

OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Kwame Raoul
ATTORNEY GENERAL

December 2, 2019

The Honorable Ken Burgess
Trustee
Youth Committee
DuPage Township Board of Trustees
241 Canterbury Lane
Bolingbrook, Illinois 60440

RE: OMA Request for Review – 2019 PAC 60757

Dear Mr. Burgess:

The Public Access Bureau has received the attached Request for Review in which Ms. Alyssia Benford alleges that the Youth Committee (Committee) of the DuPage Township Board of Trustees violated the Open Meetings Act (OMA) (5 ILCS 120/1 *et seq.* (West 2018)). A copy of the Request for Review is attached.

In her Request for Review, Ms. Benford, a member of the Township's Board of Trustees, alleges that the Committee failed to take action to approve minutes of its August 19, 2019, meeting which have been made available for public inspection. She also appears to allege that the Committee may have approved minutes at its August 19, 2019, September 23, 2019, and October 28, 2019, meetings, without including advance notice of those actions on the agendas for those meetings.

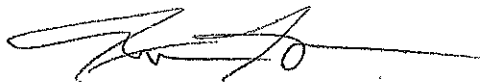
We have determined that further inquiry is warranted. In order to further evaluate this matter, please clarify if the Committee took action to approve minutes of its August 19, 2019, meeting and, if so, whether the Committee provided advance notice of that action. If the Committee did take such action, please provide copies of the minutes and the agenda of the meeting at which the minutes were approved. Please also clarify whether the Committee took action to approve minutes during its September 23, 2019, and October 28, 2019, meetings; if so, please provide copies of the agendas of those meetings. It is not necessary to address the allegation that the Committee failed to provide advance notice of the approval of minutes at its August 19, 2019, meeting. To the extent that the Request for Review could be construed as alleging that the Committee has not approved minutes of its September 23, 2019, and October 28, 2019, meetings, it is not necessary to address that issue, either.

The Honorable Ken Burgess
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As required by section 3.5(b) of the Open Meetings Act (5 ILCS 120/3.5(b) (West 2018)), please provide this information to our office within 7 working days after receipt of this letter. As we conduct our review of this matter, we will notify you if we need to review additional records or information. You have the option under the Act to provide a written response to these allegations in addition to the requested materials. That response may take the form of a letter, brief or memorandum. Please note that under the Act, we are required to forward a copy of any response from a public body to the requester and provide the requester an opportunity to reply. 5 ILCS 120/3.5(c) (West 2018). The Act also permits a public body to provide a copy of a response with confidential information redacted for release to the requester. **If you claim that any portion of your written response is confidential, please send two versions of your response letter: a complete copy for this office's confidential review and a redacted version suitable for this office to forward to the requester.** If you believe that other documents or information would be helpful to us as we review the issues, you may submit additional records or affidavits.

If you have any questions or would like to discuss this matter, please contact me at (312) 814-6756.

Very truly yours,



STEVE SILVERMAN
Bureau Chief
Public Access Bureau

Attachment

cc: The Honorable Alyssia Benford (will receive letter only)
Trustee
DuPage Township Board of Trustees
241 Canterbury Lane
Bolingbrook, Illinois 60440

Request for Review – OMA – DuPage Township – Youth Committee

Request for Review of alleged OMA violations which includes not maintaining meeting minutes in compliance with the Open Meetings Act

Public Body:

Youth Committee
DuPage Township
241 Canterbury Lane
Bolingbrook, IL 60440
Phone: 630-759-1317
Fax: 630-759-3412

OMA Request for Review:

I am asking the PAC to review the matter and make a determination if the public body meeting minutes are in compliance with the Open Meetings Act.

The attached meeting agendas dated 8/19/19, 9/23/19 and 10/28/19 that fail to comply with 5 ILCS 120/2.06

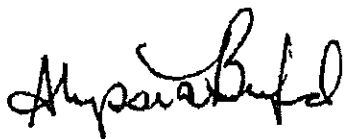
Sec. 2.06 (b) A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body.

The attached agendas do not contain an item to approve meeting minutes. Also meeting minutes from 8/19/19 have been made available for public inspection without being approved.

I am asking the PAC to review this matter and make a determination on the public bodies meeting minutes.

Please confirm receipt of this communication.

Respectfully Submitted,



Alyssia Benford

DuPage Township Youth Committee Meeting

241 Canterbury Lane Bolingbrook

August 19, 2019

8:00P.M.

- I. Call to order by Trustee Burgess
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Introductions
- VI. Review Guidelines and Objectives of the Youth Committee
- VII. Review Open Meetings Act Training Manual
- VIII. New Business
 - a. Adopt Roberts Rules of Order
 - b. Nominations for Chair, Vice-Chair and Secretary
- IX. Public Comments
- X. Member Comments
- XI. Adjournment

DuPage Township Youth Committee Meeting

241 Canterbury Lane Bolingbrook

September 23, 2019

6:30P.M.

- I. Call to order by Chair Dan Falese
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Introductions New Board Member Joe Johnson
- VI. Review Guidelines and Objectives of the Youth Committee
- VII. Review Open Meetings Act Training Manual
- VIII. New Business
 - a. S.T.A.R.S Invitation
 - b. Review Grant Request Submissions
- IX. Old Business
 - a. Summit Discussion
- X. Public Comments
- XI. Member Comments
- XII. Adjournment

DuPage Township Youth Committee Meeting

241 Canterbury Lane Bolingbrook

October 28, 2019

6:30P.M.

