



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, August 26, 2010  
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  
Lt. Roy Acree, University of Illinois Police Department  
Tamela Atwood, Child Protection Supervisor, Illinois Department of  
Children & Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Juli Kartel, Director of Youth and Family Services, Mental Health  
Center of Champaign County  
Lt. Greg Lindemulder, Illinois State Police  
Lt. Ed Ogle, Champaign County Sheriff's Office  
Jane Quinlan, Regional Superintendent of Schools  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County Probation & Court Services Department  
Champaign Police Department  
Mahomet Police Department

Others Attending: Michael Williams, Executive Director, CAC



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CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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**Call to Order**

After finding a quorum present, State's Attorney Julia Rietz, Chair, called the meeting to order at 9:05 a.m.

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Lt. Seraphin made a motion to approve the minutes of the June 24, 2010 Regular Meeting of the Governing Board. The motion was seconded by Lt. Acree. There was no further discussion and the motion was approved.

## **Review and Approval of CAC Budget for County FY 2011 (December 1, 2010 – November 30, 2011)**

Mr. Williams provided Board members with a copy of the proposed CAC budget for County FY 2011, beginning December 1, 2010. The proposed budget anticipates no increases in salaries for CAC staff. Projected revenue exceeds anticipated expenditures by just over \$2,000; however, revenue projections include \$8,500 in payments from local law enforcement agencies that use the Center as well as gifts and donations (including revenue from the 2011 Champions4Children Walk) totaling \$7,000. If those revenue projections are not realized, the CAC would have to utilize the fund balance to cover expenditures or would have to consider budget cuts. The proposed budget was submitted to County Administrator Deb Busey in July and the full County Board is expected to approve the FY 2011 Budget in November.

Lt. Acree made a motion to approve the CAC Budget for County FY 2011. The motion was seconded by Dr. Buetow. There was no further discussion and the motion was approved.

## **Lease Agreement between Champaign County and the Champaign-Urbana Public Health District for the Children's Advocacy Center**

Mr. Williams advised that Board that the Lease Agreement between Champaign County and the Champaign-Urbana Public Health District for the CAC facility has been renewed. The original three-year lease expired on July 31, 2010 and the new lease will expire on July 31, 2011. The lease may be renewed annually for a maximum of two renewals. The renewed lease provides for modest increases in rent (from \$1,275 to \$1,316 per month) and utilities (from \$125 to \$132 per month). The cost for telephone lines increased by \$1 per month as did the cost for computer/Internet access.

## **Budget Report**

Mr. Williams provided Board members with a copy of Budget Reports for the months ended June 30 and July 31, 2010. Mr. Williams stated that there were no unusual expenditures to report for the months of June or July.

Mr. Williams noted that the CAC had a positive cash balance of \$18,433.80 as of July 31, 2010 and he added that we are still owed just over \$10,000 by DCFS for FY 2010, which ended on June 30, 2010.

In response to a question from Ms. Rietz, Mr. Williams stated that funding from the Illinois Criminal Justice Information Authority should be more than sufficient to cover expenditures for crisis intervention counseling services being provided under our contracts with Therapists Joanna Kling and Chris Washo. Mr. Williams added that he will be meeting with Ms. Kling and Ms. Washo next week to review the first six months of the program and to get their input about what has worked well, what changes might need to be made, and what we can do to increase the level of engagement in crisis intervention counseling.

*Lt. Ogle joined the meeting in progress.*

### **Director's Report**

Mr. Williams reported that the Chapter Office of the Children's Advocacy Centers of Illinois is initiating regional peer review sessions for forensic interviewers. The first peer review session in this region will be held in Bloomington on Wednesday, September 8<sup>th</sup>. Interviewers from McLean, Kankakee, LaSalle and Champaign have been assigned to our region and Mr. Williams will serve as the facilitator for the first session. Although we are holding our own peer review sessions in Champaign County, Mr. Williams felt that the regional peer review sessions would give investigators an additional forum in which to review their interviews and to observe and critique interviews being conducted in other counties. Detailed information about the regional peer review session was e-mailed to law enforcement and DCFS supervisory personnel earlier this week.

Mr. Williams advised the Board that *Finding Words Illinois*, a week-long child forensic interview training program, will be held in Springfield during the week of October 18-22, 2010. This is the only time that this program will be offered this year. Mr. Williams received registration materials this morning and he will be forwarding information about the training program to law enforcement and DCFS supervisors later today. Mr. Williams urged those supervisors who have investigators needing this training to contact him immediately as space for the program is limited and preference is given to applications by the order in which they are received.

Each of the Board members was provided with Summaries of CAC Activity for the months of June and July. During June, 15 children were interviewed at the CAC, which included 7 children who were accepted for case management services, 1 child for whom the CAC did not provide follow-up services, 6 non-victim siblings/witnesses, and 1 alleged juvenile offender

During July, 30 children were interviewed at the CAC, which included 16 children accepted for case management services, 2 children for whom the CAC did not provide follow-up services, 7 non-victim siblings/witnesses, 1 out-of-county child (Ford County), and follow-up interviews with 4 children who had initially been interviewed at the CAC earlier this year.

Thus far during the month of August, 18 children have been interviewed at the CAC, which includes 13 children accepted for case management services, 3 non-victim siblings, 1 alleged juvenile offender, and 1 out-of-county child (Ford County).

## **Communications**

Mr. Williams stated 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, September 23, 2010. Mr. Williams stated that he would be attending the Annual CAC Directors' Conference on that date. After discussion, the consensus of the Board was to cancel the September meeting. Should anything arise that requires Board attention, Mr. Williams will notify Ms. Rietz.

The next meeting of the CAC Governing Board will be at 9:00 a.m. on Thursday, October 28, 2010.

## **Adjournment**

There being no further business, the meeting was adjourned at 9:27 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director