



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, January 26, 2006
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: State's Attorney Julia Rietz, Chair
Chief Daniel Driscoll, Mahomet Police Department
Inv. Curt Apperson, Champaign County Sheriff's Office
Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health Center
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
Superintendent Judy Pacey, Regional Office of Education

Members Absent: Carle Clinic
Champaign County Mental Health Board
Champaign Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

After finding a quorum present, Chairman Rietz called the meeting to order at 9:05 a.m.

Public Participation

There was no public participation.

Champaign County Children's Advocacy Center

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Accredited Member



Approval of Minutes

Superintendent Pacey offered a motion to approve the minutes of the November 17, 2005 Regular Meeting of the Governing Board. The motion was seconded by Lt. Metzler. There was no further discussion. Motion approved.

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

Mr. Williams provided each of the Board members with a copy of a Grant Agreement with the Illinois Criminal Justice Information Authority for continuation of the CAC Crisis Intervention Services Program. The Agreement authorizes \$78,312 in grant funding for the 12-month period beginning November 1, 2005. Those funds are used to contract with the Mental Health Center for crisis intervention services for CAC clients. The Agreement was approved by the Champaign County Board, as the Implementing Agency, on December 20, 2005 and returned to the Authority on December 22, 2005 after being signed by County Board Chair Barbara Wysocki, County Treasurer Daniel Welch, and CAC Executive Director Michael Williams. In response to a question from Mr. Gordon, Mr. Williams stated that the grant from the Authority is for a full 12 months, ending October 31, 2006. Mr. Williams requested that the CAC Governing Board, as the Program Agency, ratify the Agreement.

Chief Driscoll offered a motion to ratify the Grant Agreement with the Illinois Criminal Justice Information Authority for CAC Crisis Intervention Services for the period November 1, 2005 through October 31, 2006. The motion was seconded by Mr. Gordon. There was no further discussion. Mr. Burgess, on behalf of the Mental Health Center, abstained from voting on the motion. Motion approved.

Acceptance of Grant Award from the Junior League of Champaign-Urbana

Mr. Williams announced that the CAC has been awarded a \$500 grant from the Junior League of Champaign-Urbana. Mr. Williams reminded Board members that he had submitted an application to the Junior League in September requesting funding to purchase a digital camera and related accessories. Following receipt of the award in December, CAC Governing Board Chair Julia Rietz sent a letter of appreciation to the Junior League on behalf of the CAC and its Board. Mr. Williams requested that the CAC Board formally accept the grant award.

Mr. Burgess offered a motion to accept the grant award of \$500 from the Junior League of Champaign-Urbana. The motion was seconded by Lt. Nelson. There was no further discussion. Motion approved.

Mr. Williams noted that, in the application to the Junior League, we indicated that the CAC would use the digital camera to photograph children referred to the CAC for forensic interviews. Mr. Williams requested guidance and advice from the Board with respect to establishing policies for photographing children referred to the Center. Extensive discussion followed. The consensus of the Board was to make the camera

available to law enforcement and DCFS personnel utilizing the Children's Advocacy Center and to turn over to those agencies any investigative photographs of children taken at the CAC.

Review and Approval of Application for Continued Funding from the Champaign County Mental Health Board

Mr. Williams provided each of the Board members with a copy of the CAC's application for continued funding from the Champaign County Mental Health Board. Mr. Williams reminded Board members that the CAC has had a Purchase of Services Contract with the CCMHB each year since FY 2002. In FY 2001, the CAC received grant funding from the CCMHB. Pursuant to the terms of our Purchase of Services Contract, the CAC receives a payment from the CCMHB of \$350 for each new treatment plan client it serves, up to the contract maximum of \$37,080, and grant proceeds are designated for payment of salaries, fringe benefits, and membership dues. The due date for the application is February 17, 2006 and Mr. Williams requested permission to submit the application.

Superintendent Pacey offered a motion to authorize Mr. Williams to submit the CAC's application for continued funding from the Champaign County Mental Health Board for FY 2007. The motion was seconded by Lt. Nelson. There was no further discussion. Motion approved.

Review and Approval of Application for Continued Funding from the Illinois Attorney General

Mr. Williams provided each of the Board members with a copy of the CAC's application for continued funding from the Violent Crime Victims Assistance Program administered by the Illinois Attorney General. Mr. Williams reminded Board members that the CAC has received a similar grant from the Illinois Attorney General every year since 2000. Our current grant in the amount of \$17,000 expires on June 30, 2006. All of the proceeds of this grant are dedicated to paying a portion of the Executive Director's salary. Mr. Williams is requesting that our grant be increased to \$20,000 for FY 2007 beginning July 1, 2006. The due date for the application is February 24, 2006 and Mr. Williams requested permission to submit the application.

