

JUSTICE & SOCIAL SERVICES COMMITTEE
Meeting Rm. 1, Brookens Administrative Center
1776 E. Washington, Urbana, IL
Monday, October 3, 2005 7:00 p.m.

Chair: Anderson
Members: Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder, Tapley

| <u>ITEM</u> | <u>PAGE NO.</u> |
|--|------------------------|
| I. <u>CALL TO ORDER</u> | |
| II. <u>APPROVAL OF AGENDA/ADDENDUM</u> | |
| III. <u>PUBLIC PARTICIPATION</u> | |
| IV. <u>MONTHLY REPORTS</u> | |
| a. Circuit Clerk – August 2005 | |
| b. Grand Jury Report – July 2005 | |
| c. Court Services – August 2005 | |
| d. Developmental Disabilities Board – June 2005 | |
| e. Emergency Management Agency – September 2005 | |
| f. Mental Health Board – July 2005, Mental Health Board and Developmental Disabilities Board COW Study Session – August 17, 2005 | |
| g. Public Defender – August 2005 | |
| V. <u>JUVENILE DELINQUENCY GRANT MONTHLY REPORTS</u> | |
| a. Best Interest of Children – August 2005 | |
| b. CASA – August 2005 | |
| c. Don Moyer Boys & Girls Club – July 2005 | |
| d. Mental Health Center – August 2005 | |
| e. Regional Planning Commission – August 2005 | |
| f. Restoration Urban Ministries – July 2005 and August 2005 | |
| g. Talks Mentoring – August 2005 | |
| VI. <u>JUVENILE DELINQUENCY GRANTS</u> | |
| a. Request from CASA to Reapportion Grant Funds Due to a Staff Change | 1 |
| VII. <u>CHILDREN’S ADVOCACY CENTER</u> | |
| a. Request Approval of Application for and, if awarded Acceptance of Renewal of National Children’s Alliance Program Support Grant | 2-25 |
| VIII. <u>HEAD START</u> | |
| a. Monthly Report | 26-30 |
| IX. <u>NURSING HOME</u> | |
| a. Monthly Report | 31-32 |
| X. <u>COURT SERVICES</u> | |
| a. Position Openings in Court Services and the Juvenile Detention Center (<i>PROVIDED FOR INFORMATION ONLY</i>) | 33 |

Justice Committee Agenda, Cont'd.

Monday, October 3, 2004

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XI. MENTAL HEALTH BOARD

- a. Report and Recommendation of Job Content Evaluation Committee Regarding Position of Business Unit Controller

XII. ANIMAL CONTROL

- a. Report and Recommendation of Job Content Evaluation Committee Regarding Position of Clerk

XIII. CHAIR'S REPORT

- a. Presentation and Discussion Regarding Proposed Youth Court Project 34-43
- b. Report on Juvenile Delinquency Grant Reporting Process

XIV. OTHER BUSINESS

- a. Closed Session Pursuant to 5 ILCS 120/2 (c) 1 to Consider the Employment, Compensation, Discipline, Performance, or Dismissal of an Employee

XV. DETERMINATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

XVI. ADJOURNMENT



Champaign County CASA, Inc.

154C Lincoln Square • Urbana, IL 61801-3338

217-384-9065 • Fax 217-384-6450 • www.chcocasa.org

September 20, 2005

Ms. Deb Busey
Champaign County Administrator
1776 E. Washington
Urbana, IL 61802

Dear Ms. Busey,


This letter is to request that we are able to reapportion the money we received from our Champaign County ¼ cent grant. The person who held the title of Community Outreach Director has left our organization and we have not hired anyone to replace her. Therefore we have taken the components of her job and re-assigned them to other members of the staff.

The basic change that we made was to shift her responsibilities for monitoring the juvenile delinquency statistics to our office manager. Other staff members have picked up other parts of her job and therefore we maintained the percentage allocation of their jobs.

There is a small amount of money left from the above allocations (\$920 for the year) which we hope to give to a new part-time staff member, pending approval for hire from our Board. Thus we are not yet spending any of that money now. We will notify you at the time when we do hire an additional staff member.

We hope that these changes are acceptable. The staff of Champaign County CASA has willingly picked up the added responsibilities in order to continue to meet the goals of this grant.

Sincerely,


Genevieve Lambert
Executive Director



September 23, 2005

Ms. Jan Anderson, Chair
Justice & Social Services Committee
Champaign County Board Office
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

RE: Renewal of National Children's Alliance Program Support Grant

Dear Ms. Anderson and Committee Members:

Enclosed for the Committee's consideration is a copy of our completed application for continued grant funding from the National Children's Alliance. The deadline for submission of this application is October 11, 2005, and the funds will be awarded for the 12-month period beginning January 1, 2006. This application was approved by the CAC Governing Board at its meeting on September 22, 2005.

As a fully accredited member of the National Children's Alliance, the Champaign County Children's Advocacy Center is eligible for an annual Program Support Grant in the amount of \$10,000. The Center received similar Program Support Grants from the National Children's Alliance in 2004 and 2005. Funding from the National Children's Alliance in 2006 will be used to pay a portion of the salaries of the CAC Executive Director and the CAC Case Manager. Please note that there is no match requirement for this grant and that acceptance of the grant requires no financial contribution by Champaign County. Because receipt of this grant was anticipated during the budget process, it was included in the FY 2006 County budget. Consequently, a budget amendment will not be necessary.

Also enclosed is the Champaign County Application Form For Grant Consideration, Acceptance, Renewal/Extension, together with the required Financial Impact Statement.

Accredited Member



Champaign County Children's Advocacy Center

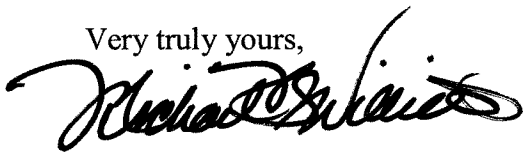
1601 East Main Street • Urbana, IL 61802 • Phone: 217.384.1266 • Fax: 217.344.1214

Ms. Jan Anderson
September 23, 2005
Page Two

On behalf of the Children's Advocacy Center, I am hereby requesting that the Committee approve the acceptance of this grant and forward its recommendation for acceptance to the full County Board. I will, of course, advise the Grant Executive Committee upon receiving notification of the actual awarding of the grant.

Thank you for your time and consideration and I encourage you to contact me at 384-1266 if you have any questions or concerns regarding the enclosed application.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael B. Williams". The signature is fluid and cursive, with a large initial "M" and "W".

Michael B. Williams
Executive Director

Enclosures

Responsive? Y/N

(For NCA use only)

(For NCA use only)



NATIONAL CHILDREN'S ALLIANCE GRANT APPLICATION-COVER FORM

Please use only the provided cover form, replications will not be accepted.

