



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

Minutes

Members Present: State's Attorney Julia Rietz, Chair
Sgt. Roy Acree, University of Illinois Police Department
Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health Center
Ms. Jacque Chase, Chief Administrative Probation Officer, Probation & Court Services Department
Chief Daniel Driscoll, Mahomet Police Department
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of Children and Family Services
Lt. Michael Metzler, Urbana Police Department
Superintendent Judy Pacey, Regional Office of Education
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Carle Clinic
Champaign County Sheriff's Office
Champaign Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

Superintendent Judy Pacey was selected as Acting Chair until the arrival of State's Attorney Julia Rietz. After finding a quorum present, Superintendent Pacey called the meeting to order at 9:10 a.m.

Champaign County Children's Advocacy Center

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Accredited Member



Public Participation

There was no public participation.

Approval of Minutes

Mr. Burgess offered a motion to approve the minutes of the February 23, 2006 Regular Meeting of the Governing Board. The motion was seconded by Lt. Metzler. There was no further discussion. Motion approved.

NOTE: State's Attorney Julia Rietz arrived at 9:12 a.m. and assumed the Chair.

Report from Subcommittee on Relocation

Ms. Rietz reported that earlier this month she and Mr. Williams met with an architect from the firm hired by the County to oversee re-use of the present Champaign County Nursing Home. The architect reviewed several proposals, which included re-locating the CAC to the Adult Daycare Center at the Nursing Home as previously discussed. The architect also reviewed a proposal which envisions locating the CAC in the Alzheimer Activity Unit on the south side of the facility. Ms. Rietz and Mr. Williams indicated that there are several benefits to this option, which include:

- the CAC would have its own parking area
- there is room for expansion
- the area occupied by the Alzheimer Activity Unit is more removed from the Highway/Fleet Maintenance Facility than the Adult Daycare Center
- the Alzheimer Activity Unit is located in a single-story building (as opposed to the Adult Daycare Center); eliminating any concern about a tenant being located above the CAC

Mr. Williams reported that he and several DCFS staff members toured the Adult Daycare Center and the Alzheimer Activity Unit earlier this month.

Ms. Rietz stated that the County Facilities Committee met on March 6, 2006 and reviewed five proposals from the architect. Those proposals included locating the CAC in the Adult Daycare Center or the Alzheimer Activity Unit as previously discussed. The Coroner and the County Clerk would also be located in space at the Nursing Home and the 1972 addition to the facility (on the east side) would be rented to a major tenant. The Committee also considered a proposal for demolishing the existing Nursing Home and constructing a new building for the CAC, the Coroner and the County Clerk. Ms. Rietz does not believe that proposal is financially responsible and estimates are that it would cost \$600,000 just to build space for the CAC. After much discussion by the Facilities Committee, the Committee requested additional information on the costs of each of the proposals. County Administrator Denny Inman has advised Ms. Rietz that the start of construction on the Highway/Fleet Maintenance Facility will likely be delayed until August.

Budget Report

A copy of the CAC Budget Report for the month ended February 28, 2006 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of February.

In response to an inquiry from Lt. Metzler about the financial impact of Case Manager Jill Breen leaving the CAC and the hiring of her replacement, Mr. Williams stated that he expected the CAC would realize a savings of approximately \$500.

Lt. Metzler also raised the issue of approaching the Cities of Champaign and Urbana for financial assistance. This issue has been discussed previously by the CAC Board. Lt. Metzler indicated that the City of Urbana is now in the process of allocating grant funding to social service agencies. Mr. Williams stated that he reviewed the City of Urbana grant application and it is his opinion that the CAC does not meet the criteria specified in the grant application. Mr. Burgess indicated that he also reviewed the grant application in connection with programs he oversees at the Mental Health Center and he is in agreement that the CAC does not meet the very specific criteria and funding priorities established by the City of Urbana. Further discussion ensued. Ms. Rietz stated that she has concerns about the legality of a County department such as the CAC applying for and accepting grant funding from cities. On the other hand, it may be possible to pursue intergovernmental agreements whereby the cities could contribute funding to the CAC, such as for a forensic interviewer. Dr. Townsend added that applications for funding from the Champaign County Mental Health Board greatly exceed the Board's funding capacity and the CCMHB has some very tough decisions to make for FY 2007.

Director's Report

Mr. Williams reported that Elaine Carter had accepted the CAC's offer of the position of Case Manager. Ms. Carter will begin her duties at the CAC on April 3, 2006, at an annual salary of \$31,000.

Mr. Williams announced that the CAC was awarded an Equipment Grant in the amount of \$4,020 from the National Children's Alliance. The proceeds of that grant are being used to purchase a laptop computer, related software, and an LCD projector. Purchase orders for the equipment have already been submitted. There was a very short turnaround on this grant; we were notified of the award on March 6th and grant funds must be fully expended no later than March 31st.

Each of the Board members was provided with a Summary of CAC Activity for the month of February. During the month of February, 6 children were interviewed at the CAC, all of whom were accepted for case management services. Thus far during March, 17 children have been interviewed at the Center, which includes 11 children accepted for case management services and 6 non-victim siblings/witnesses.

Mr. Williams updated the Board on CCMHB contract billings for Contract Year 2006, which began on July 1, 2005. As of February 28, 2006, we had billed our CCMHB contract for 62 new treatment plan clients. In order to meet revenue projections, billings for the period ended February 28, 2006 should have totaled 70.6. This leaves us with a shortfall of \$3,020 for the current Contract Year. Mr. Williams noted that activity at the CAC has increased during March and he expects contract billings for March will offset a portion of the current shortfall.

Communications

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

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, April 27, 2006.

Ms. Dumas announced that DCFS recently concluded interviews for new investigators at the Urbana Field Office. When those investigators are hired and with the addition of two investigators from Cook County, the Urbana Field Office will soon have a full complement of 12 investigators.

Other Business

Ms. Rietz advised the Board that she is continuing to review recordings of interviews conducted at the CAC and she encouraged investigators and supervisors to review those recordings to identify both strengths and weaknesses. Ms. Rietz added that Judge Difanis is pleased that the CAC is recording interviews and she mentioned that a recorded interview was used in a recent jury trial. The recordings have also been helpful to the State's Attorney's Office when making charging decisions. Ms. Rietz has followed-up with investigators after reviewing their interviews and has provided them and their supervisors with feedback, both positive and negative.

Further discussion ensued regarding the need for continued training, using female interviewers with female clients whenever possible, and the possibility of hiring a full-time forensic interviewer at the CAC in the future. In response to a question from Mr. Burgess about the picture quality of recorded interviews, Mr. Williams stated that he recently had an electrician look at the wiring for the recording system. The electrician concluded that replacing the current wiring with co-axial wiring will likely improve the picture quality. Mr. Williams is awaiting information about the cost of replacing the wiring. Depending on the cost, it may be that replacement of the current wiring will have to wait until the CAC is relocated.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director