



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, October 28, 2004  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Chairman John Piland, State's Attorney  
Secretary/Treasurer Dr. Kathleen Buetow, Carle Clinic  
Mr. Matt Burgess, Clinical Specialist, Provena Behavioral Health at  
Centerpoint  
Chief Daniel Driscoll, Mahomet Police Department  
Lieutenant Joseph Gallo, Champaign Police Department  
Mr. Joseph Gordon, Director, Probation & Court Services  
Department  
Superintendent Judy Pacey, Regional Office of Education  
Ms. Jill Tichenor, Field Services Manager, Illinois Department of  
Children and Family Services  
Sergeant Jeff Wooten, Rantoul Police Department  
Investigator Tove Ghent, University of Illinois Police Department

Members Absent: Champaign County Mental Health Board  
Champaign County Sheriff's Office  
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 9:08 a.m.

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Buetow offered a motion to approve the minutes of the September 23, 2004 Regular Meeting of the CAC Governing Board. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved.

Mr. Williams welcomed Lt. Joseph Gallo, who was recently designated as the Champaign Police Department's representative on the CAC Governing Board. Mr. Williams also welcomed Investigator Tove Ghent, who represented the University of Illinois Police Department at today's meeting.

## **Review and Approval of Contract with Provena Behavioral Health for Crisis Intervention Services**

Mr. Williams provided each of the Board members with a proposed Contract For Crisis Intervention Services. Mr. Williams reminded Board members that, for the past two years, crisis intervention services provided to clients of the CAC have been funded by a grant from the Illinois Criminal Justice Information Authority. That grant expires on October 31, 2004. The Authority has approved continuation of the crisis intervention services program for one year beginning November 1, 2004 and has allocated \$78,312 to fund those services.

In anticipation of renewing our grant, the Authority required the CAC to issue a Request For Proposals. The RFP was issued on August 25, 2004 and responses were due on or before September 23, 2004. At its meeting on September 23<sup>rd</sup>, the CAC Governing Board appointed Dr. Buetow, Chief Driscoll and Ms. Tichenor to review responses to the RFP. The only response received was from Provena Behavioral Health (PBH), the current provider of crisis intervention services for the CAC. Copies of PBH's response were distributed to members of the evaluation committee for their review.

Following that review, Mr. Williams entered into preliminary contract negotiations with PBH, as authorized by the CAC Governing Board. The proposed Contract has been approved by the Authority and is substantially the same as our current Contract with PBH, with the notable exception that the Authority has approved increases in the reimbursement rates for crisis intervention services to match those utilized by Medicaid. Currently, the rate charged by PBH for direct services is \$78.00 per hour. That rate

matched the 2002 rate being paid by the Champaign County Mental Health Board for in-office counseling services. Although we agreed to that rate as a basis for starting the program, we did so recognizing that the rate would not adequately cover the costs of the program. Rather, we agreed to the rate in order to expedite the provision of critical services to children and families referred to the Children's Advocacy Center. Our experience over the past two years has borne out our belief that the rate for in-office counseling services is not an accurate basis for reimbursing the costs of providing round-the-clock outreach crisis intervention services.

Beginning November 1, 2004, direct services will be billed at the rate of \$127.88 for off-site crisis intervention services, \$115.24 per hour for on-site crisis intervention services, and \$15.00 per hour for travel time (see page 15 of the proposed Contract). Under the terms of the proposed Contract, PBH will continue to contribute indirect services (i.e., supervision, MDT/monthly clinical staffing, mileage reimbursement, report writing, support staff services) to meet the match requirement of our grant with the Authority. The value of those services is estimated at \$23,596.22 (see page 24 of the proposed Contract).

Mr. Williams requested that the Board approve the proposed Contract with Provena Behavioral Health. Further discussion followed. In response to a question from Chairman Piland about future funding from the Authority, Mr. Williams stated that the Authority has not committed to funding children's advocacy center programs beyond the upcoming contract year. However, given that this is the third year that the Authority has funded CAC programs, Mr. Williams is optimistic that the Authority will continue to provide funding. Chairman Piland asked Mr. Burgess if this is a sustainable program from PBH's standpoint. Mr. Burgess responded that the new reimbursement rates increase the likelihood that the program can be sustained. Mr. Burgess stated that, based on historic usage rates for the program, the total grant of \$78,312 should be adequate to cover costs. However, increased usage might be problematic. Mr. Burgess expressed his appreciation to Mr. Williams for his role in negotiating the Contract and in securing the Authority's approval of increased reimbursement rates. Mr. Piland also expressed his appreciation to Mr. Williams and to Mr. Burgess for their work on the Contract.

