



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, July 28, 2005
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Chairman, Carle Clinic
Chief Daniel Driscoll, Secretary/Treasurer, Mahomet Police Department
Mr. Matt Burgess, Clinical Supervisor, The Mental Health Center
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of
Children and Family Services
Lt. Joseph Gallo, Champaign Police Department
Mr. Joseph Gordon, Director, Probation & Court Services Department
Lt. David Nelson, University of Illinois Police Department
Ms. Jane Quinlan, Regional Office of Education
Champaign County State's Attorney Julia Rietz*

Members Absent: Champaign County Mental Health Board
Champaign County Sheriff's Office
Rantoul Police Department
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

*State's Attorney Rietz joined the meeting in progress at 9:40 a.m.

Call to Order

After finding a quorum present, Chairman Buetow called the meeting to order at 9:08 a.m.

Public Participation

There was no public participation.

Approval of Minutes

Mr. Gordon offered a motion to approve the minutes of the June 23, 2005 Regular Meeting of the CAC Governing Board. The motion was seconded by Mr. Burgess. There was no further discussion. Motion approved. NOTE: Ms. Rietz was not present for this vote.

Approval of FY 2006 Illinois Attorney General Grant Agreement

Mr. Williams provided each of the Board members with a copy of the FY 2006 Grant Agreement with the Illinois Attorney General. Although the CAC had requested funding to pay the salary and fringe benefits of a full-time forensic interviewer, that request was not approved. The CAC will, however, receive an additional \$2,000 to help offset increased salary costs. The total grant for FY 2006 is \$17,000, all of which is designated to pay a portion of the Executive Director's salary. In order to ensure the uninterrupted receipt of grant funds, Mr. Williams executed the Grant Agreement and returned it to the Attorney General on July 11, 2005. Mr. Williams requested that the Board retroactively ratify the Grant Agreement.

Chief Driscoll offered a motion to ratify the FY 2006 Grant Agreement with the Illinois Attorney General. The motion was seconded by Lt. Nelson. There was no further discussion. Motion approved. NOTE: Ms. Rietz was not present for this vote.

Budget Report

A copy of the CAC Budget Report for the month ended June 30, 2005 was provided to each of the Board members. Although Mr. Williams stated that there were no unusual expenditures to report for the month of June, he did note that the CAC expended \$1,890.83 during June for training of MDT members. Mr. Williams added that the CAC has spent \$116,549.22 on training for CAC staff (\$12,458.34) and MDT members (\$104,090.88) since FY 1999. Mr. Williams stated that this is indicative of the CAC's commitment and that of our funding agencies to ensuring that staff and Team members have access to the best training available. In response to a question from Chairman Buetow, Mr. Williams stated that many of the investigators and other personnel who have completed training funded by the CAC continue to be assigned to child abuse investigations.

On July 14, 2005, Mr. Williams met with County Administrator Deb Busey to review the CAC budget for County FY 2006. The entire budget will be reviewed by the County Board over the next several months, with final approval expected in November.

Director's Report

At last month's meeting, Mr. Williams advised the Board that the Illinois Criminal Justice Information Authority had approved continuation funding in the amount of \$78,312 for our crisis intervention services program. In subsequent discussions with our grant monitor, Mr. Williams learned that the CAC will not be required to issue a Request For Proposals in order to continue contracting with the Mental Health Center for crisis intervention services. Mr. Williams is working on the necessary continuation materials and both he and Mr. Burgess have begun work on revising the current contract for the new grant/contract year beginning November 1, 2005. Both the grant application and the contract will be presented to the Board for approval in the coming months.

Mr. Williams stated that he recently received the application for renewal of the CAC's Program Support Grant with the National Children's Alliance. As an accredited member of the NCA, the Champaign County CAC is eligible for a non-competitive annual grant in the amount of \$10,000 for the period beginning January 1, 2006. The grant application is due to the NCA on October 11, 2005 and Mr. Williams indicated that he would be presenting it for approval at the September Board meeting.

Mr. Williams reported that CCSO Investigators Jason Atwood and Dave Sherrick attended Basic Child Forensic Interviewing Training at the National CAC Training Academy in Huntsville, Alabama, during the week of July 18-22. Also, 18 members of the MDT attended the third annual Sexual Assault Nurse Examiner (SANE) Seminar held at Carle Hospital on July 22, 2005. Chief Driscoll noted that two members of his Department attended the Seminar. Both officers indicated that the Seminar was interesting and informative. Mr. Williams added that audience members came away with a real appreciation of the impact of the sexual assault examination on victims of assault.

Each of the Board members was provided with a Summary of CAC Activity for the month of June. During the month of June, 25 children were interviewed at the CAC. That number includes 15 children accepted for case management services, 1 child for whom the CAC is not providing services, 7 non-victim siblings/witnesses, 1 alleged juvenile offender, and 1 child interviewed by Ford County law enforcement and DCFS investigators. Also, one child interviewed outside the CAC was accepted for services in June. Thus far during July, 11 children have been interviewed at the Center, which includes 7 children accepted for case management services, 1 child for whom the CAC is not providing services, 2 non-victim siblings/witnesses, and 1 alleged juvenile offender.

