



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, November 17, 2005
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Chairman, Carle Clinic
Chief Daniel Driscoll, Secretary/Treasurer, Mahomet Police Department
Mrs. Tamela Atwood, Supervisor, Illinois Department of Children and Family Services
Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health Center
Deputy Chief Henry Gamel, Rantoul Police Department
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*
Sgt. Jim Rein, Champaign Police Department
State's Attorney Julia Rietz

Members Absent: Champaign County Mental Health Board
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC
Heather Forrest

*Lt. Ogle joined the meeting in progress at 9:10 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.

Approval of Minutes

Mr. Burgess offered a motion to approve the minutes of the October 27, 2005 Regular Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved

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

Mr. Williams provided each of the Board members with a proposed 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. The Authority has reviewed and approved the new Contract. Mr. Williams stated that the new Contract is substantially the same as our previous contract with the Mental Health Center, which expired on October 31, 2005. Mr. Williams requested approval of the Contract.

Ms. Rietz offered a motion to approve the Contract with the Mental Health Center for Crisis Intervention Services for the 12-month period beginning November 1, 2005 as presented. The motion was seconded by Lt. Metzler. There was no further discussion. Motion approved with Mr. Burgess abstaining.

Approval of Grant Agreement with the Illinois Criminal Justice Information Authority for CAC Crisis Intervention Services

Mr. Williams stated that he had hoped to present to the Board the renewed Grant Agreement with the Illinois Criminal Justice Information Authority for the 12-month period beginning November 1, 2005. The Authority previously designated funding in the amount of \$78,312 for continuation of this program and our Grant Monitor has approved our Program Narrative and Budget. Mr. Williams was notified by our Grant Monitor that the Agreement was being mailed out on November 15th. Unfortunately, the Agreement has not yet been received. Mr. Williams hopes to submit the Agreement to the Board for approval in December.

Report from Subcommittee on Relocation

Dr. Buetow reported that the subcommittee had not met; however, various members of the Board have toured the Adult Daycare Center at the Nursing Home. Dr. Buetow distributed an e-mail to Board members outlining her thoughts on items to consider as the CAC Board considers the plan to move to the Nursing Home site. The list

of considerations included comfort, confidentiality, security privacy, and economy. Dr. Buetow, Chief Driscoll, Mr. Burgess and Lolita Dumas of DCFS have also had discussions with Mr. Williams and have provided input about what they feel should be included in the new facility. Mr. Williams distributed a floor plan of the Adult Daycare Center which had been adapted to the CAC by Alan Reinhart of the County Physical Plant Division.

Extensive discussion followed. Ms. Rietz stated that it was her impression after last month's meeting that the CAC Board was ready to move forward on this issue. She added that the County Board has asked for clarification of the CAC Board's position. Several Board members spoke in support of relocating the CAC to the Nursing Home and taking advantage of the County's offer to remodel the Adult Daycare Center for the CAC. Some of the arguments in favor of relocating included improving and expanding our space, the financial support offered by the County, and ensuring the long-term stability of the CAC. Others expressed concern that the process was moving too quickly, that there had been a lack of communication and that several questions remained unanswered, such as the cost of remodeling, the timetable for relocation, possible downtime, etc. Ms. Rietz took responsibility for communication problems, adding that she has been having discussions about this issue with Denny Inman and the County Facilities Committee for some time. Ms. Rietz stated that she should have brought those discussions to the Board's attention earlier; however, the discussions have been with the best interests of the CAC in mind. Ms. Rietz noted that her office benefits from the services provided by the CAC and she would never do anything to damage the CAC.

Ms. Rietz offered a motion that the CAC Board support moving the CAC to the Champaign County Nursing Home and that she be authorized to present the CAC Board's position at tonight's meeting of the County Board. The motion was seconded by Lt. Metzler. Chairman Buetow suggested that the motions be separated and that the second motion be amended to authorize the Chairman to present the CAC Board's position to the County Board. Lt. Metzler offered a motion that Ms. Rietz's original motion be separated and that the second motion be amended as suggested by Chairman Buetow. Seconded by Lt. Nelson. Motions approved.

Budget Report

A copy of the CAC Budget Report for the month ended October 31, 2005 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures for the month of October; however, he did note that final payment on the recording system was made during October.

At last month's meeting, Mr. Williams alerted Board members to the fact that billings to our Purchase of Services Contract with the Champaign County Mental Health Board were down during the quarter ended September 30, 2005. In October, we billed for 10 new treatment plan clients, which is slightly ahead of the number needed each month in order to meet revenue projections (8.8).

Director's Report

Mr. Williams announced that the CAC has been awarded a 2006 Member Training Grant from the National Children's Alliance. The grant is in the amount of \$4,959.60 and will be used to send three members of the Multidisciplinary Team who are involved in the medical management of child abuse cases to the San Diego International Conference on Child & Family Maltreatment to be held during the week of January 23-27, 2006. Pursuant to the grant proposal, Mr. Williams will convene a committee to select those who will attend the Conference.

