



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
June 27, 2013
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

MINUTES

Members Present: Julia Rietz, Chair, State's Attorney's Office (Champaign County)
(In Person) Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
Tamela Atwood, Illinois Department of Children & Family Services
Dr. Deborah Townsend, Champaign County Mental Health Board
(Champaign County)
Joseph Gordon, Probation & Court Services (Champaign County)
Jane Quinlan, Regional Office of Education
Lt. Justin Bouse, Rantoul Police Department
Lt. Bryant Seraphin, Urbana Police Department
Deputy Sheriff Edward Ogle, Sheriff's Department (Champaign County)
Lt. Curtis Apperson, Sheriff's Department (Champaign County)

Members Absent: Champaign Police Department
Community Elements
Illinois State Police
Mahomet Police Department
University of Illinois Police Department

Staff Present: Adelaide Aime, Executive Director



Call to Order: Board Chair Julia Rietz called the meeting to order at 9:07 am.

NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Champaign County Children's Advocacy Center
1601 East Main Street • Urbana, IL 61802 • Phone: 217.384.1266 • Fax: 217.344.1214

Public Participation: None.

Approval of Minutes: Approval of the minutes from both the April and May 2013 meetings was deferred until next the meeting.

Budget Report: Aime provided each of the Board members with a copy of the Budget Report for the month of May, 2013.

Ms. Aime stated that there were no unusual expenditures to report for the month of May and she noted that the CAC had a cash balance of \$8,209.49 as of May 31, 2013.

Ms. Aime reported that we have received all of our payments from DCFS. We also received notice of an increase in the grant from the Attorney General from \$14,500 to \$16,000.

Director's Report—Ms. Adelaide Aime, the new Executive Director, reported the following :

- Thanks to the board for the warm welcome and for the honor of being chosen to be the next leader of the agency.
- Our application for re-accreditation by the National Children's Alliance was sent on March 18th. The application was due in Washington, D.C. by March 26th and the site visit is scheduled for September 26th.
- Ms. Aime attended Mock Trial Day and met many CAC staff from around the state. Ms. Aime will attend the Statewide Executive Director's meeting in Springfield on September 12-13.
- Our direct service staffer, Elaine Mitchell, will be out of the office on medical leave for approximately four weeks beginning July 9. Ms. Aime is focusing on learning to do everything required to set-up for, and finish out a CAC interview, and how to document the service.
- Ms. Aime gave a quick assessment based on what she has seen and heard so far; it appears that the CAC program is very well run. Ms. Aime noted that she plans to learn how Mike and Elaine do things and to try to keep all programmatic aspects the same for now; certainly no programmatic changes will happen until after the re-accreditation site visit.
- One thing Ms. Aime noted right from the start, and Mike mentioned this, is that the center does not have enough storage space for a small business. Ms. Aime has donated some items that were no longer useful (including lots of stuff from the old building) and will continue to assess space and storage options.
- Ms. Aime noted that the agency does not contract for janitorial services; the cleaning was done by the former Executive Director. Ms. Aime will put janitorial services in the new budget and will get bids from a few different cleaning firms. Ms. Aime requests approval to spend the sum of \$500 for a short-term cleaning

contract with Mueller Cleaning Service in order to get things taken care of while she investigates other options. Mr. Ogle made the motion to approve the contract, Dr. Townsend seconded, and the motion passed unanimously.

- Each of the Board members was provided with a Summary of CAC Activity for the month of May. During May, 11 children were interviewed at the CAC.

Old Business: There was no old business to discuss.

New Business: There was no new business to discuss.

Announcements: Ms. Aime announced that the next regular meeting of the CAC governing Board is scheduled to be held on Thursday, July 25, 2013. After some discussion, Dr. Buetow moved, Lt. Seraphin seconded, that the board skip holding a July meeting, and instead meet next on Thursday, August 22, 2013 at 9:00 am. Motion passed unanimously.

At 9:52 am, Mr. Ogle moved, Mr. Gordon seconded, that the meeting be adjourned. Motion passed unanimously.

Respectfully Submitted,
Adelaide Aime
Executive Director

Approved by the Board of Directors on August 22, 2013.