



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, October 27, 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
Mr. Joseph Gordon, Director, Probation & Court Services Department
Lt. Michael Metzler, Urbana Police Department
Lt. David Nelson, University of Illinois Police Department*
Lt. Ed Ogle, Champaign County Sheriff's Office
Superintendent Judy Pacey, Regional Office of Education
State's Attorney Julia Rietz
Sgt. Jeff Wooten, Rantoul Police Department

Members Absent: Champaign County Mental Health Board
Champaign Police Department
The Mental Health Center

Others Attending: Michael Williams, Executive Director, CAC

*Lt. Nelson joined the meeting in progress at 9:20 a.m.

Call to Order

After finding a quorum present, Chairman Buetow called the meeting to order at 9:03 a.m.

Public Participation

There was no public participation.

Champaign County Children's Advocacy Center

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Accredited Member



Approval of Minutes

Lt. Metzler offered a motion to approve the minutes of the September 22, 2005 Regular Meeting of the Governing Board and the minutes of the October 6, 2005 Emergency Meeting. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved

Approval of Renewed Contract with the Mental Health Center for Crisis Intervention Services

Mr. Williams stated that he had hoped to present to the Board a renewed Contract with the Mental Health Center for Crisis Intervention Services for the 12-month period beginning November 1, 2005. Mr. Williams reminded Board members that the CAC contracts with the Mental Health Center to provide round-the-clock crisis intervention services to children referred to the CAC and their non-offending caregivers. Those services are funded entirely by a grant from the Illinois Criminal Justice Information Authority. Unfortunately, the Authority has not yet completed its review of the new Contract. The current contract with the Mental Health Center expires on October 31, 2005. However, because the Authority has already approved funding for the 12-month period beginning November 1, 2005, Mr. Williams does not anticipate any interruption of services. Mr. Williams stated that he hopes to submit the contract to the Board for approval in November.

Budget Report

A copy of the CAC Budget Report for the month ended September 30, 2005 was provided to each of the Board members. Mr. Williams stated that no unusual expenditures were made during the month of September.

Director's Report

Mr. Williams opened a discussion about the October 12th joint meeting of the County Facilities and Highway Committees. Representing the CAC Governing Board at that meeting were Dr. Buetow, Mr. Burgess, Chief Driscoll, Lt. Metzler, and Superintendent Pacey. Also attending in support of the CAC were Mr. Williams, Carle Hospital Sexual Assault Nurse Examiner Program Coordinator Patty Metzler, and Carle Clinic Pediatric Social Worker Nancy Mings.

Mr. Williams reported that the architectural firm hired by the County proposed two sites for the Fleet Maintenance/Highway Facility. The first proposal (Scheme G) is to build the new facility on the site currently occupied by Canaday Park. The second proposal (Scheme H), and the one recommended by the architects, is to build the new facility on the site occupied by the CAC. Mr. Williams provided each of the CAC Board members with a copy of the "Programming Analysis & Conceptual Design" for the Fleet Maintenance/Highway Facility prepared by the project team. On the day following the joint meeting of the Facilities and Highway Committees, Mr. Williams received from County Administrator Denny Inman a revised site plan for Scheme H (copy provided to Board members). The revised plan calls for maintaining the CAC in its present facility

and shifting the Fleet Maintenance/Highway Facility 25 feet south of the original proposal.

Chairman Buetow stated that she felt the presentation to the County Board went very well and, although the County has not made a financial commitment to relocating the CAC at this point, Chairman Buetow believes that the County Board is now much better informed about the operations of the CAC and she believes that the CAC enjoys the support of many County Board members.

