



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, November 18, 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
Ms. Gina Jackson, Champaign County Mental Health Board
Lieutenant David Nelson, University of Illinois Police Department
Superintendent Judy Pacey, Regional Office of Education
Ms. Janet Wells, Supervisor, Probation & Court Services Department
Investigator DeAnn Winn-Maurer, Urbana Police Department
Sergeant Jeff Wooten, Rantoul Police Department
- Members Absent: Champaign County Sheriff's Office
Illinois Department of Children & Family Services
- 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 9:07 a.m.

Public Participation

There was no public participation.

Approval of Minutes

Dr. Buetow offered a motion to approve the minutes of the October 28, 2004 Regular Meeting of the CAC Governing Board. The motion was seconded by Superintendent Pacey. There was no further discussion. Motion approved.

Nomination and Election of Officers

Mr. Williams reminded Board members that, pursuant to the CAC Constitution and By Laws, the 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.” The CAC’s fiscal year ends on November 30th, making this the last meeting of the fiscal year. The Constitution and By Laws also provide that the newly elected officers shall take office at the next scheduled Board meeting. Further discussion ensued. Mr. Williams noted that the current Chairman, State’s Attorney John Piland, would be leaving the Board on November 30, 2004. State’s Attorney-Elect Julia Rietz will take office on December 1, 2004 and, by virtue of her office, will hold a seat on the Board. Discussion was had regarding the merits of nominating and electing officers at today’s meeting versus deferring nominations and elections until the Board meets again on December 16, 2004. It was the consensus of the Board to proceed with nominations and elections at today’s meeting. Further discussion was had regarding the duties of the Chairman and Secretary/Treasurer.

Ms. Jackson nominated Dr. Buetow for the office of Chairman. The nomination was seconded by Sgt. Wooten. There being no further nominations, Ms. Jackson made a motion to close nominations for the office of Chairman. That motion was seconded by Chief Driscoll. There was no further discussion and the motion was approved. Chairman Piland asked for a motion to elect Dr. Buetow as Chairman of the CAC Governing Board by unanimous consent. So moved by Ms. Jackson. Seconded by Ms. Pacey. There was no further discussion and the motion was approved unanimously.

Dr. Buetow nominated Chief Driscoll for the office of Secretary/Treasurer. The nomination was seconded by Superintendent Pacey. There being no further nominations, Superintendent Pacey made a motion to close nominations for the office of Secretary/Treasurer. That motion was seconded by Ms. Jackson. There was no further discussion and the motion was approved. Chairman Piland asked for a motion to elect Chief Driscoll as Secretary/Treasurer of the CAC Governing Board by unanimous consent. So moved by Superintendent Pacey. Seconded by Ms. Jackson. There was no further discussion and the motion was approved unanimously.

Budget Report

A copy of the CAC Budget Report for the month ended October 31, 2004 was provided to each of the Board members. Mr. Williams highlighted the following expenditures made during the month of October:

- A total of \$5,429.80 was expended to purchase digital photography equipment and anatomically detailed dolls for use by the Emergency Department at Carle

Hospital and the Pediatrics Departments at Carle Clinic and Provena Covenant Medical Center. Funding for those purchases was made available through a grant from the Children's Advocacy Centers of Illinois with proceeds from the Vitamin Anti-Trust Settlement administered by the Illinois Attorney General. Those purchases are reflected in the following line items: Office Supplies; Photography Supplies; and Furnishings, Office Equipment. Mr. Williams added that the equipment purchased with this grant would be presented to Carle and Provena following this morning's meeting.

- A total of \$810.00 was expended for training. The bulk of those expenditures were used to send our Crisis Interventionists to the Midwest Conference on Child Sexual Abuse held in Middleton, Wisconsin, on October 19th and 20th. In addition, CAC Case Manager Jill Breen and State's Attorney's Child Victim-Witness Counselor Kathy McGee attended the Midwest Regional CAC Conference on Child Abuse, which was held in Bloomington, Minnesota, on November 3rd and 4th.

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

For each of the past three years, the CAC has received \$37,080 from the Champaign County Mental Health Board pursuant to our Purchase of Care Contract. During FY 2002 and FY 2003, unspent funds totaled \$12,135. Those unspent funds were "held in reserve" in the event that they were needed to meet the match obligation on our grant with the Illinois Criminal Justice Information Authority for crisis intervention services. When it became clear that the value of the indirect services being contributed by Provena Behavioral Health would exceed the match requirement, Mr. Williams requested and received authority from the CCMHB to transfer those unexpended funds to our FY 04 budget to fund our child victim support group program and to pay additional salary and fringe benefits costs. Mr. Williams stated that expenses for the support group program were not as great as expected, due in part to less than anticipated usage, which may be related to a number of factors including the chaotic nature of some of our clients' homes, the undervaluing of support group services by some parents, etc. Mr. Williams recently met with an intern from the University of Illinois who will be working with the CAC beginning in January to increase the rate of engagement in the support group program.

