



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, August 25, 2011  
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  
Sgt. Michael Atkinson, Illinois State Police  
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children & Family Services  
Sgt. Marcus Beach, Rantoul Police Department  
Sgt. Tom Geis, University of Illinois Police Department  
Mr. Joseph Gordon, Director, Champaign County Probation &  
Court Services Department  
Superintendent Jane Quinlan, Regional Office of Education  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board

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

Others Attending: Michael Williams, Executive Director, CAC

---

***Dr. Buetow served as Acting Chair until Ms. Reitz joined the meeting in progress at 9:15 a.m. Due to a previous commitment, Dr. Townsend left the meeting at 9:45 a.m.***

**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

---

***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**

Superintendent Quinlan made a motion to approve the minutes of the June 23, 2011 Regular Meeting of the Governing Board. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

## **Review and Approval of CAC Budget for County FY 2012 and Budget Report**

Mr. Williams provided the Board with a copy of the CAC's proposed budget for County FY 2012 beginning December 1, 2011. Mr. Williams stated that he reviewed the proposed budget with County Administrator Deb Busey in July. The County Board will approve the Final FY 2012 budget in November.

Mr. Williams stated that the budget he initially presented to Ms. Busey was a balanced budget in that projected revenues slightly exceeded anticipated expenditures. That budget did not include FY 2012 salary increases for CAC staff. Projected revenues include grants from the Champaign County Mental Health Board, the Illinois Criminal Justice Information Authority, the Illinois Attorney General, the Illinois Department of Children & Family Services, and the National Children's Alliance. In addition, Mr. Williams is projecting \$3,000 in contributions from law enforcement agencies and \$8,500 in revenue from fundraisers and donations, as well as a grant from the United Methodist Church for our child victim support group (awaiting approval). Mr. Williams explained that the budget simply sets spending authority for the CAC, but that actual expenditures are restricted to revenues. In short, as a non-General Corporate Fund department of the County, all expenditures by the CAC must be offset by revenue.

Mr. Williams stated that grant revenues are expected to remain relatively stable in FY 2012, although there have been some indications that we may see reductions in funding from the Illinois Attorney General and the National Children's Alliance. The extent of those reductions, if any, is not known at this time. The CAC has not yet received its Grant Agreement from the Illinois Attorney General for State FY 2012, which began on July 1, 2011. Our grant from the Illinois Attorney General was reduced by 5% last year. Mr. Williams is expecting a smaller decrease this year.

After Mr. Williams reviewed the CAC's proposed budget with Ms. Busey, the County issued its salary administration recommendations for FY 2012, which include a 3% salary increase for all non-exempt employees. If those recommendations are adopted, the CAC would have additional salary and fringe benefit costs of approximately \$3,000 for FY 2011. Mr. Williams noted that CAC staff did not receive salary increases in FY 2010 or FY 2011. Mr. Williams recommended that the Governing Board approve a salary increase of 3% for CAC Case Manager Elaine Carter for FY 2012. The cost of Ms. Carter's salary increase and additional fringe benefits is approximately \$1,210. Mr. Williams proposed using unrestricted funds in the CAC fund balance to cover these increases. In response to a question from Dr. Townsend, Mr. Williams stated he is not

recommending a salary increase for himself at this point. Mr. Williams suggested that the Board could revisit that issue if the CAC's financial position improves.

During FY 2012 budget discussions with the County Administrator, Mr. Williams raised the possibility of again requesting that the Champaign County Board approve a fee to support the Children's Advocacy Center. Mr. Williams reminded the Governing Board that the State of Illinois approved legislation in 2007 authorizing the county board in each county in which a CAC provides services to adopt a mandatory fee between \$5 and \$30 to be paid by defendants on a judgment of guilt or a grant of court supervision in cases involving felony, misdemeanor, petty and business offenses. Ms. Rietz and Mr. Williams met with the Justice & Social Services Committee in August 2008 and requested that the Champaign County Board authorize a fee of \$10 on felony and misdemeanor cases only. That request was tabled by the Committee at that time and no further action has been taken.

At the suggestion of the County Administrator, Mr. Williams contacted four CACs of similar size in Central Illinois to inquire about their revenue sources. Mr. Williams contacted the CACs located in Bloomington, Decatur, Pekin and Springfield. Mr. Williams provided the Board with a comparison of the revenues of those CACs with the Champaign County CAC. In McLean County (Bloomington) and Macon County (Decatur), the County Boards approved a fee of \$15 on all felony, misdemeanor, petty and business offenses. Tazewell County (Pekin) assesses a fee of \$10 on all felony, misdemeanor and ordinance violations. In Sangamon County (Springfield), the fee is \$5 on all felony and misdemeanor cases and on traffic cases when the defendant appears in court. With the exception of the Sangamon County CAC, the other CACs serve multiple counties and they are receiving fees in each of the counties they serve. The CACs Mr. Williams contacted reported receiving annual revenue from fees ranging from \$35,000 to \$95,000. Statewide, at least 25 (of 38) CACs are now receiving revenue from fees.

