Village President

Robert G. Abboud

Heritage and Environs Committee

Daniel Mjolsness
Cynthia Mjolsness
Jan C. Goss

Communications Committee

Laura Ekstrom
Mary Beth Holsteen

Board of Health

Dr. Gwynne H. Johnston, Chairman
Frank J. Konicek, M.D., Vice Chairman

Legal Review Committee

Bruce Goodhart

Plan Commission

Patrick Hennelly, Vice Chairman

Zoning Board of Appeals

Nancy J. Masterson
Clark Benkendorf

Police Pension Fund Board

Alex Fernandez, Trustee
Lynn White, Trustee

Emergency Telephone System Board E911

Robert G. Abboud
Patrick J. Hennelly

President
ROBERT G. ABBOUD

Trustees
FRITZ GOHL, Pro-Tem
ELAINE M. RAMESH
JOSEPH S. MESSER
KAREN S. SELMAN
PATTY MERONI
HAROLD GIANOPULOS

DOLORES G. TRANDEL, Village Clerk

THE VILLAGE OF BARRINGTON HILLS

112 ALGONQUIN ROAD
BARRINGTON HILLS, ILLINOIS 60010-5199
www.barringtonhills-il.gov

TELEPHONE
(847) 551-3000

FACSIMILE
(847) 551-3050

October 30, 2012

Mr. Jan Goss
361 S. Bateman Circle
Barrington Hills, IL 60010

RE: Open Meeting Act Certification

Dear Mr. Goss,

Your appointment as a member of the Heritage & Environs Committee came with certain responsibilities and obligations among which is obtaining a training certificate for the Open Meetings Act. The specifics of the training program, including the consequences of not obtaining such, are found in the enclosed memo prepared from the office of the Village Attorney.

Assistance in meeting those obligations is available through the staff, myself included, at the Village Hall. There are deadlines for compliance. Please contact me at your earliest opportunity, preferable before Friday, November 2, 2012 of your plans or what assistance may be needed to obtain the certificate.

Thank you for your attention to this matter.

Wendi L. Frisen
OMA Officer

att: New OMA training requirements memo

Village of Barrington Hills

Memo

To: Jan Goss, Heritage and Environs

From: Robert Kosin, Village Administrator

CC: Wendi Frisen, OMA Officer

Date: October 30, 2012

Re: OMA Training Requirements

You are receiving this memorandum because you are an appointed member of one of the Village's public bodies and are therefore required to successfully complete the electronic training requirements pursuant to the Illinois Open Meetings Act ("OMA"). The curriculum is developed and administered by the Public Access Counselor of the Illinois Attorney General's Office. For you information and convenience, please find below some information about when you must complete the training, how you can access the training, and what you must do once you have successfully completed the training.

When you must receive the training:

If you were elected or appointed a member of a Village public body as of January 1, 2012, you must complete the electronic training between January 1, 2012 and January 1, 2013.

If you were elected or appointed after January 1, 2012, you must complete the training no later than 90 days after taking the oath of office or otherwise assuming responsibilities.

Where you can access the training:

The electronic training curriculum for elected or appointed members of public bodies can be found at http://foia.ilattorneygeneral.net/electronic_foia_training.aspx. Each trainee is required to register and create an account (see https://foia.ilattorneygeneral.net/CreateAccount.aspx). Once a trainee has registered, he or she will be able to access the FOIA/OMA portal at: https://foia.ilattorneygeneral.net/login.aspx?ReturnUrl=%2fPortal%2fFOIAOMAPortal.aspx.

What the training involves:

The electronic training curriculum involves educational information as well as questions concerning hypothetical to test your knowledge of the Act. If you answer a question incorrectly, you are given an opportunity to review the relevant provision of the Act and revise your answer.

The training program will not allow you to jump forward through sections you have not viewed. However, you may go back through the program to review information you have already seen and then return to your previous point. You should set aside approximately one hour to complete the training, although this may vary depending upon a trainee's familiarity with the Act. At the conclusion of the training you will receive a prompt to obtain your certificate of completion.

What you must do after successfully completing the training:

Each member successfully completing the electronic training must file with the Village a certificate of completion. Please do this by giving the certificate of completion to the Village's OMA Designee, Wendi Frisen whose e-mail address is: WFrisen@barringtonhills-il.gov

If you are a member of a committee or subcommittee of a public body, or a member of more than one public body, taking the training once fulfills the requirement for each position you hold. In addition, a member is only required to complete this training one time during his or her term of office, not annually, unless that member is also an OMA Designee, in which case annual training is required.

What happens if you do not complete the required training:

Although a failure of one or more members to complete the required training does not affect the validity of an action taken by the public body, if an elected or appointed member of the Village deliberately fails to successfully complete the required OMA training it may increase exposure to civil liabilities if the Village or member is accused of a violation of the Act.

