



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, June 26, 2008
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
(In Person) Lt. Roy Acree, University of Illinois Police Department
Mrs. Tamela Atwood, Supervisor, Illinois Department of Children and
Family Services
Lt. Joe Gallo, Champaign Police Department
Interim Chief Jerry Gamble, Mahomet Police Department
Ms. Amy Hurst, Intensive Outreach Services Supervisor, Mental Health
Center of Champaign County
Lt. Ed Ogle, Champaign County Sheriff's Office
Superintendent Jane Quinlan, Regional Office of Education
Lt. Bryant Seraphin, Urbana Police Department
Sgt. Jeff Wooten, Rantoul Police Department

Members Absent: Champaign County Mental Health Board
Champaign County Probation and Court Services Department
Champaign County State's Attorney's Office

Others Attending: Michael Williams, Executive Director, CAC

In the absence of State's Attorney Julia Rietz, Dr. Kathleen Buetow served as Acting
Chair.

Call to Order

After finding a quorum present, Dr. Buetow called the meeting to order at 9:05
a.m.



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ALLIANCE®

ACCREDITED
MEMBER

Public Participation

There was no public participation.

Approval of Minutes

Lt. Acree made a motion to approve the minutes of the May 22, 2008 Regular Meeting of the Governing Board. The motion was seconded by Chief Gamble. There was no further discussion. Motion approved.

Lt. Ogle joined the meeting in progress.

Review and Approval of Proposed Changes to CAC Protocol

- a. **Permit Assistant State's Attorneys to Observe Interviews:** Prior to today's meeting, Ms. Rietz suggested that the CAC Protocol be amended to remove the prohibition against Assistant State's Attorneys observing interviews. Mr. Williams stated that the prohibition against Assistant State's Attorney's observing interviews at the CAC was initially included in the Protocol because it was felt at the time that, if an Assistant State's Attorney observed an interview and charges were filed, the defense attorney may include the Assistant State's Attorney on his/her witness list, thus precluding that particular Assistant State's Attorney from prosecuting the case. Mr. Williams indicated that Ms. Rietz has provided specialized training for Assistant State's Attorney Stephanie Weber, including *Finding Words Illinois* (forensic interviewing training), and Ms. Rietz believes that ASA Weber would be an asset to the Team in that she could provide input at the beginning of the investigation, rather than after the investigation has been concluded and the case has been submitted to the State's Attorney's Office for review.

Further discussion ensued. The Board raised several concerns about the proposed revision to the Protocol, including:

- Whether the presence of an Assistant State's Attorney during interviews might compromise the neutrality of the CAC.
- Whether families might insist on having their own attorney if an Assistant State's Attorney is present for the interview.
- How the presence of an Assistant State's Attorney might influence the family's perception of whether charges would or would not be filed.
- How often would ASA Weber be able to attend and what impact her inability to attend every interview might have.
- What, if any, impact the presence of an Assistant State's Attorney during the interview might have on law enforcement's discretion in the conduct of the investigation.

It was the consensus of the Board that any action on the proposed revision to the Protocol be delayed until Ms. Rietz could be present to discuss the proposal.

- b. **Restrict Personal Items in Interview Rooms:** After learning of a recent incident in McLean County where an adolescent used a cell phone to record an interview at the McLean County CAC, Mr. Williams suggested that the CAC Protocol be amended to prohibit children/adolescents from possessing any type of audio/video recording device or equipment in the interview rooms; including, but not limited to: cell phones, cameras, tape recorders, i-Pods, and MP3 players. Lt. Gallo asked whether this restriction needed to be incorporated into the Protocol or if it was something that could be done simply as a routine procedure at the CAC. Mr. Williams stated that inclusion of the prohibition in the Protocol would be helpful to staff when explaining the ban to children/adolescents and their parents. Further discussion ensued. Mr. Williams suggested that the Board delay final action on this proposal until a vote could be taken on both proposed revisions to the Protocol.

