



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, January 27, 2005
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Chairwoman Dr. Kathleen Buetow, Carle Clinic
Lieutenant Kris Bolt, Champaign County Sheriff's Office
ASA Michelle Brooks, State's Attorney's Office
Mr. Matt Burgess, Clinical Specialist, The Mental Health Center
Mr. Joseph Gordon, Director, Probation & Court Services Department
Ms. Gina Jackson, Champaign County Mental Health Board
Lt. David Nelson, University of Illinois Police Department
Ms. Jane Quinlan, Regional Office of Education
Investigator DeAnn Winn-Maurer, Urbana Police Department

Members Absent: Champaign Police Department
Illinois Department of Children & Family Services
Mahomet Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

After finding a quorum present, Chairwoman Buetow called the meeting to order at 9:10 a.m.

Public Participation

There was no public participation.

Approval of Minutes

Ms. Jackson offered a motion to approve the minutes of the December 16, 2004 Regular Meeting of the CAC Governing Board. The motion was seconded by Mr. Burgess. There was no further discussion. Motion approved.

Annual Review of Protocol

Mr. Williams provided each of the Board members with a copy of the Center's Protocol incorporating revisions discussed at last month's meeting. Proposed revisions were underlined for reference. Mr. Williams highlighted each of the proposed changes, most of which are minor in nature. The most significant revision is found under the heading "Referral and Notification Procedures" (pp. 4-5). It was proposed that the following clause be added to that section:

In the event that a comprehensive investigatory interview with a child victim occurs outside the Children's Advocacy Center, it is the responsibility of the responding agency or department to contact the Children's Advocacy Center within 24 hours. The responding agency or department shall provide the Center with pertinent case information so that CAC services for the child and their non-offending family members can be initiated.

Mr. Williams also proposed adding "Multiple or Spiral Fractures" and "Third Degree Burns" to the definition of serious physical abuse (p. 4). This is in accordance with Level #1 allegations of serious physical abuse set forth in DCFS Rule 300. Dr. Buetow stated that spiral fractures are not always characteristic of child abuse and suggested that we revise that language to read "Multiple Fractures or Fractures Suspicious of Abuse." Further discussion followed. Dr. Buetow's suggestion was accepted by the Board.

Lt. Nelson made a motion that the Board approve the proposed revisions to the Protocol. The motion was seconded by Ms. Jackson. There was no further discussion. Motion approved.

Budget Report

A copy of the CAC Budget Report for the month ended December 31, 2004 was provided to each of the Board members. Mr. Williams highlighted the expenditure for rent payments totaling \$8,750.00 for the period December 2004 through June 2005 (\$1,250 per month). Mr. Williams explained that rent payments were made from our FY 2005 DCFS Contract, which covers the 12-month period ending June 30, 2005. Mr. Williams stated that there were no other unusual expenditures to report for the month of December.

Mr. Williams reported that he recently received an application for continued funding from the Illinois Attorney General's Office for State FY 2006 (July 1, 2005 through June 30, 2006). The application is due February 25, 2005. Mr. Williams reminded Board members that we have received a grant from the Illinois Attorney

General in the amount of \$15,000 each of the past several years and those funds are used to offset a portion of the Executive Director's salary. At the suggestion of our grant monitor, Mr. Williams is requesting that our grant be increased to \$20,000 to help offset increasing salary costs. Mr. Williams provided each of the Board members with a draft copy of the completed application and requested approval to submit the application to the Illinois Attorney General.

Ms. Jackson offered a motion to approve submission of the FY 2006 grant application to the Illinois Attorney General for funding in the amount of \$20,000. The motion was seconded by Investigator Winn-Maurer. There was no further discussion. Motion approved.

Director's Report

Mr. Williams reported that State's Attorney Julia Rietz, DCFS Field Services Manager Jill Tichenor, and Sexual Assault Nurse Examiners Tracy Paul (Carle Hospital) and Carole Seyfert (Provena Covenant Medical Center) are attending the 19th Annual International Conference on Child and Family Maltreatment being held in San Diego, California this week. Their attendance at this Conference is being funded by the Children's Advocacy Center through a grant from the Children's Advocacy Centers of Illinois and the Illinois Attorney General.

Dr. Buetow asked if grant money would be available for future training of Multidisciplinary Team members. Mr. Williams stated that, although the grant which provided funding for attendance at the San Diego Conference will be fully expended after this year's Conference, the Center does maintain a training budget which is used to pay for staff and Team members to attend training. Mr. Williams added that the priority for those funds has been to pay for child forensic interviewing training. Dr. Buetow agreed that child forensic interviewing training is the top priority for training dollars; however, whenever possible, we should fund training opportunities to reward and encourage team members who have demonstrated a commitment to child abuse.

On January 18th, Jessica McMeyer, a graduate student in the Department of Human and Community Development at the University of Illinois, began an internship at the CAC. Ms. McMeyer will be assisting with the child victim support group program at the Center. She will also provide assistance to CAC Case Manager Jill Breen and will be involved in the planning of activities for Child Abuse Prevention Month. Mr. Williams thanked Lt. Joe Gallo and the Champaign Police Department for completing a criminal background check on Ms. McMeyer.

Mr. Williams reported that the CAC will resume its child victim support group program next month. The next support group will be for girls ages 7-10. Joanna Kling and Jessica McMeyer will facilitate the group.

During the 2004 Holiday season, the CAC received donations of books, videos, DVDs, dolls and fleece throws from the employees of the University of Illinois-Division of Campus Stores, Mailing & Receiving. Those employees also purchased clothing, toys and other gifts which were distributed to the children of three families served by the

Children's Advocacy Center. Because of the generosity of this organization, the holidays were a happier and brighter time for 12 children and their families. Their donations to the CAC will also be used to make children feel welcome and comfortable when they come to the Center to be interviewed. In addition, after being contacted by the CAC Case Manager, Salt & Light, a local social service agency, located a donor who provided a needy family with a \$600 Christmas shopping spree. Needless to say, this very generous donation brightened this family's Holiday season.

Each of the Board members was provided with a Summary of CAC Activity for the month of December. During the month of December, 18 children were interviewed at the CAC. That number includes 8 children accepted for case management services, 2 children for whom the Center is not coordinating services, 7 non-victim siblings/witnesses, and 1 courtesy usage of the facility by Ford County DCFS and law enforcement authorities. Thus far during January, 28 children have been interviewed at the Center, which includes 19 children accepted for case management services, 1 child for whom the Center is not coordinating services, 4 non-victim siblings/witnesses, a follow-up interview with 1 child previously interviewed at the Center, and one courtesy usage of the facility by Vermilion County DCFS and law enforcement authorities during which a total of 3 children were interviewed.

Finally, Mr. Williams provided Board members with statistical and demographic information regarding the children interviewed at the CAC during 2004. During the year ended December 31, 2004, a total of 232 unduplicated children were interviewed at the Center. This represents a slight decrease from the total number of children interviewed at the CAC in 2003 (257). An unduplicated child is defined as a child not currently receiving services from the CAC at the time of intake. Mr. Williams stated that he does not find the decrease in the number of children interviewed at the CAC in 2004 to be statistically significant.

Communications

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

Other Business

None.

New Business

None.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, February 24, 2005.

Adjournment

There being no further business, the meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director