Mr. Williams estimated that we would have \$7,298 in unspent CCMHB funds as of November 30, 2004. Accordingly, Mr. Williams requested authority from the CCMHB to transfer those funds to our FY 2005 budget. On October 25, 2004, Mr. Williams received a letter from Peter Tracy, Executive Director of the CCMHB, informing us that the CCMHB had denied our request. That decision was based in part on contract language which requires that funds not used or expended at the end of the contract period be returned to the CCMHB. In addition, Mr. Tracy cited the recent denial of a similar request from another provider. Because of the precedent set by that denial, the CCMHB does not believe it would be consistent to approve our request for carry-over of funds. As such, those funds were returned to the CCMHB during November.

Further discussion ensued. Mr. Burgess asked how the loss of these funds would affect our ability to continue offering support groups. Mr. Williams replied that we have sufficient funds from two other sources (i.e., DCFS and Target Stores) to fund at least one more 12-week session. If we see increased engagement in the program, as anticipated, we can use that experience to apply for additional funding.

Chief Driscoll asked what impact the passage of the referendum to levy a tax to support developmental disabilities services might have on the prospect of additional funding for the CAC. Both Mr. Williams and Ms. Jackson responded that it is unknown at this time how that will affect the CCMHB's future funding decisions. Ms. Jackson did note that the CCMHB will be providing administrative support for the Developmental Disabilities Board during the initial stages. At some point in the future, the Developmental Disabilities Board may contribute to the cost of those services, which could potentially free up additional funding for agencies funded by the CCMHB.

Director's Report

Mr. Williams updated the Board as to the status of our renewed Agreement with the Illinois Criminal Justice Information Authority. Mr. Williams reminded the Board that the funds received pursuant to that Agreement are used to contract with Provena Behavioral Health for crisis intervention services. Following approval of the Agreement by the CAC Governing Board on October 28, 2004, the renewed Agreement was approved by the County Board on November 4, 2004. The signed Agreement was returned to the Authority on November 9, 2004. The renewed Contract between the CAC and Provena Behavioral Health, which was also approved by the CAC Governing Board on October 28, 2004, was executed on October 29th.

As was reported to the Board at last month's meeting, the CAC was recently awarded a grant in the amount of \$1,000 from the Target Stores 2004 Community Giving Program. Mr. Williams announced that he received the check from Target on November 15, 2004. These funds will be used to help defray the costs of our child victim support group. Mr. Williams publicly thanked Target for its support of the CAC. Mr. Williams has also sent a letter of appreciation to the Target Store in Champaign.

Mr. Williams reminded the Board of the provision in the CAC Protocol that the Protocol be reviewed by the Board at least once each year. The Protocol was most recently updated in January 2004. Mr. Williams provided each of the Board members with a copy of the Protocol and asked that the annual review of the Protocol be placed on the agenda for the Board's meeting in December. It was the consensus of the Board to place this item on the agenda for the December 16, 2004 meeting.

Mr. Williams provided each of the Board members with a list of Board meeting dates for 2005. As in the past, Board meetings will be held on the fourth Thursday of each month, with the exception of November, when the Board is scheduled to meet on the third Thursday so as not to conflict with Thanksgiving.

Each of the Board members was provided with a Summary of CAC Activity for the month of October, which was prepared by Case Manager Jill Breen. During the

month of October, 10 children were interviewed at the CAC. That number includes 6 children accepted for case management services, 1 child for whom the Center is not providing case management services, 2 non-victim siblings/witnesses, and 1 facility usage (non-interview) case. Thus far during November, 7 children have been interviewed at the Center, which includes 6 children accepted for case management services, and 1 alleged juvenile offender.

On behalf of himself and Ms. Breen, Mr. Williams presented outgoing Chairman Piland with a plaque thanking him for his dedication to the children and families served by the Children's Advocacy Center.

Communications

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

Other Business

None.

New Business

None.

Announcements

Chairman Piland thanked the members of the Board for their hard work and participation in the establishment and development of the Children's Advocacy Center and he encouraged Board members to continue their efforts. Chairman Piland noted that literally hundreds of children have been served by the CAC over the past few years; and because of everyone's hard work, there are hundreds more who will receive victim-sensitive services designed to reduce the trauma of child sexual and serious physical abuse. Chairman Piland also recognized the tremendous contributions of former Executive Director Lorelea Liss, CAC Case Manager Jill Breen, and current Executive Director Michael Williams as well as the partners who have provided financial support for the Center, including: the Champaign County Mental Health Board, Carle Foundation, the Illinois Department of Children and Family Services, the Illinois Attorney General, the National Children's Alliance, and the Illinois Criminal Justice Information Authority.

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, December 16, 2004.

Adjournment

There being no further business, Lieutenant Nelson 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 9:41 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director