



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, August 24, 2006
1601 E. Main Street
Urbana, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Acting Chair, Secretary/Treasurer, Carle Clinic
(In Person) Lt. Roy Acree, University of Illinois Police Department
Mr. Matt Burgess, Intensive Outreach Services Manager, Mental Health
Center
Ms. Lolita Dumas, Child Protection Manager, Illinois Department of
Children & Family Services
Mr. Joseph Gordon, Director, Champaign County Probation and
Court Services Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Superintendent Judy Pacey, Regional Office of Education
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County State's Attorney's Office
Champaign Police Department
Mahomet Police Department
Rantoul Police Department
Urbana Police Department

Others Attending: Michael Williams, Executive Director, CAC

*NOTE: Prior to today's meeting, State's Attorney Julia Rietz informed Mr. Williams that she would be unable to attend as she had to travel to Bloomington to participate in an evidence deposition. In Ms. Rietz's absence, Secretary/Treasurer Dr. Kathleen Buetow served as Acting Chair.

Accredited Member

Call to Order

After finding a quorum present, Dr. Buetow called the meeting to order at 9:02 a.m.



Public Participation

There was no public participation.

Approval of Minutes

Superintendent Pacey offered a motion to approve the minutes of the June 22, 2006 Regular Meeting of the Governing Board. The motion was seconded by Mr. Burgess. There was no further discussion. Motion approved.

Semi-Annual Review of Minutes of Closed Sessions

Mr. Williams advised the Board that, pursuant to Section 2.06(c) of the Illinois Open Meetings Act, the Board is required to conduct a semi-annual review of the minutes of closed sessions. The Board held a closed session on February 23, 2006 to discuss the appointment of Elaine Carter to replace Jill Breen as Case Manager. Minutes of that meeting were provided to the Board. Those are the only minutes requiring review under Section 2.06(c). Mr. Williams pointed out that Section 2 (21) allows the Board to meet in closed session to discuss minutes of meetings lawfully closed under the Act, including semi-annual review of the minutes as mandated by Section 2.06; however, the Act does not mandate that the Board meet in closed session to review those minutes. Mr. Williams stated that, prior to today's meeting, he discussed this issue with State's Attorney Julia Rietz and she indicated that she did not believe it was necessary for the Board to meet in closed session to conduct the semi-annual review of minutes of closed sessions.

Lt. Acree offered a motion that the Board meet in open session to conduct the semi-annual review of minutes from closed sessions. The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved.

The Board then proceeded to review the minutes of the closed session held on February 23, 2006. Mr. Burgess offered a motion to approve the minutes of the closed session held on February 23, 2006. The motion was seconded by Superintendent Pacey. There was no further discussion. Motion approved.

Mr. Williams then asked that the Board consider whether the minutes of the February 23, 2006 closed session should be made available for public inspection. Mr. Gordon offered a motion that the minutes of the February 23, 2006 closed session be made available for public inspection. The motion was seconded by Lt. Acree. There was no further discussion. Motion approved.

Approval of FY 2007 Grant Agreement with the Illinois Attorney General

Mr. Williams provided Board members with a copy of our FY 2007 Grant Agreement with the Illinois Attorney General. Although the Agreement was not available for review by the Board at the June meeting, the Board authorized Mr. Williams to sign the Grant Agreement upon receipt and return it to the Attorney General. The Agreement was received on June 26, 2006 and returned to the Attorney General that same day. Mr. Williams requested that the Board approve the Grant Agreement.

Dr. Townsend offered a motion to approve the FY 2007 Grant Agreement with the Illinois Attorney General. The motion was seconded by Ms. Dumas. There was no further discussion. Motion approved.

Report from Subcommittee on Relocation

NOTE: Lt. Ogle joined the meeting in progress at 9:13 a.m.

Dr. Buetow stated that the subcommittee on relocation had not met, nor had there been any need for a meeting as relocation of the Children's Advocacy Center is dependent upon the relocation of the Nursing Home to the new facility, which has been delayed for some time now. According to Mr. Williams, prior to today's meeting, Ms. Rietz advised him that she had no updates on the facilities issue at this time. Further discussion was held about the progress of relocating the Nursing Home to the new facility and its impact on the CAC.

Budget Report

Copies of the CAC Budget Reports for the months ended June 30, 2006 and July 31, 2006 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the months of June and July.

Annual Review of Protocol

Mr. Williams reminded the Board that the CAC Protocol is to be reviewed at least annually. The Protocol was most recently revised in September 2005 when the Board approved the recording of interviews at the Center. In conjunction with that review, Ms. Rietz and Mr. Williams sent a survey to members of the Multidisciplinary Team to solicit their input regarding monthly MDT Case Review Meetings. The Case Review Meeting process was initiated in November 2002 as part of the process for obtaining accreditation by the National Children's Alliance and has remained virtually unchanged since. As the CAC will likely undergo reaccreditation by the NCA in 2007-08, it was felt that this might be an opportune time to re-examine our Case Review process. The survey was e-mailed to 69 MDT members on August 7, 2006 and it was requested that they respond no later than September 1, 2006. Thus far, 19 completed surveys have been returned. Although a few MDT members cited the need for consistent attendance by representatives of all disciplines at Case Review Meetings, most respondents expressed satisfaction with the process. Based on the responses received to date, Mr. Williams does not believe that significant changes to the MDT Case Review Meetings procedure are warranted.

