
May 2018:	May 1 and May 15
June 2018:	June 5
July 2018:	July 17
August 2018:	August 21
September 2018:	September 4
October 2018:	October 2 and October 16
November 2018:	November 13
December 2018:	None

SECTION 4: The Corporate Authorities further make the following determination: All other Closed Meeting minutes from prior years and those that have not been included in this Resolution, and their related audio recordings, which have not already been approved for release for public inspection,

shall remain confidential and closed from public inspection until, at least, the next periodic review by the Corporate Authorities, or as directed by the Corporate Authorities in accordance with an approved Resolution that supersedes the determinations of the Corporate Authorities as set forth in this Resolution.

SECTION 5: Beginning January 1, 2004, the Act requires that a verbatim record of all Closed Meetings be kept in the form of an audio or video recording and that such recordings can be destroyed but only after the Corporate Authorities: (a) approve the written meeting minutes for each completed Closed Meeting; and (b) authorize the destruction of such recordings, provided at least eighteen (18) months have passed since the date of the last such approval or authorization. The Village has elected to maintain a verbatim record of all Closed Meetings in the form of audio recordings. The Corporate Authorities make the following determinations:

- A. In regard to the Closed Meetings where the written minutes have not been prepared at this time, there is still a need for confidential treatment of the audio recordings of those Closed Meetings until such time as the written minutes are prepared and approved by the Corporate Authorities and a final decision is made by the Corporate Authorities as to the destruction of the audio recordings or the release of such audio recordings for public inspection.
- B. Each of the audio recordings of Closed Meetings, which were completed more than eighteen (18) months ago and for which written minutes have been prepared and approved by the Corporate Authorities more than eighteen (18) months ago, shall be destroyed by the Village Clerk on the next business day following the approval date of this Resolution.

SECTION 6: The Village President is authorized and directed to sign and the Village Clerk is authorized and directed to attest to this Resolution.

ADOPTED this 5th day of March, 2019, pursuant to a roll call vote as follows:

AYES: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, A. Sanchez, K. Wellington
and M. Lightford

NAYS: None

ABSENT: Trustee R. Rivers

APPROVED by me, and attested by the Village Clerk, on this 6th day of March, 2019.

Edwenna Perkins, Village President

ATTEST:

Viola Mims, Village Clerk

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CLERK'S CERTIFICATE

I, Viola Mims, Clerk of the Village of Maywood, in the County of Cook and State of Illinois, certify that the attached document is a true and correct copy of that certain Resolution now on file in my Office, entitled:

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which Resolution was passed by the Board of Trustees of the Village of Maywood at a Regular Village Board Meeting on the 5th day of March, 2019, at which meeting a quorum was present, and approved by the President of the Village of Maywood on the 5th day of March, 2019.

I further certify that the vote on the question of the passage of said Resolution by the Board of Trustees of the Village of Maywood was taken by Ayes and Nays and recorded in the minutes of the Board of Trustees of the Village of Maywood, and that the result of said vote was as follows, to-wit:

AYES: Mayor Perkins, Trustee(s) H. Yarbrough, I. Brandon, A. Sanchez, K. Wellington
and M. Lightford

NAYS: None

ABSENT: Trustee R. Rivers

I do further certify that the original Resolution, of which the foregoing is a true copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Village of Maywood, this 6th day of March, 2019.

Viola Mims, Village Clerk

[SEAL]