



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, September 23, 2004  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Chairman John Piland, State's Attorney  
Secretary/Treasurer Kathleen Buetow, Carle Clinic  
Lt. Kris Bolt, Champaign County Sheriff's Office  
Clinical Specialist Matt Burgess, Provena Behavioral Health at Centerpoint  
Ms. Merrily Griffin, Regional Office of Education  
Investigator Jody Huffman, University of Illinois Police Department  
Chief Daniel Driscoll, Mahomet Police Department  
Sgt. Jim Rein, Champaign Police Department  
Ms. Jill Tichenor, Field Services Manager, Illinois Department of Children  
and Family Services  
Ms. Janet Wells, Supervisor, Probation & Court Services Department

Members Absent: Champaign County Mental Health Board  
Rantoul Police Department  
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

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**Call to Order**

After finding a quorum present, Chairman Piland called the meeting to order at 9:05 a.m.

**Public Participation**

There was no public participation.

## **Approval of Minutes**

Mr. Williams noted that there is a typographical error on page 2 of the minutes from the July 22, 2004 Regular Meeting of the Governing Board. The first sentence of paragraph 2 of the Director's Report should read: "Mr. Williams reported that several members of the MDT are receiving training sponsored by the CAC during July."

Dr. Buetow offered a motion to approve the minutes of the July 22, 2004 Regular Meeting of the CAC Governing Board, as amended. The motion was seconded by Ms. Tichenor. There was no further discussion. Motion approved.

## **RFP for Crisis Intervention Services**

Mr. Williams reminded Board members that the Illinois Criminal Justice Information Authority has allocated \$78,312 to the CAC for continuation of the Crisis Intervention Services Program for one year beginning November 1, 2004. In order to continue contracting for crisis intervention services, the Authority required the CAC to issue a Request For Proposals. A copy of the RFP was provided to Board members for their review. The RFP, which was modeled on the RFP issued in July 2002, was released on August 25, 2004. Mr. Williams explained that federal regulations require that the RFP be made available for 30 days. The RFP was advertised in the Legal Notices Section of the News-Gazette on August 25, August 29, and September 5, 2004. In addition, copies of the RFP were mailed to 77 individuals and agencies that provide counseling services. Responses to the RFP are due by 4:30 p.m. today.

## **Appointment of RFP Evaluation Committee**

Mr. Williams directed the attention of the Board members to page 12 of the RFP (Review Procedures) which provides that responses to the RFP will be reviewed by a committee of evaluators selected by the Governing Board. The recommendations of the evaluation committee are to be forwarded to the Governing Board. Mr. Williams suggested that up to three members of the Board be appointed to the evaluation committee. Mr. Williams will also be available to assist the committee.

Mr. Williams also suggested that the Board delegate authority to the Executive Director to begin negotiating a contract with the applicant recommended by the evaluation committee. The Authority will have to approve any contract for services, as will the CAC Governing Board. Although Mr. Williams is hopeful that a contract can be negotiated prior to the Board's next scheduled meeting on October 28, 2004, he expressed concern that the process for obtaining the Authority's approval of a contract with the selected vendor may prove to be somewhat protracted. Further discussion was had.

Lt. Bolt offered a motion to appoint Dr. Buetow, Chief Driscoll and Ms. Tichenor to review responses to the RFP. The motion was seconded by Investigator Huffman. There was no further discussion and the motion was approved. Mr. Burgess abstained from voting on the motion. The evaluation committee and Mr. Williams agreed to meet on Tuesday, September 28, 2004 at 9:00 a.m.

Lt. Bolt offered a motion to authorize Mr. Williams to begin negotiating a contract with the applicant recommended by the evaluation committee, with the understanding that final approval of the contract will be made by the full Board. The motion was seconded by Investigator Huffman. There was no further discussion and the motion was approved. Mr. Burgess abstained from voting on the motion.

### **Approval of Application for National Children's Alliance Program Support Grant**

Mr. Williams reported that the application for our annual Program Support Grant from the National Children's Alliance is due by October 8, 2004, and he provided each Board member with a copy of the application. Mr. Williams is proposing that the 2005 Program Support Grant (\$10,000) be used to offset a portion of the Case Manager's salary as well as a portion of fringe benefits for the Executive Director. Mr. Williams requested authorization to submit the application to the National Children's Alliance.

Dr. Buetow offered a motion to authorize Mr. Williams to submit the application for the 2005 Program Support Grant from the National Children's Alliance. The motion was seconded by Mr. Burgess. Chairman Piland noted that using the NCA Program Support Grant for personnel costs allows us some flexibility with respect to other grants. There was no further discussion. Motion approved.

### **Approval of Application for Funding from the Children's Advocacy Centers of Illinois Medical Services Funding Initiative**

Mr. Williams reported that he recently learned of an opportunity to apply for grant funding through the Medical Services Funding Initiative of the Children's Advocacy Centers of Illinois. This is the same Initiative that has provided funding to send members of the MDT involved in the medical management of child abuse cases to the annual conference on Child and Family Maltreatment in San Diego. Mr. Williams provided each of the Board members with a copy of the application he submitted to the CACI. The application deadline was September 15, 2004. Mr. Williams applied for a total of \$5,504.61 to purchase anatomically detailed dolls for use by the Pediatrics Department at Carle Clinic, as well as digital photography equipment for use by the Pediatrics Departments at Carle Clinic and Provena Covenant Medical Center and the Emergency Department at Carle Hospital. Earlier this week, Mr. Williams learned that our application had been approved and that the CAC would be receiving a check for the full amount requested. Mr. Williams requested that the Board retroactively ratify submission of the application and approve acceptance of the award.

