



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, February 26, 2009  
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  
Tamela Atwood, Child Protection Supervisor, Illinois Department of  
Children and Family Services  
Sgt. Tony Brown, University of Illinois Police Department  
Lt. Joe Gallo, Champaign Police Department  
Chief Jerry Gamble, Mahomet Police Department  
Ms. Juli Kartel, Director of Youth and Family Services, Mental Health  
Center of Champaign County  
Superintendent Jane Quinlan, Regional Office of Education  
Captain Jill Rizzs, Illinois State Police, District 10  
Dr. Deborah Townsend, President, Champaign County Mental Health  
Board  
Janet Wells, Supervisor, Champaign County Probation & Court Services  
Department

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

Others Attending: Jordan Benning, Associate Director of Training and Education,  
Children's Advocacy Centers of Illinois  
Michael Williams, Executive Director, CAC



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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*State's Attorney Julia Rietz, Chair, notified the Board in advance that a court appearance prevented her from being present at the beginning of the meeting. Dr.*

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***Champaign County Children's Advocacy Center***  
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

*Buetow chaired the meeting until Ms. Rietz's arrival. Ms. Rietz joined the meeting in progress at 9:30 a.m.*

*Items in the Minutes are in the order in which they occurred, which is not necessarily the order of the Agenda.*

### **Call to Order and Introductions**

After finding a quorum present, Dr. Buetow, Acting Chair, called the meeting to order at 9:05 a.m. Introductions were made.

### **Public Participation**

There was no public participation.

### **Approval of Minutes**

Ms. Kartel made a motion to approve the minutes of the January 22, 2009 Regular Meeting of the Governing Board. The motion was seconded by Sgt. Brown. There was no further discussion and the motion was approved.

*Lt. Gallo joined the meeting in progress at 9:08 a.m.*

### **Presentation on 2009 Champions for Children Walk by Jordan Benning of the Children's Advocacy Centers of Illinois**

Ms. Jordan Benning, Associate Director of Training and Education for the Children's Advocacy Centers of Illinois (CACI), made a presentation to the Board about the 2009 Champions for Children Walk. The Walk will be held from May 14-17, 2009. The Champions for Children Walk is an annual state-wide event sponsored by the Children's Advocacy Centers of Illinois. The Walk is designed to raise public awareness about child abuse issues and the services Children's Advocacy Centers provide to child victims and their families. The Walk will also help raise funds for CACs around the state. Walk events will be held in Charleston, Belleville, Quincy, Springfield, Dixon and Chicago. The Champaign County Children's Advocacy Center, along with the Children's Advocacy Centers in Charleston and Decatur, is co-sponsoring the portion of the Walk to be held in Charleston on May 14<sup>th</sup>.

Ms. Benning provided Board members with Walk registration materials and pledge forms. This information is also available on the CACI website, [www.cacionline.org](http://www.cacionline.org). Walkers will be asked to solicit "flat" pledges this year, as opposed to "per mile" pledges. People wishing to make pledges will be able to do so online beginning March 1<sup>st</sup>. Eighty percent of monies raised by individual CACs will be returned to those CACs. The remaining 20% will be used to help defray expenses.

Mr. Williams stated that the Champaign County CAC raised \$3,562.50 in pledges last year. Of that amount, \$2,850.00 was returned to our CAC to help meet ongoing expenses. Mr. Williams encouraged Board members to walk themselves and to

encourage employees in their departments to do so as well. In addition to walking, Board members and their employees can help the CAC by obtaining pledges from their family, friends and co-workers.

Mr. Williams reported that he addressed the Board of Thrivent Financial for Lutherans earlier this week and they have agreed to make a \$300 donation towards the Walk. In exchange for their donation, we will recognize Thrivent Financial during the Walk in Charleston.

### **Review and Approval of FY 2010 Applications for Funding from the Champaign County Mental Health Board**

Mr. Williams provided Board members with a copy of the Champaign County Mental Health Board (CCMHB) FY 2010 Agency Program and Financial Plan for the Champaign County CAC. The CAC has applied for \$37,080 from the CCMHB for FY 2010 beginning July 1, 2009. Mr. Williams reminded Board members that the CCMHB has provided funding for the CAC at this level for several years and, as in the past, funding from the CCMHB will again be designated for salaries, fringe benefits, and membership dues. Although information in the FY 2010 Agency Program and Financial Plan has been updated where applicable, the FY 2010 Plan is substantially similar to the current Plan.

The FY 2010 Agency Program and Financial Plan was due to the CCMHB by February 13, 2009. Mr. Williams submitted the Plan in advance of the deadline. Mr. Williams requested approval of the FY 2010 Agency Program and Financial Plan.

Motion made by Superintendent Quinlan to approve the Application for FY 2010 Grant Funding from the Champaign County Mental Health Board in the amount of \$37,080. The motion was seconded by Chief Gamble. There was no further discussion and the motion was approved. Dr. Townsend abstained from voting.

Mr. Williams provided Board members with a second application for CCMHB funding in the amount of \$13,442. If this application is approved, funding from the CCMHB will be used to purchase crisis intervention services from the Mental Health Center of Champaign County in order to meet the match requirement of our grant from the Illinois Criminal Justice Information Authority and to leverage local resources to ensure the continued provision of crisis intervention services to CAC clients during the entire grant period. Mr. Williams reminded Board members that our grant from the Illinois Criminal Justice Information Authority was cut by approximately 28%. Funding from the Mental Health Board will be used to help address the shortfall. As noted above, funding applications were due to the CCMHB on February 13, 2009.

