



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, January 26, 2012  
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  
Lt. Roy Acree, University of Illinois Police Department  
Sgt. Michael Atkinson, Illinois State Police  
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children & Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Investigator Shaun Cook, Urbana Police Department  
Lt. Joe Gallo, Champaign Police Department  
Mr. Joseph Gordon, Director, Champaign County Probation & Court  
Services Department  
Ms. Juli Kartel, Director of Youth and Family Services,  
Community Elements  
Chief Michael Metzler, Mahomet Police Department  
Lt. Ed Ogle, Champaign County Sheriff's Office

Members Absent: Champaign County Mental Health Board  
Regional Office of Education

Others Attending: Detective Bob Rea, Champaign Police Department  
Michael Williams, Executive Director, CAC

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**Call to Order and Introductions**

After finding a quorum present, State's Attorney Julia Rietz, Chair, called the meeting to order at 9:07 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**

Dr. Buetow made a motion to approve the minutes of the November 17, 2011 Annual Meeting of the Governing Board. The motion was seconded by Chief Metzler. There was no further discussion and the motion was approved.

## **Review and Approval of Application for FY13 Grant Funding from the Illinois Attorney General in the Amount of \$16,150**

Mr. Williams provided Board members with a copy of the CAC's Application for FY13 Grant Funding from the Illinois Attorney General. Mr. Williams explained that the CAC has received grant funding from the Illinois Attorney General each year since January 2000. Our current grant, in the amount of \$14,535, is used to pay a portion of the Case Manager's salary. Mr. Williams is requesting an increase to \$16,150 for FY13. This would restore the 10% cut we experienced in FY12. Mr. Williams stated he is not optimistic that the cut will be restored and he expects that there might be further reductions. The grant application deadline is February 3, 2012. Mr. Williams requested permission to submit the application as presented.

Lt. Ogle made a motion to approve the Application for FY13 Grant Funding from the Illinois Attorney General in the amount of \$16,150. The motion was seconded by Chief Metzler. There was no further discussion and the motion was approved.

## **Review and Approval of Application for FY13 Grant Funding from the Champaign County Mental Health Board in the Amount of \$37,080**

Mr. Williams provided Board members with a copy of the Champaign County Mental Health Board (CCMHB) FY13 Agency Program and Financial Plan for the Champaign County CAC. The CAC will be applying for \$37,080 from the CCMHB for FY13 beginning July 1, 2012. Mr. Williams reminded Board members that the CCMHB has provided funding for the CAC at this level for several years and funding from the CCMHB will again be designated for salaries, fringe benefits, and membership dues. Although information in the FY13 Agency Program and Financial Plan has been updated where applicable, the FY13 Plan is substantially similar to the current Plan. The online application deadline is February 17, 2012 and Mr. Williams requested permission to submit the application as presented.

Motion made by Dr. Buetow to approve the Application for FY13 Grant Funding from the Champaign County Mental Health Board in the amount of \$37,080. The motion was seconded by Lt. Gallo. There was no further discussion and the motion was approved.

Mr. Williams reported that the Champaign County Mental Health Board is requiring that all funded agencies update their Cultural Competency Plans. Mr. Williams

met with Project ACCESS Cultural and Linguistic Competency Coordinator Shandra Summerville on January 10, 2012 to begin the process of revising the CAC's Plan in accordance with the recently released Cultural and Linguistic Competence Plan Instructions and Template. Because revision of the CAC's Cultural Competency Plan will require input from and approval by the CAC Governing Board, Mr. Williams will prepare a draft and submit it to the CAC Board for review at the February meeting. Until such time as a new Plan has been adopted by the CAC Governing Board, the CAC will continue to abide by the terms and conditions of the existing Cultural Competency Plan, which was most recently revised in October 2007.

### **Budget Report**

Mr. Williams provided Board members with copies of Budget Reports for the months ended November 30 and December 31, 2011. Mr. Williams noted that there are two Budget Reports for November. The Report with a run date of December 31, 2011 captures final expenditures and revenue for County FY11, which ended November 30, 2011. Mr. Williams stated that there were no unusual expenditures to report for the months of November and December. Mr. Williams added that the CAC had a positive cash balance of \$10,341.53 as of December 31, 2011. To date, we have received our First and Second Quarter payments from the Illinois Attorney General and our First Quarter payment from DCFS. We are awaiting our Second Quarter payment from DCFS (\$17,106.25), as well as our semi-annual payment from the National Children's Alliance (\$5,000).

