



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, January 22, 2004  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Chairman John C. Piland, State's Attorney  
Secretary/Treasurer Dr. Kathleen Buetow, Carle Clinic  
Lt. Kris Bolt, Champaign County Sheriff's Office  
Mr. Matt Burgess, Provena Behavioral Health at Centerpoint  
Deputy Chief Troy Daniels, Champaign Police Department  
Interim Chief Jerry Gamble, Mahomet Police Department  
Mr. Joseph Gordon, Director, Probation & Court Services Department  
Lt. David Nelson, University of Illinois Police Department  
Superintendent Judy Pacey, Regional Office of Education  
Jill Tichenor, Field Services Manager, Illinois Department of Children and Family Services

Members Absent: Champaign County Mental Health Board  
Rantoul Police Department  
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

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**Call to Order**

After finding a quorum present, Chairman Piland called the meeting to order at 9:07 a.m.

**Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Buetow offered a motion to approve the minutes of the December 18, 2003 Regular Meeting of the CAC Governing Board. The motion was seconded by Mr. Burgess. There was no further discussion. Motion approved.

## **Review of CAC Protocol**

The Board continued its annual review of the CAC Protocol. Mr. Williams reviewed the proposed changes that had been discussed at the two previous Board meetings. In summary, those changes include:

- Requiring that all investigatory interviews conducted at the Center be conducted by personnel who have successfully completed a course in forensic interviewing of children alleged to have been sexually and physically abused (p. 2);
- Clarifying the roles of participating agencies in the investigation of allegations of child sexual and serious physical abuse (p. 3);
- Limiting observers of investigatory interviews to law enforcement officers, DCFS personnel, and personnel from agencies contracted by DCFS to provide foster care case management services (i.e., Catholic Charities, Lutheran Social Services, etc.) (p. 6);
- Adding the following to those persons specifically prohibited from participating in or observing investigatory interviews: Assistant State's Attorneys, medical personnel, and victim advocates (p. 6).
- Deleting the existing section on Case Reviews/Multidisciplinary Team Meetings (pp. 7-8) and incorporating the Protocol for MDT Case Review Meetings approved by the CAC Governing Board in November 2002.
- Clarifying that crisis intervention services include linkage to long-term treatment when appropriate (p. 10).
- Revising the Cultural Competency section to incorporate language from the draft Cultural Competency Plan required per our contractual agreement with the Champaign County Mental Health Board (p.12).

Further discussion ensued. Chairman Piland suggested that the word “investigatory” be inserted in order to clarify the type of interviews at the Center that would require the interviewer to have completed a course in child forensic interviewing. Mr. Williams noted that approximately 40 law enforcement, DCFS and other professional personnel have received training which would qualify them to meet the criteria being proposed.

Discussion was had about the 2-day child forensic interviewing course being offered by DCFS in Champaign on February 18<sup>th</sup> & 19<sup>th</sup>. Information regarding the training was sent to all local police departments by the Mobile Training Unit of the Police Training Project. Mr. Williams will also notify members of the Multidisciplinary Team about the availability of the training and Interim Chief Gamble stated that he would notify the Chiefs of rural police departments.

Chairman Piland asked Board members to give some consideration to the possibility of adding a Forensic Interviewer to the CAC staff at some time in the future if funding could be located, and to consider what impact that might have on the CAC and its partners. Deputy Chief Daniels and Interim Chief Gamble both indicated support for the concept, although Deputy Chief Daniels noted that there might be some disadvantages. In response, Mr. Williams stated that, for the most part, we are now able to schedule interviews almost immediately. Adding a Forensic Interviewer might necessitate scheduling interviews further in advance. Interim Chief Gamble noted that many investigators with smaller agencies are often unable to keep their skills sharp because they conduct interviews so infrequently. As such, they might welcome the expertise of a Forensic Interviewer. Dr. Buetow stated that she strongly supports the concept, but added she fears the Forensic Interviewer would spend a lot of time in court. In response to a question from Ms. Tichenor about whether other CACs are using a Forensic Interviewer, Mr. Williams stated that the Sangamon County CAC has had a Forensic Interviewer for approximately three years and that the Forensic Interviewer was added to their staff at the same time the Sangamon County CAC began videotaping interviews with child victims. Ms. Tichenor suggested that we gather information about the use of Forensic Interviewers at CACs of similar size.

