



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, September 22, 2005  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Chairman, Carle Clinic  
Chief Daniel Driscoll, Secretary/Treasurer, Mahomet Police Department  
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of  
Children and Family Services  
Lt. David Nelson, University of Illinois Police Department  
Superintendent Judy Pacey, Regional Office of Education  
Ms. Janet Wells, Supervisor, Probation & Court Services Department  
Mr. Steve Ziegler, First Assistant State's Attorney

Members Absent: Champaign County Mental Health Board  
Champaign County Sheriff's Office  
Champaign Police Department  
The Mental Health Center  
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 Buetow called the meeting to order at 9:05 a.m.

*Accredited Member*



## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Superintendent Pacey offered a motion to approve the minutes of the August 25, 2005 Regular Meeting of the CAC Governing Board. The motion was seconded by Ms. Dumas. There was no further discussion. Motion approved

## **Review and Approval of Application for 2006 National Children's Alliance Program Support Grant**

Mr. Williams provided each of the Board members with a copy of an Application for our 2006 Program Support Grant from the National Children's Alliance. As an accredited member of the NCA, the Champaign County CAC is eligible for an annual non-competitive Program Support Grant in the amount of \$10,000.00. Mr. Williams is proposing that the 2006 Program Support Grant be used to pay a portion of the salary of the Executive Director (\$4,600) as well as a portion of the salary of the CAC Case Manager (\$5,400). The deadline for the Program Support Grant Application is October 13, 2005.

Mr. Williams requested the Board's authorization to submit the Application to the National Children's Alliance.

Mr. Ziegler offered a motion to authorize submission of the 2006 NCA Program Support Grant Application. The motion was seconded by Lt. Nelson. There was no further discussion. Motion approved

## **Review and Approval of Request for Funds from the Junior League of Champaign-Urbana**

Mr. Williams provided each of the Board members with an Application for funds from the Junior League of Champaign-Urbana (JLCU). Mr. Williams stated that he recently learned that the JLCU makes awards of up to \$1,000 to deserving non-profit organizations and he is proposing to submit an application for funding for the purchase of a digital camera and related accessories. The digital camera would be used to photograph children referred to the Children's Advocacy Center for forensic interviews. The photographs will serve two primary purposes: (1) to document any injuries the child may have at the time of the interview; and (2) to document the child's physical appearance at the time of the interview. In many cases, the period of time between the child's interview at the Center and the disposition of court proceedings is significant and the child's physical appearance may change dramatically in the interim. A photograph taken at the time of the child's interview at the CAC will provide judges, juries, attorneys, and other involved parties with a valuable and accurate representation of the child's physical appearance at the time s/he was interviewed at the Center.

The deadline for submission of the Application is October 15, 2005, and Mr. Williams requested the Board's authorization to submit the Application to the Junior League of Champaign-Urbana.

Superintendent Pacey offered a motion to authorize submission of the Application for funds from the Junior League of Champaign-Urbana. The motion was seconded by Mr. Ziegler.

Further discussion ensued. Lt. Nelson recommended the purchase of a flash attachment and Chairman Buetow urged that users of the camera be familiar with its operations. Chief Driscoll added that lighting is critical when using digital cameras. Mr. Williams suggested that, if funding is received for the purchase of photography equipment, the CAC Board should develop a detailed protocol for photographing children referred to the CAC, including a consent form to be signed by parents.

The motion was voted upon and approved.

### **Budget Report**

A copy of the CAC Budget Report for the month ended August 31, 2005 was provided to each of the Board members. The only unusual expenditure reported for the month of August was \$6,950 expended to purchase the new digital recording system for the Center.

### **Director's Report**

#### **a. Update on Digital Recording System Project:**

Mr. Williams reported that the equipment for the digital recording system was installed on September 8<sup>th</sup>, approximately one week later than originally expected. On September 9<sup>th</sup>, Mr. Williams sent an e-mail to members of the Multidisciplinary Team who are routinely involved with conducting and/or observing interviews at the CAC. The purpose of the e-mail was two-fold: (1) to notify Team members that the digital recording system had been purchased and installed; and (2) to invite Team members to attend a brief training session at the CAC to familiarize them with the new system and to review changes to the Protocol for recording interviews at the Center. Training sessions were scheduled for September 14<sup>th</sup> and 20<sup>th</sup>. Nobody showed up for the initial training session, and only one Team member (from the Mahomet Police Department) attended the session held earlier this week. A final training session is scheduled for September 29<sup>th</sup>. Mr. Williams urged law enforcement and DCFS Board representatives to encourage their staff to attend next week's training session.