- I. Call to order by Chair Dan Falese
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Review Open Meetings Act Training
- VI. New Business
 - a. Winter Break Seminar Discussion
 - b. Review Grant Request Submissions
- VII. Old Business
 - a. S.T.A.R.S. Parent Panel Discussion
- VIII. Public Comments
- IX. Member Comments
- X. Adjournment

Meeting Minutes of the Du Page Township Youth Committee Meeting

Monday, August 19, 2019, 241 Canterbury Lane Bolingbrook, IL 60440

I. Call to order

Meeting called to Order by Trustee Ken Burgess

II. Pledge of Allegiance

III. Roll Call

Schinn Kerr, Dan Falese, Geno Bagnuolo, Steve Miller, Duane Bell, Linda Youngs, Felix George and Ken Burgess

IV. Approval of Agenda – Motion by Geno Bagnuolo, 2nd by Dan Falese –all in favor, motion carries.

V. Introductions – All Committee Members introduce themselves.

VI. Review Guidelines and Objectives of the Youth Committee – Supervisor Felix George explained his expectations and scope –proposal for 2019. See attached.

VII. Review Open Meetings Act – Members have 90 days from date of appointment to complete the OMA Training. Everybody should have it done before Thanksgiving.

VIII. New Business

a. Adopt Roberts Rules of Order – Motion by Dan Falese, 2nd Geno Bagnuolo – all in favor- motion carries.

b. Nominations for Chair- motion by Dan Falese to be nominated, 2nd by Schinn Kerr-all in favor, motion carries. , Vice Chair- motion for Steve Miller to be Vice Chair by Schinn Kerr, 2nd by Ken Burgess-all in favor, motion carries. Motion for Geno Bagnuolo to be Secretary by Dan Falese, 2nd by Duane Bell. All in favor, motion carries.

IX Public Comments

Joe Johnson asked to be on the Agenda for the Regular Du Page Township meeting on Tuesday, August 20, 2019. Asking to be appointed to the Youth Committee.

X. Member Comments

Discussion about what the problems with the youth are, look for direction, reach out to youth to see what's going on, vaping is huge issue, drugs, bullying. What can committee do to help. Schinn Kerr and Duane Bell offered to host a Summit through their individual Organizations for the youth. It was discussed to bring speakers into the youth programs who can speak of issues affecting youth (Bobby Armstrong – Community outreach officer, Ryan Lawrence-H2.) Goal of the Summit is to speak to kids, have kids speak. Try to involve the fall sports as well, Ken Burgess to attend the BAC Meeting which is September 3, 7.30 pm.

Next Youth Committee Meeting Monday, September 23, 6.30 at the Township Offices.

Thereafter monthly Youth committee Meetings are held on the 4th Monday of the Month.

XI. Meeting adjourned at 8.49. Motion Dan Falese, 2nd Geno Bagnuolo.

DuPage Township Youth Committee Meeting

241 Canterbury Lane Bolingbrook

January 27, 2020

6:00 P.M.

- I. Call to order by Chair Dan Falese
- II. Pledge of Allegiance
- III. Roll Call
- IV. Approval of Agenda
- V. Approval of Minutes
 - a. August 19, 2019
 - b. December 16, 2019
 - c. January 13, 2020
- VI. Trustee Liaison Report
- VII. Old Business
 - a. Parent Town Hall Seminar Re-Cap Discussion
- VIII. New Business
 - a. Review Grant Request Submissions
 - b. 2020 Action Plan Discussion
- IX. Public Comments
- X. Member Comments
- XI. Adjournment

Meeting Minutes of the Du Page Township Youth Committee Meeting

Monday, August 19, 2019, 241 Canterbury Lane Bolingbrook, IL 60440

I. Call to order

Meeting called to Order by Trustee Ken Burgess

II. Pledge of Allegiance

III. Roll Call

Schinn Kerr, Dan Falese, Geno Bagnuolo, Steve Miller, Duane Bell, Linda Youngs, Felix George and Ken Burgess

IV. Approval of Agenda – Motion by Geno Bagnuolo, 2nd by Dan Falese –all in favor, motion carries.

V. Introductions – All Committee Members introduce themselves.

VI. Review Guidelines and Objectives of the Youth Committee – Supervisor Felix George explained his expectations and scope –proposal for 2019. See attached.

VII. Review Open Meetings Act – Members have 90 days from date of appointment to complete the OMA Training. Everybody should have it done before Thanksgiving.

VIII. New Business

- a. Adopt Roberts Rules of Order – Motion by Dan Falese, 2nd Geno Bagnuolo – all in favor- motion carries.
- b. Nominations for Chair- motion by Dan Falese to be nominated, 2nd by Schinn Kerr-all in favor, motion carries. , Vice Chair- motion for Steve Miller to be Vice Chair by Schinn Kerr, 2nd by Ken Burgess-all in favor, motion carries. Motion for Geno Bagnuolo to be Secretary by Dan Falese, 2nd by Duane Bell. All in favor, motion carries.

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