



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, September 27, 2007
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: State's Attorney Julia Rietz, Chair
(In Person) Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
Lt. Roy Acree, University of Illinois Police Department
Ms. Lisa Benson, Intensive Outreach Services Manager, Mental Health Center
Interim Chief of Police Jerry Gamble, Mahomet Police Department
Tara Gilman, Supervisor, Illinois Department of Children & Family Services
Mr. Joseph Gordon, Director, Probation & Court Services Department
Superintendent Jane Quinlan, Regional Office of Education
Dr. Deborah Townsend, Champaign County Mental Health Board

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

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

After finding a quorum present, Ms. Rietz called the meeting to order at 9:08 a.m.

Public Participation

There was no public participation.



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MEMBER

Approval of Minutes

Dr. Buetow made a motion to approve the minutes of the August 23, 2007 Regular Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved.

Discussion on Relocation of the Children's Advocacy Center

Mr. Williams advised the Board that the relocation of the CAC to the new facility occurred on September 14th as planned. The Board joined Dr. Buetow and Mr. Williams in thanking Julia Rietz for her efforts in locating the new site and in securing funding from the County for the remodeling project. Ms. Rietz credited C. Pius Weibel, who serves as Chairman of the County Board and on the Board of the Champaign-Urbana Public Health District, with the initial suggestion that the CAC be relocated to the CUPHD facility. The Board also thanked Mr. Williams for his efforts.

In response to a question from the Board, Mr. Williams reported that the CUPHD will soon be installing signage for the facility along Kenyon Road. That signage will also include the Children's Advocacy Center.

Review and Approval of Application for Continued Funding in the Amount of \$81,444 from the Illinois Criminal Justice Information Authority – Agreement #207216

Mr. Williams advised the Board that he received notice from the Illinois Criminal Justice Information Authority in late August that our grant with the Authority would be renewed for the one-year period beginning November 1, 2007. The CAC has been awarded \$81,444 to be used to pay for crisis intervention services. This represents an approximate 4% increase over our current grant. The grant requires a 20% local matching contribution, which is met through indirect services and excess direct services donated by the Mental Health Center. Mr. Williams provided Board members with a copy of the grant application, which includes a program narrative, budget and budget narrative. These documents are currently being reviewed by our grant monitor in Chicago. They have also been submitted to the County Board for approval. Mr. Williams requested that the Board approve the grant application.

Dr. Buetow offered a motion to approve the Application for Continued Funding in the Amount of \$81,444 from the Illinois Criminal Justice Information Authority for the period November 1, 2007 through October 31, 2008 (Agreement #207216). The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved.

Mr. Williams added that he is working with the Mental Health Center on a renewed Contract for Crisis Intervention Services, which will be submitted to the CAC Governing Board for review and approval at next month's meeting.

Review and Approval of Application for \$10,000 Accredited Program Support Grant from the National Children's Alliance for Calendar Year 2008

Mr. Williams advised the Board that, as an accredited member of the National Children's Alliance, the Champaign County CAC is eligible for an annual Program Support grant in the amount of \$10,000. Although the grant is non-competitive, the CAC must submit an on-line application to the NCA no later than October 5, 2007 and Mr. Williams provided Board members with a copy of the application. As in the past, grant proceeds from the NCA will be used to offset salary costs. Mr. Williams requested that the Board approve submission of the application to the NCA.

Mr. Gordon offered a motion to approve the Application for a Program Support Grant in the amount of \$10,000 from the National Children's Alliance for Calendar Year 2008. The motion was seconded by Dr. Buetow. There was no further discussion. Motion approved.

Review and Approval of Application for \$4,815 Member Training Grant from the National Children's Alliance for Calendar Year 2008

Mr. Williams provided Board members with a copy of an application for a Member Training grant from the National Children's Alliance. This is a competitive application and the deadline for on-line submission was September 21, 2007. Mr. Williams submitted the application, requesting \$4,815. If approved, grant funds would be used to send five members of the Multidisciplinary Team to *Finding Words Illinois* (child forensic interviewing training) in April and October 2008. Mr. Williams requested that the Board ratify submission of the application to the NCA.