Mr. Williams reported that, although he has not heard of a similar problem in Champaign County, other CAC Directors around the State report that they have encountered situations where recordings of child forensic interviews have been made available for review and/or duplication by others after those recordings were tendered in the criminal discovery process. Further discussion was had about ways to protect the integrity of these recordings and to ensure the privacy and confidentiality of children and

their families. Mr. Williams stated that he would discuss this issue with Ms. Rietz and ask her to address it at the next Board meeting.

After speaking with other CAC Directors, Mr. Williams learned that many CACs are not providing copies of recorded interviews to DCFS. In response to questions about the impact that possession of those recordings might have on the DCFS appeals process, Ms. Dumas stated that she would consult with their legal department for clarification and guidance.

Mr. Williams stated that oftentimes investigators conducting interviews at the Center leave behind drawings produced by children during the course of those interviews. CAC staff members do not want to be put in the position of determining whether those drawings have any evidentiary value; therefore, he requested that investigators take all drawings produced by children during interviews and provide for their appropriate disposition. At the suggestion of the Board, Mr. Williams will send out an e-mail to all investigators reminding them to retrieve and properly dispose of all drawings produced during interviews at the Center.

Lt. Ogle stated that the Sheriff's Office frequently (on a weekly basis) receives reports of "consensual" sexual activity between adolescents. In many of those cases, the victims are resistant and refuse to be interviewed at the CAC. Under those circumstances, the Sheriff's Office makes an audio recording of the victim's statement and proceeds with the investigation without bringing the child to the CAC. Mr. Burgess wondered whether we are missing out on the opportunity to offer services to these children and their families. In response to a question from Mr. Burgess, Mr. Williams pointed out that the Protocol requires that whenever a child is interviewed outside of the CAC, the investigating agency is required to contact the CAC and to provide contact information for the child and their family so that services can be offered.

Finally, Ms. Dumas and Dr. Buetow discussed the procedure for coordinating medical examinations for children referred to the Child Protection Team by DCFS.

Director's Report

Mr. Williams reported that four members of the Multidisciplinary Team (Heather Forrest and Stacey McAdams from DCFS, Duane Smith from the Urbana Police Department, and Jason Atwood from the Champaign County Sheriff's Office) will be attending the *Third Annual Beyond Finding Words Conference* in Indianapolis, Indiana, from August 28-31, 2006.

Each of the Board members was provided with Summaries of CAC Activity for the months of June and July. During the month of June, 19 children were interviewed at the CAC, which included 14 children accepted for case management services, 1 child for whom the Center is not coordinating services, 2 non-victim siblings/witnesses, 1 alleged juvenile offender, and one out-of-county courtesy usage of the facility for a Ford County case. During the month of July, 19 children were interviewed at the CAC, which included 13 children accepted for case management services, 1 non-victim

sibling/witness, 1 alleged juvenile offender, and 2 out-of-county courtesy usages of the facility by Ford County.

Thus far during August, 16 children have been interviewed at the Center, which includes 9 children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, 3 non-victim siblings/witnesses, and 2 out-of-county courtesy usages of the facility during which a total of 3 children were interviewed. One of those cases arose out of Ford County and the other originated in Beardstown, Illinois.

Finally, at the previous Board meeting, Mr. Williams provided Board members with information regarding the number of investigations conducted at the CAC from 2002-2005, including overall and annual breakdowns by agency/department. Mr. Williams supplemented that information by providing a breakdown of which agencies actually conducted interviews at the CAC. Of the 874 interviews conducted at the Center from 2002-2005, 432 (49.4%) were conducted by DCFS, 129 (14.8%) were conducted by the Champaign County Sheriff's Office, 116 (13.3%) were conducted by the Champaign Police Department, 11 (1.3%) were conducted by the Mahomet Police Department, 51 (5.8%) were conducted by the Rantoul Police Department, 5 (0.6%) were conducted by the University of Illinois Police Department, and 78 (8.9%) were conducted by the Urbana Police Department.

Director's Report

Communications

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

Other Business

None.

New Business

None.

Announcements

Mr. Burgess announced that he would be leaving the Mental Health Center in early September and that he had accepted a position with the Illinois Department of Children and Family Services as Statewide Coordinator for the SASS and SOC Programs. The Board expressed its appreciation to Mr. Burgess for his work with the Children's Advocacy Center and wished him all the best in his new position.

Lt. Ogle announced that the Sheriff's Office would be co-sponsoring a four-day visit to the area by Lt. Colonel (Ret.) Dave Grossman, a recognized expert in the field of

aggressive behavior by adolescents. Among his many activities, Lt. Colonel Grossman will hold a day-long training at the Champaign Police Department on September 18th entitled "*Youth Violence: How Kids are Learning to Kill & Learning to Like It.*" The target audience for the training program will be police officers, school officials, and juvenile justice practitioners. Lt. Colonel Grossman will also be visiting area high schools and will conduct a 2-hour talk at Parkland College beginning at 6:00 p.m. on September 19th. That talk will be open to the public. Lt. Ogle encouraged Board members to register their staff for the training program and to encourage parents and others to attend the forum at Parkland College.

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, September 28, 2006.

Adjournment

There being no further business, the meeting was adjourned at 10:02 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director