



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, June 28, 2007
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
(In Person) Lt. Roy Acree, University of Illinois Police Department
Ms. Lisa Benson, Intensive Outreach Services Manager, Mental Health Center
Lolita Dumas, Child Protection Manager, Illinois Department of Children & Family Services
Interim Chief Jerry Gamble, Mahomet Police Department
Mr. Joseph Gordon, Director, Probation & Court Services Department
Superintendent Jane Quinlan, Regional Office of Education
Lt. Bryant Seraphin, Urbana Police Department

Members Absent: Champaign County Mental Health Board
Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

In the absence of Chair Julia Rietz, Dr. Buetow served as Acting Chair.

Call to Order

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



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CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Public Participation

There was no public participation.

Approval of Minutes

Mr. Gordon offered a motion to approve the minutes of the May 24, 2007 Regular Meeting of the Governing Board. The motion was seconded by Ms. Benson. There was no further discussion. Motion approved.

Welcome New Board Member

Mr. Williams welcomed new Board member Jane Quinlan. Upon the retirement of Superintendent Judy Pacey at the end of this month, Ms. Quinlan will assume the duties of Regional Superintendent of Schools for Champaign and Ford Counties.

Discussion on Relocation of the Children's Advocacy Center

Note: Lt. Seraphin joined the meeting in progress.

Mr. Williams advised the Board that plans for relocating the CAC to the Champaign-Urbana Public Health District (CUPHD) building at 201 W. Kenyon Road in Champaign are progressing. Mr. Williams reported that Champaign County has appropriated \$85,000 to pay for remodeling and relocation expenses. In addition, the CAC will contribute \$8,000 towards the project. Tatman's Construction Co. will be contracted to remodel the area for the CAC and the County will carpet the new area. At this point, it is anticipated that the work can be completed prior to August 1st. If so, this would eliminate the need to use the Family Resiliency Center as a temporary site. Hopefully, a definitive move-in date will be determined over the next several days. If we are assured of moving in by August 1st, Mr. Williams will cancel the scheduled training at the Family Resiliency Center and will notify Team members who were planning to attend that training.

a. Review of Lease Agreement between Champaign County and the Champaign-Urbana Public Health District

Mr. Williams reported that Assistant State's Attorney Susan McGrath and Fred Grosser, attorney for the CUPHD, are working on the details of a lease between the County and the CUPHD for the space to be occupied by the CAC. Mr. Williams provided Board members with a copy of the latest draft of the Lease Agreement and he highlighted several provisions. The term of the lease is three years, and is renewable for an additional three years. The rent during the initial three-year period will be \$1,250 per month, which is the same as we are now paying. In addition, the CAC will pay \$125 per month for utilities, plus additional charges for telephone and computer services. It appears that we may be able to realize some savings in telephone service costs over what we are now paying. Information technology staff from the County and CUPHD are

working to ensure that the CAC will continue to have access to the County's computer system after the move. Ms. Benson asked about Section 12 of the Lease Agreement, which grants the CAC use of the handicapped accessible doorway and passenger elevator in the commons area of the building. The elevator is not in service at this time, and it will be within the discretion of the CUPHD whether to have the elevator placed in service. Mr. Williams assured Mr. Benson that there are other handicapped accessible entrances to the CAC in the event that the elevator is not serviceable.

Budget Report

Mr. Williams reported that County departments, including the CAC, are in the process of preparing the budget for County FY 2008, which begins December 1, 2008. County departments are required to submit their budgets to County Administrator Deb Busey by July 9, 2007. Ms. Busey will review the budgets with department heads during July. The budget process will continue over the coming months, with final approval of the FY 2008 budget expected by the County Board in November. Mr. Williams provided each of the Board members with a copy of the CAC's proposed FY 2008 budget. In accordance with the County's salary administration guidelines, salary increases of 3% have been budgeted for FY 2008. An additional 1% for merit increases is also included in the budget. Merit increases will be a lump sum payment made near the end of the fiscal year based on documented outstanding performance. Guidelines regarding the distribution of merit increases will be made available later in FY 2008. Mr. Williams explained that the difference in projected revenue for FY 2008 (\$214,067) vs. projected expenditures (\$219,856) is largely due to the fact that revenue for certain FY 2008 expenditures was received in prior fiscal years. In addition, all of our grants operate on different fiscal years than does the County. By consensus, the Board approved the FY 2008 budget as proposed by Mr. Williams.

A copy of the CAC Budget Report for the month ended May 31, 2007 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of May.

Director's Report

Mr. Williams reported that he, along with CAC Case Manager Elaine Carter and Crisis Interventionist Paula Hetzel attended "Bridges Out of Poverty: Strategies for Communities and Professionals." This economic diversity training was sponsored by the Children's Advocacy Centers of Illinois and was held in Springfield on June 5, 2007.

Each of the Board members was provided with a Summary of CAC Activity for the month of May. During the month of May, 24 children were interviewed at the CAC, which included 17 children accepted for case management services, 4 children for whom the CAC is not providing follow-up services, 2 non-victim siblings/witnesses, and 1 courtesy usage of the facility by the Department of Homeland Security and the Decatur Police Department to interview a child who resides in Vermilion County. Thus far during June, 17 children have been interviewed at the Center, which includes 13 children accepted for case management services, 1 non-victim sibling/witness, 1 alleged juvenile offender, and 1 courtesy usage of the facility by DCFS and the Gibson City Police

Department to interview two children who reside in Ford County. In addition, one child who was interviewed at the McLean County CAC was referred to the Champaign County CAC for services.

Communications

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

Old Business

None.

New Business

None.

Announcements

Mr. Williams announced that the next Regular Meeting of the Board is scheduled for 9:00 a.m. on Thursday, July 26, 2007.

Adjournment

There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director