



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, August 23, 2007  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: State's Attorney Julia Rietz, Chair  
(In Person) Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
Assistant Superintendent Barb Daly, Regional Office of Education  
Lolita Dumas, Child Protection Manager, Illinois Department of  
Children & Family Services  
Mr. Joseph Gordon, Director, Probation & Court Services Department  
Ms. Amy Hurst, Intensive Outreach Services Supervisor, Mental  
Health Center  
Lt. Ed Ogle, Champaign County Sheriff's Office  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board  
Sgt. Jeff Wooten, Rantoul Police Department

Members Absent: Champaign Police Department  
Mahomet Police Department  
University of Illinois Police Department

Others Attending: Michael Williams, Executive Director, CAC

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**Call to Order**

After finding a quorum present, Ms. Rietz called the meeting to order at 9:15 a.m.



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CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

## **Introductions**

Mr. Williams introduced Assistant Regional Superintendent of Schools Barb Daly.

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Buetow made a motion to approve the minutes of the July 26, 2007 Regular Meeting of the Governing Board. The motion was seconded by Ms. Dumas. There was no further discussion. Motion approved.

## **Discussion on Relocation of the Children's Advocacy Center**

Mr. Williams reported that the Lease for the new CAC premises was approved by the County Facilities Committee on August 7<sup>th</sup> and is on the Consent Agenda for tonight's meeting of the full County Board.

Mr. Williams also reported that our former contact on the CAC remodeling project, Jason Welch, has left T.C. Tatman Construction Co. and our new contact is Rick Turner. Mr. Williams met with Mr. Turner and Lynn Niemann of the Champaign-Urbana Public Health District on Tuesday, August 21<sup>st</sup>. The electrical and plumbing rough-ins have been completed. The plumbing rough-in has been inspected and we are awaiting an inspection of the electrical rough-in by the City of Champaign. Mr. Turner feels confident that they are still on target for a September 10<sup>th</sup> completion date. If so, we would likely move on Friday, September 14<sup>th</sup>. Mr. Williams requested that Mr. Turner contact him or County Administrator Denny Inman if any issues arise which affect the projected completion date. Mr. Williams indicated that he is pleased with the layout of the new facility and the progress of the project.

In response to a question from Ms. Rietz, Mr. Williams stated that Seico Security Systems will be installing the cameras and related recording equipment at the new facility. The CAC purchased new cameras in March using NCA grant funds and Seico has stored that equipment pending our relocation. Mr. Brad Juergens of Seico has visited the new facility and expects that Seico will be able to complete the work on the day of the move, or possibly the day before.

Dr. Townsend asked how the lack of sidewalks leading to the facility and the fact that the MTD bus stop is a block away might affect the clients of the CAC. Mr. Williams stated that the CUPHD is aware of these issues and is working to resolve them. Most of the clients of the CAC either have transportation or transportation is arranged for them by DCFS or law enforcement. Nevertheless, Mr. Williams would like to see bus service directly to the CUPHD building.

## **Budget Report**

Copies of the CAC Budget Report for the month ended July 31, 2007 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of July. Mr. Williams added that, because there may be unexpected costs in connection with the remodeling and relocation of the CAC, he is limiting expenditures to that which is absolutely necessary.

## **Director's Report**

Mr. Williams announced that the CAC was awarded a \$1,000 grant from Target for our child victim support group. This is the third such grant awarded to the CAC by Target. Although the CAC is not conducting a support group at this time, Mr. Williams hopes to do so soon after the CAC is relocated.

Three members of the Multidisciplinary Team (Dave Smysor of the Urbana Police Department, and Henry Marshall and Tony Shaw of the Sheriff's Office) have been registered to attend the October 1-5 session of Finding Words Illinois. The CAC paid the registration fee for these investigators (\$300 each) and their departments will pay other training related costs (i.e., meals, lodging, etc.). In addition, UPD Investigator Duane Maxey and DCFS Investigators Sheree Foley and Pam Wendt will be attending the 4<sup>th</sup> Annual Protect Our Children Conference in St. Louis from September 26-28, 2007. There is no registration fee for this Conference and the Children's Advocacy Centers of Illinois obtained funding from the U.S. Attorney's Office to pay lodging costs for Investigators Maxey, Foley and Wendt.

The Team was recently notified by e-mail of an upcoming Multidisciplinary Team Training to be held in Springfield on Friday, September 7<sup>th</sup>. The featured speaker will be Victor Vieth, Director of the National Child Protection Center. At the suggestion of State's Attorney Julia Rietz, the Multidisciplinary Team Case Review Meeting scheduled for September 7<sup>th</sup> has been rescheduled to September 6<sup>th</sup> so that as many Team members as possible can attend this training. Mr. Williams encouraged Board members to send their staff to this training.

Mr. Williams reminded Board members that the Governing Board is to review the CAC Protocol at least once each year, evaluate the effectiveness of the Protocol, and consider any revisions deemed appropriate. The Protocol was most recently reviewed by the Board in September 2006, at which time no revisions were made. Mr. Williams provided each of the Board members with a copy of the Protocol and he outlined a number of suggested changes. Those changes are:

- Page 8: Two copies of recordings made at the CAC (instead of one) will be provided to DCFS.
- Page 8: Add "follow-up" to the term additional interviews.
- Page 10: Remove references to the Sexual Assault Forensic Examiner at Provena Covenant Medical Center as that program no longer exists.

