



Closed Session Minutes released 8/24/2006

**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, February 23, 2006
1601 E. Main Street
Urbana, Illinois**

Minutes of Closed Session

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health Center
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of Children and Family Services
Mr. Joseph Gordon, Director, Probation & Court Services Department
Lt. David Nelson, University of Illinois Police Department
Superintendent Judy Pacey, Regional Office of Education
Dr. Deborah Townsend, Champaign County Mental Health Board
Sgt. Jeffrey Wooten, Rantoul Police Department

Members Absent: Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Mahomet Police Department
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

Pursuant to a vote taken in open session, the CAC Governing Board entered into closed session at 9:20 a.m. to discuss the appointment of a CAC Case Manager as authorized by ILCS Section 120/2 (c)(1). Mr. Williams was invited to remain during the closed session.

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Prior to today's meeting, Mr. Williams received and reviewed 65 applications for the position of CAC Case Manager. Ten of those candidates were interviewed during January and February. Mr. Williams provided Board members with a list of the candidates he had interviewed. As directed by the Board at its January meeting, Mr. Williams also provided a written summary of the backgrounds and qualifications of those individuals he had identified as the top three candidates. This information was provided to the Board at today's meeting and had been e-mailed to Board members earlier this week.

In response to a question from Dr. Townsend, Mr. Williams stated that the order in which the top three candidates were listed in the written summary reflects his preference. Further discussion ensued. Mr. Burgess commented that the Board should defer to Mr. Williams in the selection of the new CAC Case Manager as he (Mr. Williams) had interviewed all of the candidates and is in the best position to assess how each of those candidates meets the CAC's needs.

Further discussion was had on the issue of the salary to be offered to the selected candidate. Mr. Williams stated that the minimum salary for the position is \$28,800. Based on the background and qualifications of the top candidates, Mr. Williams suggested an annual salary in the range of \$30,000-\$31,000 would be appropriate. The annual salary of the current CAC Case Manager, Jill Breen, is approximately \$32,500. At last month's Board meeting, Mr. Williams advised Board members that it may be necessary to leave the position vacant for some period of time in order to recoup outstanding vacation pay which will be owed to Ms. Breen upon her resignation. Upon further review of the Center's budget, Mr. Williams believes that sufficient funds will be available so that it will not be necessary to keep the position open.

It was the consensus of the Board to authorize Mr. Williams to offer the position of CAC Case Manager to the top candidate. In the event that that candidate declines, the Board authorized Mr. Williams to negotiate with the second and third candidates in order.

Superintendent Pacey offered a motion to return to open session. The motion was seconded by Mr. Gordon. There was no further discussion and the motion passed unanimously. The Board returned into open session at 9:35 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director