

**WHEELING PARK DISTRICT  
ADMINISTRATION COMMITTEE  
MINUTES OF MEETING  
DECEMBER 15, 2009**

The rescheduled Regular Meeting of the Administration Committee of the Wheeling Park District, Cook and Lake Counties, Illinois, was held in the Boardroom of the Community Recreation Center, 333 W. Dundee Road, Wheeling, Illinois.

The meeting was called to order at 6:02 p.m. by Chair Pecka.

The following members were present when the roll was called: S. Stein, R. Rosen, J. Buchs, and K. Pecka.

Staff members present were E. Becker, L. Raffel, M. Wehby, A. Rivas, and M. Jendreas.

Also present were Commissioners C. Klumpp, M. Kurgan, B. Lichtenberger, J. Kolssak, and Attorney S. Adams.

**AGENDA ADDITIONS/DELETIONS/CORRECTIONS – None**

**APPROVAL OF MINUTES OF REGULAR MEETING OF OCTOBER 6, 2009**

Commissioner Stein moved, seconded by Chair Pecka, to approve the minutes of the Regular Meeting of October 6, 2009.

**On the roll call, the vote was as follows:**

**AYE:** J. Buchs, K. Pecka, S. Stein, R. Rosen

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

**ITEMS FOR DISCUSSION**

**Changes in Open Meetings Act and Freedom of Information Act**

Executive Director Buchs stated that the Open Meetings Act (OMA) and the Illinois Freedom of Information Act (FOIA) have been updated, with major changes becoming effective January 1, 2010. She said that Attorney Adams from Brooks, Adams and Tarulis, will further explain how the new requirements will impact the Park District.

Attorney Adams advised that the first step is for the Executive Director to designate at least two FOIA officers and assign their respective duties. Names of the officers should be submitted to

the Public Access Counselor (PAC), and an electronic training curriculum should be completed within 6 months of the Act's effective date, or by June 30, 2010.

Attorney Adams reviewed some of the major changes as follows:

- Standard forms for FOIA requests can no longer be required by the public body. They may be submitted by mail, telefax, or email.
- The public body must comply with the request within 5 business days (instead of the 7 days required under the old FOIA).
- The public body may not require the requester to specify the purpose of the request, except to determine if the information is being requested for commercial reasons, or to determine whether to grant a request for a fee waiver.
- "Electronic communications," such as email, are specifically included as a "public record" and are subject to disclosure.
- No fees may be charged for the first 50 pages, and the fee beyond the first 50 pages may not exceed 15 cents per page.
- If the public body intends to deny a request, it must provide written notice to the requestor and the PAC within 5 days of receiving the request.

Attorney Adams said he will provide more information as it becomes available.

### **Time and Schedule of Regular Meetings**

Executive Director Buchs advised that staff researched board customs of agencies within the community, as well as other park districts, and the information was compiled in a table which was provided to all Commissioners. She said any change in time and schedule of regular meetings is a Board decision.

Discussion followed on the possibility of changing meeting frequency and time. Ideas expressed included keeping two meetings per month at the same hour, and canceling the second meeting if there are no agenda items; schedule only one meeting per month, which might force everyone to be more efficient, and call a special meeting if it is needed; start the meetings at 6:00 p.m., rather than 7:00 p.m.; hold the meetings at different Park District sites, such as Chevy Chase and the Historical Society. There was also concern expressed that the December 21 meeting was too close to the holidays.

Final consensus among Commissioners was to keep the same schedule of two meetings per month, with regular meetings starting at 7:00 p.m., and try to alternate the location at different Park District sites. There was also consensus to change the second December meeting date from the 21<sup>st</sup> to the 14<sup>th</sup>.

**WRITTEN COMMUNICATIONS** – None

**VERBAL COMMUNICATIONS** – None

**ADJOURNMENT**

There being no further business, Commissioner Stein moved, seconded by Commissioner Rosen, to adjourn the meeting at 7:21 p.m.

**On the roll call, the vote was as follows:**

**AYE:** K. Pecka, S. Stein, R. Rosen, J. Buchs

**NAY:** None

**ABSTAIN:** None

**ABSENT:** None

**Motion carried.**

Respectfully submitted,

Keith Pecka, Chair  
Administration Committee  
Wheeling Park District

Approved this 5<sup>th</sup> day of January 2010