



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, February 22, 2007  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Acting Chair, Secretary/Treasurer, Carle Clinic  
(In Person) Ms. Lisa Benson, Intensive Outreach Services Manager, Mental Health Center  
Sergeant Tony Brown, University of Illinois Police Department  
Ms. Lolita Dumas, Child Protection Manager, Illinois Department of Children & Family Services  
Mr. Joseph Gordon, Director, Probation & Court Services Department  
Lt. Ed Ogle, Champaign County Sheriff's Office  
Superintendent Judy Pacey, Regional Office of Education  
Sgt. Bryant Seraphin, Urbana Police Department

Members Absent: Champaign County Mental Health Board  
Champaign Police Department  
Champaign County State's Attorney  
Mahomet Police Department  
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

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In the absence of Chair Julia Rietz, Dr. Buetow was selected Acting Chair for today's meeting.

**Call to Order**

After finding a quorum present, Dr. Buetow called the meeting to order at 9:07 a.m.



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Superintendent Pacey offered a motion to approve the minutes of the January 25, 2007 Regular Meeting of the Governing Board. The motion was seconded by Ms. Dumas. There was no further discussion. Motion approved.

## **Review and Approval of Illinois Department of Children & Family Services FY 2008 Contract Program Plan and Budget**

Mr. Williams reported that the CAC received notice in early February that it would be eligible for \$68,425 in funding from the Illinois Department of Children & Family Services for FY 2008, beginning July 1, 2007. This is the same amount that the CAC has received from DCFS for each of the past two fiscal years. Funding from DCFS is used to pay portions of the salaries of the Executive Director and the Case Manager, as well as fringe benefits for the Case Manager. Remaining funds from DCFS are used to pay operating expenses (i.e., office supplies, rent, telephone, equipment rentals, training costs, subscription and reference materials, postage, etc.). Mr. Williams provided each of the Board members with a copy of the CAC's FY 2008 DCFS Contract Program Plan and Budget, which were submitted to DCFS Project Manager Candace Masten, on February 7, 2007. Ms. Masten had requested that all materials be returned to her no later than February 23, 2007. Mr. Williams requested that the Board ratify the Contract Program Plan and Budget.

Mr. Gordon offered a motion to approve the FY 2008 Contract Program Plan and Budget and ratify its submission. The motion was seconded by Superintendent Pacey. There was no further discussion. Motion approved.

## **Review and Approval of Application for National Children's Alliance Equipment Grant**

Mr. Williams reported that he has applied for an Equipment Grant from the National Children's Alliance. The NCA will award 34 competitive Equipment Grants of up to \$5,000 each. Mr. Williams is proposing that, if awarded, NCA Equipment Grant funds be used to upgrade the cameras in our interview rooms and to improve communication between interviewers and observers. Although the cameras used by the Center provide panoramic views of the interview rooms, the cameras are fixed and do not allow us to zoom in on the child to capture in detail the child's facial features and expressions of emotion. Given that a large percentage of human communication is non-verbal, these details could prove to be critical when a prosecutor, a judge or a jury is called upon to assess statements made by the child during their interview. The purchase of mobile cameras which can be controlled from the observation room will help ensure that we capture these crucial details. At present, the Center utilizes a "bug in the ear" system to facilitate communications between the interviewer and observers. Many interviewers find this system both cumbersome and distracting. The purchase of a flat

screen monitor and related equipment would allow observers to type in questions on a laptop computer and have those questions appear on the monitor in the interview room. A quick glance at the monitor will enable the interviewer to receive input from the observers with minimal, if any, interruption of the interview. We plan only to install this equipment in the interview room used for children under age 13.

Further discussion ensued. Ms. Dumas stated that supervisors will need to make sure that their investigators are trained in the use of the proposed system for communicating between the observation and interview rooms so that distractions will be minimized. Mr. Williams commented that he sees this as simply another tool that observers and interviewers can use to improve communication, and he recognizes that some will be more comfortable than others with the new technology. As with the present "bug in the ear" system, no interviewer will be required to use the new technology if they are uncomfortable with it or if they feel it unnecessarily disrupts the interview process. Additional discussion was had about the sound and picture quality of the present system. Ms. Dumas stated that investigators have informed her that they are having a difficult time hearing the children on the recordings. Mr. Williams indicated that the microphones we are using are "state of the art" and the only way to improve the sound quality would be to place a microphone on the child. That option has previously been discussed and rejected. Sgt. Seraphin stated that his department has recently conducted numerous interviews at the CAC and he has had no complaints about the sound quality. Mr. Williams stated that when children speak softly, mumble, or look down when speaking, the system will have a difficult time recording their responses. When this occurs, it is incumbent on observers to let the interviewer know that the child's responses are inaudible. As for the picture quality, Mr. Williams expects that the system will be re-wired with coaxial cable when we relocate to the Nursing Home, which should improve the picture quality.

Mr. Williams has requested \$4,760 from the NCA to purchase the required equipment. In order to meet the application deadline of 5:00 p.m. EST on February 22, 2007, Mr. Williams completed the on-line application submission process on February 16, 2007. Applicants will receive e-mail notification of the status of their applications by March 5, 2007 and all equipment purchases must be completed no later than March 30, 2007. Mr. Williams provided each of the Board members with a copy of the Application and requested ratification of its submission.

Lt. Ogle offered a motion to approve the 2007 NCA Equipment Grant Application and ratify its submission. The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved.

### **Report from Subcommittee on Relocation**

In Ms. Rietz's absence, there was no report from the Subcommittee on Relocation. Mr. Williams did note, however, that public reports indicate that residents of the County Nursing Home will be moved to the new facility on February 28, 2007.

## **Budget Report**

Copies of the CAC Budget Report for the month ended January 31, 2007 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of January.

## **Director's Report**

On February 8, 2007, Ms. Rietz and Mr. Williams met with the Chiefs of Police to discuss with them the idea that law enforcement agencies who use the CAC could contribute toward the costs of hiring a full-time forensic interviewer. Mr. Williams stated that the idea was well-received and that he and Ms. Rietz are working on putting together information which can be used by the Chiefs of Police when they approach their boards/councils to request funding. Ms. Rietz and Mr. Williams will keep the CAC Governing Board apprised of developments.

Mr. Williams reported that the Illinois Criminal Justice Information Authority will be conducting a site visit at the Children's Advocacy Center on the morning of March 6, 2007. Mr. Williams reminded Board members that grant funds from the Authority are used to contract for Crisis Intervention Services from the Mental Health Center. Amy Hurst, MHC Intensive Outreach Services Supervisor, and Crisis Interventionist Paula Hetzel will participate in the site visit. Mr. Williams will report the outcome of the site visit to the Board at its next meeting.

Each of the Board members was provided with a Summary of CAC Activity for the month of January. During the month of January, 18 children were interviewed at the CAC, which included 16 children accepted for case management services, 1 child for whom the Center is not providing follow-up services, and 1 non-victim sibling/witness. Thus far during February, 20 children have been interviewed at the Center, which includes 11 children accepted for case management services and 9 non-victim siblings/witnesses.

## **Communications**

Mr. Williams reported that no communications had been received on behalf of the Board.

## **Old Business**

None.

## **New Business**

None.

**Announcements**

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, Mach 22, 2007.

**Adjournment**

There being no further business, the Board agreed to adjourn the meeting at 9:27 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director