



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

***Minutes***

Members Present: Chairman John Piland, State's Attorney  
Secretary/Treasurer Kathleen Buetow, Carle Clinic  
Lt. Kris Bolt, Champaign County Sheriff's Office  
Deputy Chief Troy Daniels, Champaign Police Department  
Chief Daniel Driscoll, Mahomet Police Department  
Ms. Gina Jackson, Champaign County Mental Health Board  
Lt. Dave Nelson, University of Illinois Police Department  
Ms. Janet Wells, Supervisor, Probation & Court Services Department  
Sgt. Jeff Wooten, Rantoul Police Department

Members Absent: Illinois Department of Children & Family Services  
Provena Behavioral Health  
Regional Office of Education  
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 9:05 a.m.

**Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Buetow offered a motion to approve the minutes of the June 24, 2004 Regular Meeting of the CAC Governing Board. The motion was seconded by Ms. Jackson. There was no further discussion. Motion approved.

## **Budget Report**

Mr. Williams reported that he received word from our DCFS Grant Monitor, Candace Masten, on Wednesday, June 21<sup>st</sup>, that the FY 05 appropriation for CACs would be reduced by 2.25%. This translates to a reduction of \$1,575 in our contact with DCFS for FY 05. Mr. Williams proposed to address this shortfall by reducing the line item for Conferences & Conventions. At this point, we have not yet received word on how the State budget crisis may affect our grant from the Illinois Attorney General. Chairman Piland noted that the reduction in our DCFS contract will be somewhat offset by an increase in our NCA Program Support grant for FY 05.

The CAC's tentative budget for County FY 05 was reviewed with County Administrator Deb Busey on July 7<sup>th</sup>. The final budget will incorporate any funding reductions from DCFS and/or the Illinois Attorney General.

As the Board may recall, Mr. Williams had requested permission from the Illinois Criminal Justice Information Authority to use unexpended crisis intervention services grant funds to contract for additional case management services at the CAC. That request was recently denied by the Authority. However, the Authority has left open the possibility that it may authorize the CAC to use unexpended grant funds to hire a part- or full-time case manager. Mr. Williams is continuing to work with the Authority on this issue and will keep the Board apprised of further developments.

The RFP for renewal of our Program Support Grant with the National Children's Alliance was issued on June 30<sup>th</sup> and the completed grant application is due to the NCA by October 8, 2004. Mr. Williams anticipates submitting the application to the Board for approval in September.

## **Director's Report**

Mr. Williams gave Board members a "tour" of the CAC website. The site was designed and developed by Andy Rhodes of the Champaign County Administrative Services Department and can be accessed at [www.co.champaign.il.us/cac](http://www.co.champaign.il.us/cac).

Mr. Williams reported that several members of the MDT are receiving training sponsored by the CAC during July. First, three members of the team are attending *Finding Words Illinois* (a child forensic interviewing training program) in Springfield this week. Also, three members of the team will attend *Investigation and Prosecution of Child Fatalities and Physical Abuse* in Chicago next week.

An in-service training workshop will be presented by the CAC on Monday, August 9<sup>th</sup>, from 9:00 a.m. until noon. The workshop will be held at the Champaign

Police Department and the panelists for the workshop include Senior Assistant State's Attorney Michelle Brooks, Carle Hospital SANE Coordinator Patty Metzler, and Carle Pediatrics Department Social Worker Nancy Mings. The panelists will present information on a variety of legal and medical topics and issues of concern to those who come into contact with children who may have been abused or neglected. Mr. Williams will also be available to answer questions about the CAC and the Protocol. A training announcement has been sent out to members of the MDT and Mr. Williams asked Board members, particularly those representing law enforcement agencies, to encourage their staff to attend.

Each of the Board members was provided with a Summary of CAC Activity for the month of June, which was prepared by Case Manager Jill Breen. During the month of June, 31 children were interviewed at the CAC. That number includes 17 children accepted for Case Management services and 12 non-victim siblings/witnesses. Also, DCFS and the Illinois State Police used the CAC to interview two children in a case arising out of Ford County. Thus far during July, 13 children have been interviewed at the Center, including 4 children accepted for case management services, 2 children for whom we are not providing case management services, 3 non-victim siblings/witnesses, and 4 children from Ford County.

### **Communications**

None.

### **Other Business**

None.

### **New Business**

Chairman Piland reported that the Champaign County Board is considering an Agreement which would allow various County departments, including the CAC, to access the Automated Police Record Services (A.R.M.S.) database maintained by the Champaign, Urbana and University of Illinois Police Departments. Chairman Piland asked whether the availability of A.R.M.S. data to investigators using the CAC would be useful and valuable. Further discussion was had. Ms. Jackson suggested that access to A.R.M.S. information at the CAC could be password protected and for the exclusive use of law enforcement investigators. It was the consensus of the Board that Chairman Piland should pursue access to A.R.M.S. data for law enforcement personnel using the Children's Advocacy Center.

Chairman Piland noted the number of children from Ford County interviewed at the CAC over the past several months and he asked Board members to begin thinking about whether we want to expand services to that county. Further discussion was had. Mr. Williams explained that the CAC is not providing case management services in cases arising out of Ford County, we are simply letting our local DCFS Field Office and Ford County law enforcement agencies utilize the child-friendly facilities at the CAC in order to interview these children. In response to a question from Deputy Chief Daniels, Mr.

Williams indicated he did not believe that future funding of the CAC from DCFS would be dependent upon expanding services to other counties. With respect to staffing needs, Mr. Williams stated that he believes our Case Manager is working at full capacity and could not take on additional case management responsibilities for Ford County at this time. We may be able to address that problem if the Illinois Criminal Justice Information Authority authorizes us to use grant funds for case management services. Mr. Williams also stated that the Board would need to determine whether Ford County law enforcement agencies are interested in entering into a formal agreement for use of the CAC and whether they would be willing to abide by the established Protocol or if a separate protocol would have to be written.

### **Announcements**

Mr. Williams noted that the Board cancelled its August meeting last year and he inquired whether the Board wished to do the same again this year. Further discussion was had. Dr. Buetow offered a motion to cancel the August 26, 2004 Regular Meeting of the Governing Board. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved.

Mr. Williams announced that the next Regular Meeting of the CAC Governing Board would be held on Thursday, September 23, 2004.

### **Adjournment**

There being no further business, the meeting was adjourned.

Respectfully submitted,

Michael B. Williams  
Executive Director