Motion made by Dr. Buetow to approve the Application for FY 2010 Grant Funding from the Champaign County Mental Health Board in the amount of \$13,442 for CAC Crisis Intervention Services. The motion was seconded by Superintendent Quinlan. There was no further discussion and the motion was approved. Dr. Townsend and Ms. Kartel abstained from voting.

## **Review and Approval of FY 2010 DCFS Program Plan and Budget**

Mr. Williams provided Board members with a copy of the Illinois Department of Children & Family Services FY 2010 Program Plan and Budget. The CAC received the Plan and Budget materials in late January and the deadline for submitting the completed Plan and Budget to our DCFS Grant Monitor, Dr. Cheryl Peterson, was February 9, 2009. Mr. Williams submitted the materials to DCFS in advance of the deadline. Although State FY 2010 funding allocations have not yet been finalized, it is anticipated that the Champaign County CAC will again receive \$68,425 from the Illinois Department of Children & Family Services. The FY 2010 Program Plan and Budget have been updated as appropriate, but they are substantially the same as our current DCFS Program Plan and Budget.

Motion made by Dr. Buetow to approve the FY 2010 DCFS Program Plan and Budget. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

## **Budget Report**

Mr. Williams provided Board members with a copy of the Budget Report for the month ended January 31, 2009. Mr. Williams stated that there were no unusual expenditures to report for the month of January. Mr. Williams noted that the CAC had a negative cash balance of -\$6,182.29 as of January 31, 2009. This in large part is due to the delay in receipt of a \$30,000 payment from the Illinois Criminal Justice Information Authority. Mr. Williams expects that payment will be received within the next several days. Within the past week, we also received our semi-annual payment (July-December 2008) from the National Children's Alliance in the amount of \$7,232.07.

At last month's Board meeting, Mr. Williams advised the Board that he is projecting a deficit of \$4,590 for FY 2010 beginning July 1, 2009. Based upon recent indications of a 30% increase in employer IMRF contributions for 2010, Mr. Williams is expecting that the deficit will increase by \$1,033, bringing the total projected deficit to \$5,623. The deficit could be trimmed to just under \$4,000 if the Board elects to forego salary increases for County FY 2010 beginning December 1, 2009. Of course, any unanticipated expenses would result in an increased deficit.

Ms. Rietz suggested that a committee be formed to examine budget issues. Chief Gamble agreed to serve on the committee with Ms. Rietz. Ms. Rietz stated she might also request the assistance of County Administrator Deb Busey. Mr. Williams stated he would be happy to provide the committee with whatever information they need in order to conduct their analysis. The committee will report its findings and recommendations to the full Board.

## **Director's Report**

On February 13, 2009, Mr. Williams received notification that the National Children's Alliance Board had approved our application for re-accreditation. Mr. Williams sent a copy of the notification to the CAC Board and Team members by e-mail

and he provided an additional copy to Board members at today's meeting. Mr. Williams thanked the Board for their assistance with the re-accreditation process and he complimented them on the findings of the site reviewers.

As reported at last month's Board meeting, Finding Words Illinois will not be offered this spring. The next session of Finding Words Illinois will be held in October. Mr. Williams stated he is looking for alternative forensic interviewing training programs to assist those departments that have investigators who need to complete this training prior to October. As a result, Detective Rodney Sullivan of the Rantoul Police Department is attending Finding Words in Indiana this week.

Ms. Rietz suggested that the Board might want to consider implementing training on a local basis and to look at the protocols we are currently using, both for forensic interviewing training and for interviews themselves. Ms. Rietz stated she has been reviewing interviews conducted at the CAC and, although some interviewers do a very good job, she has noticed some inconsistencies as well as problematic interviewing practices. In some cases, she has been able to discuss those issues with the interviewers and/or their supervisors. Further discussion ensued. Lt. Gallo suggested that the Board may want to look at designating a team of interviewers. In response to a question from Chief Gamble, Mr. Williams stated that we do not include peer review of the interviewing process as part of monthly case review meetings. However, there is a national movement underway to develop certification for forensic interviewers. When that happens, peer review will almost certainly be a requirement for certification. Ms. Rietz stated she would obtain additional feedback on these issues from law enforcement and DCFS supervisors.

Each of the Board members was provided with a Summary of CAC Activity for the month of January. During the month of January, 18 children were interviewed at the CAC, which included 11 new children accepted for case management services, 3 children for whom the CAC is not providing follow-up services, 4 non-victim siblings/witnesses, and 1 alleged juvenile offender. Thus far during the month of February, 14 children have been interviewed at the CAC, including 9 new children accepted for case management services, 2 children for whom the CAC is not providing follow-up services, 1 non-victim sibling/witness, one out-of-county case (Ford County), and a follow-up interview with a child who was initially interviewed at the CAC in July 2008. In addition, the Sheriff's Office interviewed an adult at the Center who reported having been sexually assaulted as a child. Mr. Williams added that the State's Attorney's Office sent an observer to eight of the interviews conducted at the CAC in February.

Ms. Rietz raised the issue of interviewing children at the CAC without notifying parents and she stated that this practice causes her some concern. Given the length of today's meeting, Mr. Rietz stated this issue will be the subject of further discussion at next month's Board meeting.

### **Communications**

Other than the previously noted communication from the National Children's Alliance, 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 Board meeting is scheduled for 9:00 a.m. on Thursday, March 26, 2009.

### **Adjournment**

There being no further business, the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director