



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, September 25, 2008  
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  
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children and Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Lt. Joseph Gallo, Champaign Police Department  
Interim Chief Jerry Gamble, Mahomet Police Department  
Sgt. Tom Geis, University of Illinois Police Department  
Mr. Joseph Gordon, Director, Champaign County Probation and Court  
Services Department  
Ms. Amy Hurst, Intensive Outreach Services Supervisor, Mental Health  
Center of Champaign County  
Superintendent Jane Quinlan, Regional Office of Education  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, President, Champaign County Mental Health  
Board

Members Absent: Champaign County Sheriff's Office

Others Attending: Captain Stuart Shaver, Illinois State Police  
Michael Williams, Executive Director, CAC

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*Ms. Rietz joined the meeting in progress. Until her arrival, Dr. Buetow served as Acting Chair.*

**Call to Order and Introductions**

After finding a quorum present, Dr. Buetow called the meeting to order at 9:07 a.m. Introductions were made.



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MEMBER

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***Champaign County Children's Advocacy Center***  
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## **Public Participation**

There was no public participation.

## **Approval of Minutes**

Dr. Townsend made a motion to approve the minutes of the August 28, 2008 regular meeting of the Governing Board. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

## **Discuss Amendment to CAC Constitution and By Laws to Provide for Representation by the Illinois State Police**

Mr. Williams advised Board members that the Illinois legislature recently revised the Children's Advocacy Center Act to require that the Department of State Police designate a representative to serve on the Child Advocacy Advisory Board in each county. In order to bring the Champaign County CAC into compliance with this requirement, Mr. Williams suggested that Article IV, Section 1 (Membership) of the CAC Constitution and By Laws be amended to add the Illinois State Police to the list of County Officers or State Agencies who shall designate a representative to serve on the Governing Board of the CAC. Because Article VII, Section 2 (Notice) requires that all participating members of the CAC's Governing Board be given written notice of any proposed amendment thirty days before the scheduled meeting in which it is to be voted on, Mr. Williams recommended that a vote on the proposed amendment be scheduled for the October 23<sup>rd</sup> meeting of the Governing Board. Mr. Williams noted that each of the Board members was provided with written notice of the proposed amendment when they received notice of today's meeting.

In response to a question from Lt. Seraphin, Captain Shaver stated that the Illinois State Police only infrequently conducts child sexual abuse investigations in Champaign County. Mr. Williams commented that it is more common for the Illinois State Police to be involved in child sexual abuse investigations at CACs in more rural areas of the state. Champaign County is well-covered by the Sheriff's Office and municipal law enforcement agencies and the assistance of the Illinois State Police is not routinely required.

It was the consensus of the Board that a formal vote to amend the CAC Constitution and By Laws to provide for representation by the Illinois State Police on the CAC Governing Board would be taken at the next meeting of the CAC Governing Board scheduled for October 23, 2008. Mr. Williams stated he would add this item to the agenda for that meeting.

## **Review and Approval of Request for Proposals for Crisis Intervention Services**

Mr. Williams provided each of the Board members with a copy of a Request for Proposals for Crisis Intervention Services. Mr. Williams explained that the Illinois Criminal Justice Information Authority, the agency that provides funding for the CAC Crisis Intervention Services Program, required that we issue an RFP in order to continue

contracting for crisis intervention services. The RFP was issued in 2002 and again in 2004. Our current grant with the Authority expires on October 31, 2008. In order to meet pressing timelines, Mr. Williams issued the RFP on September 19, 2008. Notice of the RFP was mailed to 102 agencies, organizations and individuals who provide counseling services and will be published in the News Gazette on three consecutive Sundays. In order to comply with federal regulations that require the RFP to be available for 30 days, the deadline for responding to the RFP is October 20, 2008.

Funding available for the 12-month period beginning November 1, 2008 has been reduced from \$81,444 to \$58,805 (a reduction of 27.8%). This reduction is consistent with reductions made by the ICJIA to other VOCA-funded programs. Mr. Williams provided Board members with a letter from our ICJIA Grant Monitor outlining the funding for the next grant year.