Organization Information

Name of Agency: Champaign County Children's Advocacy Center

Address: 1601 E. Main Street

City/State/Zip: Urbana, IL 61802

Primary Contact's Name: Michael B. Williams

Primary Contact's Title: Executive Director

Telephone (including extension): 217/384-1266 Fax: 217/344-1214

Email: MWilliams@co.champaign.il.us

Website: www.co.champaign.il.us/cac

Grant Type

Please check the type of grant you are applying for

- | | |
|---|---|
| <input type="checkbox"/> Associate Member Program Development | <input type="checkbox"/> Non-Member Program Development |
| <input type="checkbox"/> Chapter Development | <input type="checkbox"/> Prevention |
| <input type="checkbox"/> Chapter Support | <input checked="" type="checkbox"/> Program Support |
| <input type="checkbox"/> Develop a Standard | <input type="checkbox"/> Research |
| <input type="checkbox"/> Member Training | <input type="checkbox"/> Tribal Program Development |
| <input type="checkbox"/> Non-Member Training | |

Tax Status

Independent Non-Profit

Tax I.D. Number: _____

Registration Date: _____

Organizations Under Umbrella Agencies

Umbrella Organizations Name: Champaign County

Umbrella Organizations Tax I.D. Number 37-6006910

Umbrella Organizations Registration Date N/A

(For NCA Use Only)

A/D: _____

Amount: _____

Organization Type

Membership Status and Membership Date:
(please check appropriate membership status)

- Accredited/Accreditation Eligible/Full Member
- Associate Member
- Non-Member

Membership Date: 02/02/2003

Internal Program Type

Please check the appropriate box that best describes your program.

- Hospital Based
- Independent Non-Profit
- Public-CPS
- Public Law Enforcement
- Public Prosecution
- Public-Other (please describe) Governmental Entity
- Umbrella Organization (please describe) _____

Request

INDICATE GRANT AMOUNT REQUESTED \$10,000.00
(Amount should match total amount requested on grant budget)

Total Program Budget

Total Annual Program Budget: \$215,488.00

Background

Please indicate a brief statement describing how and why your program started. Include initial meeting date or important events that helped spearhead your program (limited to 150 words or less). Note: Program Support applicants ONLY: If you have previously applied for a Program Support Grant you do not have to include a background statement.

The Champaign County Children's Advocacy Center applied for and received Program Support Grants in 2004 and 2005.

PROGRAM NARRATIVE

The Champaign County Children's Advocacy Center (CAC) proposes to use the proceeds of its 2006 NCA Full Member Program Support Grant to pay a portion of the salaries of the CAC Executive Director and the CAC Case Manager.

As noted in the Grant Application Budget Narrative, the Executive Director's 2006 annual salary is projected at \$45,327.98. The Executive Director's salary is based on a projected hourly rate of \$23.17 for the period January 1 through November 30, 2006 (239 days x 7.5 hours per day x \$23.17 = \$41,532.23), and \$24.10 per hour for the period December 1 through December 31, 2006 (21 days x 7.5 hours per day x \$24.10 = \$3,795.75). The Executive Director's normal workweek is 37.5 hours. The remainder of the Executive Director's salary will continue to be funded through a grant from the Illinois Attorney General and with funding received pursuant to our Purchase of Service Contract with the Champaign County Mental Health Board.

The CAC Case Manager's 2006 annual salary is projected at \$32,337.46. The Case Manager's salary is based on a projected hourly rate of \$16.53 for the period January 1 through November 30, 2006 (239 days x 7.5 hours per day x \$16.53 = \$29,630.03), and \$17.19 per hour for the period December 1 through December 31, 2006 (21 days x 7.5 hours per day x \$17.19 = \$2,707.43). The Case Manager's normal workweek is 37.5 hours. The remainder of the Case Manager's salary will continue to be funded through a contract with the Illinois Department of Children and Family Services.

From its facilities at 1601 E. Main Street in Urbana, the Champaign County Children's Advocacy Center provides a safe, agency-neutral, child friendly space with assigned personnel designated for the investigation and coordination of services for child victims of sexual assault and serious physical abuse. These services are designed to facilitate joint investigations, reduce

the trauma of repeated victim interviews, and initiate victim and family healing. Under the direction of the CAC Governing Board, the Executive Director and Case Manager oversee the daily operations of the Children's Advocacy Center. As Executive Director, Mike Williams directs the administrative functions of the Children's Advocacy Center to ensure the provision of a coordinated, timely, comprehensive, and multidisciplinary response to allegations of child sexual assault and serious physical abuse. Case Manager Jill Breen works through and with local investigative and service provision agencies to coordinate and facilitate investigations, provides comprehensive case management services to children referred to the Center and their non-offending family members, makes medical and treatment referrals, and provides support for child victims and their families throughout consequent legal proceedings. For a more complete description of the services provided by the Children's Advocacy Center, please see the Program Narrative submitted with our 2004 NCA Program Support Grant Application.

Obviously, the work of the Children's Advocacy Center could not continue without adequate staffing. In its first full year of operation (2001), a total of 34 child victims of sexual abuse were referred to the CAC. For most of that year, the former Executive Director was attempting to juggle both administrative and case management responsibilities, while at the same time working to establish a permanent facility for the CAC. A full-time Case Manager was hired in September 2001, the same month in which the CAC relocated to its present facility.

The total number of unduplicated children interviewed at the Center increased to 199 during 2002 and 257 during 2003. In calendar year 2004, a total of 232 unduplicated children were interviewed at the Champaign County Children's Advocacy Center. The total number of children interviewed at the CAC during 2004 represents a decrease of approximately 9% compared to the number of unduplicated children interviewed at the CAC in calendar year 2003

(257). The decline in the number of children interviewed in 2004 is not seen as statistically significant, and is most likely a “leveling off” of the dramatic increases we experienced in 2002 (500%) and 2003 (29%). Thus far this year (through August 31), a total of 149 children have been interviewed at the Center. That number includes 103 new children for whom the CAC has provided/is providing case management services, 5 children for whom the Center did not provide case management services, 34 non-victim siblings and witnesses, and 3 alleged juvenile offenders. In addition, the Children’s Advocacy Center has made its child-friendly facilities available to CPS and law enforcement investigators from neighboring Ford and Vermilion counties, which at this time are unserved by a Children’s Advocacy Center. A total of 4 children from Ford and Vermilion counties have been interviewed at the Champaign County CAC thus far this year. Also, 3 children initially interviewed outside the CAC were subsequently accepted for CAC services. As of June 30, 2005, a total of 101 children representing 90 families were receiving services from the Children’s Advocacy Center, which is consistent with the number of children and families who were receiving services at the same time one year earlier.

While increased usage of the Center can be attributed to a number of factors, the fact that users of the Center can count on the almost immediate availability of the Case Manager and/or the Executive Director to facilitate interviews at the Center and the assurance that clients will receive appropriate follow-up services is crucial to the continued support of the CAC by its partners on the Multidisciplinary Team and in the community. Anecdotal information gathered through periodic surveys of CAC clients and Team members indicates a continuing high level of satisfaction with the services provided by the CAC and its staff.

