



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, February 23, 2006
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
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. David Nelson, University of Illinois Police Department
Superintendent Judy Pacey, Regional Office of Education
Dr. Deborah Townsend, Champaign County Mental Health Board
Sgt. Jeffrey Wooten, Rantoul Police Department

Members Absent: Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Mahomet Police Department
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC
Drew Foster, Intern, University of Illinois Police Department

In the absence of Chairman Julia Rietz, the Board authorized Dr. Buetow to chair the meeting.

Accredited Member

Call to Order

After finding a quorum present, Dr. Buetow called the meeting to order at 9:07 a.m.



Public Participation

There was no public participation.

Welcome New Board Member

Members of the Board introduced themselves to and welcomed Dr. Deborah Townsend. Dr. Townsend will represent the Champaign County Mental Health Board at CAC Governing Board meetings.

Approval of Minutes

Superintendent Pacey offered a motion to approve the minutes of the January 26, 2006 Regular Meeting of the Governing Board. The motion was seconded by Mr. Burgess. There was no further discussion. Motion approved.

Approval of Illinois Department of Children and Family Services FY 2007 Program Plan

Mr. Williams provided each of the Board members with a copy of the CAC's FY 2007 Illinois Department of Children and Family Services Program Plan. The Children's Advocacy Center was recently notified by DCFS Project Director Candace Masten that our FY 2007 contract level will remain the same as FY 2006 (\$68,425). This, of course, assumes no changes by the Illinois legislature. Mr. Williams stated that the FY 2007 Program Plan is in substantially the same form as Program Plans from previous years. The due date for the FY 2007 Program Plan was February 22nd. Mr. Williams submitted the Program Plan in advance of the deadline and requested that the Board ratify submission of the Plan.

Mr. Gordon offered a motion to ratify submission of the CAC's FY 2007 Illinois Department of Children and Family Services Program Plan. 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 Equipment Grant

Mr. Williams provided each of the Board members with a copy of an application for an Equipment Grant from the National Children's Alliance. Mr. Williams recently learned that the NCA is making twenty six \$5,000 competitive equipment grants available to accredited, accredited eligible, and chapter members of the NCA. A total of \$130,000 is available. Notification of grant awards will be made on March 3, 2006 and grant funds must be expended no later than March 31, 2006. Mr. Williams has proposed purchasing a laptop computer and an LCD projector. The estimated cost of that equipment is \$4,020. The equipment would be used for making presentations to local service providers and community groups and for conducting specialized trainings for members of the Center's Multidisciplinary Team and partner agencies. In addition, Mr. Williams pointed out that the Center currently has four personal computers; two of those PCs were purchased in 1999, one was purchased in 2000, and the fourth was donated by

the Illinois Attorney General's Office shortly thereafter. Given that this equipment is likely reaching the end of its useful life, the purchase of a laptop computer would help us to ensure continued operations in the event that one of the existing personal computers is no longer serviceable. In order to meet the application deadline of February 24, 2006, Mr. Williams FedExed the application to the NCA yesterday. Mr. Williams requested that the Board ratify submission of the application.

Superintendent Pacey offered a motion to ratify submission of the CAC's Application for an Equipment Grant from the National Children's Alliance. The motion was seconded by Lt. Nelson. There was no further discussion. Motion approved.

Report from Subcommittee on Relocation

Dr. Buetow reported that the Subcommittee on Relocation has not met since the January CAC Board meeting. Mr. Williams stated that he had no additional information regarding the relocation of the CAC to the Champaign County Nursing Home. Mr. Williams added that it is his understanding that construction of the new Nursing Home is on schedule and the new facility should be open in March or April.

Review of Candidates for CAC Case Manager

Mr. Gordon offered a motion to go into closed session to discuss the appointment of a CAC Case Manager as authorized by ILCS Section 120/2 (c)(1). The motion was seconded by Lt. Nelson. There was no further discussion and the motion passed unanimously. The Board went into closed session at 9:20 a.m.

The Board returned to open session at 9:35 a.m. Sgt. Wooten offered a motion to authorize Mr. Williams to offer the position of CAC Case Manager to the selected candidate and to negotiate with the next two candidates in order of preference should the primary candidate for the position decline. The motion was seconded by Lt. Nelson. There was no further discussion and the motion passed unanimously.

Budget Report

A copy of the CAC Budget Report for the month ended January 31, 2006 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of January.