Lt. Bolt offered a motion to ratify submission of the application for funding from the Children's Advocacy Centers of Illinois Medical Services Initiative and to accept the grant award. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved. Dr. Buetow and Mr. Burgess abstained from voting on the motion.

## **Budget Report**

Copies of the CAC Budget Reports for the months ended July 31 and August 31, 2004 were provided to each of the Board members. Mr. Williams stated that, with the exception of training expenses, which totaled \$4,821.36, there were no unusual expenditures to report for the months of July and August.

Mr. Williams reported that he recently received our Grant Agreement with the Illinois Attorney General's Office for FY 2005. That grant is for \$15,000, which is consistent with funding received from the Illinois Attorney General over the past several years. Mr. Williams stated that receipt of the Grant Agreement was delayed for several weeks due to the State's budget crisis. Chairman Piland commented that the Champaign County CAC is fortunate to be a part of County government during periods of budget uncertainty and he noted that the State's budget crisis placed many independent CACs in difficult financial positions.

## **Director's Report**

Mr. Williams provided Board members with copies of a brochure produced by the Center to explain sexual abuse medical examinations to children and their parents/caregivers. The brochure was produced in consultation with Dr. Buetow, SANE Coordinator Patty Metzler, Pediatric Social Worker Nancy Mings, and SAFE Coordinator Pat Mannen. Mr. Williams thanked each of them for their advice and input. Funding for this project was made available from the Illinois Attorney General and the Children's Advocacy Centers of Illinois. Copies of the brochure are available at the CAC and have also been distributed to Carle Hospital, Carle Clinic, Provena Covenant Medical Center, and the Illinois Department of Children and Family Services.

Mr. Williams reported that several members of the MDT received training sponsored by the CAC during July. First, three members of the team attended *Finding Words Illinois* (a child forensic interviewing training program) in Springfield during the week of July 19<sup>th</sup>. Also, three members of the team attended *Investigation and Prosecution of Child Fatalities and Physical Abuse* in Chicago during the week of July 26<sup>th</sup>. During October, both CAC Crisis Interventionists will be attending the Midwest Conference on Child Sexual Abuse in Madison, Wisconsin (October 20-21). Also, CAC Case Manager Jill Breen will attend the Midwest Regional CAC Conference on Child Abuse in Bloomington, Minnesota (November 3-4).

An in-service training workshop was presented by the CAC on Monday, August 9<sup>th</sup>, from 9:00 a.m. until noon. The workshop was held at the Champaign Police Department and the panelists for the workshop included Senior Assistant State's Attorney Michelle Brooks, Carle Hospital SANE Coordinator Patty Metzler, and Carle Pediatrics Department Social Worker Nancy Mings. Some of the topics discussed included: Communicating with young children; the impact of traumatic events on a child's ability to disclose; assessing who might most effectively conduct a successful forensic interview; Internet child pornography; recent injury studies; tips for First Responders in assessing risk to minors; and DNA sources to consider during warrant execution. The workshop was attended by 56 members of the MDT and other professionals who might

come into contact with children alleged to have been abused or neglected. Investigator Huffman commented that the workshop was very worthwhile and she found it especially helpful to have someone from the State's Attorney's Office serving on the panel.

On August 3<sup>rd</sup>, the CAC participated in National Night Out 2004. National Night Out is designed to heighten community awareness of crime and drug prevention. This year's event was held in Champaign's West Side Park and was co-sponsored by the cities of Champaign and Urbana. Also, Mr. Williams was interviewed for a public service radio program which recently aired on radio station WQQB (Q 96).

Each of the Board members was provided with a Summary of CAC Activity for the months of July and August, which were prepared by Case Manager Jill Breen. During the month of July, 21 children were interviewed at the CAC. That number includes 10 children accepted for case management services, 2 children for whom the Center is not providing case management services, 5 non-victim siblings/witnesses, and 4 children in two cases originating in Ford County.

During the month of August, 26 children were interviewed at the CAC. That number includes 17 children accepted for case management services, 1 child for whom the Center is not providing case management services, 5 non-victim siblings/witnesses, and 3 children in cases originating out of Iroquois County, Piatt County, and Orange County, New Jersey.

Thus far during September, 18 children have been interviewed at the Center, including 13 children accepted for case management services, 4 non-victim siblings/witnesses, and 1 alleged juvenile offender.

Chairman Piland noted that the number of children interviewed at the Center continues to be very high. In response to Chairman Piland's remarks, Mr. Williams stated that he believes the CAC Case Manager is working at capacity and would be hard-pressed to take on additional responsibilities at this time. Mr. Williams noted that similar-sized programs generally have 3-4 full-time staff members and he expressed his belief that we would not be able to handle the current volume if it were not for the Crisis Intervention Services program. Mr. Williams also stated that it is important to draw a distinction between the numbers of children interviewed at the Center and those accepted for case management services. Although each interview at the Center involves an initial commitment of time and resources, only those cases accepted for case management services have continuing commitments.

### **Communications**

None.

### **Other Business**

None.

**New Business**

None.

**Announcements**

Mr. Williams announced that the next Regular Meeting of the CAC Governing Board would be held on Thursday, October 28, 2004.

**Adjournment**

There being no further business, Lt. Bolt offered a motion to adjourn the meeting. The motion was seconded by Dr. Buetow. There was no further discussion and the motion was approved. The meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director