



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, August 28, 2008
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
Investigator Heather Forrest, Illinois Department of Children and Family
Services
Interim Chief Jerry Gamble, Mahomet Police Department
Sgt. Tom Geis, University of Illinois Police Department
Ms. Amy Hurst, Intensive Outreach Services Supervisor, Mental Health
Center of Champaign County
Investigator Dwayne Roelfs, Champaign County Sheriff's Office
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, President, Champaign County Mental Health
Board
Ms. Janet Wells, Supervisor, Champaign County Probation & Court
Services Department

Members Absent: Champaign Police Department
Rantoul Police Department
Regional Office of Education

Others Attending: Ms. Lisa Benson, Director of Residential Services, Mental Health
Center of Champaign County
Michael Williams, Executive Director, CAC



NATIONAL
CHILDREN'S
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ACCREDITED
MEMBER

Call to Order and Introductions

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

Champaign County Children's Advocacy Center
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Public Participation

There was no public participation.

Approval of Minutes

Dr. Buetow made a motion to approve the minutes of the June 26, 2008 Regular Meeting of the Governing Board. The motion was seconded by Lt. Seraphin. There was no further discussion. Motion approved.

Review and Approval of Proposed Changes to CAC Protocol

- a. **Permit Assistant State's Attorneys to Observe Interviews:** At the June meeting of the CAC Governing Board, the Board discussed Ms. Rietz's proposal to amend the CAC Protocol in order to permit Assistant State's Attorneys to observe interviews. Ms. Rietz was unable to attend that meeting and the Board deferred any further action until they could discuss their concerns with Ms. Rietz. In the meantime, Ms. Rietz addressed those concerns with Board members by e-mail.

Motion made by Dr. Buetow to amend the CAC Protocol to permit Assistant State's Attorneys to observe investigatory interviews conducted at the Children's Advocacy Center. The motion was seconded by Lt. Seraphin. In response to a question from the Board, Mr. Williams stated that the CAC would notify Assistant State's Attorney Stephanie Weber by e-mail whenever interviews are scheduled at the Center. Motion approved.

- b. **Restrict Personal Items in Interview Rooms:** At the June Board meeting, Mr. Williams advised the Board of a recent incident of an adolescent using a cell phone to record an interview at the McLean County CAC. Mr. Williams suggested that the CAC Protocol be amended to prohibit children/adolescents from possessing any type of audio/video recording device or equipment in the interview rooms, including, but not limited to: cell phones, cameras, tape recorders, i-Pods, and MP3 players.

Motion made by Dr. Buetow to amend the CAC Protocol to prohibit children/adolescents from possessing any type of electronic device in the interview rooms. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved. Mr. Williams stated that he would e-mail copies of the revised Protocol to law enforcement and DCFS supervisory personnel and to Multidisciplinary Team members responsible for conducting interviews at the Center. The revised Protocol will also be posted on the CAC website.

Dr. Townsend joined the meeting in progress.

Budget Report

Copies of the CAC Budget Reports for the months ended June 30, 2008 and July 31, 2008 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the months of June and July; however, he did note that rent and utilities for July-November (\$6,875.00) were paid in July and the National Children's Alliance re-accreditation application fee (\$2,250.00) was recorded on the July Budget Report.

Mr. Williams pointed out that the CAC had a negative cash balance of \$14,569.11 as of July 31, 2008. This is due in large part to two factors: 1. the rent payment previously noted; and 2. the CAC had not yet received expected continuation funding from the Illinois Criminal Justice Information Authority. Mr. Williams reported that the CAC has since received two payments totaling \$37,000.00 from the Authority as well as a payment of \$2,767.93 from the National Children's Alliance. The CAC also expects to receive First Quarter FY 2009 payments from the Attorney General (\$4,250.00) and from DCFS (\$17,106.25) within the next several days. Mr. Williams anticipates that the CAC will show a positive cash balance for the next reporting period.

Mr. Williams and Ms. Rietz met with County Administrator Deb Busey on July 9, 2008 to review the CAC Budget for County FY 2009. It is expected that the County Board will approve the tentative budget in September and the final budget will be approved in November.

Director's Report

Mr. Williams previewed for the Board a video presentation about the Children's Advocacy Center which was produced in conjunction with Urbana Public Television. The only out-of-pocket cost incurred by the CAC in the production of the video was the cost of two micro digital videotapes (\$7.46). Mr. Williams filmed the video and editing was completed by Jason Liggett of UPTV. State's Attorney Julia Rietz, Champaign Police Department Detective Mary Bunyard, DCFS Investigator Heather Forrest, CAC Case Manager Elaine Carter, and Mr. Williams appear in the video. Robin Kaler narrated the video and volunteers represented the families served by the CAC. The video will be shown periodically on Urbana Public Television and will also be made available on the CAC website. The Board commended Mr. Williams for his work on this project.

In August, the CAC received a check from the Children's Advocacy Centers of Illinois in the amount of \$2,850.00, which represents the CAC's share of proceeds raised during the "*Champions for Children Walk.*" Earlier this week, Mr. Williams attended a planning meeting for next year's Walk. Further details will be worked out at the upcoming CAC Directors' Conference, which will be held in Peoria on September 10-12.

Mr. Williams reported that he and DCFS Child Protection Supervisor Tamela Atwood attended the August 20th Champaign County Mental Health Board Committee of the Whole Study Session Meeting to discuss mandated reporting requirements. Earlier

this week, Mr. Williams conducted training for the Child Abuse Prevention Education (CAPE) Program, which is operated by Rape Crisis Services.