For a description of the CAC's plan of outreach to diverse populations, please see the Cultural Competency Plan adopted by the CAC Governing Board on February 26, 2004, which was submitted with our 2005 Program Support Grant Application.

GOALS

- To ensure that every child alleged to have been the victim of sexual and/or serious physical abuse is interviewed at the Champaign County Children's Advocacy Center.
- To ensure that every child referred to the Children's Advocacy Center and their non-offending family members receive appropriate services.

OBJECTIVES

- CAC staff will be available 24 hours per day, 7 days per week to facilitate investigations conducted through the Children's Advocacy Center and to initiate the service provision process.
- The CAC Case Manager with the assistance of the Executive Director and the Multidisciplinary Team will develop an appropriate plan of treatment/referrals for all children referred to the Children's Advocacy Center and their non-offending family members.

PERFORMANCE MEASURES

- The CAC Case Manager will provide case management services to an average of 10-12 new children referred to the Center each month during the period January 1, 2006 to December 31, 2006, as measured by statistics maintained by the Center.
- The CAC Case Manager will make an average of 15 referrals for community-based services each month during the period January 1, 2006 to December 31, 2006.

- The Executive Director will coordinate and facilitate monthly Multidisciplinary Team Case Review Meetings.
- The Executive Director and Case Manager will staff all cases prior to closure. The Case Manager will first review each case to evaluate established case closure criteria. If after that evaluation the Case Manager determines that the case is eligible for closure, she will discuss that recommendation with the CAC Executive Director, who grants final approval for closure. The CAC will track the number of cases closed each month.
- The Executive Director will survey clients of the Children's Advocacy Center on a quarterly basis to ascertain, among other things, their level of satisfaction with services provided by the Children's Advocacy Center.
- The Executive Director will conduct an annual survey of users of the Center (i.e., law enforcement officers, CPS investigators, etc.) to determine, among other things, their level of satisfaction with the assistance provided by the Children's Advocacy Center.

PROJECT MANAGEMENT AND ORGANIZATIONAL CAPACITY

The Champaign County Children's Advocacy Center has the project management expertise and organizational capacity necessary to implement this project as evidenced by its accreditation by the National Children's Alliance. As an accredited member of the NCA, the Champaign County CAC received Program Support Grants in 2004 (\$8,500) and 2005 (\$10,000). Furthermore, while employed by the Champaign County State's Attorney's Office, the CAC Executive Director played an integral role in securing a competitive grant from the NCA in 1999, and currently manages annual grants in excess of \$200,000 from five separate federal, State and local governmental entities as well as the Illinois CACs Chapter Office.

GRANT BUDGET

*Directions: Indicate proposed use of NCA grant funds only in applicable categories.
Please use the provided form only.*

| Category | Amount |
|--------------------|---------------------|
| Personnel | \$ 10,000.00 |
| Travel | \$ _____ |
| Lodging | \$ _____ |
| Meals & IE's | \$ _____ |
| Training | \$ _____ |
| Printing | \$ _____ |
| Supplies/Equipment | \$ _____ |
| Rent/Utilities | \$ _____ |
| Other (list) | \$ _____ |
| 1. _____ | |
| 2. _____ | |
| 3. _____ | |
| 4. _____ | |
| 5. _____ | |
| 6. _____ | |
| Total | \$ 10,000.00 |

BUDGET NARRATIVE

Directions: Describe in detail how the funds allocated in the applicable categories on the Grant Budget page will be spent. See the Request for Proposals (RFP) for a listing of required details for each category. Please use the provided form only.

Proceeds of the 2006 National Children's Alliance Program Support Grant (\$10,000.00) will be devoted to paying a portion of the salary of the CAC Executive Director (\$4,600.00), as well as a portion of the salary of the CAC Case Manager (\$5,400.00).

The Executive Director's 2006 annual salary is projected at \$45,327.98. The Executive Director's salary is based on a projected hourly rate of \$23.17 for the period January 1 through November 30, 2006, and \$24.10 per hour for the period December 1 through December 31, 2006. Funding from the National Children's Alliance represents just over 10% of the Executive Director's 2006 annual salary. The remainder of the Executive Director's annual salary (\$40,727.98) will continue to be funded through a grant from the Illinois Attorney General and with funding received pursuant to our Purchase of Service Contract with the Champaign County Mental Health Board.

The Case Manager's salary for the 12-month period beginning January 1, 2006 is projected at \$32,337.46. The Case Manager's salary is based on an hourly rate of \$16.53 for the period January 1 through November 30, 2006, and \$17.19 per hour for the period December 1 through December 31, 2006. Funding from the National Children's Alliance represents just under 17% of the Case Manager's 2006 annual salary. The remainder of the Case Manager's annual salary (\$26,937.46) will be funded through a contract with the Illinois Department of Children and Family Services.

The normal workweek for staff of the Children's Advocacy Center is 37.5 hours (Monday through Friday, 8:00 a.m. to 4:30 p.m.). Staff is accessible by pager 24 hours per day.

| |
|------------------------------|
| ANNUAL PROGRAM BUDGET |
|------------------------------|

The Champaign County Children's Advocacy Center's projected operating budget for FY 2006, beginning December 1, 2005, is as follows:

REVENUE

| | |
|---|------------------|
| Illinois Criminal Justice Information Authority | \$ 78,312 |
| Illinois Attorney General | \$ 17,000 |
| Illinois Department of Children & Family Services | \$ 68,425 |
| National Children's Alliance | \$ 10,000 |
| Champaign County Mental Health Board | \$ 37,080 |
| Gifts and Donations | \$ 3,738 |
| TOTAL REVENUE | \$214,555 |

EXPENDITURES

| | |
|--------------------------------------|------------------|
| Salaries and Wages | \$ 77,714 |
| Fringe Benefits | \$ 24,119 |
| Commodities | |
| Stationery & Printing | \$ 600 |
| Office Supplies | \$ 1,250 |
| Books, Periodicals & Manuscripts | \$ 750 |
| Postage, UPS, Federal Express | \$ 600 |
| Food | \$ 750 |
| Grounds Supplies | \$ 250 |
| Services | |
| Professional Services | \$ 82,050 |
| Job-Required Travel Expenses | \$ 500 |
| Non-Employee Training, Seminars | \$ 5,000 |
| Telephone Service | \$ 1,800 |
| Equipment Maintenance | \$ 750 |
| Office Rentals | \$ 15,309 |
| Equipment Rentals | \$ 250 |
| Legal Notices, Advertising | \$ 296 |
| Dues and Licenses | \$ 500 |
| Conferences and Training (Employees) | \$ 1,500 |
| Capital Outlay | |
| Furnishings, Office Equipment | \$ 1,500 |
| TOTAL EXPENDITURES | \$215,488 |

NOTE: The difference in Total Revenue and Total Expenditures is attributable to the fact that revenue for certain FY 06 expenditures was received in previous fiscal years.

