



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, December 17, 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  
Lt. Joe Gallo, Champaign Police Department  
Joseph Gordon, Director, Champaign County Probation & Court  
Services Department  
Amy Hurst, Intensive Outreach Services Supervisor, Mental Health  
Center of Champaign County  
Lt. Ed Ogle, Champaign County Sheriff's Office  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Illinois State Police  
Mahomet Police Department  
Regional Office of Education

Others Attending: Lt. Jon Swenson, Champaign Police Department  
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

***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. Buetow made a motion to approve the minutes of the November 19, 2009 Annual Meeting of the Governing Board. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

## **Appointment of Committee to Review Proposals for Crisis Intervention Services**

Last month, the Board discussed options for providing crisis intervention services to CAC clients. Mr. Williams reminded the Board that the Mental Health Center had been providing these services since 2002, but elected not to renew their contract with the CAC because they could no longer meet the match requirement of the grant from the Illinois Criminal Justice Information Authority. At the November Board meeting, Mr. Williams reported that he had sent notices to 15 counseling service providers and had posted a solicitation on the CAC's website requesting proposals by November 23. In accordance with the Board's instructions, the deadline for proposals was extended to December 14. The solicitation for proposals was also advertised in The News-Gazette on Sunday, November 22 and the deadline extension was posted on the CAC website. In addition, notices were mailed on November 19 to 83 counselors and counseling agencies in Champaign County, including 15 counselors/agencies who had received the original notice earlier in November.

Mr. Williams reported that, as of the close of business on December 14, a total of six proposals had been received. 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. Ms. Rietz, Ms. Atwood and Dr. Townsend volunteered to review the proposals with Mr. Williams. The committee will set a date on which to meet and Mr. Williams will provide committee members with copies of the proposals for them to review in advance of the meeting.

## **Budget Report**

Mr. Williams provided Board members with a copy of the Budget Report for the month ended November 30, 2009. Mr. Williams noted that the CAC returned \$3,450.91 in unspent grant funds to the Champaign County Mental Health Board in November. Mr. Williams reminded the Board that the CCMHB awarded the CAC a one-time Special Initiative Grant in the amount of \$13,442.00 to cover the costs of crisis intervention services after federal funds from the Illinois Criminal Justice Information Authority had been fully expended in July 2009. Mr. Williams explained that CCMHB grant funds totaling \$9,991.09 were expended from July through October, which was somewhat less than originally anticipated. The unspent portion of the Special Initiative Grant (\$3,450.91) was remitted to the CCMHB in November.

Mr. Williams stated that there were no other unusual expenditures to report for the month of November and he indicated that the CAC had a positive cash balance of \$4,570.95 as of November 30, 2009. Mr. Williams added that the CAC has only received partial (1/2) payments from DCFS for the First and Second Quarters of State FY 2010. Mr. Williams explained that this is because part of the contract with DCFS is allocated to a State fund with monies on hand, while the remainder of the contract is allocated to a fund with no balance at the present time.

### **Director's Report**

Mr. Williams reported that the first peer review training for investigators who conduct child forensic interviews at the CAC was held on December 16. Additional sessions were scheduled for December 15 and 17, but were cancelled due to low sign-up. The State's Attorney's Office hosted. A total of 5 investigators participated in yesterday's peer review training and 2 cases were reviewed. State's Attorney Julia Rietz, Assistant State's Attorney Troy Lozar, and Mr. Williams also attended. Ms. Rietz and Mr. Williams both agreed that the peer review session went well and that investigators engaged in frank, open and positive discussions. It was also a valuable opportunity for investigators to receive input and advice from the State's Attorney's Office. Sgt. Beach stated that he received positive feedback from RPD Investigator Rodney Sullivan who attended. Future peer review trainings will be held on a quarterly or semi-annual basis.

Mr. Williams updated the Board on plans for the 2010 Champions for Children Walk. Mr. Williams reported that he received a \$500 sponsorship commitment from The Pavilion and he is working to secure sponsorships from four other businesses/organizations. We are continuing to explore partnering the Champions for Children Walk with the Twin Cities Twosome 5K Walk/Run. Mr. Williams will attend the next planning committee meeting scheduled for January 5, 2010.

Mr. Williams reported that the Champaign-Urbana Optimist Club donated gifts, including toys and clothing, to seven families (approximately 21 children) recommended by CAC Case Manager Elaine Carter. Elaine will be picking up the donations this afternoon and distributing the gifts to the families over the next few days.

Mr. Williams reported that the Children's Advocacy Center received a \$500 grant from the Junior League of Champaign-Urbana in November. These funds will be used to add a second microphone to each of the interview rooms in order to improve the quality of sound recordings. This is the second such grant received from the Junior League; a previous grant from the Junior League was used to purchase a digital camera.

Each of the Board members was provided with a Summary of CAC Activity for the month of November. During the month of November, 19 children were interviewed at the CAC. That number included 12 children who were accepted for case management services, 1 child for whom the CAC is not providing follow-up services, and 6 non-victim siblings. Thus far during the month of December, 10 children have been interviewed at the CAC, all of whom have been accepted for case management services.

**Communications**

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

**Old Business**

None.

**New Business**

None.

**Announcements**

Mr. Williams stated that the next Board meeting is scheduled for 9:00 a.m. on Thursday, January 28, 2010.

**Adjournment**

There being no further business, the meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director