Dr. Buetow made a motion that the Board approve the proposed revisions to the CAC Protocol. The motion was seconded by Ms. Tichenor. There was no further discussion. Motion approved.

### **Budget Report**

A copy of the CAC Budget Report for the month ended December 31, 2003 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of December.

Mr. Williams announced that he received notification from the National Children's Alliance on December 23<sup>rd</sup> that our application for a Full Member Program Support Grant in the amount of \$8,500 has been approved. The grant will be paid in two installments, the first of which should be received within the next several days. In response to a question from Chairman Piland, Mr. Williams stated that this is a non-competitive grant that the Champaign County CAC is entitled to by virtue of its certification as a full member, and he expects that the Program Support Grant will be renewed annually.

### **Director's Report**

Mr. Williams announced that during the Holiday season the CAC received a generous donation from the staff and employees of the Krannert Center For the Performing Arts, which consisted of a DVD player, a videocassette recorder/player, DVD and VHS movies, floor pillows and stuffed animals. Each of the past 19 years, the Krannert Center For the Performing Arts has designated two community agencies to receive donations. The CAC and CASA were selected this year. This very generous donation will help to reduce the trauma suffered by victims of child abuse and will help us to preserve and maximize scarce financial resources. The videos and DVDs as well as

the stuffed animals are always popular with the children served by the CAC and help them to relax in what is oftentimes a stressful situation. Children attending our victim support groups especially enjoy being able to use the floor pillows. At the suggestion of Chairman Piland, Mr. Williams will contact the Krannert Center and request that they send a representative to next month's CAC Governing Board meeting so that Board can express its gratitude for their generosity.

Mr. Williams reported that he and Christopher Walker of Rape Crisis Services/ A Woman's Fund are continuing to work on the Public Service Announcements being funded by a grant from the Illinois Criminal Justice Information Authority. It is hoped that the PSAs can be filmed next month and edited for broadcast during the month of April, which is both Child Abuse Prevention Month and Sexual Assault Awareness Month. Given the lateness of the grant award notifications, the Authority extended the deadline for expenditure of grant funds from April 30, 2004 to August 1, 2004. Mr. Williams and Mr. Walker are also busy planning activities for Child Abuse Prevention Month, which will include a Kickoff Event on April 1<sup>st</sup>, the annual Blue Bow Campaign, and a Children's Festival tentatively scheduled for April 24<sup>th</sup>.

Mr. Williams reminded Board members that Assistant State's Attorney Michelle Brooks, SANE Coordinator Patty Metzler, and Pediatric Social Worker Nancy Mings will be attending next week's San Diego Conference on Child and Family Maltreatment. Funding for their attendance has been made available by a grant from the Chapter Office of the Children's Advocacy Centers of Illinois. Mr. Williams also reported that Investigator Greg Mills of the Champaign County Sheriff's Office attended Basic Child Forensic Interviewing Training at the National Children's Advocacy Center in Huntsville, Alabama, during the week of January 12-16. The costs of Investigator Mills' training were paid the Children's Advocacy Center. CCSO Investigatory Dave Coffey is scheduled to attend Basic Child Forensic Interviewing Training at the NCAC in April.

Each of the Board members was provided with a Summary of CAC Activity for the month of December, which was prepared by Case Manager Jill Breen. During the month of December, 33 children were interviewed at the CAC. That number includes 12 children who were accepted for Case Management services, 13 children for whom the Center is not coordinating services, and 8 non-victim siblings. Thus far during January, 15 children have been interviewed at the Center. That number includes 10 children for whom the Center is coordinating services, 1 child not receiving case management services, 3 non-victim siblings/witnesses, and one child from Ford County interviewed at the CAC by DCFS and Gibson City Police Department personnel.

