




MEMORANDUM

To: CMAP Board
From: Dolores Dowdle 
Deputy Executive Director, Finance and Administration
Date: February 6, 2013
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.

<u>Meeting Date</u>	<u>Purpose</u>	<u>Recommendation</u>
February 8, 2006	Recruitment for Executive Director	Continue confidentiality
March 8, 2006	Recruitment for Executive Director	Continue confidentiality
April 12, 2006	Selection of Executive Director	Continue confidentiality
April 11, 2007	Performance Review for Executive Director	Continue confidentiality
November 28, 2007	Employment Agreement with Executive Director	Continue confidentiality

<u>Meeting Date</u>	<u>Purpose</u>	<u>Recommendation</u>
January 14, 2009	Performance Review for Executive Director	Continue confidentiality
February 10, 2010	Performance Review for Executive Director	Continue confidentiality
January 12, 2011	Performance Review for Executive Director	Continue confidentiality
February 9, 2011	Performance Review for Executive Director	Continue confidentiality
March 9, 2011	Review closed session minutes	Continue confidentiality
November 9, 2011	Performance Review for Executive Director	Continue confidentiality
January 11, 2012	Review closed session minutes	Approve Minutes and Continue confidentiality
November 14, 2012	Performance Review for Executive Director	Approve Minutes and Continue confidentiality
January 9, 2013	Performance Review for Executive Director	Approve Minutes and 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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