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**CHAMPAIGN COUNTY MENTAL HEALTH BOARD  
BOARD MEETING**

*Closed Session Minutes—September 21, 2016*

*Brookens Administrative Center  
Lyle Shields Room  
1776 E. Washington St  
Urbana, IL*

*5:30 p.m.*

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**MEMBERS PRESENT:** Thom Moore, Judi O'Connor, Elaine Palencia, Anne Robin, Julian Rappaport, Deborah Townsend, Margaret White

**MEMBERS EXCUSED:** Susan Fowler, Astrid Berkson

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**NEW BUSINESS:**

**Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee:**

**MOTION:** Dr. Moore moved to go into a Closed Session pursuant to 5 ILCS 120/2 (c) 1 to consider the employment, compensation, discipline, performance, or dismissal of an employee of the CCMHB and CCDDDB to specifically review the draft job description and contract of the executive director. The closed session shall include members of the CCMHB, Ms. Deb Ruesch of the CCDDDB, and will not include any staff members. Dr. Rappaport seconded the motion. A roll call vote was taken and all member voted aye. The motion passed and the Board went into a Closed Session at 6:32 p.m.

Deb Ruesch reviewed information on the interviews, discussions and recommendation of Ms. Lynn Canfield for the position of the Executive Director for the CCMHB and CCDDDB. Dr. Townsend suggested to set a salary that was at the top range of the advertised salary and members of the committee agreed. The committee also agreed to provide an interim review (verbal) after 6 months of employment and a full written review within 18 to 24 months of employment.

The Board came out of closed session at 7:10 p.m.

Respectfully

Submitted by: Ms. Deb Ruesch

*\*Minutes were approved at the June 17, 2020 CCMHB meeting.*