Mr. Gordon offered a motion to approve the proposed Contract with Provena Behavioral Health for Crisis Intervention Services. The motion was seconded by Superintendent Pacey. There was no further discussion. Motion approved. On behalf of Provena Behavioral Health, Mr. Burgess abstained from voting on the motion.

## **Review and Approval of Agreement with the Illinois Criminal Justice Information Authority (Crisis Intervention Services)**

Mr. Williams distributed to Board members copies of a proposed Agreement with the Illinois Criminal Justice Information Authority for continuation of the crisis intervention services program. As noted previously, the Authority has allocated \$78,312 for continuation of this program for one year beginning November 1, 2004. The proposed Agreement is in substantially the same form as our current Agreement with the Authority, which expires on October 31, 2004. In accordance with Champaign County's requirements for grant acceptance, the Agreement has been submitted to the Justice & Public Safety Committee for review and approval at their meeting on November 3<sup>rd</sup>. The Agreement must then be approved by the full County Board, which meets on November 4<sup>th</sup>. Mr. Williams recommended approval of the proposed Agreement.

Dr. Buetow offered a motion to approve the proposed Agreement with the Illinois Criminal Justice Information Authority. The motion was seconded by Ms. Tichenor. There was no further discussion. Motion approved. On behalf of Provena Behavioral Health, Mr. Burgess abstained from voting on the motion.

## **Budget Report**

A copy of the CAC Budget Report for the month ended September 30, 2004 was provided to each of the Board members. Mr. Williams highlighted the following expenditures made during the month of September:

- \$1,280.09 for printing of the Sexual Assault Medical Exam Brochure and the "Parent's Guide to the CAC."
- \$592.86 to upgrade the computer software at the CAC and to purchase required licenses.
- \$724.25 in conference-related expenses.

Mr. Williams stated that there were no other unusual expenditures to report for the month of September.

Mr. Williams reminded Board members that the CAC was recently awarded a grant in the amount of \$5,504.61 from the Children's Advocacy Centers of Illinois (CACI) 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.

All of the equipment has been purchased and is now on hand and will be presented to Carle and Provena Covenant Medical Center in the near future.

In April 2004, the CAC submitted an application for funding from the Target Stores 2004 Community Giving Program. At that time, we requested \$3,000.00 to help fund continuation of our child victim support group program. Mr. Williams reported that he recently received notice from Target that they have awarded \$1,000.00 to the CAC. Mr. Williams expects to receive that funding sometime in the next few weeks.

### **Director's Report**

Mr. Williams reminded Board members that, pursuant to the CAC Constitution and By-Laws, a Chairman and Secretary/Treasurer "shall be elected by a quorum of the membership of the CAC Governing Board at the last meeting of the fiscal year." This meeting is also designated as the "Annual Meeting of the CAC." Newly elected officers are to take office at the next scheduled Governing Board meeting. The last meeting of the fiscal year is scheduled for November 18, 2004.

Earlier this month, Mr. Williams was contacted by representatives of the University of Illinois Facilities and Services Department offering to designate the CAC as an agency to receive holiday donations from their employees. Mr. Williams thanked the employees of the Facilities and Services Department for their generous offer.

Each of the Board members was provided with a Summary of CAC Activity for the month of September, which was prepared by Case Manager Jill Breen. During the month of September, 23 children were interviewed at the CAC. That number includes 16 children accepted for case management services, 1 child for whom the Center is not providing case management services, 5 non-victim siblings/witnesses, and 1 alleged juvenile offender.

Thus far during October, 8 children have been interviewed at the Center, including 6 children accepted for case management services, and 2 children for whom the CAC is not coordinating services.

### **Communications**

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

### **Other Business**

None.

## **New Business**

None.

## **Announcements**

Chairman Piland announced that the next Board meeting is scheduled for Thursday, November 18, 2004.

## **Adjournment**

There being no further business, Superintendent Pacey made a motion that the meeting be adjourned. The motion was seconded by Dr. Buetow. There was no further discussion. Motion approved. The meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director