At last month's Board meeting, Ms. Rietz raised the possibility of approaching law enforcement agencies that use the CAC to contribute to the ongoing costs of operating the Center. At Lt. Metzler's suggestion, Mr. Williams posted the following questions to the CAC Listserve:

- How many of you are receiving funding from the law enforcement agencies that use your Center?
- How much funding do you receive?
- Do they pay a fee for service or do they make an annual contribution in a set amount?
- If they pay a fee for service, what service(s) are they paying for (e.g., forensic interviews)?

Mr. Williams reported that he received five responses from CACs indicating that they receive funding from the law enforcement agencies that use their Centers. Another CAC reported that although they do not receive ongoing funding from any of the law enforcement agencies who use their facility, one of their police departments contributed \$4,000 to soundproof their facility. None of the CACs that responded is located in Illinois. Ms. Rietz stated that she will raise this issue at the next Chiefs' meeting. Lt. Metzler added that this may be a good time to approach cities about contributing to the CAC as many are in the process of preparing budgets for next year. Mr. Burgess asked if contributions would be designated for any particular purpose, such as training. Lt. Metzler suggested that any funds contributed should be left undesignated so that they could be used as a "cushion."

Mr. Williams reported that he recently met with representatives of Sam's Club and Wal-Mart to discuss grant funding opportunities. Both Sam's Club and Wal-Mart offer matching grants to not-for-profit agencies, faith based organizations, schools, and government agencies. Mr. Williams plans to submit grant funding applications to the Champaign Sam's Club as well as to all of the Wal-Mart Stores in Champaign County. If approved, funding could be used to help pay for child victim support groups at the CAC.

Mr. Williams reported that he sent out surveys to members of the Multidisciplinary Team late last week and earlier this week. Several completed surveys have already been returned. Mr. Williams asked each of the Board members to encourage their employees to complete and return the surveys, which are a useful tool in assessing the efficacy of services offered by the CAC.

Each of the Board members was provided with a Summary of CAC Activity for the month of October. During the month of October, 18 children were interviewed at the CAC. That number includes 12 children accepted for case management services, 3 children for whom the Center is not coordinating services, and 3 non-victim siblings/witnesses. Thus far during November, 4 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.

Election of Officers

Chairman Buetow asked Mr. Williams to handle this portion of the meeting. Mr. Williams reminded Board members that Section 4 of the CAC Constitution and By Laws provides that 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 and this meeting shall be designated as the 'Annual Meeting of the CAC'." Per Section 3 of the Constitution and By Laws, officers shall serve a one-year term ending at the last meeting of the fiscal year. The CAC's fiscal year ends on November 30th, making this the final meeting of the fiscal year.

Lt. Metzler nominated Ms. Rietz as Chairman. Mr. Gordon offered a motion to close nominations. Chief Driscoll nominated Dr. Buetow as Chairman. Mr. Burgess asked about the duties of the Chairman and the amount of time required. Dr. Buetow responded that the Chairman facilitates meetings of the CAC Board and communicates with the Executive Director as issues arise. Dr. Buetow estimated that she spends 1-2 hours each month on CAC matters. Chief Driscoll stated that the duties of the Secretary/Treasurer require approximately the same amount of time. Dr. Buetow suggested that Board members vote by paper ballot. The Board agreed and ballots were distributed. The votes were tabulated by Ms. Forrest. The results were 7 votes for Ms. Rietz and 4 votes for Dr. Buetow. Ms. Rietz was elected Chairman of the CAC Governing Board.

As the newly-elected Chairman of the CAC Governing Board, Ms. Rietz will present the Board's position on relocation of the CAC at tonight's meeting of the Champaign County Board.

Chief Driscoll nominated Dr. Buetow as Secretary/Treasurer of the CAC Governing Board. The nomination was seconded by Ms. Rietz. There were no further nominations and Dr. Buetow was elected Secretary/Treasurer.

Other Business

Lt. Ogle stated that Mark Edwards of the Police Training Project is working to put together training on homicide investigations. Lt. Ogle encouraged everyone to contact

him with their ideas about what they'd like to see included in this training or experts they would like to see brought in.

New Business

None

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, December 22, 2005. Dr. Buetow suggested that the Board cancel the December meeting. Further discussion ensued. Chairman Rietz stated that she would schedule a meeting between the subcommittee on relocation and County officials. Chairman Rietz will report to CAC Board members by e-mail and will schedule a meeting of the CAC Board if a meeting is necessary prior to the next scheduled meeting on January 26, 2006.

Adjournment

There being no further business, the meeting was adjourned at 10:18 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director