



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, September 24, 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  
Lt. Roy Acree, University of Illinois Police Department  
Tamela Atwood, Child Protection Supervisor, Illinois Department of  
Children and Family Services  
Lt. Joe Gallo, Champaign Police Department  
Joseph Gordon, Director, Champaign County Probation & Court  
Services Department  
Sgt. Dan Morgan, Urbana Police Department  
Detective Rodney Sullivan, Rantoul Police Department  
Dr. Deborah Townsend, President, Champaign County Mental Health  
Board

Members Absent: Champaign County Sheriff's Office  
Illinois State Police  
Mahomet Police Department  
Mental Health Center of Champaign County  
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

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*Until the arrival of State's Attorney Julia Rietz, Dr. Buetow served as Acting Chair.*

**Call to Order**

After finding a quorum present, Dr. Buetow called the meeting to order at 9:07  
a.m.



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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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

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Townsend made a motion to approve the minutes of the July 23, 2009 Regular Meeting of the Governing Board. The motion was seconded by Lt. Gallo. There was no further discussion and the motion was approved.

## **Approval of CAC Budget for County FY 2010**

As was discussed at the July meeting of the CAC Governing Board, Mr. Williams prepared the CAC budget for County FY 2010 in accordance with the County's guidelines. Mr. Williams and Board Chair Julia Rietz reviewed the proposed budget with County Administrator Deb Busey on July 8, 2009. Mr. Williams provided Board members with a copy of the proposed budget. The proposed budget contains no salary increases for CAC staff in County FY 2010. Mr. Williams is projecting a slight surplus of revenue vs. expenditures (\$5,284) for County FY 2010; however, that surplus is predicated on the assumption that the CAC will receive \$10,000 in assessments from local law enforcement agencies and that gifts and donations will total \$4,000 (e.g., Champions for Children Walk). It also assumes that the CAC will incur no unexpected expenses. Mr. Williams requested approval of the budget by the CAC Governing Board.

Dr. Townsend made a motion to approve the CAC budget for County FY 2010. The motion was seconded by Mr. Gordon. There was no further discussion. The motion was approved.

## **Annual Review of CAC Protocol**

*State's Attorney Julia Rietz joined the meeting in progress.*

Mr. Williams reminded the Board that it is time to conduct the annual review of the CAC Protocol. Mr. Williams suggested that he work with a committee comprised of a representative from the State's Attorney's Office, one law enforcement representative and one representative from DCFS to determine what, if any, changes to the Protocol should be considered by the full Board. Ms. Rietz, Ms. Atwood and Lt. Gallo volunteered to serve on the committee. Mr. Williams stated he would contact them in the near future to schedule a meeting.

## **Budget Report**

Mr. Williams provided Board members with copies of Budget Reports for the months ended July 31 and August 31, 2009. Mr. Williams stated that there were no unusual expenditures to report for the months of July and August and he noted that the CAC had a positive cash balance of \$5,022.93 as of August 31, 2009. Mr. Williams indicated that, although the CAC has signed contracts/grant agreements with DCFS and

the Attorney General's Office for state FY 2010, the CAC has not yet received first quarter payments from those agencies. Given the shape of the state's finances as well as our experience with late payments in FY 2009, Mr. Williams is not surprised that those payments have not yet been received.

Mr. Williams advised the Board that the CAC was awarded a \$1,000 grant from Target® for our child victim support group program. This is the fifth year that the CAC has received a grant from Target. Mr. Williams stated that the CAC is hoping to offer a support group in the spring.

Mr. Williams reminded the Board that Board Chair Julia Rietz sent letters to each of the law enforcement departments in the County in June requesting that they pay an annual assessment to the CAC. The assessment is based on each department's historical usage of the facility and the CAC hopes to generate total annual revenue in the amount of \$10-\$11K. The minimum assessment is \$250 and the largest assessment is \$2,500. To date, the CAC has received payments totaling \$1,990.00 from the Mahomet Police Department, the University of Illinois Police Department, the Fisher Police Department, the Gifford Police Department, the Homer Police Department, the Thomasboro Police Department, and the Tolono Police Department. Lt. Gallo discussed some of the financial hardships being experienced by the Champaign Police Department, but felt confident that Chief Finney supports payment of the assessment. Ms. Rietz and Mr. Williams noted that the Urbana Police Department has also indicated their support.

