



**Champaign County Children's Advocacy Center  
Governing Board  
Annual Meeting  
Thursday, November 19, 2009  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: State's Attorney Julia Rietz, Chair  
(In Person) Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
Lt. Roy Acree, University of Illinois Police Department  
Tamela Atwood, Child Protection Supervisor, Illinois Department of  
Children & Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Amy Hurst, Intensive Outreach Services Supervisor, Mental Health  
Center of Champaign County  
Superintendent Jane Quinlan, Regional Office of Education  
Lt. Bryant Seraphin, Urbana Police Department  
Captain Stuart Shaver, Illinois State Police  
Dr. Deborah Townsend, Champaign County Mental Health Board  
Janet Wells, Supervisor, Adult Probation Services, Champaign County  
Probation & Court Services Department

Members Absent: Champaign County Sheriff's Office  
Champaign Police Department  
Mahomet Police Department

Others Attending: Michael Williams, Executive Director, CAC



**Call to Order**

After finding a quorum present, State's Attorney Julia Rietz, Chair, called the meeting to order at 9:08 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**

Ms. Hurst made a motion to approve the minutes of the October 22, 2009 Regular Meeting of the Governing Board. The motion was seconded by Dr. Buetow. There was no further discussion and the motion was approved.

## **Election of Officers**

Mr. Williams advised the Board that, in accordance with Article IV of the CAC Constitution and By Laws, the terms of the Chairman and Secretary/Treasurer expire today, which is the final meeting of the fiscal year and is designated as the Annual Meeting.

Lt. Seraphin nominated State's Attorney Julia Rietz for the office of Chairman. The nomination was seconded by Dr. Townsend. Ms. Rietz expressed her willingness to continue serving as Chairman. There were no further nominations or discussion. Ms. Rietz was re-elected to the office of Chairman by acclamation.

Superintendent Quinlan nominated Dr. Kathleen Buetow for the office of Secretary/Treasurer. The nomination was seconded by Dr. Townsend. Dr. Buetow expressed her willingness to continue serving as Secretary/Treasurer. There were no further nominations or discussion. Dr. Buetow was re-elected to the office of Secretary/Treasurer by acclamation.

## **Budget Report**

Mr. Williams provided Board members with a copy of the Budget Report for the month ended October 31, 2009. Mr. Williams stated that there were no unusual expenditures to report for the month of October and he noted that the CAC had a positive cash balance of \$15,162.00 as of October 31, 2009.

## **Director's Report**

Mr. Williams reminded Board members that the CAC's contract for crisis intervention services with the Mental Health Center recently expired. He is now in the process of seeking one or more qualified individuals/agencies to provide those services to CAC clients. Mr. Williams reported that, in accordance with instructions from our Grant Monitor with the Illinois Criminal Justice Information Authority, he sent letters to 15 separate individuals and agencies to determine their interest in providing crisis intervention counseling services to CAC clients and their non-offending family members. The notices were mailed on November 3<sup>rd</sup> and the solicitation was also posted on the CAC website. Responses to the solicitation are due by the close of business on Monday, November 23, 2009. Mr. Williams asked the Board to appoint 2-3 members to review

the responses with him and to begin the process of selecting one or more individuals/agencies to provide crisis counseling services.

Further discussion ensued. Dr. Townsend asked Mr. Williams how he determined which individuals/agencies would receive notices. Mr. Williams stated that, at the suggestion of our Grant Monitor, he sent notices to individuals/agencies with which the CAC had worked in the past, with whom the CAC was familiar, or who had been recommended to the CAC. After further discussion, the Board directed Mr. Williams to place an advertisement in the News-Gazette and to extend the deadline for responses. The Board will appoint representatives to review the proposals received at its next meeting.

