



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, October 27, 2011  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
(In Person) Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children & Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Sgt. Tom Geis, University of Illinois Police Department  
Mr. Joseph Gordon, Director, Champaign County Probation &  
Court Services Department  
Chief Michael Metzler, Mahomet Police Department  
Lt. Mark Peyton, Illinois State Police  
Lt. Bryant Seraphin, Urbana Police Department  
Investigator Tony Shaw, Champaign County Sheriff's Office  
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County State's Attorney's Office  
Champaign Police Department  
Community Elements  
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

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

**Call to Order and Introductions**

After finding a quorum present, Dr. Buetow called the meeting to order at 9:10  
a.m. Introductions were made.



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. Buetow made a motion to approve the minutes of the September 22, 2011 Regular Meeting of the Governing Board. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

## **Budget Report**

Mr. Williams provided each of the Board members with a copy of the CAC Budget Report for the month ended September 30, 2011. Mr. Williams highlighted the expenditure for Insurance in the amount of \$1,066.34 and he explained that this is the premium for liability insurance provided through Champaign County for County FY 2011. Mr. Williams stated that there were no other unusual expenditures to report for the month of September.

Mr. Williams noted that the CAC had a positive cash balance of \$677.51 as of September 30, 2011. Mr. Williams added that we received a semi-annual payment in the amount of \$5,000 from the National Children's Alliance yesterday. We are awaiting First and Second Quarter payments from the Illinois Department of Children & Family Services and the Illinois Attorney General.

Mr. Williams recalled for Board members that the CAC had applied for a small grant from the United Methodist Church to help fund our child victim support group. Unfortunately, the CAC did not receive that grant. Mr. Williams shared with the Board a letter he received from the United Methodist Women. Without this additional funding, Mr. Williams stated it is unlikely that the CAC will be able to offer a support group this spring. Mr. Williams added that he would continue to look for grants to support this valuable program. In response to a question from Dr. Townsend, Mr. Williams stated he was unsure of the selection criteria used by the United Methodist Women. Mr. Williams felt that our grant application matched up well with the grant requirements and he believed that the reason we did not receive an award was most likely because the United Methodist Women received hundreds of applications for a limited amount of funding.

For the benefit of Board members who were not able to attend last month's meeting, Mr. Williams and Dr. Buetow reviewed the Board's discussions regarding the decision not to seek approval from the County Board of a fee to support the CAC at this time.

At the County Department Heads meeting earlier this month, Mr. Williams learned that the County IT Department is considering charging non-General Corporate Fund Departments for technology related services. The financial impact of this is not yet known. Mr. Williams hopes to learn more details at next month's meeting of the Technology Oversight Committee. Mr. Williams will keep the CAC Board apprised of developments regarding what would be an unanticipated expense for the CAC.

## **Director's Report**

Mr. Williams reviewed with the Board the discussions held at last month's meeting regarding regional and local peer review for child forensic interviewers. Discussions focused on the time and travel requirements for regional peer review as well as the continuing education aspects of peer review. Mr. Williams added that participation in peer review is necessary to maintain our accreditation by the National Children's Alliance. The consensus of the Board was that Mr. Williams would continue to notify supervisors of the availability of regional peer review, but that we would focus our efforts on local peer review. It is Mr. Williams' feeling that offering local peer review 3-4 times per year would afford every investigator who conducts interviews at the CAC the opportunity to attend a peer review session and to have at least one of their interviews reviewed by the team annually. Mr. Williams stated that local peer review for child forensic interviewers is scheduled for Wednesday, November 9<sup>th</sup>. An e-mail about peer review was sent to law enforcement and DCFS supervisors on October 6<sup>th</sup>. Thus far, only one investigator has contacted Mr. Williams to indicate that he would be attending. Mr. Williams will send a reminder e-mail next week and he encouraged supervisors to register their investigators. Ms. Atwood stated that two of her investigators are planning to attend.

Mr. Williams reported that three members of the CAC Multidisciplinary Team (David Roesch of the Urbana Police Department and Jessica Lee and Marcus Truss of DCFS) completed *Finding Words Illinois* in Springfield during the week of October 3-7, 2011. Also, CAC Case Manager Elaine Mitchell is at the Advanced Illinois Victim Assistance Academy in Bloomington this week (October 26-27). Ms. Mitchell also attended training earlier this month to become a facilitator for the Darkness to Light Stewards of Children Training Program. Ms. Mitchell along with other facilitators will be involved in presenting the program to PTAs/PTOs and other community organizations. This program is being sponsored by the Champaign County Coalition to Prevent Child Abuse, of which the CAC is an active member.

The Chapter Office of the Children's Advocacy Centers of Illinois (CACI) is gearing up for the 2012 Champions4Children Walk. CACs around the state are being asked to sign a Memorandum of Understanding with the CACI (copy provided to Board). The MOU sets forth the duties and responsibilities of the parties, but is not to be construed as a contract between the CAC and the CACI. Mr. Williams reminded the Board that we have partnered the local C4C Walk with the Twin Cities Twosome for the past two years. Mr. Williams asked that Board if the Walk is something they want to support again next year. After further discussion and with Mr. Williams' recommendation, the Board decided that the CAC will participate in the 2012 C4C Walk and authorized Mr. Williams to again seek a partnership with the Twin Cities Twosome.

Each of the Board members was provided with a Summary of CAC Activity for the month of September. During September, 15 children were interviewed at the CAC, which included 10 children accepted for case management services, and 5 non-victim siblings/witnesses. Thus far during October, 5 children have been interviewed at the CAC, all of whom were accepted for case management services.

In response to discussions at last month's Board meeting, Mr. Williams provided Board members with information regarding the number of CAC cases involving juvenile suspects over the past three years. Mr. Williams stated that, somewhat to his surprise, the data does not indicate an increase in juvenile suspects in child sexual abuse cases. From January 2008 through September 2011, a total of 161 unduplicated juvenile suspects were identified in cases investigated through the CAC (50 in 2008, 47 in 2009, 35 in 2010, and 29 thus far in 2011). The average age of those juveniles was 13.30. Mr. Williams provided Board members with annual breakdowns as well as demographics (age, gender, race) of juvenile suspects. Mr. Williams added that 515 suspects were identified during the reporting period (161 juveniles and 354 adults). Juveniles comprised 31.3% of the identified suspects, whereas 68.7% of identified suspects were adults.

### **Communications**

Mr. Williams stated that no additional 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, November 17, 2011. Mr. Williams noted that the meeting is one week earlier than usual so as not to conflict with Thanksgiving. Mr. Williams also reminded Board members that this will be the Annual Meeting of the Board and the election of officers will be on the agenda for that meeting in accordance with the CAC By Laws and Constitution. In response to a question from Dr. Buetow, Mr. Williams stated that there is no meeting scheduled for December.

### **Adjournment**

There being no further business, the meeting was adjourned at 9:48 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director