Ms. Dumas offered a motion to authorize Mr. Williams to submit the CAC's application for continued funding from the Illinois Attorney General for FY 2007. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved.

Report from Subcommittee on Relocation

Chairman Rietz reported that the subcommittee on relocation of the CAC met in mid-December with the architects hired by the County to plan re-use of the current County Nursing Home. At that time, they reviewed the needs survey completed by Mr. Williams. Unlike some of the other agencies who have expressed an interest in space at the Nursing Home, the Children's Advocacy Center has a concrete plan and, according to

County Administrator Denny Inman, is number one on the list for space at the Nursing Home.

In response to questions from the Board, Chairman Rietz stated that no definite timeframe for relocating the CAC has been established and no groundbreaking date has been set for the County Highway/Fleet Maintenance Facility. The new Nursing Home is scheduled to open in March. Chairman Rietz added that she is expecting a report from the architects who are helping the County plan for the re-use of the Nursing Home. That report is not expected to include specific plans for the layout and design of the CAC; rather, those will come later once tenants for the former Nursing Home have been identified.

Budget Report

A copy of the CAC Budget Reports for the months ended November 30, 2005 and December 31, 2005 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures for the months of November and December.

Mr. Williams announced that, on January 31, 2006, the Children's Advocacy Center will be presented with a \$1,000 grant from Wal-Mart Stores in connection with the opening of the Wal-Mart Supercenter in Urbana. Those funds will be used to help pay costs of our child victim support group program.

At the last two CAC Governing Board meetings, 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. For the quarter ended December 31, 2005, the CAC billed for a total of 27 new treatment plan clients (10 in October, 11 in November, and 6 in December). This is up from the previous quarter when we billed our contract for a total of 20 new treatment plan clients. However, Mr. Williams pointed out that revenue for the contract year to date is lagging \$2,090 behind projections. That shortfall could be made up if billings increase during the remaining six months of the contract year. Mr. Williams stated that not all CAC clients are eligible for funding under our contract with the CCMHB, with the notable exception being those clients who are not residing in Champaign County at the time they are referred to the CAC. Mr. Williams will continue to monitor this situation and will keep the Board apprised.

On January 25, 2006, Mr. Williams received a letter from DCFS Project Director Candace Masten (copy provided to Board members) notifying us that we will be required to return \$6,000 in unspent funds from our FY 2004 Contract. Mr. Williams reminded that Board that those funds were earmarked as the CAC's contribution towards paving the driveway and the parking lot at the Center. Prior to earmarking those funds in 2004, Mr. Williams had discussions with County Administrator Denny Inman about the scope and timing of the project. Mr. Inman was advised that the CAC's contribution to this program must be made no later than June 30, 2005 or we faced losing those funds. During the spring of 2005, Mr. Williams sent several e-mails to Mr. Inman inquiring about the status of this project and reminding him of the deadline for expending these funds. On June 30, 2005, Mr. Williams received from Mr. Inman an invoice in the

amount of \$6,000 for “Design and Enhancement Services for CAC Parking Lot.” Mr. Williams then submitted that invoice to the Auditor’s Office for payment and reported to DCFS that the funds had been expended. Subsequently, the Auditor’s Office rejected the requisition for payment, citing the need for additional supporting documentation. Mr. Williams requested that documentation from Mr. Inman. Mr. Williams and Ms. Rietz met with Mr. Inman on July 19, 2005. At that time, Mr. Inman assured us that the paving project was continuing. As the Board is aware, the County subsequently decided to build a Highway/Fleet Maintenance Facility on the present CAC site and the CAC will be relocated to the former Nursing Home later this year. Given this turn of events, DCFS is requiring that the CAC return the unspent grant funds. In response to questions from the Board, Mr. Williams stated that once those funds were moved into the “Occupancy” line item to pay for the paving project, they were unavailable for spending on other expenses, such as personnel costs.