Also at Ms. Busey's suggestion, Mr. Williams completed an analysis of the CAC fund balance for the past five years as well as the projected fund balance through 2015 (copy provided to Board). The fund balance at the beginning of County FY 2011 was \$31,689. As of July 31, 2011, the fund balance includes unrestricted and unspent revenue totaling \$28,547. Mr. Williams reviewed with the Board the sources of unrestricted revenue, which include payments from law enforcement agencies, fundraisers including Champions4Children Walks and the 2011 Poker Run & Auction, investment interest, and miscellaneous donations. The fund balance is expected to shrink by \$5,096 at the end of FY 2011 and Mr. Williams predicts that it will continue to shrink to the point where we will have a negative fund balance at the end of FY 2014. The assumptions built into the analysis include:

- Grant revenues will remain stable thru FY 2015.
- Fundraising and Donations will continue to generate \$7,000 per year.
- Law enforcement agencies will continue to contribute \$3,000 per year.
- Salaries and Fringe Benefits will increase 3% in FY 2012.
- Expenditures (including Salaries and Fringe Benefits) will increase 2.5% annually from FY 2013-15.

- Anticipated replacement of the CAC's digital recording system will occur in FY 2013 at a cost of \$7,500.
- Payment of \$3,000 reaccreditation fee will be due to the National Children's Alliance in FY 2013.
- The CAC will replace three personal computers in FY 2015 at an estimated cost of \$4,500.
- Any reductions in grants or unanticipated increases in expenses will accelerate depletion of the fund balance.

Mr. Williams recommended that the CAC Governing Board request that the Champaign County Board authorize a fee of \$5 to support the Children's Advocacy Center, to be imposed upon conviction or a disposition of court supervision in felony, misdemeanor, petty and business offenses. Based on information provided by Champaign County Integrated Justice Project Manager Kirk Bedwell, assuming that every defendant paid, this fee would have generated between \$69,000 and \$91,000 over the past three years. Mr. Williams cautioned that it is unreasonable to expect that every defendant will pay the fee; however, it seems clear that the fee could be a source of considerable revenue for the CAC.

Extensive discussion ensued. At the suggestion of Ms. Rietz, Mr. Williams will contact the four other counties in Central Illinois who have imposed a fee to support their CACs to determine what other discretionary fees they are currently imposing. Mr. Williams will gather the same information for Champaign County felony, misdemeanor and traffic cases. During his discussion with Ms. Busey, it was suggested that December might be an opportune time to approach the Champaign County Board with a request for a fee to support the CAC. The CAC Board will continue to discuss this matter at its next meeting in September.

Dr. Buetow made a motion to approve the CAC budget for County FY 2012 as presented. The motion was seconded by Mr. Gordon. Ms. Rietz clarified that this motion does not pertain to the proposed salary increase for Ms. Carter. There was no further discussion and the motion was approved.

Dr. Buetow made a motion to approve a 3% salary increase for CAC Case Manager Elaine Carter for County FY 2012. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

Mr. Williams provided Board members with copies of Budget Reports for the months ended June 30 and July 31, 2011. Mr. Williams highlighted the expenditure of \$500 on June 24, 2011. That expenditure was our contribution to the Multidisciplinary Team training presented on June 14, 2011 featuring Justin Fitzsimmons of the National District Attorneys Association ("*Complex Issues in Child Abuse Investigations*"). Mr. Williams stated that there were no other unusual expenditures to report for the months of June or July and he noted that the CAC had a positive cash balance of \$6,892.92 as of July 31, 2011. Although we recently received our Third Quarter payment from DCFS, we are still awaiting the remainder of our Fourth Quarter payment (\$8,080.99).

Mr. Williams also recognized and thanked the Urbana Police Department for their recent contribution of \$1,000.

### **Director's Report**

At the beginning of August, Mr. Williams sent an e-mail to law enforcement and DCFS supervisory personnel regarding regional peer review, which will be held in Charleston on Thursday, September 15<sup>th</sup>. Our State Chapter Office recently reconfigured the regions for peer review and we are now assigned to a region that includes the East Central Illinois CAC (Charleston), the Macon County CAC (Decatur), and Safe Harbor CAC (Robinson). Mr. Williams encouraged supervisors to register their investigators for peer review. Mr. Williams will likely plan a local peer review for later this fall. On a related note, Mr. Williams mentioned that *Finding Words Illinois* will be held in Springfield during the week of October 3-7, 2011. Those departments that have investigators in need of this training should submit the required application form prior to September 1<sup>st</sup>.

On August 1, 2011, Anne Guinan, our grant monitor with the Illinois Criminal Justice Information Authority, conducted a site visit at the CAC. Ms. Guinan met with Mr. Williams, CAC Case Manager Elaine Carter and Therapist Chris Washo. Because of a prior commitment, Therapist Joanna Kling was not available. Mr. Williams stated that the site visit went well.

Each of the Board members was provided with Summaries of CAC Activity for the months of June and July. During June, 20 children were interviewed at the CAC, which included 15 children accepted for case management services, 1 child for whom the CAC did not provide follow-up services, and 4 non-victim siblings/witnesses. During July, 15 children were interviewed at the CAC, which included 11 children accepted for case management services, 3 non-victim siblings/witnesses, and 1 child who was interviewed by DCFS as a courtesy to the Nashville, TN Police Department. In addition, 1 child who was not interviewed at the CAC was assessed and accepted for services as were 2 children who relocated to Champaign County after initially being interviewed at the Williamson County CAC.

Thus far during August, 10 children have been interviewed at the CAC, which includes 7 children accepted for case management services, 2 children for whom the CAC did not provide follow-up services, and 1 non-victim sibling/witness.

### **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, September 22, 2011.

**Adjournment**

There being no further business, the meeting was adjourned at 10:07 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director