Mr. Williams discussed with the Board that the Center strives to make its facilities available to its partner agencies, even when the circumstances do not require that the children be brought to the Center for interviews. One such case occurred on New Year's Eve. Mr. Williams was contacted by DCFS Investigator Pam Wendt, who had taken temporary custody of seven children following receipt of a risk of harm report. The children ranged in age from just one week to 14 years old, and their mother had died at home on Christmas Eve while giving birth to the youngest child. Although the allegations did not meet the Protocol, Mr. Williams agreed to allow Investigator Wendt to use the facility to interview the children. The children, accompanied by out-of-town

relatives, arrived at the Center at 9:15 a.m. Interviews with the five oldest children were conducted over the next several hours. During that time, the children were able to relax in the comfortable surroundings of the CAC. They were also provided with lunch and remained at the Center while Investigator Wendt and DCFS Supervisor Tamela Atwood took the youngest child to be treated for an eye infection. At the conclusion of the investigation, the children were returned to their father, who arrived at the Center to pick them up at 4:15 p.m. As they were leaving, each of the children was given a duffel bag containing age-appropriate comfort and personal hygiene items provided by the Dr. Laura Schlessinger Foundation. Needless to say, this was a long day for the children and for DCFS personnel. However, the stress of the situation was greatly reduced because of the availability of the child-focused, child-sensitive environment of the CAC. We were pleased that we were able to contribute in some small way to making these children feel comfortable, safe, and welcome so shortly after the loss of their mother. On behalf of DCFS, Ms. Tichenor expressed her gratitude to the CAC for their assistance.

Mr. Williams also provided Board members with information about the number of children interviewed at the Children's Advocacy Center during the year ended December 31, 2003. A total of 257 unduplicated children were interviewed at the CAC during 2003. That number includes 168 children who were accepted for case management services, 20 children for whom no case management services were provided, 50 non-victim siblings and witnesses, 3 alleged juvenile offenders, trial preparation interviews with 3 children, and out-of-county courtesy interviews with 13 children. Mr. Williams also provided demographic information for the children interviewed at the Center (i.e., gender, age, race, and residence). The total number of unduplicated children interviewed at the CAC during 2003 (257) represents a 29% increase over the number interviewed in 2002 (199), and the number of children receiving case management services in 2003 (168) increased 36% over the previous year (123).

### **Communications**

Mr. Williams reported that no communications had been received on behalf of the Board.

### **Other Business**

At a previous meeting, Board members discussed the issue of information sharing between law enforcement and school personnel. Superintendent Pacey stated that she had discussed this issue at a recent meeting of superintendents and she urged law enforcement officers to contact her or the particular school superintendent if they are in need of information. At the suggestion of Lt. Bolt, Chairman Piland stated that he and Superintendent Pacey would work on drafting a master agreement for information sharing between schools and law enforcement agencies.

Deputy Chief Daniels expressed his appreciation to Mr. Williams and Ms. Breen for the work they are doing at the Children's Advocacy Center.

Deputy Chief Daniels asked whether there was any legislation under consideration with respect to videotaping interviews with child victims. Chairman Piland stated he was unaware of any such legislation.

Deputy Chief Daniels suggested that now might be an opportune time to garner publicity for the Center and he noted that there has not been any significant publicity since the current facility opened in December 2001. Further discussion ensued. Chairman Piland suggested that we could schedule a press conference to kick off the broadcast of the Public Service Announcements in April and that we could include information about the number of children interviewed at the Center, the services offered to children and their families, our certification by the National Children's Alliance, and the recent awarding of the Program Support Grant from the NCA.

**New Business**

None.

**Announcements**

Mr. Williams announced that the next Board meeting is scheduled for Thursday, February 26, 2004 at 9:00 a.m.

**Adjournment**

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

Respectfully submitted,

Michael B. Williams  
Executive Director