Director’s Report

Mr. Williams advised the Board that CAC Case Manager Jill Breen, who is expecting a child in mid-March, has decided that she will not be returning to work after the child’s birth. Mr. Williams expressed that this is a tremendous loss for the CAC; however, he fully supports Ms. Breen in her decision. Upon learning of Ms. Breen’s decision, Mr. Williams contacted the CAC Board Chair to discuss the procedure for hiring a replacement for Ms. Breen. Pursuant to that discussion, Mr. Williams advertised the position in the News Gazette during January. The position was also advertised on the County’s website and on the CAC Listserve and notices were sent to various outside agencies such as the Cities of Champaign and Urbana, the Urban League of Champaign County, the Illinois Department of Employment Security, etc. The deadline for submitting applications was January 20, 2006 and a total of 61 applications were received prior to the deadline; an additional 5 applications were received after the due date had passed. Mr. Williams stated that he has scheduled interviews with 10 candidates. Further discussion ensued. At the direction of the Board, Mr. Williams will identify the top three candidates and will brief the Board regarding those candidates at the next Board meeting scheduled for February 23rd. The Board will provide additional direction to Mr. Williams at that time. The candidates will not be asked to attend the meeting on February 23rd.

Mr. Williams estimates that Ms. Breen will have approximately 5.5 weeks of unused vacation time on her last day of work. Because the CAC does not have funds to pay that obligation while at the same time also paying the salary of Ms. Breen’s replacement, it may be necessary to leave the position vacant until that obligation is recouped. In that event, Mr. Williams and Ms. Rietz are discussing ways in which staff from her office may be able to assist. Ms. Rietz also suggested that, for future reference, Mr. Williams discuss with Assistant State’s Attorney David DeThorne whether the CAC is required to follow County policies regarding paying employees for unused vacation/ personal time.

Mr. Williams reported that three members of the Multidisciplinary Team, Dr. Christopher Todd, Sexual Assault Nurse Examiner Program Coordinator Patty Metzler, and Pediatric Social Worker Nancy Mings, are attending this week’s 20th Annual

International Conference on Child & Family Maltreatment being held in San Diego, California. Funding for their attendance at this Conference was obtained by the CAC from the National Children's Alliance. Dr. Buetow is also attending the Conference; however, her attendance is not being funded by the CAC.

At November's meeting of the CAC Governing Board, Mr. Williams reported that he had sent out surveys to members of the Multidisciplinary Team and he asked Board members to encourage their employees to complete and return the surveys. A total of 97 surveys were sent to Team members and 36 completed surveys were; a response rate of just over 37%. Beginning in 2002, the CAC also initiated a quarterly survey of clients served by the CAC. During the calendar year ended December 31, 2005, 122 client satisfaction surveys were mailed and we received a total of 27 responses from parents/caregivers; a response rate of just over 22%. Mr. Williams provided Board members with summaries of the results of both MDT and client satisfaction surveys.

Each of the Board members was provided with Summaries of CAC Activity for the months of November and December. During the month of November, 13 children were interviewed at the CAC. That number includes 11 children accepted for case management services and 2 non-victim siblings/witnesses. During the month of December, 6 children were interviewed at the CAC, all of whom were accepted for case management services. Thus far during January, 12 children have been interviewed at the Center; 9 of whom have been accepted for case management services and 3 non-victim siblings/witnesses.

Finally, Mr. Williams provided Board members with statistical and demographic information for the calendar year ended December 31, 2005. During CY 2005, a total of 191 children were interviewed at the CAC, this represents a decline of approximately 17.7% over the number of children interviewed at the Center in CY 2004 (232). On the other hand, Mr. Williams noted that there was a lesser decline in the number of children receiving case management services in 2005 (136) compared to 2004 (150).

Communications

Other than the previously referenced letter from DCFS Project Director Candace Masten, no communications had been received on behalf of the Board.

Other Business

Chairman Rietz stated that she has been reviewing recordings of interviews conducted at the Children's Advocacy Center and has been discussing with Mr. Williams ways to improve the video and audio quality of those recordings. Mr. Williams has talked with the equipment vendor and believes that the picture quality can be improved by replacing the current wiring with co-axial wiring when the CAC is relocated to the Nursing Home later this year. Chairman Rietz encouraged interviewers and supervisors to review the recordings of their interviews in an attempt to identify areas for improvement. Chairman Rietz also offered to sit down with investigators and provide feedback.

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, February 23, 2006 and he provided Board members with a list of CAC Governing Board Regular Meeting Dates for 2006.

Adjournment

There being no further business, Superintendent Pacey made a motion to adjourn the meeting. The motion was seconded by Chief Driscoll. The motion carried and the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director