Director's Report

Each of the Board members was provided with a Summary of CAC Activity for the month of January. During the month of January, 16 children were interviewed at the CAC. That number includes 12 children accepted for case management services and 4 non-victim siblings/witnesses. Thus far during February, 3 children have been interviewed at the Center; all of whom have been accepted for case management services.

Mr. Williams updated the Board on CCMHB contract billings for Contract Year 2006 beginning July 1, 2005. As of January 31, 2006, we had billed our CCMHB

contract for 57 new treatment plan clients. In order to meet revenue projections, billings for the period ended January 31, 2006 should have totaled 61.8. This leaves us with a shortfall of \$1,680. That shortfall will be exacerbated by the expected shortfall in billings for February. On the other hand, the revenue shortfall could be reduced or eliminated if referrals to the CAC increase during the remainder of the Contract Year. Further discussion ensued. Mr. Williams will continue to keep the Board apprised of developments.

Mr. Williams is working with law enforcement departments and DCFS to register investigators who have been newly-assigned to handle child sexual and serious physical abuse cases for child forensic interviewing training. There are two upcoming training programs: (1) child forensic interviewing training sponsored by the Rock Island County CAC will be presented by CornerHouse in E. Moline, Illinois, on May 22nd, 23rd and 24th; and (2) Finding Words child forensic interviewing training will be held in Springfield, Illinois, during the week of May 22nd. Due to budgetary restrictions, the CAC will only be able to pay the registration fees for investigators to attend child forensic interviewing training and their individual departments will pay all other training-related expenses. Mr. Burgess commented that he is pleased to see that other departments are sharing the financial responsibility for training.

Communications

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

Other Business

Dr. Buetow stated that she was aware that a recorded interview had recently been used in court and asked if anyone had any further information. Mr. Williams stated that, although he was aware that the trial ended in a verdict of “not guilty”, it was his understanding that there were no technological problems with the use of the recording in court.

Discussion was held about recognizing CAC Case Manager Jill Breen’s contributions to the children and families served by the Center. The Board directed Mr. Williams to purchase a suitable plaque.

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, March 23, 2006.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director



Closed Session Minutes released 8/24/2006

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Minutes of Closed Session

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Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health Center
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Mr. Joseph Gordon, Director, Probation & Court Services Department
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Members Absent: Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Mahomet Police Department
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

Pursuant to a vote taken in open session, the CAC Governing Board entered into closed session at 9:20 a.m. to discuss the appointment of a CAC Case Manager as authorized by ILCS Section 120/2 (c)(1). Mr. Williams was invited to remain during the closed session.

Accredited Member



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Prior to today's meeting, Mr. Williams received and reviewed 65 applications for the position of CAC Case Manager. Ten of those candidates were interviewed during January and February. Mr. Williams provided Board members with a list of the candidates he had interviewed. As directed by the Board at its January meeting, Mr. Williams also provided a written summary of the backgrounds and qualifications of those individuals he had identified as the top three candidates. This information was provided to the Board at today's meeting and had been e-mailed to Board members earlier this week.

In response to a question from Dr. Townsend, Mr. Williams stated that the order in which the top three candidates were listed in the written summary reflects his preference. Further discussion ensued. Mr. Burgess commented that the Board should defer to Mr. Williams in the selection of the new CAC Case Manager as he (Mr. Williams) had interviewed all of the candidates and is in the best position to assess how each of those candidates meets the CAC's needs.

Further discussion was had on the issue of the salary to be offered to the selected candidate. Mr. Williams stated that the minimum salary for the position is \$28,800. Based on the background and qualifications of the top candidates, Mr. Williams suggested an annual salary in the range of \$30,000-\$31,000 would be appropriate. The annual salary of the current CAC Case Manager, Jill Breen, is approximately \$32,500. At last month's Board meeting, Mr. Williams advised Board members that it may be necessary to leave the position vacant for some period of time in order to recoup outstanding vacation pay which will be owed to Ms. Breen upon her resignation. Upon further review of the Center's budget, Mr. Williams believes that sufficient funds will be available so that it will not be necessary to keep the position open.

It was the consensus of the Board to authorize Mr. Williams to offer the position of CAC Case Manager to the top candidate. In the event that that candidate declines, the Board authorized Mr. Williams to negotiate with the second and third candidates in order.

Superintendent Pacey offered a motion to return to open session. The motion was seconded by Mr. Gordon. There was no further discussion and the motion passed unanimously. The Board returned into open session at 9:35 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director