



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, October 25, 2007
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: State's Attorney Julia Rietz, Chair
(In Person) Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
Lt. Roy Acree, University of Illinois Police Department
Ms. Lisa Benson, Intensive Outreach Services Manager, Mental Health Center
Assistant Superintendent Barb Daly, Regional Office of Education
Lolita Dumas, Child Protection Manager, Illinois Department of Children & Family Services
Lt. Joe Gallo, Champaign Police Department
Interim Chief of Police Jerry Gamble, Mahomet Police Department
Mr. Joseph Gordon, Director, Probation & Court Services Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

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

Public Participation

There was no public participation.



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Approval of Minutes

Dr. Buetow made a motion to approve the minutes of the September 27, 2007 Regular Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion. Motion approved.

Review and Approval of Contract for Crisis Intervention Services with the Mental Health Center of Champaign County for the period November 1, 2007 to October 31, 2008

Mr. Williams provided the Board with a proposed Contract for Crisis Intervention Services with the Mental Health Center for the period November 1, 2007 to October 31, 2008. This Contract is a renewal of our current Contract for Crisis Intervention Services. The proceeds of our FFY07 grant from the Illinois Criminal Justice Information Authority (\$81,444) will be used to pay for the Crisis Intervention Services outlined in the Contract. Mr. Williams pointed out that the Mental Health Center will continue to donate Indirect Services as well as Direct Services in excess of the federal grant award in order to meet the matching obligation of the grant from the Authority. The proposed Contract is substantially the same as our current Contract with the Mental Health Center. Revisions to the Contract are highlighted. Mr. Williams did note that the reimbursement rate for Off-Site Crisis Intervention Services will increase from \$133.68 per hour to \$139.08 per hour, and the hourly rate for On-Site Crisis Intervention Services will increase from \$115.24 to \$119.88 (page 16). These moderate increases are in keeping with increased Medicaid reimbursement rates. Mr. Williams requested that the Board approve the proposed Contract.

Lt. Acree made a motion to approve the Contract for Crisis Intervention Services with the Mental Health Center of Champaign County for the period November 1, 2007 to October 31, 2008. The motion was seconded by Dr. Buetow. There was no further discussion. The motion was approved, with Ms. Benson abstaining on behalf of the Mental Health Center.

Budget Report

Copies of the CAC Budget Report for the month ended September 30, 2007 were provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of September.

Mr. Williams advised the Board that our FY08 First Quarter payment from the Illinois Department of Children & Family Services has been delayed due to the State budget crisis. Mr. Williams has been in contact with our DCFS grant monitor, Candace Masten, who assured him that our First and Second Quarter payments should arrive within the next several days.

Director's Report

a. Open House scheduled for November 8, 2007: Mr. Williams reported that an Open House to celebrate the Center's new home will be held on Thursday, November 8, 2007, from 4:00 p.m. until 6:00 p.m. There will be a ribbon cutting ceremony at 4:30 p.m. and light refreshments will be served. Invitations were mailed/distributed earlier this week. Mr. Williams encouraged Board members to attend the Open House if their schedules permit.

b. Approval of Revisions to the CAC Protocol: Mr. Williams requested that the Board approve the revisions to the Protocol which have been discussed at the two previous Board meetings. In addition to revising the Protocol to ensure the consistent usage of present tense throughout, proposed revisions to the Protocol include:

- Page 8: Two copies of recordings made at the CAC (instead of one) will be provided to DCFS.
- Page 8: Add "follow-up" to the term additional interviews.
- Page 10: Remove references to the Sexual Assault Forensic Examiner at Provena Covenant Medical Center.
- Page 13: Clarify that meetings to familiarize victims with the criminal court process can be held at the CAC.
- Page 14: Add "age" to the list of descriptors which do not preclude persons from receiving CAC services.
- Page 14: Add the following sentence to the last paragraph of the section entitled Cultural Competency: "The CAC does not use family members to interpret during child forensic interviews conducted at the Center."
- Page 15: Add the following to the list of items contained in each client's file:
 - Copy of Acknowledgment of Recording form signed by the child's parent/guardian/temporary legal custodian.
 - Notice of Recording form signed by CAC staff.
 - Receipt of Recording form(s) signed by law enforcement and/or DCFS.
- Page 15: Add "Date Case Closed" to the list of information included in the CAC database.
- Page 17: Strike the following sentence from the first paragraph: "Various staff members of the State's Attorney's Office, including staff assigned to the criminal, abuse/neglect, and delinquency divisions, are also responsible for data input."
- Page 17: Clarify that multidisciplinary team members includes CAC staff and Governing Board members (first paragraph of section entitled Confidentiality).
- Page 19: In the first sentence of the section entitled Evaluation of the Protocol, change "Board of Directors" to "Governing Board."