Review and Approval of CAC Budget for County FY 2009

Mr. Williams advised the Board that he is in the process of preparing the CAC budget for County FY 2009, which begins December 1, 2008. The proposed budget is due no later than July 3, 2008 and Mr. Williams and Ms. Rietz are scheduled to review the proposed budget with County Administrator Deb Busey on July 9, 2008. Mr. Williams provided Board members with a copy of the CAC's proposed budget for County FY 2009. In accordance with the recommendation of the County Salary Administrator, the CAC budget for County FY 2009 anticipates salary increases for CAC staff of 3.5%, plus .5% for merit increases.

Mr. Williams explained that the CAC is requesting that the County Board adopt a mandatory fee of \$10 to be paid by defendants on a finding of guilty or a grant of court supervision for a criminal felony or misdemeanor offense. All monies collected are to be used for the operation and administration of the Children's Advocacy Center. This fee was authorized by the Illinois General Assembly, effective January 1, 2008 (HB 1391). Ms. Rietz and Mr. Williams will be presenting this request to the Justice and Social Services Committee of the County Board on August 4, 2008.

It is estimated that imposition of the \$10 fee will result in revenue of approximately \$20,000 for FY 2009. Mr. Williams is proposing that revenue collected be used to pay a portion of the salaries for the CAC Executive Director and Case Manager. Reallocating those expenditures from existing funding sources will allow us to use existing grants to fund training for staff and Team members, to maintain or increase services offered to clients of the Center, and to meet rising operating expenses (e.g., salaries, fringe benefits, rent, utilities, liability insurance, copying services). Mr. Williams pointed out that salaries have risen 26.6% and fringe benefits costs have jumped 122% since FY 2002. As personnel costs have increased, we have been forced to decrease non-personnel spending to the point where any further increases, either in personnel or non-personnel costs, could force the CAC to forego future salary increases, to reduce benefits offered to CAC employees, or to cut services. Mr. Williams noted that

the CAC expended over \$103,000 on training from FY 2002 through FY 2007; an average of just over \$17,000 per year. Our training budget for FY 2009 is projected at only \$600.

Mr. Williams is projecting that, if costs continue to rise and we do not see an increase in revenue, the CAC will face a deficit of approximately \$3,000 in FY 2010, even if we forego salary increases for employees for that year. The deficit could be even greater if we experience any additional increases in non-personnel costs.

Superintendent Quinlan offered a motion to approve the proposed FY 2009 Budget. 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 May 31, 2008 was provided to each of the Board members. Mr. Williams stated that there were no unusual expenditures to report for the month of May.

Director's Report

Child Sexual Assault: Interview, Investigation & Prosecution: As reported at last month's Board meeting, the East Central Illinois Police Training Project and the CAC co-sponsored training on May 18-19, 2008. Mr. Williams has not yet received the program evaluations completed by training participants. He stated that he hopes to receive those in the next few days and to discuss evaluation of the program with Police Training Project staff.

Mr. Williams reported that he is continuing to work with Urbana Public Television to produce a short video describing the Children's Advocacy Center. Mr. Williams hopes to complete the video before the end of the summer. The video will be shown on UPTV and will also be made available on the CAC website.

Mr. Williams provided the Board with a final list of donors for the *Champions for Children Walk*. The Champaign County CAC garnered pledges totaling \$3,562.50. The CAC will be receiving a check from the Children's Advocacy Centers of Illinois for 80% of that amount. The remaining 20% will be used to help defray expenses. Thank you notes were sent to all donors and Mr. Williams asked Board members to thank those whom they know personally.

Each of the Board members was provided with a Summary of CAC Activity for the month of May. During the month of May, 22 children were interviewed at the CAC, which included 13 new children accepted for case management services, 3 children for whom the CAC is not providing follow-up services, 5 non-victim siblings/witnesses, and a follow-up interview with a child initially interviewed at the CAC in 2004. Thus far during June, 16 children have been interviewed at the Center, which includes 11 children accepted for case management services, 2 children for whom the Center is not providing follow-up services, and 3 non-victim siblings/witnesses. In addition, one child who was too young to be interviewed at the Center was accepted for services.

Communications

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

Old Business

None.

New Business

None.

Announcements

Mr. Williams reported that Board member Deborah Townsend was injured in a fall earlier this month and has been recovering at The Carle Arbours in Savoy.

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, August 28, 2008. Mr. Williams reminded Board members that the Board meeting for July has been cancelled.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director