Mr. Williams discussed the RFP review procedure, which is found on pages 12-13 of the RFP. Mr. Williams suggested that he along with two members of the Governing Board serve as evaluators of the responses. The recommendation of the evaluation committee would be forwarded to the Governing Board for action at the October 23<sup>rd</sup> Board meeting.

Motion by Mr. Gordon to approve the Request for Proposals for Crisis Intervention Services. The motion was seconded by Superintendent Quinlan. There was no further discussion. The motion was approved. Carle Clinic (Dr. Buetow), the Mental Health Center (Ms. Hurst), and Dr. Townsend abstained from the discussion and vote on this matter.

Mr. Gordon and Ms. Atwood agreed to serve as evaluators, along with Mr. Williams, of the proposals received pursuant to the RFP.

### **Review and Approval of Application for 2009 National Children's Alliance Program Support Grant**

Mr. Williams provided each of the Board members with a copy of our Application for a 2009 Program Support Grant from the National Children's Alliance. Mr. Williams reminded the Board that, because the Champaign County CAC is an accredited member of the NCA, the CAC is entitled to a \$10,000 annual Program Support Grant. As with past Program Support Grants, Mr. Williams is recommending that the 2009 Grant be used to offset salary costs. The deadline for online submission of the Grant Application is October 31, 2008.

Lt. Gallo offered a motion to approve the Application for a 2009 Program Support Grant from the National Children's Alliance. The motion was seconded by Chief Gamble. There was no further discussion. Motion approved.

### **Budget Report**

A copy of the CAC Budget Report for the month ended August 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 August. At last month's Board meeting, Mr. Williams reported that the CAC had a negative cash balance of \$14,569.11 as of July 31, 2008. Because of recent payments received from the Illinois Criminal Justice Information Authority and the National Children's Alliance, as well as revenue received from the *Champions for Children Walk*, the CAC had a positive cash balance of \$12,918.83 as of August 31, 2008.

### **Director's Report**

Mr. Williams reported that he attended the Annual CAC Directors' Conference held in Peoria earlier this month. As a member of the Board of Directors for the Children's Advocacy Centers of Illinois (CACI), Mr. Williams participated in a day-long strategic planning session. Mr. Williams found the session to be useful and suggested that the CAC Governing Board may want to look at establishing a strategic plan. If so, the Executive Director of the CACI and her staff would be available to help facilitate a planning session. Mr. Williams recommended that this be done after the upcoming re-accreditation site visit by the National Children's Alliance. Although the NCA does not currently require CACs to have a strategic plan, revised accreditation standards that take effect in 2010 require such a plan.

Mr. Williams reminded the Board of the upcoming site visit which is part of the re-accreditation process by the National Children's Alliance. Our site visit is scheduled for Friday, November 7, 2008. As part of the site visit, reviewers will want to meet with Board members. Although the agenda for the site visit has not been set, Mr. Williams expects that site reviewers will meet with Board members in the late morning on November 7<sup>th</sup>. Much of the rest of the day will be taken up by the Multidisciplinary Team Case Review Meeting as well as meetings with staff and individual Team members. Mr. Williams stated he would provide the Board with further details as they become known and he encouraged Board members to be available on November 7<sup>th</sup> if at all possible.

Each of the Board members was provided with a Summary of CAC Activity for the month of August. During the month of August, 8 children were interviewed at the CAC, which included 6 new children accepted for case management services, and 2 children for whom the CAC is not providing follow-up services. Thus far during September, 16 children have been interviewed at the CAC. That number includes 15 children accepted for case management services, and 1 non-victim sibling. In addition, 1 child who was interviewed outside the CAC was accepted by the CAC for services.

### **Communications**

Mr. Williams reported that, other than the previously referenced letter from our ICJIA Grant Monitor, no communications had been received on behalf of the Board.

### **Old Business**

None.

**New Business**

None.

**Announcements**

Mr. Williams announced that the next Board meeting is scheduled for 9:00 a.m. on Thursday, October 23, 2008.

**Adjournment**

There being no further business, the meeting was adjourned at 9:32 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director