Mr. Williams stated that he recently received permission from our Grant Monitor with the Illinois Criminal Justice Information Authority to transfer \$2,600 from the Contractual line item to the Personnel line item in our grant ending February 29, 2012. These funds will be used to pay a greater portion of the Case Manager's salary. This will allow us to make up for the reduction in our FY12 Attorney General grant as well as a reduction in the portion of our DCFS grant being used to pay the Case Manager's salary. Mr. Williams added that this transfer will not affect our ability to pay for crisis intervention counseling services during the remainder of the grant period.

Mr. Williams reported that he received a letter from the Illinois Criminal Justice Information Authority earlier this month advising us that we have been approved for continuation funding in the amount of \$50,338 for the period March 1, 2012 to February 28, 2013. Mr. Williams reminded Board members that funding from the Authority is used to contract for crisis intervention counseling services and to pay a portion of the Case Manager's salary. Mr. Williams is in the process of preparing the necessary documents for continuation of our grant, which he will submit to the CAC Board for review at the February meeting. Those documents must also be approved by our Grant Monitor.

On a related budget note, Mr. Williams stated that approval by the Authority to use a greater portion of our grant for the Case Manager's salary will reduce the projected budget shortfalls for FY 12 and FY13. Mr. Williams stated that, given current grant revenues and anticipated expenditures, our projected budget shortfall for FY13 is approximately \$6,500. The shortfall can be bridged through the use of unrestricted

revenues in the CAC fund balance (i.e., monies raised through fundraising efforts, payments from law enforcement agencies that use the Center, unrestricted donations).

### **Director's Report**

Mr. Williams reported that the CAC has experienced difficulties with the recording system over the past few weeks. Repairs and maintenance to our system have required the use of a temporary system. During that time, we are only able to provide one original DVD copy of each interview to the lead investigating agency. Mr. Williams expects that repairs to our system will be completed within the next few days. Mr. Williams thanked law enforcement and DCFS investigators for their patience. Ms. Rietz asked law enforcement agencies to make copies of recordings prior to submitting their reports to her office for review.

Mr. Williams stated that plans for the 2012 Champions4Children Walk, which will again be partnered with the Twin Cities Twosome, are progressing. The event will be held in Crystal Lake Park on Saturday, May 12, 2012. Mr. Williams has contacted our sponsors from previous years. To date, the Pavilion has agreed to sponsor us again this year at the \$500 level. Mr. Williams asked Board members to suggest any businesses they think might be interested in sponsoring the CAC.

*Shooters* in Rantoul will again be staging a Benefit Poker Run & Auction on Saturday, June 9, 2012 and the Children's Advocacy Center is the designated beneficiary of the event. Mr. Williams reminded the Board that the CAC received \$1,445 in proceeds from the first Benefit Poker Run & Auction held last year.

Each of the Board members was provided with Summaries of CAC Activity for the months of November and December. During November, 6 children and 2 adults were interviewed at the CAC, which included 4 children who were accepted for case management services, 1 non-victim sibling, a follow-up interview with a child who was initially interviewed at the CAC in June 2011, and 2 adults (1 victim of sexual assault and 1 non-victim witness), both of whom are hearing impaired. The latter case was a courtesy usage of the facility by the Lafayette City (IN) Police Department.

During December, 17 children were interviewed at the CAC, which included 11 children accepted for case management services, 4 non-victim siblings, and 2 children who were interviewed by DCFS in a Clark County case. In response to a question from Sgt. Atkinson, Mr. Williams stated that although the Illinois State Police is involved in the Clark County case, he believed that the assigned investigators are from outside the Champaign zone.

Thus far during the month of January, 21 children have been interviewed at the CAC, which includes 13 children accepted for case management services and 8 non-victim siblings.

Ms. Reitz noted that a representative from her office has not been able to attend most interviews at the CAC over the past few months. Ms. Rietz apologized and stated she would take steps to ensure that a representative is present as often as possible.