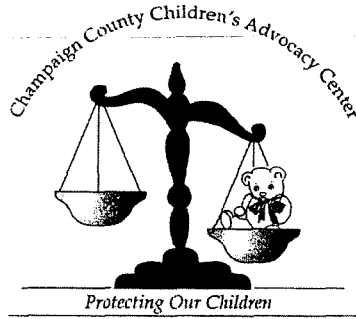
GRANT ACTIVITY TIMELINE

Grant Period

January 1, 2006-December 31, 2006

| OBJECTIVES | 1/06 | 2/06 | 3/06 | 4/06 | 5/06 | 6/06 | 7/06 | 8/06 | 9/06 | 10/06 | 11/06 | 12/06 |
|---|------|------|------|------|------|------|------|------|------|-------|-------|-------|
| CAC staff will be available 24 hours per day, 7 days per week to facilitate investigations conducted through the Children's Advocacy Center and to initiate the service provision process. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| | | | | | | | | | | | | |
| The CAC Case Manager with the assistance of the Executive Director and the Multidisciplinary Team will develop an appropriate plan of treatment/referrals for all children referred to the Children's Advocacy Center and their non-offending family members. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
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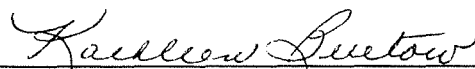
Directions: Include each objective from your program narrative and indicate the corresponding month during the grant award period when it will be completed. Use only the provided timeline form. If you need additional space please print another timeline.




MEMORANDUM OF UNDERSTANDING

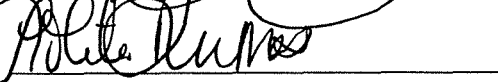
The undersigned representatives of the Champaign County Children's Advocacy Center Multidisciplinary Team enthusiastically endorse the Center's application for an Accredited Member Program Support Grant from the National Children's Alliance. Each of the agencies was represented in the creation, development, and implementation of the Children's Advocacy Center, and remains committed to utilizing a multi-disciplinary team approach in the investigation, assessment, referral for prosecution, and medical/mental health treatment of cases involving child victims of sexual or serious physical abuse.

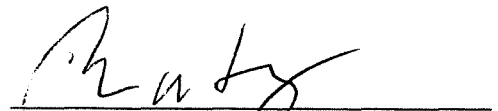
We further agree to support the concepts and adhere to the guidelines outlined in the Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse and we recognize that the multi-disciplinary team approach, under the auspices of the Children's Advocacy Center, serves to enhance the individual efforts of each agency. We further acknowledge that through our respective agencies, and through public support and awareness, the Children's Advocacy Center will continue to unify our community in the daily struggle to ensure the protection and preservation of the children of Champaign County.


Carle Clinic Association, Child
Protection Team


Champaign County Probation and
Court Services Department


Champaign County State's
Attorney's Office


Illinois Department of Children
and Family Services

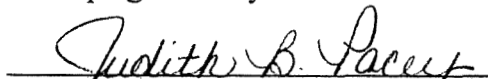

Champaign County Mental Health
Board

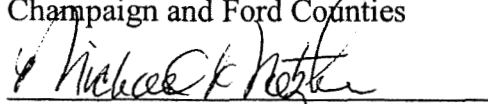

Champaign County Sheriff's Office



Champaign Police Department



Mahomet Police Department


Mental Health Center of
Champaign County


Regional Office of Education for
Champaign and Ford Counties


Urbana Police Department


Rantoul Police Department


University of Illinois Police
Department

Dated: September 2005

Champaign County Job Description

Job Title: Executive Director
Department: Children's Advocacy Center
Reports To: Children's Advocacy Center Board of Directors
FLSA Status: Exempt
Prepared Date: April, 2004

SUMMARY Directs administrative functions of Children's Advocacy Center to provide services to coordinate timely, comprehensive and multi-disciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with Board of Directors to establish policies and programs and administers such programs.

Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.

Identifies and develops recommendations/applications of funding sources (grants; federal, state and local fund development).

Establishes and maintains relationships with other agencies and organizations in the community toward meeting department's mission statement.

Prepares, distributes, and maintains variety of reports.

Directs or coordinates fund raising, public relations, and fact finding or research activities.

SUPERVISORY RESPONSIBILITIES Directly supervises Case Manager, interns and volunteers. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include working with Board of Directors in interviewing, hiring and appraising performance of employees. Responsibilities also include training, planning, assigning and directing work of employees.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field. Previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports, business correspondence and policy and procedure recommendations. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.

Champaign County Job Description

Job Title: Case Manager
Department: Children's Advocacy Center
Reports To: Executive Director
FLSA Status: Exempt
Prepared Date: April, 2004

SUMMARY Works through local agency and service providers to facilitate investigations, medical and treatment referrals, and ongoing legal proceedings to support child victims of sexual and serious physical abuse and their families.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with agencies and service providers to facilitate case coordination and information sharing.

Refers child victims and their families to appropriate community agencies such as crisis intervention; legal advocacy; counseling agencies for medical, mental, physical, social and educational needs.

Maintains case records and provides assistance with appropriate documentation.

Works closely with law enforcement agencies, schools, health, and welfare agencies.

Assists with prevention/education curriculum development and presentations.

SUPERVISORY RESPONSIBILITIES May provide some direct supervision to interns and volunteers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field. Previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.

MICHAEL B. WILLIAMS
506 Stoughton, Apartment #3
Urbana, Illinois 61801
(217) 344-8440

EMPLOYMENT

**Champaign County Children's Advocacy
Center**

1601 E. Main Street
Urbana, Illinois 61802
(217) 384-1266

Executive Director

January 2002 to Present

Interim Executive Director

November 2001 to January 2002

**Champaign County Administrative Services
Department**

1776 E. Washington Street
Urbana, Illinois 61802
Debra Busey, Co-Administrator
(217) 384-3776

Acting Insurance Specialist

September 2001 to January 2002

Champaign County State's Attorney's Office

Courthouse, 101 E. Main Street
Urbana, Illinois 61801
John C. Piland, State's Attorney
(217) 384-3733

**Special Assistant to the State's
Attorney**

January 2001 to April 2001

Senior Administrative Assistant

January 1996 to August 1999

**Champaign County Probation & Court
Services Department**

1776 E. Washington Street
Urbana, Illinois 61802
Joseph J. Gordon, Director
(217) 384-3753

**Supervisor, Adult Standard
Services Division**

March 1995 to January 1996

Intensive Juvenile Services Officer

May 1991 to March 1995

Juvenile Probation Officer

August 1990 to May 1991

Chief Administrative Officer

June 1987 to August 1990

Adult Probation Officer

April 1984 to June 1987

Gardner, Carton & Douglas

312 N. Clark Street
Chicago, Illinois 60610
John Coburn, Supervising Partner
(312) 245-8441

**Legal Assistant, Closely-Held
Corporations Department**

May 1981 to October 1983

Michael B. Williams

-2-

EDUCATION

University of Illinois
Urbana-Champaign, Illinois

Graduate Student
Department of History
August 2001 to Present
August 2000 to December 2000