Dr. Townsend made a motion to approve the proposed revisions to the CAC Protocol. The motion was seconded by Dr. Buetow. There was no further discussion. Motion approved.

c. Approval of Proposed Revisions to CAC Constitution and By Laws: Mr. Williams requested that the Board approve the following amendments to the CAC Constitution and By Laws:

- Remove the reference to Provena Behavioral Health at Centerpoint in Article IV, Section 1 (page 2).
- Article VIII, Section 3: Clarify that interns and volunteers are subject to a thorough background/screening check (page 5).
- Article XIII: Revise Non-Discrimination article to more closely match the provisions of the CAC Cultural Competency Plan (page 6).

Dr. Townsend made a motion to approve the proposed amendments to the CAC Constitution and By Laws. The motion was seconded by Dr. Buetow. There was no further discussion. Because Article VII, Section 1 of the Constitution and By Laws requires that amendments be approved by a two-thirds majority vote of the Governing Board, the vote was taken by a show of hands. The motion passed unanimously.

d. Approval of Proposed Revisions to the CAC Cultural Competency Plan: Mr. Williams requested that the Board approve the following revisions to the CAC Cultural Competency Plan:

- Add “age” to the list of descriptors which do not preclude persons from receiving CAC services (second paragraph of section entitled Policy/Procedure, page 1).
- Revise the non-discrimination clause in the first full paragraph on page 5 to match the CAC Constitution and By Laws.

Dr. Buetow made a motion to approve the proposed revisions to the CAC Cultural Competency Plan. The motion was seconded by Ms. Benson. There was discussion regarding the age limits for children interviewed at the Center and whether or not developmentally delayed adults could be interviewed at the CAC. The Board agreed that law enforcement and/or DCFS could contact Mr. Williams if they have a developmentally delayed adult who they feel would benefit from being interviewed at the CAC. There was no further discussion. Motion approved.

Each of the Board members was provided with a Summary of CAC Activity for the month of September. During the month of September, 17 children were seen at the CAC, which included 12 children accepted for case management services, 3 non-victim siblings/witnesses, and 1 courtesy usage of the facility by DCFS to interview a child in a Ford County case. That number also includes 1 child who was initially interviewed at the CAC in 2006 and returned to the Center in September to meet with State’s Attorney Julia Rietz and Champaign Police Department Detective Mary Bunyard. Thus far during October, 5 children have been interviewed at the Center, all of whom have been accepted for case management services.

Communications

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

Old Business

None.

New Business

In response to questions from the Board, Ms. Rietz stated that she believes recent Section 115-10 hearings involving children interviewed at the CAC are going well. Ms. Rietz indicated that the investigators who have testified have done a good job describing the function of the Children's Advocacy Center and their testimony highlighted how well things can be done when the team is working together in a coordinated fashion. Ms. Rietz stated that this case has also highlighted the importance of working towards hiring a full-time forensic interviewer due to the varying styles and skill levels of the investigators who participated in the investigation, their differing comfort levels in interviewing young children, etc. Further discussion ensued. Ms. Dumas suggested that we look into the possibility of assigning a team of investigators to conduct interviews at the Center, either as an alternative to hiring a full-time forensic interviewer or to assist whenever the full-time forensic interviewer is not available. Mr. Williams stated that we have used several different resources for training forensic interviewers over the past several years (e.g., the National Children's Advocacy Center, Finding Words Illinois, CornerHouse) and we now primarily use Finding Words Illinois to train investigators who are newly assigned to handle cases at the CAC. Unfortunately, a "brush up" course for investigators who have already completed forensic interviewing training does not exist. On the other hand, there are many conferences and workshops that address issues related to child forensic interviewing, such as child development, testifying in court, etc. The Board discussed the possibility of developing in-house training. Ms. Rietz suggested that Mr. Williams contact Mary Whitaker, the Forensic Interviewer at the McLean County CAC, and Lt. Ogle suggested that Mark Edwards of the Police Training Project may be willing to assist in the development of a training program to help investigators sharpen their child forensic interviewing skills. Mr. Williams stated he would contact both Ms. Whitaker and Mr. Edwards.

Announcements

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, November 29, 2007. Mr. Williams reminded the Board that this meeting is designated as the "Annual Meeting of the CAC" and the Constitution and By Laws require that officers be elected at the Annual Meeting.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director