



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, August 25, 2005
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Chairman, Carle Clinic
Chief Daniel Driscoll, Secretary/Treasurer, Mahomet Police Department
Mr. Matt Burgess, Clinical Supervisor, The Mental Health Center
Ms. Lolita Dumas, Acting Site Administrator, Illinois Department of
Children and Family Services
Lt. Michael Metzler, Urbana Police Department
Lt. David Nelson, University of Illinois Police Department
Superintendent Judy Pacey, Regional Office of Education
Investigator Dwayne Roelfs, Champaign County Sheriff's Office
Sgt. Jeff Wooten, Rantoul Police Department
Mr. Rob Wyre, Supervisor, Probation & Court Services Department

Members Absent: Champaign County Mental Health Board
Champaign Police Department
State's Attorney's Office

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

After finding a quorum present, Chairman Buetow called the meeting to order at 9:00 a.m.

Accredited Member



Public Participation

There was no public participation.

Approval of Minutes

Mr. Burgess offered a motion to approve the minutes of the July 28, 2005 Regular Meeting of the CAC Governing Board. The motion was seconded by Chief Driscoll. There was no further discussion. Motion approved

Renewal of Lease with Champaign County for 1601 E. Main Street, Urbana, IL

Mr. Williams provided each of the Board members with a copy of the renewed Lease Agreement between the Champaign County Board and the CAC. This lease is for the period September 1, 2005 through August 31, 2007 and contains essentially the same terms and conditions as the present lease. Although the current lease expired on August 31, 2003, it has been automatically renewed for one-year periods pursuant to Section 4 of the Lease Agreement. Of course, the renewed Lease Agreement also does not contain any reference to a sublease with CASA as did the prior Agreement. Under the terms of the renewed Lease, rent will increase from \$1,250.00 per month to \$1,273.75 per month (an increase of 1.9%). Mr. Williams noted that there has been no rent increase since the original Lease Agreement was entered into in September 2001.

The renewed Lease Agreement will be reviewed by the County Facilities Committee on September 6, 2005. Assuming approval by the Committee, the Lease Agreement will be forwarded to the full County Board for approval on September 22, 2005. Mr. Williams requested that the CAC Governing Board approve the renewed Lease Agreement.

Superintendent Pacey offered a motion to approve the Lease Agreement with Champaign County for 1601 E. Main Street, Urbana, IL, for the period September 1, 2005 through August 31, 2007, and to authorize Chairman Buetow to execute the Lease Agreement on behalf of the CAC. The motion was seconded by Lt. Metzler. In response to a question from Dr. Buetow, Mr. Williams indicated that the renewed Lease Agreement contains a provision for automatic one-year renewal. Motion approved.

Review and Approval of Application for National Children's Alliance Training Grant (from Addendum)

Mr. Williams provided each of the Board members with a copy of an Application for a Training Grant from the National Children's Alliance. As an accredited member of the NCA, the Champaign County CAC is eligible to apply for a competitive Training Grant in the amount of \$5,000.00. This is different than the non-competitive Program Support Grant for which the CAC is eligible. Mr Williams stated he would be presenting an Application for that Grant at next month's meeting.

Mr. Williams is proposing that the Training Grant, if awarded, be used to send three members of the Multidisciplinary Team engaged in the medical management of

child abuse cases to the International Conference on Child & Family Maltreatment, which will be held in San Diego, California, during the week of January 23, 2006. Mr. Williams reminded the Board that we have sent MDT members to the San Diego Conference each of the past three years using funds from the Illinois Attorney General Vitamin Anti-Trust Settlement Grant, which has now expired. The deadline for the NCA Training Grant Application is September 13, 2005.

Superintendent Pacey offered a motion to approve the Application for a Member Training Grant from the National Children's Alliance and to authorize Mr. Williams to submit same. The motion was seconded by Sgt. Wooten. There was no further discussion. Motion approved.