Non-Degree Undergraduate Program
August 1999 to May 2000

Bachelor of Arts in Liberal Arts & Sciences
May 1980
Major – Political Science

Roosevelt University
Chicago, Illinois

Lawyer's Assistant Program
Specialized in Litigation
Certificate of Completion
December 1980

JILL BREEN
225 County Road 1900 North
Seymour, Illinois 61875
(217) 649-2912

EMPLOYMENT

**Champaign County Children's Advocacy
Center**

1601 E. Main Street
Urbana, Illinois 61802
(217) 384-1266

Case Manager

September 2001 to Present

The Center for Children's Services

702 N. Logan
Danville, Illinois 61832
(217) 446-1300

Intake Coordinator/Counselor

June 1995 to September 2001

City of Urbana Police Department

400 S. Vine Street
Urbana, Illinois 61801
(217) 384-2320

Records Clerk

September 1994 to June 1995

Absopure Water Company

3201 W. Clark Street
Champaign, Illinois 61821
(217) 398-5011

Data Entry Clerk/Receptionist

1992 to 1994

Illinois Power Company

1112 W. Anthony Drive
Urbana, IL 61801
(800) 655-7000

Secretary/Customer Service

1987 to 1991

Champaign County Child Development

1203 W. Green Street
Urbana, IL 61801

Secretary

1984 to 1986

EDUCATION

Eastern Illinois University

Charleston, Illinois

Bachelor of Arts in Psychology

August 1994

Parkland College

Champaign, Illinois

Associates in Liberal Arts

December 1986

REFERENCES AVAILABLE UPON REQUEST

**CHAMPAIGN COUNTY
APPLICATION FORM FOR
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Children's Advocacy Center
Grant Funding Agency: National Children's Alliance
Amount of Grant: \$10,000
Begin/End Dates for Grant Period: January 1 - December 31, 2006
Additional Staffing to be Provided by Grant: None
Application Deadline: October 11, 2005
Parent Committee Approval of Application: _____
Is this a new grant, or renewal or extension of an existing grant? Renewal
If renewal of existing grant, date grant was first obtained: January 1, 2004

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) _____ yes no

If yes, please summarize the anticipated impact: _____

Does the implementation of this grant require additional office space for your department that is not provided by the grant? _____ yes no

If yes, please summarize the anticipated space need: _____

Please check the following condition which applies to this grant application:


The activity or service provided can be terminated in the event the grant revenues are discontinued.

_____ The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: September 22, 2005

SIGNED: 
Department Head

Notice of Award of Grant Received on
Approved by Parent Committee: _____
Approved by County Board: _____
Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN

FINANCIAL IMPACT STATEMENT

Resolution/Ordinance _____
(circle one)

Current Year Annual Expenditure Estimate:

Number of Positions 2 Partial Personnel \$ 10,000
Commodities: \$ 0
Contractual: \$ 0
Capital: \$ 0

Long Term Expenditure Estimate: \$10,000 per annum

Current Year Annual Revenue Estimate: \$10,000 per annum

Long Term Revenue Estimate: \$10,000 per annum

Parent Committee Approval/Recommendation to County Board

Justice & Social Services

Name of Parent Committee

Date

Memorandum

To: Policy Council, Community Services Board, Regional Planning Commissioners, Justice and Social Services Committee
CC: Head Start/Early Head Start Staff
From: Kathleen Liffick, Head Start Director
Date: September 19, 2005
Re: September Management Report

Our new school year is off to a great start. We have also made progress on the following activities:

- ❖ We continue analysis of our organizational structure, which was part of our strategic plan for 2006. We have gathered information, including job descriptions and organizational charts, from a couple of similar programs. These agencies are known for their quality programming. Our discussion is limited to the supervisory structure. We are not planning to make any significant changes to job descriptions for any direct services staff; we reviewed these in 2004.
- ❖ All open positions have been filled. The last Family Advocate to be hired started this week. Advocates hired within the past three months are working with families and continue to receive training.
- ❖ Staff attended the annual pre-service training on August 29 and 30, which was limited to the most critical training needs due to budget limitations. Classroom staff also completed home visits with families during the week of August 29th.
- ❖ The Family Orientation and Open House night was well attended overall, with some fewer parents in attendance at our year-round locations. In addition to being able to meet their child's teachers, parents reviewed key topics in the parent handbook and visited their child's classroom. At those locations where we provide

transportation, parents also practiced buckling their child into a seat on the bus using the child safety restraint system we have for each bus seat.

- ❖ Special Services Manager Brandi Granse and I met with the Champaign Unit 4 Special Education Director, the Champaign Pre-K Principal and Developmental Disabilities Center (DSC) staff to discuss implementation of the Developmental Disabilities Board grants awarded to DSC and to our program. We plan similar meetings with early childhood programs for Urbana Unit 116, with Spectrum (which serves several school districts surrounding Champaign-Urbana) and with Mahomet.
- ❖ In addition to several U of I student teachers throughout our classrooms, we also have three interns working 20 hours at our Champaign site this semester. We certainly appreciate the assistance of these students and I am confident that we provide them with a quality learning experience as well. Child Development Services Manager Amy Hayden provided an orientation for the student teachers before our classrooms started.
- ❖ Amy has also revised the budget for our latest pre-K grant, since the Illinois State Board of Education (ISBE) did not fully fund our application. ISBE funded us for an additional \$60,000, rather than the \$92,000 we requested for additional funds. These dollars do allow us to hire a fourth certified teacher. This classroom is the second classroom set up at Prairie Elementary.
- ❖ The round of September parent meetings have started. In accordance with our program plan, I visit each parent meeting this month to present information about the parent meeting and Policy Council structure in our program. I encourage parents to attend any and all Policy Council meetings, providing them the meeting schedule. I invite them particularly to the September Policy Council to observe prior to their voting for Policy Council representatives at their October parent meetings.
- ❖ The Head Start Bureau has been requiring us to submit information concerning any enrollment of families evacuated from the states affected by Hurricane Katrina. The Bureau is waiving all

documentation requirements for evacuee families and is considering these families automatically income eligible. To date we've had nine applications and have enrolled four children. We are waiting for a decision or for paperwork from the remaining families who have submitted applications.

- ❖ Our local child care assistance agency, Child Care Resource Service, provided training to Family Advocates and fiscal staff on new procedures and the child care assistance program overall. (One of the changes we learned of is calling the program "assistance" rather than "subsidy.")
- ❖ A number of staff will be recognized tomorrow at the County Employee Recognition Lunch for achieving milestone years of service. This event is separate from our own Head Start employee recognition we conduct in May.

For the Head Start Employee Recognition event, we recognize an employee's total number of years with Head Start including years as a parent and/or before the program came to the County and achieving degrees as well as other achievements. The list of staff and their years of service with the County is attached.

- ❖ If you will remember, last month I informed you that several staff attended a workshop on Conscious Discipline conducted by Becky Bailey. Child Development Specialist (CDS) Kelly Russell is forming a committee with staff who attended the workshop to support implementation of this strategy for helping children learn appropriate behavior.

