

Southern Seven Board of Health

Special Hiring Committee Open Meeting Minutes

Vienna Head Start Conference Room

November 12th, 2025 5:00 P.M.

Committee Members Present: Sharon Burris, Vice President (Massac); Debby McKibben, Secretary (Union); Debbie Brown, Treasurer (Pulaski); Sarah Basler (Alexander); Darrick Armstrong (Hardin); Emily Taylor (Johnson); and Rita McKinley (Pope).

Committee Members Absent: None

S7HD Management Staff: Natalie Sawyer, Health Education Director & Co-Interim Executive Director; Rebecca Reed, Human Resources Director

Meeting recorded and transcribed by: Andrea Mayer, Program Associate

- I. Call to Order/Open Meetings Compliance**
Vice President, Sharon Burris called the meeting to order at 5:00 p.m.
- II. Roll Call for Attendance**
Roll call was taken by Andrea Mayer. A quorum was declared present.
- III. Public Comment**
None.
- IV. Review and Approval of Meeting Minutes**
Sarah Basler made a motion to approve the open meeting minutes from *November 10th, 2025*. Emily Taylor seconded the motion. All in favor. Motion carried.
- V. Closed Session**
Rita McKinley made a motion to enter closed session pursuant to **5 ILCS 120/2(c)(21)** and **5 ILCS 120/2(c)(3)** for the review and approval of closed session minutes and to conduct interviews for the Executive Director position. Darrick Armstrong seconded. Roll call vote was taken. All in favor. Motion carried.
- VI. Reconvene to Open Session**
Debby McKibben made a motion to return to open session. Sarah Basler seconded the motion. Roll call vote was taken. All in favor. Motion carried. The committee selected two candidates to be called for a second interview, to be held on *December 1st, 2025*.
- VII. Adjournment**
Rita McKinley made a motion to adjourn. Darrick Armstrong seconded the motion. All in favor. Motion carried. Meeting adjourned at 8:19 p.m.

Andrea Mayer, Program Associate

Sharon Burris, Vice President