



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, August 23, 2012  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
(In Person) M/Sgt. Mike Atkinson, Illinois State Police  
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children & Family Services  
Mr. Joseph Gordon, Director, Champaign County Probation & Court  
Services Department  
Ms. Juli Kartel, Director of Youth & Family Services, Community  
Elements  
Lt. Ed Ogle, Champaign County Sheriff's Office  
Superintendent Jane Quinlan, Regional Office of Education  
Lt. Bob Rea, Champaign Police Department  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County State's Attorney's Office  
Mahomet Police Department  
Rantoul Police Department  
University of Illinois Police Department

Others Attending: Michael Williams, Executive Director, CAC

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

**Call to Order**

Dr. Buetow, Acting Chair, called the meeting to order at 9:10 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. Townsend made a motion to approve the minutes of the June 28, 2012 Regular Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion and the motion was approved.

## **Review and Approval of CAC Budget for County FY2013**

Mr. Williams provided Board members with a proposed CAC budget for County FY2013, which begins December 1, 2012. Mr. Williams reviewed the proposed budget with County Administrator Deb Busey on July 18 and will present the budget to the County Board on August 27. The proposed budget is a slight deficit budget in that anticipated revenues are \$191,703 vs. projected expenditures of \$193,718, a difference of \$2,015. This is primarily because a reaccreditation fee of \$3,000 will be due to the National Children's Alliance in FY2013. The deficit will be covered by unrestricted funds in the CAC fund balance, which currently total \$34,965.

In addition to grants from the Illinois Criminal Justice Information Authority, the National Children's Alliance, the Department of Children & Family Services and the Champaign County Mental Health Board, Mr. Williams is projecting non-grant revenue totaling \$12,010 (\$7,000 in payments from law enforcement agencies that conduct interviews at the CAC, \$5,000 from fundraisers and donations, and \$10 in investment interest). Any shortfall in non-grant revenue would have to be covered by the fund balance.

Mr. Williams pointed out that the proposed budget also anticipates staff salary increases of 2% in keeping with the recommendation of the County Administrator for non-bargaining unit employees of Champaign County. The total cost of salary increases for FY 2013 is \$1,696.50 (\$994.50 for Mr. Williams and \$702.00 for CAC Case Manager Elaine Mitchell). Salary increases would also increase fringe benefit costs by approximately \$313. Premiums for health insurance are expected to rise in FY2013 and are not affected by salary increases. Other fringe benefits such as Social Security, IMRF, and Worker's Compensation are based on a percentage of salary costs and increase as salaries are increased.

Dr. Townsend made a motion to approve the CAC budget for FY 2013 as presented. The motion was seconded by Mr. Gordon. Further discussion ensued. In response to a question from Lt. Seraphin, Mr. Williams explained the increase in the fund balance over the past couple of years. Lt. Seraphin also inquired about the number of CACs in Illinois receiving revenue from the CAC fee authorized by County Boards. Mr. Williams stated that he does not know the exact number of CACs that are receiving this revenue but that the CAC Chapter Office is putting together an updated list. Mr. Williams stated he would provide that information to the Board as soon as it becomes available. The Board also discussed the history of this issue in Champaign County and

indicated a desire to re-visit the issue as additional information becomes available. Following discussion, the motion for approval of the CAC budget for FY 2013 was passed unanimously.

### **Budget Report**

Mr. Williams provided Board members with copies of Budget Reports for the months ended June 30 and July 31, 2012. Mr. Williams stated that there were no unusual expenditures to report for the period. Mr. Williams added that the CAC had a positive cash balance of \$23,913.38 as of July 31, 2012. Mr. Williams explained the difference between the cash balance (which is the actual cash on hand at the end of the reporting period) vs. the fund balance referred to earlier (which is all unexpended/unrestricted revenue on hand). Mr. Williams added that the cash balance is oftentimes lower than the fund balance because most grant revenue is received after expenditures are made.

Mr. Williams announced that he recently received notification from the Illinois Attorney General that the CAC had been awarded a grant in the amount of \$14,535 for State FY2013. The CAC received the same amount in FY2012. This is especially good news given that we experienced cuts to our AG grants in FY2011 (5%) and FY2012 (10%).

### **Director's Report**

Mr. Williams advised the Board that our Lease with the Champaign-Urbana Public Health District was automatically renewed for 1 year beginning August 1, 2012. Pursuant to the terms of our Lease, rent increased by \$37 from \$1,353 to \$1,390 per month (2.7%) and utilities increased by \$4 from \$136 to \$140 per month (2.9%). Increases are tied to increases in the Consumer Price Index. In addition, monthly telephone line charges and Internet access charges will increase by \$1 per month.

Mr. Williams reported that he is surveying the Multidisciplinary Team to determine if there is any interest in changing the day of the month on which we hold MDT Case Review meetings in 2013. At this time, the Team is continuing to meet on the first Friday of each month at noon.

Regional peer review will be held at the East Central Illinois CAC in Charleston on September 13, 2012. Notification was sent to law enforcement and DCFS supervisors earlier this month and Mr. Williams encouraged them to send their interviewers to peer review if at all possible.

Mr. Williams announced that we have been awarded a slot in Advanced Forensic Interview Training to be held in Minneapolis from October 10-12, 2012. The Midwest Regional CAC will pay all transportation, lodging and tuition expenses for one investigator to attend this training. Investigator Tony Shaw of the Champaign County Sheriff's Office has been selected to attend.

Mr. Williams also reminded Board members that Finding Words Illinois will be held during the week of October 22-26. The deadline for registration is September 24.

Mr. Williams is aware that the Champaign Police Department and the Rantoul Police Department have registered investigators for Finding Words.

Each of the Board members was provided with Summaries of CAC Activity for the months of June and July. During June, 18 children were interviewed at the CAC, which included 15 children who were accepted for case management services, 2 children for whom the CAC did not provide follow-up services, and 1 non-victim sibling.

During July, 14 children were interviewed at the CAC, which included 12 children who were accepted for case management services, 1 child for whom the CAC did not provide follow-up services, and 1 non-victim sibling.

Thus far during the month of August, 4 children have been interviewed at the CAC, which includes 3 children accepted for case management services, and one courtesy usage of the facility by the Gibson City Police Department. DCFS assisted with the latter investigation.

Mr. Williams stated that if we look at the number of children interviewed at the CAC from January-June this year (121) and annualize that number, we would expect to interview 242 children in 2012. This would be a significant increase from the number of children interviewed at the CAC in 2011 (169). Of course, those numbers are impacted by a number of factors and it is difficult, if not impossible, to predict the number of children who will be interviewed at the CAC during the remainder of 2012.

### **Communications**

Mr. Williams stated that he had not received any other communications 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 27, 2012.

**Adjournment**

There being no further business, the meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director