**To: SWAN BOARD**

**From: Tiffany Verzani, Secretary, SWAN Board**

**Date: March 16, 2018**

**Re: Executive Session Minutes**

In accordance with the *Open Meetings Act* (5 ILCS 120/1 *et seq*), the SWAN Board is required to provide periodic reviews of minutes of Closed Sessions in order to determine whether such minutes can be released or will remain closed from public view. The Act states that these closed session minutes are to be reviewed twice a year and no less than 18 months after the closed session.

Executive Sessions were held during Regular Board meetings (or committee meetings where noted) on the dates listed. Minutes under consideration at this time are as follows:

**5 ILCS 120/2 (c) 1 Personnel Matters**

12/15/17 (6 Month Executive Director Review Process) –

 Recommendation to remain closed

 Action taken to remain open/closed on \_\_\_\_\_\_\_\_\_\_\_\_\_

6/16/17 (Executive Director Yearly Review Process)

 Recommendation to remain closed

 Action taken to remain open/closed on \_\_\_\_\_\_\_\_\_\_\_\_

2/16/18 (6 Month Executive Director Review Process) –

 Recommendation to remain closed

 Action taken to remain open/closed on \_\_\_\_\_\_\_\_\_\_\_\_\_

**5 ILCS 120/2.06 (d) Semi-Annual Review of Executive Session Minutes**

 3/16/18 - action to be taken at next 6-month review

**Recommended Motion**: Separate motion required for each item. The SWAN Board must first approve the minutes and then -

a) keep records closed for \_\_\_\_\_\_\_ dates as they relate to current staff.
b) open records for \_\_\_\_\_\_\_ dates to be filed and posted for public record.