



**Champaign County Children's Advocacy Center
Governing Board
Annual Meeting
Thursday, November 20, 2008
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: State's Attorney Julia Rietz, Chair
(In Person) Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
Heather Forrest, Child Protection Investigator, Illinois Department of
Children and Family Services
Chief Jerry Gamble, Mahomet Police Department
Sgt. Tom Geis, University of Illinois Police Department
Ms. Amy Hurst, Family Services Supervisor, Mental Health Center of
Champaign County
Lt. Bryant Seraphin, Urbana Police Department
Ms. Janet Wells, Supervisor, Champaign County Probation & Court
Services Department

Members Absent: Champaign County Mental Health Board
Champaign County Sheriff's Office
Champaign Police Department
Illinois State Police
Rantoul Police Department
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

Call to Order and Introductions

After finding a quorum present, Ms. Rietz called the meeting to order at 9:12
a.m.



NATIONAL
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ALLIANCE®

ACCREDITED
MEMBER

Champaign County Children's Advocacy Center
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

Public Participation

There was no public participation.

Approval of Minutes

Lt. Seraphin made a motion to approve the minutes of the October 23, 2008 regular meeting of the Governing Board. The motion was seconded by Dr. Buetow. There was no further discussion and the motion was approved.

Election of Officers

Mr. Williams reminded the Board that today's meeting is designated as the Annual Meeting of the CAC Governing Board and Sections 3 and 4 of the CAC Constitution and By Laws require that officers of the Board be elected at this meeting. The officers of the Board are the Chairman and the Secretary/Treasurer.

Lt. Seraphin nominated Ms. Rietz for the office of Chairman. That nomination was seconded by Sgt. Geis. There were no further nominations for Chairman. Ms. Rietz nominated Dr. Buetow for the office of Secretary/Treasurer. That nomination was seconded by Chief Gamble. There were no further nominations for Secretary/Treasurer. By acclamation, Ms. Rietz was elected to the office of Chairman and Dr. Buetow was elected to the office of Secretary/Treasurer.

Approve Agreement #208216 between the Illinois Criminal Justice Information Authority and Champaign County on behalf of the Champaign County Children's Advocacy Center for Crisis Intervention Services

Mr. Williams provided the Board with a draft of Agreement #208216 between the Illinois Criminal Justice Information Authority (the "Authority") and Champaign County on behalf of the Champaign County Children's Advocacy Center. Pursuant to this Agreement, the Authority will provide funding in the amount of \$58,805 for the one-year period beginning November 1, 2008. This funding will be used to provide crisis intervention services to clients of the Children's Advocacy Center. The Authority is currently reviewing this document and no substantive changes are anticipated. It is expected that the final Agreement will be ready for execution sometime in the next several weeks. The information provided to the CAC Governing Board was also submitted for approval by the Champaign County Board and will be acted on at tonight's County Board meeting.

Motion made by Dr. Buetow to approve Agreement #208216 between the Illinois Criminal Justice Information Authority and Champaign County on behalf of the Champaign County Children's Advocacy Center and to authorize Mr. Williams to execute the Agreement on behalf of the Children's Advocacy Center. The motion was seconded by Chief Gamble. There was no further discussion and the motion was approved unanimously with Ms. Hurst abstaining on behalf of the Mental Health Center.

Approve Contract for Crisis Intervention Services with the Mental Health Center of Champaign County

Mr. Williams provided the Board with a draft of a Contract for Crisis Intervention Services with the Mental Health Center of Illinois. Pursuant to this Contract, the CAC will purchase crisis intervention services from the Mental Health Center for the one-year period beginning November 1, 2008. Funding for these services will be made available pursuant to Agreement #208216 with the Illinois Criminal Justice Information Authority (see above). Mr. Williams stated that the draft Contract is substantially the same as the Contract with the Mental Health Center that expired on October 31, 2008. The Authority and the Mental Health Center are currently reviewing the Contract and no substantive changes are anticipated.

Motion made by Dr. Buetow to approve the Contract for Crisis Intervention Services with the Mental Health Center of Champaign County and to authorize Mr. Williams to execute the Contract on behalf of the Children's Advocacy Center. The motion was seconded by Chief Gamble. There was no further discussion and the motion was approved unanimously with Ms. Hurst abstaining on behalf of the Mental Health Center.

