



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, June 23, 2005  
1601 E. Main Street  
Urbana, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Chairman, Carle Clinic  
Chief Daniel Driscoll, Secretary/Treasurer, Mahomet Police Department  
Sgt. Roy Acree, University of Illinois Police Department  
Mr. Matt Burgess, Clinical Supervisor, The Mental Health Center  
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of Children and Family Services  
Mr. Joseph Gordon, Director, Probation & Court Services Department  
Ms. Gina Jackson, Champaign County Mental Health Board\*  
Investigator Duane Maxey, Urbana Police Department  
Sgt. Alex Meyer, Rantoul Police Department  
Superintendent Judy Pacey, Regional Office of Education

Members Absent: Champaign County State's Attorney's Office  
Champaign County Sheriff's Office  
Champaign Police Department

Others Attending: Michael Williams, Executive Director, CAC

\*Ms. Jackson joined the meeting in progress.

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**Call to Order**

After finding a quorum present, Chairman Buetow called the meeting to order at 9:03 a.m.

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Investigator Maxey offered a motion to approve the minutes of the May 26, 2005 Regular Meeting of the CAC Governing Board. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved.

## **Approval of FY 2006 County Budget**

Mr. Williams provided each of the Board members with a draft of the CAC Budget for County FY 2006, beginning December 1, 2005. Although most expenditures are expected to remain the same, Mr. Williams did note that County Administrator Deb Busey is recommending to the County Board a 3% increase to the salary ranges of non-bargaining unit employees, and that each non-bargaining unit employee receive a 3% market increase or COLA adjustment for FY 2006. Furthermore, although the Champaign County Salary Administration Plan provides an additional annual increase for movement through the salary range within the first seven years of employment in a position/position grade, no compa-ratio adjustments were approved in FY 2004 because of budget constraints and only partial compa-ratio increases were approved in FY 2005, again due to budget constraints. The recommendation made by Ms. Busey would result in a 2% compa-ratio adjustment to the salary of CAC Case Manager Jill Breen. No compa-ratio adjustment would be applied to the salary of CAC Executive Director Michael Williams. Finally, Ms. Busey is recommending that a 1% allowance be provided for merit increases to be calculated on the FY 2005 salary rates for those employees who will not receive a compa-ratio adjustment in FY 2006. The net effect of Ms. Busey's recommendations is that CAC Case Manager Jill Breen would receive an increase of 5% for FY 2006 and CAC Executive Director Michael Williams would receive a 4% increase.

Mr. Williams also pointed out to the Board expected increases in the following fringe benefits:

- The employer's IMRF contribution will increase from 8.13% to 9.05%.
- It is estimated that the employer's contribution for health care coverage will increase to \$414 per month (currently \$354.26-\$376.74 depending on the coverage selected by the employee).

FICA (Social Security), Unemployment, Life Insurance and Workers' Compensation rates are expected to remain stable for FY 2006.

Mr. Williams reminded the Board that all expenditures made by the CAC must be covered by revenue received from funding agencies/organizations. Although the CAC is part of the County government structure and is required to submit a budget for County Board approval, the County provides no funding for the operation of the Center.

The FY 2006 County Budget is due to County Administrator Deb Busey on July 1, 2005. The County Board and various committees will review the entire Budget over the next several months and approval of the final budget is expected in November. Mr. Williams requested the Board's authorization to submit the FY 2006 County Budget for the CAC.

Mr. Gordon offered a motion to authorize Mr. Williams to submit the FY 2006 County Budget to County Administrator Deb Busey. The motion was seconded by Superintendent Pacey. There was no further discussion. Motion approved.

**Approval of Contract with the Illinois Department of Children & Family Services for State Fiscal Year 2006 (from Addendum)**

On June 18, 2005, Mr. Williams received our Contract with the Illinois Department of Children & Family Services for State FY 2006, beginning July 1, 2005. Although our Project Director had recommended an increase in our FY 2006 Contract to restore a 2.25% across-the-board cut made in FY 2005 and to provide funding for possible expansion of services to Ford County (\$14,000), those increases were not approved in the final DCFS budget. Accordingly, cuts were made to several operational line items in the final budget, including: supplies, equipment lease/rental, training, subscriptions and reference material, outside printing and artwork, and miscellaneous. The Contract amount for the period July 1, 2005 to June 30, 2006, will be \$68,425 (which matches the Contract amount for FY 2005).

Mr. Williams requested that the Board authorize Chairman Buetow to sign and submit the FY 2006 Contract to the Illinois Department of Children & Family Services.

Ms. Jackson offered a motion to authorize Chairman Buetow to sign and submit the FY 2006 Contract with the Illinois Department of Children & Family Services. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved.

**Budget Report**

A copy of the CAC Budget Report for the month ended May 31, 2005 was provided to each of the Board members. Mr. Williams stated that, although there were no unusual expenditures to report for the month of May, he did note that a total of \$2,433.86 was expended for employee and MDT training during May.

On June 8, 2005, Mr. Williams received notice from the Champaign County Mental Health Board that the CCMHB had appropriated \$37,080 to the CAC for FY 2006, beginning July 1, 2005 (copy of notification letter provided to Board members). Mr. Williams reminded Board members that he had requested an increase in our CCMHB Contract from \$37,080 to \$50,400. That increase was not approved. If received, those additional monies would have been used to help offset the increased costs of providing crisis intervention services to CAC clients. Mr. Williams reported to the Board that our Contract with the CCMHB was identified for possible redirection, reduction or termination in FY 2007. In the Decision Memorandum submitted to the CCMHB,

CCMHB staff moved the CAC, along with several other programs, from Tier One (the highest level of funding prioritization) to Tier Three (low to medium priority programs). The rationale cited by CCMHB staff for moving the CAC from Tier One to Tier Three were:

- “The program is not a core service and is not identified as a high priority for CCMHB funding.”
- “The primary focus of the application is the responsibility of law enforcement, the judiciary, state and local government in areas other than mental health, substance abuse and developmental disabilities.”