Public officials who violate OMA are subject to criminal penalties. A criminal action can only be initiated by a State's Attorney. In such an action, it is possible that a deliberate failure to comply with the training requirements could result in an increased risk of criminal prosecution should the official ever be accused of violating the OMA.

Please be sure to complete your required training in a timely manner. If you have any questions about this information, please contact the Village's OMA Designee, Wendi Frisen at (847) 551-3003.

President
ROBERT G. ABBOUD

Trustees
FRITZ GOHL, Pro-Tem
ELAINE M. RAMESH
JOSEPH S. MESSER
KAREN S. SELMAN
PATTY MERONI
HAROLD GIANOPULOS

DOLORES G. TRANDEL, Village Clerk

THE VILLAGE OF BARRINGTON HILLS

112 ALGONQUIN ROAD
BARRINGTON HILLS, ILLINOIS 60010-5199
www.barringtonhills-il.gov

TELEPHONE
(847) 551-3000

FACSIMILE
(847) 551-3050

October 30, 2012

Mr. Bruce Goodhart
1 Hickory Lane
Barrington Hills, IL 60010

RE: Open Meeting Act Certification

Dear Mr. Goodhart,

Your appointment as a member of the Legal Committee came with certain responsibilities and obligations among which is obtaining a training certificate for the Open Meetings Act. The specifics of the training program, including the consequences of not obtaining such, are found in the enclosed memo prepared from the office of the Village Attorney.

Assistance in meeting those obligations is available through the staff, myself included, at the Village Hall. There are deadlines for compliance. Please contact me at your earliest opportunity, preferable before Friday, November 2, 2012 of your plans or what assistance may be needed to obtain the certificate.

Thank you for your attention to this matter.

Wendi L. Frisen
OMA Officer

att: New OMA training requirements memo

Village of Barrington Hills

Memo

To: Bruce Goodhart, Legal Committee

From: Robert Kosin, Village Administrator

CC: Wendi Frisen, OMA Officer

Date: October 30, 2012

Re: OMA Training Requirements

You are receiving this memorandum because you are an appointed member of one of the Village's public bodies and are therefore required to successfully complete the electronic training requirements pursuant to the Illinois Open Meetings Act ("OMA"). The curriculum is developed and administered by the Public Access Counselor of the Illinois Attorney General's Office. For you information and convenience, please find below some information about when you must complete the training, how you can access the training, and what you must do once you have successfully completed the training.

When you must receive the training:

If you were elected or appointed a member of a Village public body as of January 1, 2012, you must complete the electronic training between January 1, 2012 and January 1, 2013.

If you were elected or appointed after January 1, 2012, you must complete the training no later than 90 days after taking the oath of office or otherwise assuming responsibilities.

Where you can access the training:

The electronic training curriculum for elected or appointed members of public bodies can be found at http://foia.ilattorneygeneral.net/electronic_foia_training.aspx. Each trainee is required to register and create an account (see https://foia.ilattorneygeneral.net/CreateAccount.aspx). Once a trainee has registered, he or she will be able to access the FOIA/OMA portal at: https://foia.ilattorneygeneral.net/login.aspx?ReturnUrl=%2fPortal%2fFOIAOMAPortal.aspx.

What the training involves:

The electronic training curriculum involves educational information as well as questions concerning hypothetical to test your knowledge of the Act. If you answer a question incorrectly, you are given an opportunity to review the relevant provision of the Act and revise your answer.

The training program will not allow you to jump forward through sections you have not viewed. However, you may go back through the program to review information you have already seen and then return to your previous point. You should set aside approximately one hour to complete the training, although this may vary depending upon a trainee's familiarity with the Act. At the conclusion of the training you will receive a prompt to obtain your certificate of completion.

What you must do after successfully completing the training:

Each member successfully completing the electronic training must file with the Village a certificate of completion. Please do this by giving the certificate of completion to the Village's OMA Designee, Wendi Frisen whose e-mail address is: WFrisen@barringtonhills-il.gov

If you are a member of a committee or subcommittee of a public body, or a member of more than one public body, taking the training once fulfills the requirement for each position you hold. In addition, a member is only required to complete this training one time during his or her term of office, not annually, unless that member is also an OMA Designee, in which case annual training is required.

What happens if you do not complete the required training:

Although a failure of one or more members to complete the required training does not affect the validity of an action taken by the public body, if an elected or appointed member of the Village deliberately fails to successfully complete the required OMA training it may increase exposure to civil liabilities if the Village or member is accused of a violation of the Act.

Public officials who violate OMA are subject to criminal penalties. A criminal action can only be initiated by a State's Attorney. In such an action, it is possible that a deliberate failure to comply with the training requirements could result in an increased risk of criminal prosecution should the official ever be accused of violating the OMA.

Please be sure to complete your required training in a timely manner. If you have any questions about this information, please contact the Village's OMA Designee, Wendi Frisen at (847) 551-3003.