Dr. Townsend offered a motion to ratify submission of the Application for a Member Training Grant in the amount of \$4,815 from the National Children's Alliance for Calendar Year 2008. The motion was seconded by Dr. Buetow. There was no further discussion. Motion approved.

Budget Report

Copies of the CAC Budget Report for the month ended August 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 August. Mr. Williams also noted that the Budget Report does not reflect any expenditures related to the relocation of the CAC as those expenses are being paid by the County.

Director's Report

Mr. Williams reported that three members of the Multidisciplinary Team (Dave Smysor of the Urbana Police Department, and Henry Marshall and Tony Shaw of the Sheriff's Office) will be attending *Finding Words Illinois* in Springfield next week. Also, a total of 14 Team members attended the Multidisciplinary Team Training (Successful Collaborations: Successful Cases) which was held in Springfield on September 7th. Finally, Team Members Duane Maxey (Urbana Police Department) and Sheree Foley and

Pam Wendt (DCFS) are attending this week's Protect Our Children Conference in St. Louis.

Mr. Williams advised the Board that the National Children's Alliance has scheduled our re-accreditation site visit for Friday, November 7, 2008. The site visit will coincide with the MDT Case Review meeting scheduled for that day. NCA site reviewers will also want to meet with other Team members and Board members that day. The re-accreditation application is due May 7, 2008. Mr. Williams will keep the Board apprised throughout the re-accreditation process.

The Board continued its discussion of revisions to the CAC Protocol. The revisions to the Protocol under consideration include:

- 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.
- Page 13: Clarify that meetings to familiarize the victim with the criminal court process can be held at the CAC.
- Page 14: Add "age" to the list of descriptors which do not preclude persons from receiving CAC services.
- 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 15: 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."

In addition, at the suggestion of Dr. Townsend, Mr. Williams revised the Protocol to ensure consistent use of present tense throughout.

At its August meeting, the Board also reviewed the following suggested revisions to the CAC Constitution and By Laws:

- 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 more closely match the provisions of the CAC Cultural Competency Plan.

As required by the Constitution and By Laws, written notice of the suggested amendments to the Constitution was sent to Board members along with notice of today's Board meeting.

Suggested revisions to the CAC Cultural Competency Plan include:

- Add "age" to the list of descriptors which do not preclude persons from receiving CAC services (second paragraph of section entitled Policy/Procedure, page 1).
- Revise the non-discrimination clause in the first full paragraph on page 5 to match the CAC Constitution and By Laws.

Because of the notice provisions for amending the Constitution and By Laws, Mr. Williams suggested that revisions to the Protocol, the Constitution and By Laws, and the Cultural Competency Plan be voted on at the October meeting. The Board agreed.

Each of the Board members was provided with a Summary of CAC Activity for the month of August. During the month of August, 21 children were interviewed at the CAC, which included 11 children accepted for case management services, a follow-up interview with a child who was initially interviewed at the CAC in July, 1 child for whom the CAC is not providing follow-up services, 4 non-victim siblings/witnesses, 2 alleged juvenile offenders, 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).

Thus far during September, 16 children have been interviewed at the Center, which includes 12 children accepted for case management services, 3 non-victim sibling/witnesses, and 1 courtesy usage of the facility by DCFS to interview a child who resides in Ford County. In addition, State's Attorney Julia Rietz and CPD Detective Mary Bunyard utilized the facility to meet with a child and their parent to discuss the charging decision in their case.

Communications

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

Old Business

None

New Business

At the suggestion of Ms. Rietz, the Board discussed holding an Open House. It was agreed that the Open House would be scheduled for sometime in November. The consensus was that the Open House should be held from 4:00–6:00 p.m. Mr. Williams and Board members will work on putting together an invitation list to include those who helped with the relocation project, media, County Board members, elected officials, police chiefs, members of the Mental Health Board, Multidisciplinary Team members, and other interested parties.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, October 25, 2007.

Adjournment

There being no further business, the meeting was adjourned at 9:40 a.m. Following adjournment, Mr. Williams conducted a tour of the CAC for Board members.

Respectfully submitted,

Michael B. Williams
Executive Director