Mr. Williams provided Board members with demographic information on the children who were interviewed at the CAC during 2011. A total of 169 unduplicated children were interviewed at the CAC in 2011, 123 of whom were accepted for case management services. The number of unduplicated children interviewed at the CAC in 2011 was down 14 from 2010 (183) and was approximately 19% less than the average number of unduplicated children interviewed each year from 2002-2011 (208).

Mr. Williams also provided Monthly/Annual breakdowns of the total interviews conducted at the CAC from 2002-2011 as well as the number of children accepted for case management services each month/year during that period.

The final statistical report in the Board package was a breakdown by agency of interviews conducted at the CAC in 2011 as well as for the period 2002-2011. This report includes information on the agencies involved in investigations as well as the number of interviews conducted by particular agencies. Mr. Williams noted that the total number of interviews conducted in 2011 was 172, which included interviews with 2 duplicated children and a follow-up interview with a child who was initially interviewed at the CAC in 2010. Mr. Williams pointed out that 59.30% of the interviews conducted at the CAC in 2011 were joint investigations between law enforcement and DCFS. From 2002-2011, a total of 2,103 interviews were conducted at the CAC; 64.80% of which were joint investigations between law enforcement and DCFS.

Lastly, Mr. Williams reported that the CAC continues to survey clients on a quarterly basis. During 2011, a total of 110 surveys were mailed to parents/caregivers and 22 responses were received; a response rate of 20.0%, which was the same as last year's response rate. Members of the Multidisciplinary Team are also surveyed each year. The annual survey was sent to 66 members of the Multidisciplinary Team in November and a total of 24 responses were received. The response rate of 36.4% was a decrease of 5% over last year's response rate. Mr. Williams provided the Board with the results of each survey, including the questions asked, the responses received, and any comments made by respondents. Mr. Williams stated that, whenever possible, the CAC has responded to concerns raised by clients and Team members.

### **Communications**

In addition to the previously noted communication from the Illinois Criminal Justice Information Authority regarding continuation of our grant, Mr. Williams stated that he received a letter yesterday from the Prince of Peace Lutheran Church in St. Joseph, along with a check in the amount of \$542.35. The letter from Pastor Seth Jerrild indicated that the donation was being "given as a special end of the year offering" from their congregation and he thanked the CAC for our service to abused children and their families. Mr. Williams stated that the donation was a very pleasant surprise and he will send a thank you letter to Pastor Jerrild on behalf of the Board. Ms. Atwood added that Prince of Peace Lutheran Church also made very generous donations to DCFS and the families they serve at Christmas.

## **Old Business**

None.

## **New Business**

Ms. Rietz advised the Board that legislation has been proposed that would require DCFS to record interviews with children in all cases of suspected abuse. The proposed legislation also has provisions for making those recordings available to all parties to proceedings related to the interviews. Ms. Rietz stated that, should this proposed legislation become law, there would be a number of logistical problems in its implementation (e.g., where would the children be interviewed, how would the recordings be made and preserved, etc.). Further discussion ensued. Ms. Rietz and Mr. Williams will continue to follow the progress of this proposal and will keep the Board apprised of developments.

Mr. Williams stated that, in conjunction with the annual review of the CAC Protocol, which will be scheduled for March-April, he will suggest that the Committee assigned by the Board review a proposal by the Children's Advocacy Centers of Illinois that only one copy be made of each interview and that that copy be turned over to law enforcement in every case. Ms. Atwood added that DCFS administrators are examining whether or not DCFS should discontinue receiving copies of interviews. Further discussion ensued.

Ms. Atwood advised the Board that DCFS is implementing a new procedure whereby DCFS will notify law enforcement by fax of cases with potential criminal charges (i.e., child sex abuse cases, cases involving bone fractures, allegations of torture, etc.). Ms. Atwood asked law enforcement representatives present to provide her with the names and fax numbers of persons who should receive notifications.

## **Announcements**

Mr. Williams advised that Board that CAC Case Manager Elaine Mitchell coordinated the donation of Christmas gifts for CAC clients through the Optimist Club of Champaign-Urbana. As a result of Ms. Mitchell's efforts, 7 families (19 individual children) received Christmas gifts from the Optimist Club. This was the third consecutive year that Ms. Mitchell has coordinated holiday gifts for CAC clients through the Optimist Club.

Mr. Williams announced that the next meeting of the CAC Governing Board is scheduled for 9:00 a.m. on Thursday, February 23, 2012.

**Adjournment**

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director