Agenda Item No. 13.0

Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Board

From: Dolores Dowdle
Deputy Executive Director, Finance and Administration

Date: March 2, 2011

Re: Closed Session Minutes Review

The Illinois Open Meetings Act provides that public bodies may meet in closed session if the purpose meets one of the exemptions of the Act. If a meeting is held in closed session, it is required that written minutes and a verbatim record, in the form of an audio or video recording, be retained of the meeting. The public body is to periodically meet to review minutes of all closed meetings and determine if (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. In addition to the approval of the minutes, the public body can determine that the verbatim record can be destroyed in 18 months. This determination by the public body then must be reported in open session. The minutes of meetings closed to the public are only available after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

The Board is requested to review the following list of the closed session meetings held, the purpose of the meeting and staff recommendation for Board action.

Meeting Date	*Purpose*	*Recommendation*
February 8, 2006	Recruitment for Executive Director	Continue confidentiality
March 8, 2006	Recruitment for Executive Director	Continue confidentiality
April 12, 2006	Recommendation for Employee benefits plan	Release
April 12, 2006	Selection of Executive Director	Continue confidentiality
April 11, 2007	Performance Review for Executive Director	Continue confidentiality
June 13, 2007	Potential Claim against CMAP	Continue confidentiality

Meeting Date	*Purpose*	*Recommendation*
November 28, 2007	Employment Agreement with Executive Director	Continue confidentiality
January 14, 2009	Performance Review for Executive Director	Continue confidentiality
February 10, 2010	Performance Review for Executive Director	Continue confidentiality

In addition, action is required to approve the minutes and to authorize destruction of the recordings after 18 months.

When the Board returns to open session, action of approval of the minutes, status of the minutes (released for review or continued confidentiality), and authorization of the destruction of the recordings after 18 months must be announced.

ACTION REQUESTED: Approval of Minutes, Determination of Continued Confidentiality, Authorization to Destroy Recordings

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