Kelly is also planning to write another Quality Counts application for funding from Child Care Resource Service. Kelly has been successful several years writing for these funds.

- ❖ CDS Edwina Caldwell reports that Spectrum Early Childhood program has completed speech and language screenings. Edwina has four new classroom staff who have started training on our policies and procedures.

- ❖ CDS Michael Hogue and Child Development Services Manager Amy Hayden secured licensing of the second Prairie classroom. Last year we did not need to license the second room because it held our home based option just twice a month. This year home based option (from Prairie) will be holding its twice-a-month family days at the Leonard Center.
- ❖ Amy is ordering the equipment for the Prairie playground this week. Purchasing was streamlined because one of the vendors is a GSA (General Systems Administration) vendor. GSA vendors complete a process during which their prices are verified as the lowest for the items in question. We anticipate installation of the playground by the end of October.
- ❖ Transportation-Facilities Manager Ollie Caston states that our bus routes started the school year almost completely full - which means they are on tight schedules. These first three weeks of September, adjustments are still being made to the routes as parents request a different option or classroom for their child due to household changes since completing their enrollment paperwork. Ollie also has a new staff member she is training.
- ❖ Special Services Manager Brandi Granse continues analysis of the food service budget in an effort to continue serving children in the morning part-day classrooms breakfast and lunch and children in the afternoon, lunch and snack. Additionally, we anticipate a return visit from the Child-Adult Care Food Program during October.
- ❖ John Owen has the last of the new Family Advocates hired and training started this week for her. In his role as interim Family Services Manager, John has been able to observe some areas for improving the efficiency of certain tasks and accessibility of certain data using computer-based formats and procedures. We have yet to discuss the details, but I am looking forward to these improvements to our processes and systems.
- ❖ On September 1, the start of our program year, classroom rosters indicated that our own classrooms, except for the Rantoul full-day room, were fully enrolled. We were very excited to think that almost

every one of our classrooms would be starting the day after Labor Day with full enrollment.

On September 6, the first day of classes, however, not all the children enrolled showed up for class. Additionally, since the 6th, we have already had some families leave the program for one reason or another, including non-payment of fees, moving from the area, loss of employment, etc.

Two of our collaboration centers did not start the new program year with full enrollment. Combined, these two centers account for 20 of our openings for 3 to 5-year-olds.

As of September 16, we had 46 openings in the 3 to 5-year-olds' portion of the program. We have a total of 15 openings in Early Head Start. Among our five Early Head Start classrooms, we have 3 openings. The remaining 12 openings we anticipate filling by enrolling pregnant mothers.

We have 134 families on our waiting list and are contacting these families, based on priority, to offer the remaining openings in our classrooms or refer them to our partners for enrollment at their sites.

| Site/Option | Funded Enrollment | Current Enrollment |
|-------------------------|--------------------------|---------------------------|
| CECC (HS + EHS) | 60 | 58 |
| Rantoul (HS + EHS) | 102 | 97 |
| Savoy | 162 | 152 |
| Prairie | 36 | 33 |
| Home base (HS + EHS) | 51 | 51 |
| Pregnant Moms | 20 | 11 |
| Collaboration(HS + EHS) | CC 67 | 47 |
| | Pre-K 30 | 28 |
| TOTAL | 528 | 477 |

Enrollment in Head Start is now 90%; in Early Head Start, 84%.

Champaign County Nursing Home
Justice and Social Services Committee
Monthly Report
September 2005

Excellence is having the commitment to work harder for as long as it takes to learn to work smarter.

How do you improve on the county's longest running Adult Day Care program? You add Linda Kotynek!

Just this year Linda Kotynek was hired as the Director of the Adult Day Care program. In less than six months Linda doubled the daily census. Her team now has the privilege to serve over 40 Champaign county community members each week!

The rest of us just watch from the sidelines as she guides the program through some of the most innovative and inspiring activity programming that I have ever seen. From Elvis to swimming outings – Linda and her team get done what no one else dared to do. *They celebrate life – each and every day.*

Update Information

- We completed an Employee Satisfaction Survey with a record response rate. Responses are tallied and will be reported at the next Town Hall meeting. The anonymous surveys provide the leadership with some areas on which to focus over the next three months. Surveys will occur every three months, and each will have a corresponding action plan to address the needs of our workforce.

The most consistently positive answer was to the question “Name the top three reasons you come to work each day.” Nearly 80% of respondents answered, “because I love the residents.”

- Facility labor relations' partners began meeting this month to revise our Attendance Policy as it is written in the collective bargaining agreement. The new policy promises to achieve its primary mission: to create predictable staffing levels across all three shifts – 7 days per week. The first draft may be ready for review as early as October 1st.
- The facility inventory management system continues to work towards achieving Just-in-Time efficiency. A Chicago nursing home was kind enough to share an internal, Access-based management system that appears adaptable to our operating system. The system should be populated and tested by the end of October, with a target start date of November 1st.

Giving residents a reason to get out of bed each morning, and something to dream about each night

- Facility census experienced a predictable, seasonal spike during this reporting period. We have had the privilege to serve and rehabilitate to home several members of the Champaign county community.
- We received a new facility bus on September 9th, courtesy of a grant request written by a facility Administrator intern. The bus is handicapped accessible complete with wheelchair lift. The estimated value of the bus is in excess of \$40,000.

Initiatives

- Residents of the CCNH voted on September 21st to transition to a restaurant-style dining program. A select group of residents and staff will convene to create a Dining Experience Committee on October 4th, at which we will outline how each meal will become a fulfilling experience. Our target is to fully transition by November 1st to a complete restaurant-style dining experience, three meals per day, seven days per week.
- The new facility transition team will hold its inaugural meeting on October 12th to discuss how to move all 200+ residents next spring.
- In October we look to see the beginning effects of the Lifestyle Enrichment Committee as each department joins Traci Heiden in the Activity department. Department Leaders will, each month, be reunited with facility residents in casual recreation – completely separated from their normal duties.

Giving residents a reason to get out of bed each morning, and something to dream about each night

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

Joseph J. Gordon
Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Rd.
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

Date: September 26, 2005

TO: Mr. Tom Betz, Chairman
Members of the Policy, Personnel and Appointments Committee

FR: Joseph J. Gordon

RE: Position Openings

Ms. Shannon Wolfe, a Court Services officer assigned to the Adult Supervision Unit, has accepted a position with the Urbana Police Department and will be leaving the employ of the County during October 2005.

Mr. David Roesch, an Assistant Superintendent at the Juvenile Detention Center, has accepted a position with the Urbana Police Department and will be leaving the employ of the County during January 2006.

Mr. Mark Arnett, a Court Services officer assigned to the Juvenile Detention Center, will be leaving the employ of the County in October 2005 to begin employment with the Illinois Department of Corrections.