Budget Report

A copy of the CAC Budget Report for the month ended July 31, 2005 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of July. Training expenditures during July totaled \$3,191, most of which was expended in connection with sending two CCSO Investigators to Basic Child Forensic Interviewing Training in Huntsville, AL.

Director's Report

a. Update on Digital Recording System Project:

Mr. Williams reported that the equipment for the digital recording system has been ordered from Seico Security Systems and is scheduled for installation on August 30-31, 2005.

After the recording equipment is installed, Mr. Williams will contact members of the Multidisciplinary Team responsible for conducting interviews at the CAC and will schedule several sessions to familiarize Team members with the operation of the new equipment and the Protocol provisions governing recording of interviews at the Center. Until such time as we are ready to begin recording, we will continue to utilize the closed circuit viewing system.

After the Board accepted the proposal submitted by Seico, Word Systems, Inc. (makers of the iRecord system) submitted a revised proposal. Word Systems reduced the cost of their proposal from \$9,399 to \$8,000, a reduction of \$1,399. The revised proposal is still \$1,050 more than the proposal submitted by Seico. Mr. Williams stated that he was simply making the Board aware of the revised proposal; however, he did not make a specific recommendation. The Board took no further action on the revised proposal submitted by Word Systems, Inc.

b. Revisions to Protocol for Audio/Video Recording of Child Interviews:

Mr. Williams provided Board members with proposed revisions to the CAC Protocol for audio/video recording of child interviews, as well as an Acknowledgment of Recording form. Both documents were revised in accordance with the Board's

instructions. Mr. Williams stated that State's Attorney Julia Rietz indicated to him that she had reviewed all of the documents provided to the Board prior to today's meeting and she had no further suggestions for revisions. Extensive discussion followed regarding how to document that the child and his/her parent/guardian/temporary legal custodian were advised that the interview was being recorded. The Board directed Mr. Williams to develop a form to be signed by CAC staff certifying that this information was communicated to the child and his/her parent/guardian/temporary legal custodian.

Mr. Williams then provided Board members with proposed revisions to the CAC Protocol for Interviewing Alleged Juvenile Offenders, as well as an Acknowledgment of and Consent to Recording form. The proposed revisions to the Protocol would permit audio/video recording of interviews at the CAC with alleged juvenile offenders in much the same manner as interviews recorded with child victims; provided, however, if the alleged juvenile offender and/or his parent/legal guardian/temporary legal custodian refuse to sign the acknowledgment/consent form or if at any time the alleged juvenile offender and/or his/her parent/legal guardian/temporary legal custodian withdraw their consent, the recording would be terminated immediately. Extensive discussion followed. The Board directed that the following statement be added to the Acknowledgement of and Consent to Recording form: "I am also aware that I can withdraw my consent to recording at any time."

All of the revised documents will be sent to Board members for their review in advance of next month's Governing Board meeting. Several members of the Board expressed a desire that the State's Attorney review these documents.

On August 15, 2005, Mr. Williams met with Matt Burgess, Juli Kartel, and Wanda Burnett (all of the Mental Health Center) to discuss revising our Contract For Crisis Intervention Services for the Contract year beginning November 1, 2005. None of the parties is proposing substantial revisions to the current Contract. Proposed revisions to the Contract will be forwarded to the Illinois Criminal Justice Information Authority for their review and approval before a final version can be presented to the CAC Governing Board for approval.

Each of the Board members was provided with a Summary of CAC Activity for the month of July. During the month of July, 11 children were interviewed at the CAC. That number includes 8 children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, and 2 non-victim siblings/witnesses. Thus far during August, 7 children have been interviewed at the Center, which includes 5 children accepted for case management services, and 2 non-victim siblings/witnesses.

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, September 27, 2005. Lt. Metzler pointed out that the correct date is Thursday, September 22, 2005.

Ms. Dumas announced that Mark Hartmann will be reassigned from the casework division to the investigations division at DCFS. In response to a question from Dr. Buetow, Ms. Dumas indicated that there are currently four vacancies in the investigations division at the Urbana DCFS Field Office.

Adjournment

There being no further business, Chairman Buetow adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director