- Page 13: Clarify that meetings to familiarize the victim with the criminal court process can be held at the CAC.
- Page 13: Add “age” to the list of descriptors which do not preclude persons from receiving CAC services. Mr. Williams also suggested revising the CAC Cultural Competency Plan (page 1) to correct this inadvertent omission.
- Page 14: Add the following sentence to the last paragraph of the section entitled Cultural Competency: “The CAC will not use family members to interpret during child forensic interviews conducted at the Center.”
- Page 14: Add the following to the list of items contained in each client’s file:
  - Copy of Acknowledgment of Recording form signed by the child’s parent/guardian/temporary legal custodian
  - Notice of Recording form signed by CAC staff.
  - Receipt of Recording form(s) signed by law enforcement and/or DCFS.
- Page 15: Add “Date Case Closed” to the list of information in the CAC database.
- Page 17: Strike the following sentence from the first paragraph: “Various staff members of the State’s Attorney’s Office, including staff assigned to the criminal, abuse/neglect, and delinquency divisions, are also responsible for data input.”
- Page 17: Clarify that multidisciplinary team members includes CAC staff and Governing Board members (first paragraph of section entitled Confidentiality).
- Page 19: In the first sentence of the section entitled Evaluation of the Protocol: Change Board of Directors to Governing Board.

Mr. Williams also suggested that the CAC Constitution and By Laws be amended as follows:

- Remove the reference to Provena Behavioral Health at Centerpoint in Article IV, Section 1.
- Article VIII, Section 3: Clarify that interns and volunteers are subject to a thorough background/screening check.
- Article XIII: Revise Non-Discrimination article to match the provisions of the CAC Cultural Competency Plan. This change would also be reflected in the Cultural Competency Plan (page 5).

Mr. Williams asked that Board members review the Protocol, the Constitution and By Laws, and the Cultural Competency Plan and contact him prior to next month’s Board meeting with suggestions for any additional revisions. Pursuant to Article VII, Section 2 of the Constitution and By Laws, CAC Governing Board members are to be given written notice of any proposed amendment thirty days before the scheduled meeting in which it is to be voted on. Mr. Williams suggested that revisions to the Protocol, the Constitution and By Laws, and the Cultural Competency Plan could be voted on at the October meeting.

Dr. Buetow asked if the Protocol contained any reference to the ages of children served by the Children's Advocacy Center. Mr. Williams stated that the Eligible Cases section of the Protocol (page 4) provides that minors under the age of 18 are eligible for CAC services.

Dr. Townsend suggested that the Protocol, Constitution and By Laws, and Cultural Competency Plan be reviewed to ensure consistency in the use of tenses.

Each of the Board members was provided with a Summary of CAC Activity for the month of July. During the month of July, 23 children were interviewed at the CAC, which included 15 children accepted for case management services, 7 non-victim siblings/witnesses, and 1 courtesy usage of the facility by DCFS to interview a child who resides in Ford County. Thus far during August, 13 children have been interviewed at the Center, which includes 8 children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, 2 non-victim sibling/witnesses, and 2 courtesy usages of the facility (one by DCFS and the Paxton Police Department to interview a child who resides in Ford County and one by DCFS to interview a child who resides in Vermilion County).

### **Communications**

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

### **Old Business**

Ms. Rietz and Mr. Williams advised the Board that the Governor has now signed HB1391, which authorizes County Boards to adopt a mandatory fee between \$5 and \$30 for the benefit of Children's Advocacy Centers to be paid by the defendant upon a judgment of guilty or a grant of court supervision for a felony, a misdemeanor, a petty offense, or a business offense. The enabling legislation takes effect January 1, 2008. This legislation does not require County Boards to adopt the mandatory fee; however, it authorizes them to do so if they so choose. Ms. Rietz noted that the County is currently considering a similar fee to benefit the Champaign County Drug Court.

Further discussion was held. Ms. Rietz suggested that we not approach the County with a request to implement this fee until we have a plan in place for the use of the revenue to be generated. One possibility would be to use the revenue to pay the salary and fringe benefits for a forensic interviewer; however, it may be that the fees collected are not sufficient to cover these costs, in which case we would need to develop an additional revenue source. Ms. Rietz estimated that we might be able to generate \$30,000 in annual revenue based on a \$5 assessment per case. Ms. Rietz felt it was unlikely that the County Board would adopt the maximum fee of \$30 per case. Earlier this year, Ms. Rietz discussed with local Police Chiefs the possibility that their departments might be able to contribute to the costs of a forensic interviewer at the CAC. Those discussions were tabled in view of the upcoming relocation. Lt. Ogle asked if use of the Center by surrounding counties might be a source of revenue. Mr. Williams stated that Ford County has too few cases each year to be a significant source of revenue and we

would be unable to service Vermilion County's needs given current space and staffing levels.

Dr. Buetow stated that she favors hiring a forensic interviewer; however, she believes we first need to address issues such as development of a job description, setting a salary range, providing for backup, etc. Ms. Dumas stated that having a full-time forensic interviewer at the CAC would be valuable to DCFS in that it would help us achieve consistency in interviews and might alleviate staffing problems. Ms. Dumas also suggested that backup for a forensic interviewer at the CAC could be provided by other Team members who have received child forensic interviewing training. Ms. Dumas added that we might want to consider alternative uses for the fees, such as the child victim support group program.

Ms. Rietz suggested that she and Mr. Williams meet with County Administrator Deb Busey to discuss how best to proceed. Ms. Rietz and Mr. Williams will then report back to the CAC Governing Board.

### **New Business**

None.

### **Announcements**

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, September 27, 2007. Mr. Williams will advise Board members whether that meeting will be held in our present facility or at our new site.

Ms. Dumas announced that one of the teams in the local DCFS office participated in a field test during June of a revamped safety assessment process. The revamped process requires that the initial safety assessment be made within 24 hours. The entire office is now utilizing this process and the program will be implemented State-wide in October.

### **Adjournment**

There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director