NOTE: The Board elected to take a recess from 9:20 a.m. until 9:30 a.m.

Report on possible vendors for digital recording system:

Mr. Williams reported that he has met with the following vendors:

Barbeck Communications Group Inc., Decatur, IL. Although Barbeck Communications does not provide audio/video recording equipment, they did submit a proposal for installing high resolution dome cameras in both interview rooms at the CAC. Their proposal also included a 4-channel video capture card, brackets, miscellaneous hardware,

and labor. The total cost of the proposal submitted by Barbeck Communications is \$1,947.00. After follow-up discussions with Barbeck, it is believed that the 4-channel video capture card included in their proposal would not be necessary; reducing the total cost of their proposal to \$1,398.00.

Seico Security Systems, Pekin, IL. The proposal submitted by Seico Security Systems includes a PC-based system for digital video/audio recording of interviews (Vision Controls VMT 1/400 with software, 17" LCD monitor, installation, testing and training). Their proposal also includes installation of a color dome camera in each interview room. The total cost of the proposal submitted by Seico is \$6,950.00. Mr. Williams noted that this is the system currently in use by the Macon County Child Advocacy Center.

Word Systems, Inc., Indianapolis, IN. The proposal submitted by Word Systems, Inc. includes a PC-based system for digital video/audio recording of interviews (iRecord hardware/software, external DVDR, Flat Screen monitor, keyboard and mouse, installation and training). Their proposal also includes installation of a covert camera in each interview room. The total cost of the proposal submitted by Word Systems is \$9,399.00, which includes a 10% discount.

Vid-Com Systems, Incorporated, Champaign, IL. Although Mr. Williams solicited a proposal from this company, the President of Vid-Com Systems stated that they are unable to obtain the necessary voice and video equipment which would allow them to submit a proposal.

Tri-Color Locksmiths, Urbana, IL. On June 29, 2005, Mr. Williams met with a representative of Tri-Color Locksmiths. Although Tri-Color Locksmiths would be able to submit a proposal and obtain the equipment for video recording of interviews, they are unable to submit a proposal which would include both audio and video recording.

Extensive discussion followed regarding the differences in the various proposals, the merits of purchasing a PC-based system vs. recording directly to a VCR and/or DVR, the costs associated with recording interviews, the advisability of purchasing a maintenance agreement for whatever system is selected, etc. Discussion was also had about funding for the purchase of the selected system. Mr. Williams stated that the CAC has \$7,500 with which to purchase equipment; \$6,000 is from our FY 2005 DCFS Contract and must be spent prior to June 30, 2006. Although there is no requirement that those funds be spent on a recording system, those funds can only be spent to purchase equipment for the CAC. The remaining \$1,500 is in our current DCFS Contract. If those funds are not spent on a recording system or other equipment, we could amend our Contract budget to use those funds in other areas.

Revisions to Protocol for audio/video recording of child interviews:

Mr. Williams provided Board members with proposed revisions to the CAC Protocol which would be necessary in order to begin audio/video recording child interviews at the CAC. The proposed revisions include input made by Board members since last month's meeting. Mr. Williams and the Board reviewed the document in its entirety. A number of additional changes were suggested by Board members and by Mr.

Williams. Extensive discussion was had about changes which also would be necessary to the Protocol for Interviewing Alleged Offenders at the CAC. Those changes centered on obtaining the alleged juvenile offender's consent to record an interview conducted at the CAC. It was the consensus of the Board that recording should be discontinued if at any time the alleged juvenile offender indicates that he/she does not consent to the recording.

Chairman Buetow asked State's Attorney Julia Rietz for her position on recording interviews. Ms. Rietz responded that she fully supports audio/video recording of child victim interviews at the CAC. Ms. Rietz added that she believes a "picture speaks louder than words" and, after having attended various conferences where this issue was addressed, it seems clear that audio/video recording is now the standard practice for interviews with child victims at Children's Advocacy Centers.

At the direction of the Board, Mr. Williams will incorporate the changes suggested at today's meeting into the Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse and the Protocol for Interviewing Alleged Juvenile Offenders at the CAC. Those changes will be presented to the Board for consideration at its meeting on August 25, 2005.

Lt. Gallo offered a motion to accept the proposal for a digital recording system submitted by Seico Security Systems. The motion was seconded by Mr. Gordon. There was no further discussion. The motion was approved.

Communications

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

Other Business

None.

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, August 25, 2005. Although the Board typically cancels its August meeting, Mr. Williams requested that the Board meet during August in order to finalize matters related to the recording of interviews at the CAC.

Adjournment

There being no further business, Chairman Buetow adjourned the meeting at 10:30 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director