



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, March 24, 2011
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Lt. Roy Acree, University of Illinois Police Department
(In Person) Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department
of Children & Family Services
Sgt. Marc Beach, Rantoul Police Department
Chief Jerry Gamble, Mahomet Police Department
Juli Kartel, Director of Youth & Family Services, Community Elements
Lt. Bryant Seraphin, Urbana Police Department
Inv. Tony Shaw, Champaign County Sheriff's Office
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Carle Clinic
Champaign County Probation & Court Services Department
Champaign County State's Attorney's Office
Champaign Police Department
Illinois State Police
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

In the absence of State's Attorney Julia Rietz, Chair, Lt. Seraphin served as Acting Chair for the meeting.

Call to Order

After finding a quorum present, Lt. Seraphin called the meeting to order at 9:10 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. Townsend made a motion to approve the minutes of the February 24, 2011 Regular Meeting of the Governing Board. The motion was seconded by Sgt. Beach. There was no further discussion and the motion was approved.

Review and Approval of FY 2012 DCFS Program Plan and Budget

Mr. Williams provided Board members with a copy of the CAC's FY 2012 DCFS Program Plan and Budget. Mr. Williams explained that the Program Plan and Budget, along with accompanying documents, will form the basis for our contract with the Illinois Department of Children and Family Services for FY 2012 beginning July 1, 2011. Mr. Williams anticipates that the CAC will receive funding in the amount of \$68,425 from DCFS for FY 2012, which is consistent with the level of funding we have received from DCFS for the past several years. In response to a question from Lt. Acree, Mr. Williams stated that payments from DCFS have been received in a fairly timely manner, although we are still awaiting our Third Quarter payment. Mr. Williams went onto explain that the majority of funding from DCFS is dedicated to staff salaries and fringe benefits; however, we also use DCFS funding to pay for operational expenses such as rent and utilities, office supplies, pager service, photocopying, telephone service, reference materials, postage and shipping, printing, insurance, etc. Lt. Seraphin asked what types of expenditures are not allowed by DCFS. Mr. Williams stated that DCFS does not cover fundraising expenses or mortgage payments, among other things. Although the FY 2012 Program Plan is substantially similar to our current Program Plan, it has been updated as necessary. Mr. Williams stated that the FY 2012 Program Plan and Budget were submitted to our grant monitor in advance of the March 21, 2011 deadline. Mr. Williams requested approval of the FY 2012 DCFS Program Plan and Budget.

Sgt. Beach made a motion to approve FY 2012 DCFS Program Plan and Budget. The motion was seconded by Lt. Acree. There was no further discussion and the motion was approved.

Appointment of Committee for Annual Review of CAC Protocol

Mr. Williams reminded the Board that the CAC Protocol is to be reviewed annually. The most recent revisions to the Protocol were adopted by the Board on March 25, 2010. Mr. Williams suggested that a committee comprised of at least 1 representative each from the State's Attorney's Office, law enforcement, and DCFS be appointed to review the Protocol with Mr. Williams and to make recommendation for changes. After discussion, Sgt. Beach and Ms. Atwood volunteered to serve on the committee. Mr. Williams stated that he would contact State's Attorney Julia Rietz and invite her to participate or to designate a representative from her office. Mr. Williams will also work to coordinate a date/time for the committee to review the Protocol.

Budget Report

Mr. Williams provided Board members with copies of the CAC Budget Report for the month ended February 28, 2011. Mr. Williams stated that there were no unusual expenditures to report for the month of February and he noted that the CAC had a positive cash balance of \$14,719.67 as of February 28, 2011. Mr. Williams explained that the fund balance is largely comprised of monies raised from past Champions4Children Walks, assessments paid by law enforcement agencies, and donations made to the CAC by various individuals/organizations. In response to a question from Lt. Seraphin, Mr. Williams stated he was not sure whether or not Ms. Rietz plans to request assessment payments from law enforcement agencies based on their usage of the CAC.

Director's Report

Mr. Williams reported that our new Agreement with the Illinois Criminal Justice Information Authority has been signed, as have renewed Contracts for Crisis Intervention Counseling Services with Joanna Kling and Chris Washo.

Mr. Williams stated that planning for the 2011 Champions4Children Walk is progressing. The Walk will be held on Saturday, May 14th. All of our sponsors from last year have agreed to sponsor the CAC again this year. An e-mail will soon be sent to those who participated in last year's Walk as well as to Team members encouraging them to register and to make donations and pledges in support of the CAC. Mr. Williams encouraged Board members to register to walk and to ask their employees, families and friends to do so as well. Online registration for the Champions4Children Walk is available this year through the Twin Cities Twosome website.

Mr. Williams reported that the second regional peer review for child forensic interviewers was held at the McLean County CAC on March 8, 2011. Unfortunately, no law enforcement or DCFS investigators from Champaign County were able to attend. The next regional peer review will be held in September. Mr. Williams will also be scheduling a local peer review session in the next couple of months.

Mr. Williams stated that he attended the Champions of Children Conference in St. Charles, IL on March 14-15. Cathleen Johnson from Dr. Buetow's office also attended.

Each of the Board members was provided with a Summary of CAC Activity for the month of February. During February, 8 children were interviewed at the CAC, which included 4 children accepted for case management services, 1 child for whom the CAC did not provide follow-up services, and 3 non-victim siblings/witness. In addition, 1 child who was not interviewed at the CAC was assessed and accepted for services. Thus far during March, 14 children have been interviewed at the CAC, which includes 12 children accepted for case management services and 2 non-victim siblings/witnesses.

Communications

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

Old Business

None.

New Business

None.

Announcements

Mr. Williams announced that the next meeting of the CAC Governing Board is scheduled for 9:00 a.m. on Thursday, April 28, 2011.

Adjournment

There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director