



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, October 26, 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  
Lisa Benson, Intensive Outreach Services Manager, Mental Health Center  
Ms. Lolita Dumas, Child Protection Manager, Illinois Department of Children & Family Services  
Lt. Joe Gallo, Champaign Police Department  
Interim Chief Jerry Gamble, Mahomet Police Department  
Lt. Michael Metzler, Urbana Police Department  
Superintendent Judy Pacey, Regional Office of Education  
Janet Wells, Supervisor, Champaign County Probation & Court Services Department

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

Others Attending: Amy Hurst, Mental Health Center  
Michael Williams, Executive Director, CAC

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\*NOTE: Prior to today's meeting, State's Attorney Julia Rietz contacted Mr. Williams to state that she would be unable to attend today's meeting due to illness. 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 9:07 a.m. Introductions were made.

## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Superintendent Pacey offered a motion to approve the minutes of the August 24, 2006 Regular Meeting of the Governing Board. The motion was seconded by Lt. Metzler. There was no further discussion. Motion approved.

## **Approval of 2007 NCA Program Support Grant Application**

Mr. Williams provided Board members with a copy of the CAC's 2007 National Children's Alliance Program Support Grant Application. As a fully accredited member of the NCA, the Champaign County CAC is eligible for a \$10,000 annual program support grant. The funds will be awarded for the calendar year beginning January 1, 2007. Although the grant is non-competitive, the CAC was required to submit an on-line application prior to October 6, 2006. The application was submitted on October 2, 2006. Mr. Williams is proposing to continue using our Program Support Grant to offset a portion of the salaries of CAC staff. Mr. Williams requested approval of the Grant Application.

Lt. Gallo offered a motion to approve the 2007 NCA Program Support Grant Application. The motion was seconded by Interim Chief Gamble. There was no further discussion. Motion approved.

*NOTE: Ms. Dumas joined the meeting in progress.*

## **Approval of Extension of Agreement #205216 with the Illinois Criminal Justice Information Authority**

In September, Mr. Williams received a telephone call from Anne Guinan, our Grant Monitor with the Illinois Criminal Justice Information Authority. Ms. Guinan advised Mr. Williams that the Authority had designated \$78,312 in Federal funds for the continuation of the CAC's crisis intervention services program. Rather than requiring the CAC to submit a complete application as in years past, the Authority elected to amend our current Agreement (which expires on October 31, 2006) to extend the Agreement for one year beginning November 1, 2006. The Authority required an amended Budget, Certifications Regarding Debarment, Sole Source Justification, and a renewed Contract with the Mental Health Center. The deadline for submission of the required documents was October 9, 2006. Mr. Williams stated that he submitted all of the required documents to the Authority prior to the deadline and he received the Amendment on October 15, 2006. Mr. Williams signed the Amendment on behalf of the CAC and he

obtained the signatures of the County Board Chair and County Treasurer before returning the Amendment to the Authority for signature by the ICJIA's Executive Director. If the Amendment had not been fully executed prior to October 31, 2006, the CAC would have been required to complete an entirely new application. Mr. Williams provided Board members with a copy of the Amendment and he requested approval by the CAC Board.

Superintendent Pacey offered a motion to approve the Amendment to Agreement #205216 with the Illinois Criminal Justice Information Authority extending the Agreement for the one-year period November 1, 2006 through October 31, 2007 and providing additional grant funds in the amount of \$78,312. The motion was seconded by Interim Chief Gamble. There was no further discussion. On behalf of the Mental Health Center, Ms. Benson abstained from voting on the motion. Motion approved.

### **Approval of Contract with the Mental Health Center for Crisis Intervention Services for the period November 1, 2006 through October 31, 2007**

Mr. Williams provided Board members with a proposed Contract with the Mental Health Center to provide Crisis Intervention Services for the period November 1, 2006 through October 31, 2007. A copy of the proposed Contract was also e-mailed to Board members last week. The proposed Contract is in substantially the same form as our current Contract with the Mental Health Center. The only substantive change of note is a small increase in the billing rate for Off-Site Crisis Intervention Services (increased from \$127.88 to \$133.68 per hour). That rate increase was approved by Medicaid and the change can be found on page 15 of the proposed Contract (Section 9a). Proposed revisions to the current Contract were underlined and highlighted and deletions were indicated in brackets. The proceeds of our Grant Agreement with the Illinois Criminal Justice Information Authority (see above) are used to fund our obligations under the Contract with the Mental Health Center. Mr. Williams requested that the CAC Board approve the Contract with the Mental Health Center for Crisis Intervention Services for the period November 1, 2006 through October 31, 2007.

Lt. Metzler offered a motion to approve the Contract for Crisis Intervention Services with the Mental Health Center for the period November 1, 2006 through October 31, 2007. The motion was seconded by Lt. Acree. There was no further discussion. On behalf of the Mental Health Center, Ms. Benson abstained from voting on the motion. Motion approved.

### **Report from Subcommittee on Relocation**

Although Ms. Rietz was unable to attend today's meeting, she asked Mr. Williams to report that the County still plans to remodel portions of the old Nursing Home for the CAC, the Coroner and the County Clerk. No decisions have been made regarding usage of the remainder of the facility. Remodeling of the old Nursing Home will begin after residents of the Nursing Home are transferred to the new facility, which is expected to occur in December.

## **Budget Report**

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

Mr. Williams reminded the Board that the CAC budget for County FY 2007 was submitted in July and is expected to be approved by the full County Board in November. On September 21, 2006, the County Board approved a resolution authorizing 3% salary increases for non-bargaining unit employees and appointed officials, which would include employees of the CAC. Mr. Williams included those increases in the CAC budget for County FY 2007 and he recommended approval by the CAC Governing Board. The consensus of the Board was to approve 3% salary increases for CAC staff in accordance with County salary administration recommendations.