Mr. Williams stated that he is working with Ms. Rietz and DCFS to register personnel from their offices for the next session of *Finding Words Illinois*, which is scheduled for October 20-24, 2008. Notice of the upcoming training session was sent to all law enforcement and DCFS supervisory personnel earlier this month. Unfortunately, the CAC does not have funding available to pay for Team members to attend this training. *Finding Words Illinois* will also be held during the week of April 27-May 1, 2009.

In accordance with a recent discussion with the Training Coordinator for the Children's Advocacy Centers of Illinois, Mr. Williams asked law enforcement and DCFS supervisors to remind their investigators that it is not appropriate to ask a child being interviewed what s/he thinks should happen to the suspect. Ms. Rietz agreed that it is inappropriate and unnecessary for interviewers to ask that question.

Mr. Williams reminded the Board of the upcoming site visit which is part of the re-accreditation process by the National Children's Alliance. Our site visit is scheduled for Friday, November 7, 2008. As part of the site visit, reviewers will want to meet with Board members. Although the agenda for the site visit has not been finalized, Mr. Williams expects that site reviewers will meet with Board members in the late morning on November 7th. Much of the rest of the day will be taken up by the Multidisciplinary Team Case Review Meeting as well as meetings with staff and individual Team members. Mr. Williams stated he would provide the Board with further details as they become known and he encouraged Board members to be available on November 7th if at all possible.

Mr. Williams reported that he is working on our application for a Program Support Grant from the National Children's Alliance for Calendar Year 2009. That grant, in the amount of \$10,000, will be used to pay a portion of staff salaries. Mr. Williams expects to present the application to the Board for approval at next month's meeting. In conjunction with that application, Mr. Williams passed around a Memorandum of Understanding for Board members to sign. The MOU reflects the Board's continuing support of the Children's Advocacy Center and their commitment to the multidisciplinary team approach to the investigation, assessment, referral for prosecution, and medical/mental health treatment of cases involving child victims of sexual or serious physical abuse.

Each of the Board members was provided with Summaries of CAC Activity for the months of June and July. During the month of June, 17 children were interviewed at the CAC, which included 12 new children accepted for case management services, 2 children for whom the CAC is not providing follow-up services, and 3 non-victim siblings/witnesses. During July, 34 children were interviewed at the Center, which included 20 children accepted for case management services, 4 children for whom the Center is not providing follow-up services, 7 non-victim siblings/witnesses, 1 alleged juvenile offender, and follow-up interviews with 2 children who were initially interviewed at the CAC in November 2006 and January 2008.

Thus far during August, 7 children have been interviewed at the CAC. That number includes 6 children accepted for case management services, and 1 child for whom the CAC is not providing follow-up services.

Communications

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

Old Business

- a. **HB 1391 – Fees to Support the Children’s Advocacy Center:** Mr. Williams reported that he and Ms. Rietz attended the August 4, 2008 meeting of the County Board’s Justice and Social Services Committee to request approval of a \$10 fee to be paid by defendants upon conviction of a criminal felony or misdemeanor. In accordance with legislation enacted last year, monies collected would be used to support the Children’s Advocacy Center. Mr. Williams and Ms. Rietz agreed that the proposal was not well-received by the Committee. Some of the concerns expressed by the Committee included:

- the number and amount of fees imposed by the County are already too high;
- the fee to support the Children’s Advocacy Center was viewed by some as a “tax”;
- one Committee member expressed concern that the fee was being “selectively imposed” because we are not requesting that the fee be imposed on those convicted of petty (i.e., traffic) and business offenses as allowed in the enabling legislation;
- one Committee member wanted expenditures allocated to several line items rather than simply to the personnel line item;
- the Committee expressed frustration that the Legislature continues to use fines and fees as a means to fund programs and services rather than appropriating adequate funding.

The Committee deferred any final action on our request. Ms. Rietz stated that the CAC Governing Board will need to examine other ways to address the CAC’s financial difficulties, which may include revisiting the idea of individual user agencies making a direct financial contribution to the Center.

- b. **Reduction in Grant from the Illinois Criminal Justice Information Authority for the Agreement Year Beginning November 1, 2008:**

As previously reported by Mr. Williams, the CAC is anticipating a significant decrease in funding from the Illinois Criminal Justice Information Authority for the Agreement Year beginning November 1, 2008. Although we will not know the exact amount of the decrease until next month, our Grant Monitor is predicting a decrease of 28%. A 28% decrease in our current grant of \$81,444

would translate to grant funding of \$58,640 for the year beginning November 1; a reduction of \$22,804.

Mr. Williams reminded Board members that our grant from the Authority is used to contract with the Mental Health Center for crisis intervention services for CAC clients. We bill the grant only for direct services provided by the Mental Health Center and the Mental Health Center contributes all non-direct services in order to meet the grant's matching requirement. Mr. Williams has been working with Lisa Benson and Amy Hurst of the Mental Health Center to come up with strategies for coping with the anticipated reduction in funding. One strategy involves housing CAC Crisis Interventionist Paula Hetzel at the CAC rather than at the Mental Health Center. At present, the CAC has one vacant office which could be used by Ms. Hetzel. Mr. Williams stated that it would be beneficial to have our Crisis Interventionist on site in that it would reduce travel time and would facilitate communication between the Crisis Interventionist and the CAC Case Manager. If necessary, Ms. Hetzel would still have access to office space at the Mental Health Center in order to meet with clients. After discussion, the proposal was accepted by the Board.

Ms. Benson indicated that the Mental Health Center already is in a deficit position with respect to the CAC Crisis Intervention Services Program and they are looking at ways to reduce costs and increase revenue, such as billing Medicaid for qualified services.

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, September 25, 2008.

Adjournment

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director