State's Attorney Rietz commented that the support of this County Board has never been an issue and she added that the County Board is willing to commit sufficient funds to relocate the CAC. Ms. Rietz reported that she, Lt. Metzler and Mr. Williams participated in a tour yesterday afternoon of the Adult Daycare Center at the Champaign County Nursing Home, which was conducted by Alan Reinhart, Director of the County's Physical Plant Division. Ms. Rietz believes that relocating the CAC to the Champaign County Nursing Home would be a good move, regardless of what the County decides to do with the Fleet Maintenance/Highway Facility. Ms. Rietz stated she believes it would be a "nightmare" for the Fleet Maintenance/Highway Facility to be located so close to the CAC as proposed in the revised Scheme H, and she also cited the fact that the roof of the CAC building is in disrepair. Ms. Rietz does not believe that maintaining the CAC in its present facility is a long term solution for the CAC. The Adult Day Care Center at the Nursing Home has approximately 1,000 square feet more space than the CAC's current facility. Ms. Rietz stated that the County is willing to pay the costs of relocating the CAC and to keep the rent at its present level (\$15,000/year), which she characterized as "ridiculously low." Ms. Rietz proposed that the CAC Governing Board form a subcommittee to negotiate directly with the County Facilities Committee and County Administrators.

Further discussion ensued. Lt. Metzler stated that he was "pleasantly surprised" by how nice the space is at the Adult Daycare Center and he suggested that the CAC should look at this as an opportunity to improve our space. In response to a question from Mr. Gordon, Ms. Rietz stated that the County does not plan to demolish the Nursing Home, and will be looking to rent it out to other organizations when the new Nursing Home is opened next year. Lt. Metzler inquired about the structural status of the Adult Daycare Center. Ms. Rietz replied that there are no known structural problems with the facility and she added that it does not have the exterior structural/maintenance issues that the current CAC building has. Ms. Rietz stated that, if the CAC is relocated to the Nursing Home, the utilities and maintenance costs would continue to be included in the rent.

Ms. Rietz stated that the County is willing to contribute a substantial amount of money to relocate the CAC and she suggested that law enforcement agencies which use the CAC might be approached to contribute to the ongoing costs of operating the Center. Lt. Metzler commented that he believes the City of Urbana would be willing to contribute to those costs and he requested that Mr. Williams research which other Centers are receiving contributions from law enforcement agencies who utilize their facilities and services.

Lt. Ogle asked whether there would be room for expansion at the Nursing Home. Ms. Rietz stated that expansion would depend on what other entities are located in the Nursing Home; however, the Adult Daycare Center is large enough to provide for expansion opportunities. Chief Driscoll pointed out that any expansion needs of the CAC would likely be in the area of office space. Chairman Buetow stated that she would like to see a larger meeting area so that monthly MDT Case Review Meetings could be held at the CAC rather than at DCFS. A larger meeting area would also provide space in which to offer education and prevention programs.

Superintendent Pacey stated that she attended the joint meeting of the County Facilities and Highway Committees on October 12th, and she believes several County Board members had “sticker shock” over the cost of the proposed Fleet Maintenance/Highway Facility. Ms. Pacey asked Ms. Rietz if it is her recommendation that the CAC be relocated to the Nursing Home even if the County decides not to build the Fleet Maintenance/Highway Facility. Ms. Rietz stated that it is, adding it is her belief that the Fleet Maintenance/Highway Facility will be built eventually. Ms. Rietz also stated that the County won’t leave the CAC in its current facility forever and she cautioned that the next County Board might not be as amendable to relocating the CAC. Ms. Rietz recommended taking advantage of this opportunity. She also commented that, as State’s Attorney, she has the legal obligation to protect the interests of the County and, as a CAC Board member, she is looking out for the CAC as well.

Lt. Metzler stated that are problems with some of the other alternatives mentioned for relocating the CAC, such as Lincoln Square or purchasing a small house, and he suggested taking advantage of the County’s offer.

Ms. Rietz offered a motion to establish a subcommittee of the CAC Governing Board responsible for negotiating with the County to explore relocating the CAC from its current facility to the Champaign County Nursing Home. Ms. Rietz suggested that the subcommittee be comprised of herself, Chairman Buetow, and Lt. Metzler. The motion was seconded by Lt. Ogle. Further discussion ensued. Chairman Buetow suggested that the subcommittee include a mental health representative. Mr. Williams stated that Mr. Burgess, who was unable to attend today’s meeting, had expressed interest in serving on the subcommittee in order to offer input on issues surrounding confidentiality, personal dignity and privacy needs of clients from a mental health perspective. Ms. Rietz stated that she would welcome additional input. Mr. Williams reminded Board members that meetings of four or more members of the CAC Board (which constitutes a majority of a quorum) require public notice under the Illinois Open Meetings Act. Lt. Ogle suggested limiting the subcommittee to three members. The subcommittee will report back to the CAC Board and the full Board will make any final decisions about relocating the CAC. Chairman Buetow stated that the subcommittee could and would consult with Mr. Burgess and others throughout this process. A vote was taken on the motion to appoint Chairman Buetow, State’s Attorney Rietz and Lt. Metzler to a subcommittee responsible for negotiating with the County to explore relocating the CAC from its current facility to the Champaign County Nursing Home. Motion approved.

