



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, September 27, 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
Sgt. Marc Beach, Rantoul Police Department
Mr. Joseph Gordon, Director, Champaign County Probation & Court
Services Department
Lt. Matt Myrick, University of Illinois Police Department
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

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

Others Attending: Michael Williams, Executive Director, CAC

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. The Board welcomed Lt. Matt Myrick of the University of Illinois Police Department.



NATIONAL
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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 August 23, 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 RFP for Crisis Intervention Counseling Services

Mr. Williams advised the Board that the Illinois Criminal Justice Information Authority, which provides funding for our crisis intervention counseling services program, requires that we issue a Request for Proposals for those services every three years. The RFP was most recently released in the fall of 2009, at which time Therapists Joanna Kling and Chris Washo were selected to provide those services. Mr. Williams provided Board members with a copy of the RFP which has been approved by the Authority. Pending approval by the CAC Governing Board, the RFP will be posted on the County's website and notices will be mailed to local counselors/therapists/agencies. The RFP will also be advertised in The News-Gazette. The deadline for responding to the RFP is Monday, November 19, 2012. Mr. Williams suggested that the Board appoint a committee of up to three members plus himself to review the proposals and recommend vendor(s) to the CAC Governing Board at the January 2013 meeting. Appointments could be made at a later meeting (October or November). This process will allow us to have vendor(s) selected and under contract prior to the start of the new grant year on March 1, 2013.

Sgt. Beach made a motion to approve the RFP for Crisis Intervention Counseling Services. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

Budget Report

Mr. Williams provided Board members with a copy of the CAC Budget Report for the month ended August 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 \$17,191.42 as of August 31, 2012. Mr. Williams also noted that we have not yet received first quarter payments from the Illinois Attorney General or DCFS.

Mr. Williams advised the Board that he reviewed the CAC's proposed budget for FY2013 with the County Board on August 27, 2012.

Director's Report

Mr. Williams initiated a discussion on the use of language interpreters at the Children's Advocacy Center by explaining that the court recently reviewed the recording of an interview that was done at the CAC using a language interpreter. The court

concluded that the interpreter “did not maintain her role as a translator... instead she tried to become a facilitator.” The court went onto state: “The only job of a translator is to objectively translate what is said from one language to the other. He or she must not rephrase, must not explain, cannot add to it or engage in any exchange with anyone beyond what is literally spoken out loud. The simplest way to view the role of a translator is that they are a machine. They’re literally translating only what they hear from one language to the other. To assist in this process, the interviewer should not say things like ‘ask her,’ and several times that took place. The (interviewer) should ask the child directly, as if there was no translator even sitting there.” Mr. Williams asked law enforcement and DCFS supervisors to communicate this information to their investigators who conduct interviews at the CAC. Mr. Williams and CAC Case Manager Elaine Mitchell will also use pre-interview briefings as an opportunity to orient interpreters to the interview process and to emphasize to both the interpreter and the investigator their respective roles in the interview.

Mr. Williams reported that he recently surveyed the Multidisciplinary Team to determine if there was any interest in changing the day of the month and/or the time for MDT Case Review meetings in 2013. For several years, MDT Case Review meetings have been held at noon on the First Friday of each month. Based on the results of the survey, MDT Case Review meetings in 2013 will be held on the First Tuesday of each month, beginning at noon. A schedule of MDT Case Review Meetings for 2013 will be sent to Team members in December.

Mr. Williams advised the Board that regional peer review for child forensic interviewers was held at the East Central Illinois CAC in Charleston on September 13, 2012. Although none of the investigators who conduct interviews at the Champaign County CAC were able to attend, Special Agent Kim Cessna and Trooper Derek Weston of Illinois State Police Zone 5 participated. Mr. Williams plans to hold a local peer review session in November.

At last month’s Board meeting, Mr. Williams announced that we had been awarded a slot in Advanced Forensic Interview Training to be held in Minneapolis from October 10-12, 2012. Later that same day, the Midwest Regional CAC advised Mr. Williams that we had been awarded two additional spots. The Midwest Regional CAC will pay all transportation, lodging and tuition expenses for this training. Investigator Tony Shaw of the Champaign County Sheriff’s Office, Detective Mary Bunyard of the Champaign Police Department, and Investigator Duane Maxey of the Urbana Police Department were selected to attend. On a related note, Mr. Williams mentioned that four detectives from Champaign County will be attending Finding Words Illinois (child forensic interview training) in Springfield during the week of October 22-26, 2012.

Mr. Williams stated that he is in the process of preparing the CAC’s application for re-accreditation by the National Children’s Alliance. Mr. Williams reminded the Board that re-accreditation is required every 5 years and our site visit has been scheduled for Thursday, September 26, 2013. The application is due six months in advance of the site visit (March 26, 2013). Although the standards for re-accreditation have not changed significantly, the NCA has added requirements for documenting the credentials and training records for forensic interviewers, medical professionals and mental health

providers. Mr. Williams will be working with Board and Team members as preparation of the application progresses.

Each of the Board members was provided with a Summary of CAC Activity for the month of August. During August, 10 children were interviewed at the CAC, which included 8 children who were accepted for case management services, and 2 children who were interviewed at the CAC in Ford County cases. Thus far during the month of September, 19 children have been interviewed at the CAC, which includes 16 children accepted for case management services, 2 children for whom the CAC did not provide follow-up services, and one non-victim sibling.

Communications

Mr. Williams stated that he had not received any 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, October 25, 2012.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director