



Village of Hanover Park Administration

Municipal Building
2121 West Lake Street, Hanover Park, IL 60133
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hpil.org

Village President
Rodney S. Craig

Village Clerk
Eira L. Corral Sepúlveda

Trustees
Liza Gutierrez
James Kemper
Herb Porter
Bob Prigge
Rick Roberts
Sharmin Shahjahan

Village Manager
Juliana A. Maller

VILLAGE OF HANOVER PARK

VILLAGE BOARD WORKSHOP SPECIAL MEETING

**Municipal Building: 2121 Lake Street
Hanover Park, IL 60133**

**Thursday, December 17, 2020
5:30 p.m.**

MINUTES

1. CALL TO ORDER – ROLL CALL

Village President Craig called the meeting to order at 6:00 p.m.

As the Village of Hanover Park continues to follow social distancing requirements and guidelines established in Governor Pritzker's Restore Illinois Plan: the Governor has issued a disaster declaration related to a public health disaster throughout all of the State of Illinois as defined in Section 4 of the Illinois Emergency Management Act; and the Village President has determined that an in-person meeting conducted under the Open Meetings act is not practical or prudent because of the disaster, accordingly the Village Board public meeting will be held by audio and video conference (in-person attendance is also available) without the requirement of a quorum being present.

Roll Call:

PRESENT: Trustees: Gutierrez, Kemper, Roberts, Shahjahan, Prigge, Porter

ABSENT: Trustee(s) None

Quorum established.

ALSO PRESENT: Village Attorney Paul, Village Manager Juliana Maller and Department Heads

ABSENT:

2. ACCEPTANCE OF AGENDA

Motion by Trustee Roberts and seconded by Trustee Kemper to accept the agenda.

Roll Call:

AYES: Roberts, Porter, Shahjahan, Kemper, Gutierrez, Prigge

NAYS: None

ABSENT: None

ABSTENTION: None

Motion carried.

3. DISCUSSION ITEMS

- a. Rules of Order of the Village Board as it relates to minutes

Trustee Gutierrez noted that minutes are new to her and she reached out to Trustee Kemper for clarification. She noted that she was unsure if they should be verbatim or in summary format. She spoke to the minutes of August 20, 2020. She indicated that she was confused at some of the remarks which led her to research how minutes should be recorded. She indicated that she is the newest member of the Board and that she does not consider some of the remarks appropriate for Board meetings.

Discussion on the minutes of the Regular Board Meeting of August 20, 2020.

Discussion on the process of making changes to minutes and the transcription of minutes in summary format and not verbatim, per our Rules of Order. Village Manager Maller noted that a motion to amend would need to be seconded and approved by a roll call vote.

President Craig noted that the approval of minutes was not compliant of the time requirement of the Open Meetings Act.

Attorney Paul reviewed the Open Meetings Act (OMA) time requirements for approval and noted that a distinction should be made between the open meetings and the closed session meetings. He advised that the board needed to decide on minutes to approve at their Board meetings. He noted that the Rules of Order spoke to summaries about points made and discussed and the Open Meetings Act spoke to summary of discussion. He advised that the board had two choices for remedy. The first being to request of the Clerk that she provide summaries instead of verbatim minutes. The second choice being that the Board make an effort to go through the minutes and, if, unhappy with the minutes presented by the Clerk that the Board make the changes at the Board meeting and come to some agreement on the minutes to be approved.

Village President Craig noted that there was currently not an alternative set of minutes and inquired if the Board would come together to create the minutes, if, the minutes presented by the Clerk were not compliant with the Rules of Order.

Trustee Porter noted that it was not within the purview of the Board, but rather the Clerk to create the minutes. The Board was to approve the minutes or amend the minutes. He noted importance of transparency and not editing the minutes to fit an agenda. Additionally, that the minutes not be verbatim, but rather accurate summaries.

Trustee Shahjahan spoke to lack of transparency in recent distribution of minutes separate from the agenda packet and the burden in accessing the minutes on a separate drive. She also noted her concern on the process being changed without consultation of the Village Board, despite discussion in the previous year on the matter.

Attorney Paul noted that the Rules of Order state that the Village Clerk shall distribute a draft of the minutes to every member of the Corporate Authorities.

Village President Craig noted that the minutes are not to be read prior to adoption.

Village Manager Maller noted that the change was made so that the packet posted on the Village website and available to the public did not include the minutes.

Trustee Shahjahan requested a vote due to her concerns on transparency.

Village Clerk Corral Sepúlveda noted that there was a request and thorough discussion regarding this matter in 2019 and that the Board did not provide direction at that time.

Village Manager Maller noted that no indication of the previous discussion could be found, and that Village Attorney Paul had provided her with an opinion which she followed. She noted that she was informed that the minutes would be going to the Board in draft format prior to being approved after which they would be available for the public.

Discussion regarding the distribution of minutes as part of the packet and as hard copies. No consensus was determined.

Attorney Paul reviewed the Rules of Order again.

Trustee Shahjahan requested a vote on the matter and spoke to the inconsistency of determining that the draft of the minutes being too sensitive for the public to view in contrast to other documents of more sensitive nature, such as warrants, contracts, etc. She noted that the Board had moved in the direction several years ago to promote transparency and post all documents regarding agenda items on the Village website.

Discussion.

Attorney Paul reviewed the Rules of Order and noted that a draft is a preliminary version of the minutes for the Board to consider.

Trustee Porter suggested clarifying the language in the Rules of Order, but Attorney Paul advised against it and noted that it was understood that a draft is preliminary.

Village President Craig noted that the Board had run out of time to continue the discussion.

Attorney Paul inquired if the Board had come to an agreement of the distribution of the minutes.

Discussion on preferences, no consensus.

Trustee Shahjahan requested that the board vote on the change of procedure.

Trustee Porter and Trustee Kemper discussed having an item be placed on the agenda of the January meeting memorializing the action.

It was asked and answered by Trustee Porter that it was not being suggested that a vote be taken at a future meeting on an action intended to be taken in the present.

Discussion of future distribution of minutes and discussion on minutes being presented as drafts in future meetings.

Village Clerk Corral Sepúlveda clarified that all transcriptions of minutes have been submitted as drafts to the Board as part of the agenda packet historically before and during her twelve-year tenure. She noted that in 2010 the board moved to post the agenda packet in full on the Village website to promote transparency.

Consensus for Board to vote on change to not publish the minutes in draft form on the Village website at the next Board meeting.

Consensus to provide the Board with hard copies of the minutes to the Board.

Village President noted that the Board was out of time and the Regular Board meeting was scheduled to start.

4. ADJOURNMENT

Motion by Trustee Kemper and seconded by Trustee Roberts to adjourn.

Roll Call:

AYES:	Roberts, Kemper, Porter, Prigge, Gutierrez, Shahjahan
NAYS:	None
ABSENT:	None
ABSTENTION:	None

Motion carried.

Meeting adjourned at 6:59 p.m.

Recorded and Transcribed by: Eira L. Corral Sepúlveda, Village Clerk
Minutes approved by President and Board of Trustees on this 21st January 2021.