Mr. Williams reported that the CAC began recording interviews on October 3rd, as planned. To date, a total of 15 interviews have been recorded. Departments/agencies participating in those interviews have included the Champaign County Sheriff's Office, the Champaign Police Department, the Tolono Police Department, the University of Illinois Police Department, the Urbana Police Department, and the Illinois Department of Children and Family Services. Lt. Metzler stated that the Urbana Police Department has adapted their transcription software so that existing transcription equipment can be used to transcribe interviews recorded at the CAC and he offered to help any other departments who are interested. Lt. Metzler complimented the quality of the recordings being made at the CAC.

During the month of October, the CAC provided the following training opportunities for staff and MDT members:

- CAC Case Manager Jill Breen and SAO Child Victim-Witness Counselor Kathy McGee attended the 21st Annual Midwest Conference on Child Abuse in Madison, Wisconsin, on October 17, 18 and 19.
- During the week of October 24-28, CCSO Investigator Will Davis and DCFS Investigator Mark Hartman attended *Finding Words Illinois* (child forensic interviewing training) in Springfield.
- On October 21st, Mr. Williams and Ms. Breen attended the fourth and final cultural competency training session sponsored by the Mental Health Agencies Council.

Each of the Board members was provided with a Summary of CAC Activity for the month of September. During the month of September, 7 children were interviewed at the CAC. That number includes 5 children accepted for case management services and 2 non-victim siblings/witnesses. Thus far during October, 15 children have been interviewed at the Center, which includes 11 children accepted for case management services, 3 children for whom the Center is not coordinating services, and 1 non-victim sibling/witness.

Mr. Williams reported that the number of children interviewed at the Center during the quarter ended September 30, 2005 (28) was down significantly from the first two quarters of calendar year 2005, during which a total of 133 children were interviewed at the CAC (73 in the first quarter and 60 in the second quarter). It is unknown at this time whether the decline is an anomaly or if it is indicative of a long term trend. Mr. Williams stated that, if this development continues, it will negatively impact revenue received from the Champaign County Mental Health Board. As the Board is aware, the CAC receives a \$350 payment from the Mental Health Board for each new treatment plan client it serves, up to an annual contract maximum of \$37,080. Revenue from the Mental Health Board is designated almost entirely for payment of salaries and fringe benefits. In past years, billings for new treatment plan clients exceeded the annual contract maximum. If the number of new treatment plan clients remains less than anticipated, our revenue for the remainder of the contract year (ending June 30, 2006) will fall short of projections. Already during the first quarter of the contract year, billings have fallen \$2,270 short of projections. During the first quarter, we billed our CCMHB contract for 20 new treatment plan clients (8 in July, 7 in August, and 5 in September); a total of 26.5

new treatment plans per quarter are required in order to meet revenue projections. If the number of children interviewed at the Center increases over the next three quarters, the revenue shortfall could be made up. Mr. Williams stated that he will continue to work closely with DCFS, law enforcement, and prosecution personnel to monitor this situation and to ensure that all children eligible for referral to the CAC under the Protocol are in fact interviewed at the Center, and he encouraged Board members to monitor their own departments closely as well.

Further discussion ensued. State's Attorney Rietz suggested that, if the numbers remain low, we may want to consider amending the Protocol to expand the categories of child victims eligible for services at the CAC (e.g., include children who have been the victims of domestic violence). Lt. Metzler wondered how this might impact law enforcement. Mr. Williams suggested that the Board keep a close watch on the numbers during the remainder of the current contract year and he cautioned that we should not expand the types of child victims eligible for services until we know whether this past quarter's low numbers are an aberration.

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, November 17, 2005.

Adjournment

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director