We request permission to fill the vacancies created by these three resignations, but would note, that once approved, all positions are first posted within our own department. These vacancies could cause movement for our other line staff officers. Once all potential internal shifting has occurred, it may be that there are vacancies in another departmental unit. I would like to have this noted and ask that the vacancies, no matter where located in our Department, can be filled.

I will be available at the October Policy, Personnel and Appointments Committee meeting should you have any questions.

Thank you for your consideration of this request.

ILLINOIS YOUTH COURT FUNDING LEGISLATION

Public Act 093-0892

HB0307 Enrolled

AN ACT in relation to court fees.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

**55 ILCS 5/5-1101) (from Ch. 34, par. 5-1101)
(Text of Section from P.A. 93-892)**

Sec. 5-1101. Additional fees to finance court system. A county board may enact by ordinance or resolution the following fees:

(a) A \$5 fee to be paid by the defendant on a judgment of guilty or a grant of supervision for violation of the Illinois Vehicle Code other than Section 11-501 or violations of similar provisions contained in county or municipal ordinances committed in the county, and up to a \$30 fee to be paid by the defendant on a judgment of guilty or a grant of supervision for violation of Section 11-501 of the Illinois Vehicle Code or a violation of a similar provision contained in county or municipal ordinances committed in the county.

(b) In the case of a county having a population of 1,000,000 or less, a \$5 fee to be collected in all civil cases by the clerk of the circuit court.

(c) A fee to be paid by the defendant on a judgment of guilty or a grant of supervision under Section 5-9-1 of the Unified Code of Corrections, as follows:

- (1) for a felony, \$50;
- (2) for a class A misdemeanor, \$25;
- (3) for a class B or class C misdemeanor, \$15;
- (4) for a petty offense, \$10;
- (5) for a business offense, \$10.

(d) A \$100 fee for the second and subsequent violations of Section 11-501 of the Illinois Vehicle Code or violations of similar provisions contained in county or municipal ordinances committed in the county. The proceeds of this fee shall be placed in the county general fund and used to finance education programs related to driving under the influence of alcohol or drugs.

(e) In each county in which a teen court, peer court, peer jury, youth court, or other youth diversion program has been created, a county may adopt a mandatory fee of up to \$5 to be assessed as provided in this subsection. Assessments collected by the clerk of the circuit court pursuant to this subsection must be deposited into an account specifically for the operation and administration of a teen court, peer court, peer jury, youth court, or other youth diversion program. The clerk of the circuit court shall collect the fees established in this subsection and must remit the fees to the teen court, peer court, peer jury, youth court, or other youth diversion program monthly, less 5%, which is to be retained as fee income to the office of the clerk of the circuit court. The fees are to be paid as follows:

- (1) a fee of up to \$5 paid by the defendant on a

judgment of guilty or grant of supervision for violation of the Illinois Vehicle Code or violations of similar provisions contained in county or municipal ordinances committed in the county;

(2) a fee of up to \$5 paid by the defendant on a judgment of guilty or grant of supervision under Section 5-9-1 of the Unified Code of Corrections for a felony; for a Class A, Class B, or Class C misdemeanor; for a petty offense; and for a business offense.

(f) The proceeds of all fees enacted under this Section must, except as provided in subsections (d) and (e), be placed in the county general fund and used to finance the court system in the county, unless the fee is subject to disbursement by the circuit clerk as provided under Section 27.5 of the Clerks of Courts Act.

(Source: P.A. 93-892, eff. 1-1-05.)

Effective Date: 1/1/ 2005



OFFICE OF THE ATTORNEY GENERAL
STATE OF ILLINOIS

Lisa Madigan
ATTORNEY GENERAL

Dear Champaign County Board Members:

As Attorney General, I am extremely proud that Illinois leads the nation in youth court programs. Due to the initiative of civic leaders, over 90 youth court programs, also known as teen court and peer jury programs, exist in Illinois. We are striving to increase this number and will be able to do so through the continued effort of our dedicated citizens who are committed to implementing diversion opportunities for our youth.

I encourage you to adopt the Champaign County Resolution Enacting Fee to Support Champaign County Teen Court. Implementing youth courts in your school system will help to decrease the number of suspensions and expulsions while still holding offenders—generally non-violent, first time offenders—accountable for their actions. Champaign County will also benefit if it chooses to implement youth court programs as a juvenile justice diversion initiative. Youth courts have proven to be an effective alternative to the traditional juvenile court process for first time offenders. Research has shown that youth courts not only lower recidivism rates, but also allow for early intervention at the start of negative behavior.

Youth courts provide an opportunity for youths to confront the consequences of their actions without entering the juvenile court system. Youth courts are particularly successful because they can be tailored to the specific needs and issues of the youths in each community. Youth involved in youth court programs learn about civic responsibility while enhancing their decision making skills, and skills in critical thinking, leadership and communication. Through youth courts, the community regains trust and pride in their local youth and may recover any losses they incurred due to the offense. Youth court programs also save local resources because they reduce the accumulation of juvenile cases in the courts.

Illinois communities have the opportunity to fund youth courts in a variety of ways. Besides PA 93-0892, I am pleased to announce that through a grant from the Illinois Violence Prevention Authority, mini-grants will be offered to assist counties in the creation and expansion of youth court programs. It is our hope that these opportunities will have a significant impact on enhancing and expanding youth court programs in Illinois.

Additionally, my office supports youth courts through the Illinois Youth Court Association (IYCA). The IYCA provides assistance to and promotes the sharing of information among youth courts. The IYCA offers helpful information, such as newsletters, brochures, contact

information of programs throughout Illinois, and training and technical assistance. The IYCA is also offering youth court and other civic leaders an opportunity to enhance their programs through Illinois Youth Court Summits which are being held across the state.

Youth courts are a valuable resource to Illinois communities. I encourage the Champaign County Board to promote positive and responsible initiatives by incorporating youth courts as a diversion program in your community. If you have questions or need additional assistance, please contact Amy Zimmerman, my Children's Policy Advisor. Amy can be reached at 312-814-2823 or azimmerman@atg.state.il.us.

Very truly yours,

A handwritten signature in black ink that reads "Lisa Madigan". The signature is written in a cursive, flowing style.

Lisa Madigan
Illinois Attorney General

Harry E. Clem

Circuit Judge
Room 330C
Courthouse
101 East Main Street
Urbana, Illinois 61801

Sixth Judicial Circuit
Champaign County

Telephone (217) 384-3868
Fax (217) 384-8424

September 23, 2005

Champaign County Board
Justice and Social Services Committee
1776 East Washington Street
Urbana, IL 61801

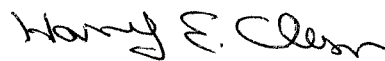
Re: Peer Jury Program

Dear Committee Members:

I believe that a peer jury program in Champaign County could provide a valuable tool for addressing lesser juvenile offenses such as truancy, shoplifting, criminal trespass to land, minor vandalism and the like. Being held accountable for improper conduct by a jury of teenagers could demonstrate to a first offender that antisocial behavior will not be condoned by his/her peers and negate the misconception that some youths have that such behavior is a way to gain peer acceptance. Program participants who serve as prosecutor, defense counsel and jurors could derive educational insight into how the real court system functions. The program participants would, of course, need supervision and guidance from dedicated adults.