### **Director's Report**

At the suggestion of Board Chair Julia Rietz, Mr. Williams conducted a job audit for both staff positions at the CAC. As part of the audit, Mr. Williams and CAC Case Manager Elaine Carter identified their job duties and responsibilities and noted the frequency and time requirements for each task over a one-year period. In addition, Mr. Williams and Ms. Carter each completed a daily activity calendar on which they tracked their activities over a one-week period in 15-minute increments. Based on a work year of 1,950 hours, both Mr. Williams and Ms. Carter were able to account for approximately 90% of their time. This does not include the use of any benefit time (sick leave, vacation, personal time), nor does it include any credit for staff carrying and monitoring the 24-hour pager. Mr. Williams reviewed the completed audits with Champaign County Human Resources Generalist Amanda Tucker. Ms. Tucker felt that, based on the information provided, both positions at the CAC are properly allocated as full-time positions.

Mr. Williams reported that he attended the Annual CAC Directors' Conference in Springfield earlier this month. One of the topics of discussion at the Conference was the Champions for Children Walk. Many directors noted that those counties that hosted the walk on Saturday were able to generate substantial income. Specifically, the McLean County CAC raised over \$20,000 in 2008 and the Shining Star CAC in Dixon raised over \$50,000 earlier this year. The Board of the Children's Advocacy Centers of Illinois is recommending a change in the format for 2010. Instead of holding the walk in several locations over a four-day period, the CACI Board is recommending that every CAC hold a walk on Saturday, May 15, 2010. In response to a question from Dr. Townsend, Mr.

Williams indicated he supports that recommendation; however, he stated that staging the walk in Champaign County would require the participation of the CAC Board and members of the Multidisciplinary Team. Ms. Rietz asked about the involvement of the CACI and Mr. Williams stated that the Chapter Office would be providing insurance coverage for all of the CACs, as well as registration assistance (both mail-in and online), t-shirts, promotional materials, and technical advice. Further discussion ensued. Some of the issues discussed were the walk route, whether police escorts would be necessary, possible conflict with graduation at the University of Illinois, time commitments on the part of Board and Team members, and holding a 5K in conjunction with the walk. Ms. Rietz asked Mr. Williams to contact agencies that have held walks in Champaign County to gather more information about their experiences. Mr. Williams stated he would provide that information to the Board at next month's meeting.

Mr. Williams is planning a meeting with area legislators. The purpose of the meeting is to build on the relationships established during last summer's budget crisis and to seek their advice as we look ahead to state FY 2011. The meeting will be held at the Champaign County CAC on Thursday, October 8<sup>th</sup>. Senators Mike Frerichs and Dale Righter and Representative Naomi Jakobsson have indicated that they will attend. Unfortunately, Representative Chapin Rose has a previous engagement that day. Also invited are State's Attorney Julia Rietz, Tamela Atwood, DCFS Child Protection Manager Jamie Ralph, and Marcia Milliken from the CACI Office in Springfield. Because Senator Righter also represents Coles County, we have invited Pam Riddle, Executive Director of the Children's Advocacy Center of East Central Illinois, Acting DCFS Child Protection Manager Paula McClain, and Coles County First Assistant State's Attorney Mick McAvoy.

Each of the Board members was provided with Summaries of CAC Activity for the months of July and August. During the month of July, 12 children were interviewed at the CAC. That number included 8 children accepted for case management services and 4 non-victim siblings. During the month of August, 9 children were interviewed at the CAC, which included 7 children accepted for case management services and 2 non-victim siblings.

Thus far during September, a total of 6 children have been interviewed at the CAC. That number includes 5 new children accepted for case management services and 1 non-victim sibling. In response to a question from Sgt. Morgan, Mr. Williams stated that the number of children interviewed at the CAC over the past quarter is somewhat less than in previous quarters. Mr. Williams added that other CACs have experienced a similar downturn in recent months. Ms. Atwood stated that reports to DCFS were down over the summer but have increased in the past several days.

### **Communications**

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

## **Old Business**

Ms. Rietz reported that she recently participated in a conference call of a committee that is examining a statewide peer review process for forensic interviewers. Although we had hoped to establish such a process locally this past summer, implementation was delayed due to the recent budget crisis. Mr. Rietz stated she would like to get that process back on track and asked for input from law enforcement and DCFS. Further discussion ensued. Points of discussion included the purpose of peer review, the types of cases to be reviewed, how often the peer review panel would meet, who would participate, and documentation of peer review meetings. It was the consensus of the Board that Ms. Rietz should move forward with the establishment of a peer review process for investigators who conduct interviews at the CAC.

## **New Business**

None.

## **Announcements**

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, October 22, 2009.

Mr. Williams also announced that CAC Crisis Interventionist Paula Hetzel left the Mental Health Center in August and re-located to South Carolina. Ms. Hetzel has been with the Crisis Intervention Services program since its inception in 2002. Per our contract with the Mental Health Center, the MHC continues to provide Crisis Intervention Services to CAC clients.

## **Adjournment**

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director