#### **b. Adoption of Revisions to Protocols:**

Prior to and again at today's meeting, Mr. Williams provided Board members with the following:

- a. **Notice of Recording.** This form will be used to document that the child's parent/guardian/temporary legal custodian was informed that the child's interview would be audio and visually recorded. This form will be signed by a CAC staff member and will be retained in the client's file.
- b. **Acknowledgment of and Consent to Recording.** This form will be used when recording interviews with alleged juvenile offenders at the CAC and will be signed by the parent/guardian/temporary legal custodian and the child (if over age 12). The form has been revised to document that all parties are aware that they can withdraw their consent to recording at any time. Extensive discussion followed regarding the use of the term "alleged juvenile offender." Chairman Buetow expressed concern that the use of that term may frighten some parents and result in them being unwilling to sign the Acknowledgment of and Consent to Recording form. Chief Driscoll suggested that investigators will need to explain fully the use of the term and employ good interviewing skills to address any concerns expressed by parents.

Mr. Williams also provided each of the Board members with a copy of proposed revisions to the CAC **Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse**. The revisions center on recording interviews at the CAC and have been discussed at prior Board meetings. A reference to the **Notice of Recording** form (see above) was added since last month's Board meeting. Mr. Williams requested that the revisions now be formally adopted by the Board, effective October 3, 2005.

Chief Driscoll offered a motion to approve the revisions to the CAC **Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse**, effective October 3, 2005. The motion was seconded by Lt. Nelson.

Further discussion ensued. Dr. Buetow questioned whether someone, perhaps the State's Attorney's Office, would be reviewing and critiquing the interviews recorded at the CAC to assess the quality of those interviews and to provide feedback to interviewers. Dr. Buetow pointed out that, in many cases, the conduct of the interview and the interviewer become issues during court proceedings. Mr. Ziegler stated that the State's Attorney's Office would be reviewing the recordings and would be providing feedback to police and DCFS investigators, much as they now do. Those departments will also share in the responsibility for reviewing and critiquing recordings. Chief Driscoll wondered how the feedback from the State's Attorney's Office and other departments would be disseminated. Mr. Williams suggested that that information could be communicated at monthly meetings of the Chiefs of Police. The CAC could also serve as a vehicle for distributing that information. Mr. Williams noted that some other CACs utilize a peer review process, but he suggested delaying the implementation of such a process in Champaign County until investigators have become familiar and comfortable with the recording process.

The motion was voted upon and approved.

Finally, Mr. Williams provided each of the Board members with a copy of proposed revisions to the CAC **Protocol for Interviewing Alleged Juvenile Offenders**.

Again, these revisions center on recording interviews at the CAC and have also been discussed at prior Board meetings. Mr. Williams requested that they now be formally adopted by the Board, effective October 3, 2005.

Lt. Nelson offered a motion to approve the revisions to the CAC *Protocol for Interviewing Alleged Juvenile Offenders*, effective October 3, 2005. The motion was seconded by Ms. Dumas. At the suggestion of Chief Driscoll, the Board agreed to review the Protocols in six months. Motion approved.

Mr. Williams reported that work is continuing on renewing our agreement with the Illinois Criminal Justice Information Authority for crisis intervention services. On August 29<sup>th</sup>, Mr. Williams forwarded to our Grant Monitor the proposed Budget & Budget Narrative as well as the proposed Contract with the Mental Health Center for the 12-month period beginning November 1, 2005. Mr. Williams previously provided our Grant Monitor with a proposed Program Narrative and other documentation. It is anticipated that the entire package will be presented to the CAC Board for approval in October.

Mr. Williams reported that the CAC has registered CCSO Investigator Will Davis for *Finding Words Illinois* (child forensic interviewing training), which will be held in Springfield during the week of October 24<sup>th</sup>. Also, CAC Case Manager Jill Breen will be attending the annual *Midwest Conference on Child Sexual Abuse* in Madison, Wisconsin, on October 17<sup>th</sup> and 18<sup>th</sup>.

Each of the Board members was provided with a Summary of CAC Activity for the month of August. During the month of August, 12 children were interviewed at the CAC. That number includes 8 children accepted for case management services, 2 children for whom the CAC is not providing follow-up services, and 2 non-victim siblings/witnesses. Thus far during September, 5 children have been interviewed at the Center, all of whom have been accepted for case management services.

### **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, October 27, 2005.

**Adjournment**

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director