The peer jury program would supplement currently available police and court programs for dealing with juvenile offenders. These programs would still be available to deal with repeat offenders and juveniles who commit serious offenses.

Very truly yours,



Harry E. Clem
Circuit Judge



September 27, 2005

Justice and Social Services Committee
Brookins Administration Building
1776 W. Washington
Urbana, IL 61802

Dear Committee Members:

RE: Youth Court Initiative

Please receive this correspondence as my office's support for the Champaign County Peer Jury Initiative, sponsored by the Champaign-Urbana Area Project. This initiative will provide a much needed alternative to suspensions and expulsion which have proven to be an ineffective deterrent to youth violations of the *Student Code of Conduct* in Champaign schools.

Last year in our school system, we had over 8,300 incidents that involved students being suspended. These suspensions cost the school district over \$100,000 in lost average daily attendance monies from the state education office. Last year, thirty students were expelled for committing serious violations of the *Student Code of Conduct*. Normally, a student being considered for expulsion is suspended for ten days pending the disposition of his/her case. Expelled students are then reassigned to an alternative school for the remainder of the school year and possibly beyond.

Moreover, district suspensions increased over five percent this past year compared to the year before. The leading causes of suspension were as follows:

- physical confrontations (441)
- verbal abuse to staff (141)
- physical confrontation with staff (70)
- disobedience (62)
- threats to staff (46)

These offenses would lend themselves quite adequately to disposition through the peer jury process. Students would develop listening and critical thinking skills, along with enhancing their sense of fair play by participating as a juror.

Finally, when students are excluded from school, they are missing valuable instructional time. The evidence in our school district indicates that students who are involved in multiple suspensions increase their chances of getting behind academically and/or dropping out of school.

Please give your serious consideration of this request by the Champaign-Urbana Area Project by assisting them in establishing a peer jury initiative in our area. The youth of our two communities, Champaign and Urbana, will be the benefactors.

Sincerely,

Ecomet Burley (jes)

Ecomet Burley, Asst. Supt.
Achievement & Pupil Services

EB:jes



**Urbana School
District 116**

Jean F. Burkholder
Administrative Service Center
www.usd116.org

Gene Amberg, Ph.D.
Superintendent of Schools
217-384-3600
Fax 217-337-4973

205 North Race Street
P.O. Box 3039
Urbana • Illinois • 61803-3039

September 27, 2005

Marilyn D. Garmon
Delinquency Prevention Specialist
Champaign Urbana Area Project
202 W. Hill Street
3rd Floor, Suite 3W
Champaign, IL. 61820

Ms. Garmon,

My understanding is that you will be presenting to the Champaign County Board on October 3rd, 2005. In our conversation you also mentioned that you needed a letter of support endorsing the concept of peer juries for Champaign County youth.

In public education, we are always searching for ways to reach our student body in a very constructive and positive manner. The research that I was able to find related to discipline and the peer jury concept shows a very favorable outcome for this type of practice. As educators, we need a variety of options to assist our students in making positive decisions. Especially when it comes to discipline and finding teachable moments for all parties involved. Peer juries seem to allow for teachable moments in a very structured and controlled environment for both the victim and the accused to find understanding and completion.

Urbana School District #116 supports this initiative and we look forward to exploring ways to support its implementation in our community.

Sincerely,

Dr. Preston L. Williams, Jr.
Deputy Superintendent
Urbana School District #116
Urbana, Illinois



Police Department•82 E. University Avenue•Champaign IL 61820•(217) 403-6911•fax (217) 403-6924•www.ci.champaign.il.us

September 22, 2005

Justice and Social Services Committee
Brookens Administrative Building
1776 W. Washington
Urbana, IL 61802

Dear Board members,

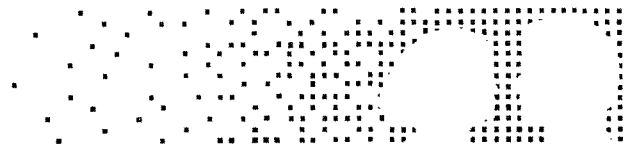
On behalf of the Champaign Police Department, it is with great pleasure that we forward to you our endorsement of the Champaign County Peer Jury initiative. Last year, the Champaign School District hosted over 1,000 suspensions. Many of these incidents involved physical confrontations, abusive language and disruptive classroom behavior.

The Peer Jury Initiative offers an innovative alternative to suspensions. When youth become actively involved with the aforementioned issues, and feeling as though they have a stake in the system, they are more likely to grow into productive citizens that help to build and support that system. The Peer Jury Initiative would offer youth that have offended the opportunity to repair the harm that they've caused others, and to face "a jury of their peers." Young people involved with the program will remain connected with the educational arena, as opposed to spending weeks at home for an offense committed in the school environment.

In our community, we must begin to utilize a wide variety of options to prohibit young people from reoffending. Teen courts have been associated with lower levels of recidivism amongst participating youth, and victim satisfaction with the process is very high. It is our hope that the Champaign County Board will endorse this initiative that seeks to give youth a true "second chance" to repair harm and to develop the competencies they need to be dynamic and self motivated individuals. You may contact me at 217-351-4545 if you have any questions.

Respectfully Submitted,

Troy Daniels, Deputy Chief
Champaign Police Department



"Learning to Live, Learning to Love"

1702 Interstate Drive
Champaign, IL 61822

217-351-3033
Fax 217-351-3151
E-mail FLS1702@soltec.net
www.familylifeskills.org

Family Life Skills Learning Center

August 18, 2005

**Champaign-Urbana Area Project
Marilyn D. Garmon,
Delinquency Prevention Specialist
202 West Hill Street, Suite 3W
Champaign, Illinois 61820**

Dear Ms. Garmon:

This letter is to express our interest and intent to be a part of the Champaign County Peer Jury Initiative. I would appreciate having this letter presented to the Justice & Social Service meeting on October 3, 2005.

The Family Life Skills Learning Center has a very successful youth program for Jr/Sr High ages. It is normally an 8, 12, or 20 week program. We would be pleased to custom design our youth program in subject matter and number of hours to meet the needs of the schools.

I believe the Life Skills we teach address the issues, which create dysfunctional behaviors, such as; rebellion to authority, lack of trust, fear of truth, no impulse control, little conflict management, and few communication skills—to name a few.

There is a source to reactive behavior, which drives the student to the point of facing suspension from school. An individual can change what they understand. What is not understood creates confusion and feelings of being helpless and hopeless.

The Family Life Skills Learning Center is a good resource to address these issues. Our youth facilitators are experienced, knowledgeable and build good rapport with their clients.

Thank you for considering us in your future planning to address these serious issues in the schools.

If I may be of further help, please call 217-351-3033 or contact me at marilyn@soltec.net

Sincerely,
Marilyn Holt
Marilyn Holt, Executive Director