Budget Report

A copy of the CAC Budget Report for the month ended October 31, 2008 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of October; however, he did highlight a payment of \$565.00 to Seico Security Systems for maintenance on the CAC's recording system. In response to a question from Lt. Seraphin, Mr. Williams indicated that the work done by Seico was on the system's hardware. Although the County IT Department oftentimes provides assistance to the CAC for computer-related issues, the computer used for the CAC recording system is not on the County network.

Mr. Williams noted that the CAC had a negative cash balance of -\$6,534.62 as of October 31, 2008. This is due to the delay in receipt of payments from the State of Illinois. Since the budget report for October was completed, the CAC has received payments from the State of Illinois totaling \$25,956.25 (\$17,106.25 from DCFS, \$4,500.00 from the Illinois Attorney General, and \$4,600.00 from the Illinois Criminal Justice Information Authority). A second payment from DCFS in the amount of \$17,106.25 is anticipated within the next several days. Mr. Williams expects that the CAC will have a positive fund balance at the end of the next reporting period.

Director's Report

Mr. Williams thanked all of the Board members for their participation in the site review visit by the National Children's Alliance on November 7, 2008. Mr. Williams received very positive feedback from the site reviewers and he expects that the Champaign County CAC will be re-accredited. The site reviewers will make their recommendation to the NCA Board and the NCA Board will vote on that

recommendation at their meeting in January. The NCA will then provide a written report to the Children's Advocacy Center which will be shared with the Board.

Mr. Williams advised the Board of the following training-related activities:

- During the week of October 20-24, 2008, Assistant State's Attorney Lindsey Clark and DCFS Investigator Demetria Candler completed *Finding Words* (child forensic interviewing training).
- On November 14, 2008, CAC Case Manager Elaine Carter attended the *Social Sexual Safety Workshop* sponsored by the Champaign-Urbana Autism Network.

In response to a question from Mr. Williams, Ms. Forrest indicated that it is not yet clear exactly how many positions the local DCFS Field Office will lose as a result of expected layoffs due to the State budget crisis. In addition to layoffs, several divisions will be reorganized.

Each of the Board members was provided with a Summary of CAC Activity for the month of October. During the month of October, 19 individuals were interviewed at the CAC, which included 10 new children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, 4 non-victim siblings/witnesses, a follow-up interview with a child who was initially interviewed at the CAC in May 2008, 1 developmentally delayed adult, and 2 children interviewed in out-of-county cases (one from Ford County and one from Piatt County). Thus far during November, 6 children have been interviewed at the CAC. That number includes 4 children accepted for case management services, 1 non-victim sibling/witness, and 1 alleged juvenile offender.

As requested by Ms. Rietz at last month's Board meeting, Mr. Williams provided the Board with information on the numbers of children and families seen at the Children's Advocacy Center in 2007 and 2008 and the services to which those families have been referred. Further discussion ensued. Ms. Rietz indicated it might be interesting to know why some of the families referred to the CAC do not engage in follow-up services, particularly crisis intervention services. Mr. Williams stated that he would work with Ms. Hurst to obtain further information on that issue.

Communications

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

Old Business

Lt. Seraphin stated that three of his investigators attended Advanced Forensic Interviewing Training on Physical Abuse that was held in Bloomington last week. He stated that their assessment of the training was "lukewarm."

Lt. Seraphin also inquired whether any changes had been made to the Protocol following last month's discussion about interviewing teenagers at the Center. Ms. Rietz stated that the Protocol has not been revised and that law enforcement should make the appropriate determination on a case-by-case basis.

New Business

None.

Announcements

Ms. Rietz announced that she and Mr. Williams will be attending the next meeting of the Urbana Exchange Club on Wednesday, November 26, 2008 at the former Park Inn in Urbana. They will be showing the video about the CAC that was produced by UPTV. Ms. Rietz noted that child abuse is the focus of fundraising efforts by Exchange Clubs across the country.

Mr. Williams provided Board members with a schedule of Governing Board meetings for 2009. Mr. Williams also announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, December 18, 2008. It was the consensus of the Board to cancel the December meeting. The next regular meeting of the CAC Governing Board will be held at 9:00 a.m. on Thursday, January 22, 2009.

Adjournment

There being no further business, the meeting was adjourned at 9:58 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director