## **Annual Review of Protocol**

The Board began its annual review of the CAC Protocol at the August meeting. At that time, extensive discussion was held regarding the need to ensure the integrity of recordings made at the Center. Mr. Williams stated that he discussed this issue with State's Attorney Julia Rietz following the August Board meeting. Ms. Rietz indicated that her office does not provide defense attorneys with copies of the recordings made at the CAC; rather, attorneys are given the opportunity to view the recordings at the State's Attorney's Office. If an individual attorney requested a copy, the State's Attorney's Office could seek a protective order prohibiting that attorney from duplicating or distributing the interview. In addition, Ms. Rietz advised that a recent Illinois Appellate Court decision prohibits attorneys from distributing reports or evidence, even to their own clients. It is Ms. Rietz's opinion that the Appellate Court decision would also apply to copies of recorded interviews, which are considered evidence. Ms. Dumas added that DCFS is following a similar procedure in that parties to administrative review hearings are afforded the opportunity to view recordings at their (DCFS) offices. Copies of recordings made at the CAC are not provided to outside parties.

Dr. Buetow raised the issue of providing custodial parents with copies of her reports. According to Dr. Buetow, custodial parents are, by law, entitled to copies of their child's medical records, including reports of examinations and interviews conducted by Dr. Buetow. Dr. Buetow suggested that the State's Attorney's Office contact her in those instances where release of her report would undermine the investigation or prosecution of the case to request that the report not be released.

Ms. Rietz asked Mr. Williams to remind law enforcement agencies that they are to include copies of recordings made at the CAC when they submit those reports for review by the State's Attorney's Office.

- **Results of MDT Case Review Meetings Survey:**

Mr. Williams distributed to each of the Board members a summary of the responses to the MDT Case Review Meetings Survey. The survey was e-mailed to 69 Team members on August 7, 2006. A total of 22 responses were received (one additional response was received after the responses were tabulated). It is Mr. Williams' belief that the responses reflect no sentiment for making substantive changes to the Case Review process; however, he did note that many of the comments made by respondents highlighted the need for all disciplines to be present at Case Review meetings. Lt. Metzler asked if Ms. Rietz had been provided with a copy of the summary since many of the comments were directed at participation by the State's Attorney's Office. Mr. Williams responded that he had provided Ms. Reitz with a copy of the summary. Mr. Williams reiterated how important it is for all disciplines to be present at and involved in Case Review meetings, and he cited the input provided by medical representatives Dr. Buetow and Patty Metzler as being particularly valuable to the Team, extending even to those cases in which they were not directly involved. Dr. Buetow added that the input provided by mental health professionals at Case Review meetings has often led to valuable and useful recommendations for addressing the needs of the children and their families. Dr. Buetow also noted that the MDT Protocol demands participation by all disciplines in the Case Review process.

### **Director's Report**

Mr. Williams announced that the Children's Advocacy Center has been awarded a \$1,000 grant from Target community giving programs. The proceeds of this grant will be used to support our child victim support group program. Although we are not operating a support group at this time, Mr. Williams has spoken with Joanna Kling, who has facilitated support groups at the CAC in the past, and they agreed that it would be best to wait until more is known about relocation of the CAC before planning the next support group session.

On September 27, 2006, staff of the Champaign County Mental Health Board conducted a routine audit of case files at the CAC. Mr. Williams reported that the audit went well.

Mr. Williams reported that the CAC provided the following training opportunities to Team members and CAC staff during August-September-October:

- 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) attended the ***Third Annual Beyond Finding Words Conference*** in Indianapolis, Indiana, from August 28-31, 2006.
- Six members of the Team (including both CAC staff) attended ***Bringing Diversity Home*** (cultural diversity training) in Springfield, Illinois, on September 21-22, 2006. The training was sponsored by the Children's Advocacy Centers of Illinois.

- On October 12-13, 2006, Mr. Williams attended the annual CAC Directors' Retreat held in East Peoria. Mr. Williams was elected to the Board of Directors of the Children's Advocacy Centers of Illinois.
- CAC Case Manager Elaine Carter and CAC Crisis Interventionist Paula Hetzel attended the *22<sup>nd</sup> Annual Midwest Conference on Child Sexual Abuse* held in Middleton, Wisconsin, on October 18-19, 2006.

Three members of the Team (UPD Investigator Shaun Cook and DCFS Investigators Rachon Stovall and Barbara Traylor) will attend *Finding Words Illinois* (child forensic interviewing training) in Springfield, Illinois, next week (October 30–November 3, 2006).

Each of the Board members was provided with Summaries of CAC Activity for the months of August and September. During the month of August, 27 children were interviewed at the CAC, which included 18 children accepted for case management services, 1 child for whom the Center is not coordinating services, 5 non-victim siblings/witnesses, and two 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 case originated in Beardstown (Cass County), Illinois.

During the month of September, a total of 24 children were interviewed at the CAC. That number includes 18 children accepted for case management services, 2 children for whom the Center is not coordinating services, 3 non-victim siblings/witnesses, and 1 child interviewed in a Ford County case.

Thus far during October, 22 children have been interviewed at the Center, which includes 8 children accepted for case management services, 1 child for whom the CAC is not providing follow-up services, and 13 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, November 16, 2006. Mr. Williams reminded Board members that the meeting will be held on the third Thursday in November so as not to conflict with Thanksgiving. Mr. Williams also reminded Board members that the November meeting

is the Annual Meeting of the CAC Governing Board and that the Constitution and Bylaws require that officers be elected at that meeting.

Dr. Buetow asked if the Board would be cancelling its December meeting as has been done in the past. After further discussion, a decision on cancelling the December meeting was deferred to the November meeting.

**Adjournment**

There being no further business, the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director