Mr. Williams reported that he met with the Committee planning the *Twin Cities Twosome* on November 10<sup>th</sup>. Mr. Williams expressed to the Committee the Board's excitement about partnering the *Champions for Children Walk* with the *Twin Cities Twosome* on May 15, 2010. Some of the issues discussed at the Committee meeting were:

- The registration fee for walkers/runners will be \$20 per participant. Of that amount, \$16 will be used to cover *TCT* expenses and the remaining \$4 will be used to purchase *Champions for Children Walk* t-shirts from the Children's Advocacy Centers of Illinois (CACI). *Champions for Children* walkers/runners will register through the CAC and will not receive a second t-shirt from the *Twin Cities Twosome*. In response to a question from Ms. Rietz, Mr. Williams stated that the CAC would not receive any income from registration fees. This is similar to the arrangement in the first two years of the *Champions for Children Walk*. In those years, registration fees paid by walkers were retained by the CACI. Ms. Rietz also noted that she would need to look into legal issues surrounding the CAC receiving charitable donations since we are a government based organization as opposed to a 501(c)3 charitable organization.
- Sponsorships for the *Twin Cities Twosome* are available at three levels:
  - \$500 Gold Level
  - \$300 Silver Level
  - \$100 Bronze Level
  - Sponsors will receive advertising and other perks based on their sponsorship level.
  - All sponsorship fees brought in by the CAC will be rebated to the Center
    - Mr. Williams has contacted the following potential sponsors:
      - Urbana FOP
      - Champaign FOP
      - Thrivent Financial for Lutherans
      - The Pavilion
    - Mr. Williams encouraged Board members to seek out potential sponsors
- All pledges collected by Team members will be sent to the CACI and 85% will be returned to the CAC.
- Mr. Williams suggested ways to maintain the identity of the *Champions for Children Walk* such as:

- A Kick-off Event for the *Champions for Children Walk* on the evening of Friday, May 14, 2010.
- *The Champions for Children Walk* could begin at the Courthouse Plaza at 8:00 a.m. Participants, led by a Grand Marshal(s), would walk to Crystal Lake Park to join the *Twin Cities Twosome*.

It was the consensus of the Board that Mr. Williams should pursue the partnership between the *Champions for Children Walk* and the *Twin Cities Twosome* and continue to report developments to the Board.

Mr. Williams reported that State Representative Chapin Rose visited the Children's Advocacy Center on November 3<sup>rd</sup>. Representative Rose was not available on October 8<sup>th</sup> when the Center hosted Senators Mike Frerichs and Dale Righter and Representative Naomi Jakobsson.

Mr. Williams announced that Charmaine Robertson, a graduate student in the School of Social Work at the University of Illinois, will be interning at the CAC beginning in January 2010. She has already passed the DCFS background check and the required fingerprinting will be done next week.

Each of the Board members was provided with a Summary of CAC Activity for the month of October. During the month of October, 20 children were interviewed at the CAC. That number included 12 children who were accepted for case management services, 7 non-victim siblings, and a follow-up interview with a child who was initially interviewed at the CAC in June 2009. Thus far during the month of November, 10 children have been interviewed at the CAC, which includes 7 children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, and 2 non-victim siblings.

Ms. Rietz noted that there were three interviews conducted during October where observers were not present to assist the interviewer. Ms. Rietz stated that she would make further inquiries into this matter.

### **Communications**

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

### **Old Business**

Lt. Seraphin asked if there were any new developments with respect to beginning a peer review process for investigators who conduct forensic interviews at the CAC. After further discussion, it was determined that the initial peer review sessions would be held on the afternoons of December 15, 16 and 17, 2009 (times to be determined). Ms. Rietz stated that her office would host the peer review sessions and that she would make an Assistant State's Attorney available to provide input and feedback to investigators. Mr. Williams will send an announcement and sign-up information to law enforcement and DCFS supervisors. Approximately six investigators will participate in each session

and each of them will be asked to bring a copy of a recorded interview for review. Investigators can volunteer to have their interviews reviewed or interviews will be selected by random drawing. Investigators will be asked to cue the interview to the specific portion(s) of the interview that they found to be successful or problematic or that presented issues which might be of interest to the team. The team will then discuss the techniques used and provide constructive comments on the interviewer's strengths as well as areas the interviewer can improve upon. The team will review as many interviews as possible during the allotted time. Ms. Rietz emphasized the educational aspect of the process. Future peer review sessions will be held on a quarterly or semi-annual basis.

### **New Business**

None.

### **Announcements**

Mr. Williams provided Board members with a schedule of CAC Board Meetings for 2010. Mr. Williams noted that there is no meeting scheduled in December 2010.

Mr. Williams stated that the next Board meeting is scheduled for 9:00 a.m. on Thursday, December 17, 2009. There was some discussion about cancelling the December meeting; however, the Board elected to meet as scheduled.

### **Adjournment**

There being no further business, the meeting was adjourned at 10:02 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director