During a meeting with CCMHB staff on June 22, 2005, Mr. Williams was advised that it is the intention of the CCMHB not to reduce or terminate its contract with the CAC for FY 2007. On the other hand, the CAC cannot expect any future increase in its contract maximum. The reassignment of programs from Tier One to Tier Three will be discussed at next week’s meeting of the Mental Health Agencies Council of Champaign County. Mr. Williams promised to keep CAC Board members apprised of developments with respect to future CCMHB funding.

Extensive discussion followed regarding the reclassification of the CAC as a Tier Three program. Ms. Jackson stated that she is working to convince the CCMHB that the services provided by the CAC qualify as core services. Extensive discussion was also had about the creation of the Developmental Disabilities Board and the impact that funding from that Board would have on funding distributed by the CCMHB. Both Ms. Jackson and Mr. Williams explained that it is the CCMHB’s position that they are statutorily obligated to fund mental health, substance abuse, and developmental disabilities services. During the FY 2006 funding cycle, the CCMHB has appropriated funding for developmental disabilities programs. The Developmental Disabilities Board has done likewise. At present, the CCMHB is providing administrative support to the Developmental Disabilities Board at no cost. Next year, however, the Developmental Disabilities Board will be asked to pay their share of those expenses, which may allow the CCMHB to distribute additional funding to agencies. Mr. Gordon asked if any programs received increased funding from the CCMHB for FY 2006. Mr. Williams stated that certain substance abuse programs received additional funding in order to provide more equitable distribution among the three areas funded by the CCMHB (mental health, substance abuse, and developmental disabilities).

Mr. Williams advised the Board that he signed our FY 2006 Contract with the CCMHB on June 22, 2005 (copies provided to Board members) and he requested that the Board retroactively ratify that action.

Superintendent Pacey offered a motion to ratify the FY 2006 Contract with the CCMHB. The motion was seconded by Ms. Jackson. There was no further discussion. Motion approved.

On June 22, 2005, Mr. Williams and Mr. Burgess attended a meeting of grantees receiving VOCA funding from the Illinois Criminal Justice Information Authority. Currently, all VOCA funds received from the Authority are being used to purchase crisis

intervention services from the Mental Health Center of Champaign County. The Mental Health Center also contributes indirect services to meet the matching requirement of this grant. We are in the third year of this program and our current grant in the amount of \$78,312 will expire on October 31, 2005.

At yesterday's meeting, we received notice that the Authority has allocated \$78,312 from VOCA FFY 2005 funds for continuation of the CAC's crisis intervention services program. Receipt of these funds requires a local matching contribution of \$19,578. It is unclear at this point whether we will be required to issue an RFP in order to continue contracting for services. Mr. Williams stated that he would be working with our grant monitor and other Authority staff to work out the details for continuation funding.

Lastly, Mr. Williams stated that he has not yet received word on the status of our FY 2006 Attorney General grant application. Mr. Williams expects that the Grant Agreement will be received from the Attorney General prior to next month's Board meeting.

### **Director's Report**

Following last month's Board meeting, Mr. Williams met with two additional vendors to discuss upgrading the recording system at the CAC. Mr. Williams had met with a third vendor prior to the May Board meeting. The first vendor (Barbeck Communications of Decatur) does not provide the computer-based recording system; however, they submitted an estimate for replacing the current cameras with high resolution dome cameras. The total estimate, including labor and a 4 channel video capture card (which may or may not be necessary), was \$1,947.00. SEICO Security Systems of Pekin submitted an estimate of \$6,950.00, which includes two dome cameras and a Vision Controls Digital Video/Audio Recorder with software. This system is similar to that which was recently installed at the Macon County CAC. Mr. Williams is awaiting an estimate from a third vendor, Vid-Com Systems of Champaign. Investigator Maxey suggested that Mr. Williams also contact Tri-Color Locksmiths. Mr. Gordon also suggested that some of the equipment might be available at reduced prices if it is listed on the State bid list.

Extensive discussion followed regarding placement of cameras, the need for and placement of additional microphones, specialized training for recorded interviews, etc. Mr. Williams provided Board members with suggested additions to the Protocol outlining the procedures for recording interviews at the CAC, and he asked for input from the Board prior to next month's meeting. Mr. Williams also provided Board members with an "Acknowledgment of Recording" form which would be signed by each child's parent/guardian. Chairman Buetow suggested that the Acknowledgment form be revised to indicate specifically that interviews are video and audio recorded. Although State's Attorney Julia Reitz was not available for today's meeting, Mr. Williams explained that it is her position that obtaining a parent/guardian's consent is not required prior to recording an interview. However, eavesdropping laws do require that the parent/guardian be notified that the interview is being recorded.

Mr. Williams reported that he has registered two CCSO Investigators, Jason Atwood and Dave Sherrick, for Basic Child Forensic Interviewing Training at the National CAC Training Academy, which will be held during the week of July 18-22.

Each of the Board members was provided with a Summary of CAC Activity for the month of May. During the month of May, 11 children were interviewed at the CAC. That number includes 9 children accepted for case management services and 2 non-victim siblings/witnesses. Also, one child interviewed outside the CAC was subsequently accepted for services. Thus far during June, 18 children have been interviewed at the Center, which includes 11 children accepted for case management services, 6 non-victim siblings/witnesses, and 1 alleged juvenile offender.

### **Communications**

Mr. Williams reported that no additional 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, July 28, 2005.

### **Adjournment**

There being no further business, Chairman Buetow adjourned the meeting at 10:00 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director