



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, June 25, 2009
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: State's Attorney Julia Rietz, Chair
(In Person) Lt. Roy Acree, University of Illinois Police Department
Sgt. Marc Beach, Rantoul Police Department
Assistant Superintendent Barb Daly, Regional Office of Education
Heather Forrest, Child Protection Investigator, Illinois Department of
Children and Family Services
Lt. Joe Gallo, Champaign Police Department
Amy Hurst, Intensive Outreach Services Supervisor, Mental Health
Center of Champaign County
Lt. Bryant Seraphin, Urbana Police Department
Captain Stuart Shaver, Illinois State Police
Janet Wells, Adult Division Supervisor, Champaign County Probation &
Court Services Department

Members Absent: Carle Clinic
Champaign County Mental Health Board
Champaign County Sheriff's Office
Mahomet Police Department

Others Attending: Investigator Duane Smith, Urbana Police Department
Michael Williams, Executive Director, CAC

Until the arrival of State's Attorney Julia Rietz, Sgt. Marc Beach served as Acting Chair.

Call to Order

After finding a quorum present, Acting Chair Marc Beach called the meeting to order at 9:10 a.m.



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Champaign County Children's Advocacy Center
201 W. Kenyon Road, Suite 1 • Champaign, IL 61820 • Phone: 217.384.1266 • Fax: 217.344.1214

Public Participation

There was no public participation.

Approval of Minutes

Lt. Seraphin made a motion to approve the minutes of the May 28, 2009 Regular Meeting of the Governing Board. The motion was seconded by Ms. Hurst. There was no further discussion and the motion was approved.

Ms. Rietz joined the meeting in progress.

Ratification of FY 2010 Contracts with the Champaign County Mental Health Board

Mr. Williams provided Board members with copies of two FY 2010 contracts with the Champaign County Mental Health Board. The first, in the amount of \$74,160, provides funding of \$37,080 in each of the next two years. Funding from this contract is allocated to personnel expenses (salary and fringe benefits for the Executive Director) and membership dues for the National Children's Alliance. The second contract, in the amount of \$13,442, is a one-time contract designed to help cover the shortfall in funding for our crisis intervention services program due to the reduction in funding from the Illinois Criminal Justice Information Authority. Funding from this contract will be used to purchase crisis intervention services from the Mental Health Center of Champaign County after federal funding is expended. Ms. Rietz and Mr. Williams executed and returned the contracts to the Mental Health Board in advance of the June 19th deadline. Mr. Williams requested ratification of both contracts.

Lt. Seraphin made a motion to ratify the FY 2010 contracts with the Champaign County Mental Health Board. The motion was seconded by Lt. Gallo. There was no further discussion. The motion was approved. Ms. Hurst abstained on behalf of the Mental Health Center of Champaign County. *Note: Ms. Forrest was not present for the vote.*

Budget Report

Mr. Williams provided Board members with a copy of the Budget Report for the month ended May 31, 2009. Mr. Williams stated that there were no unusual expenditures to report for the month of May and he noted that the CAC had a positive cash balance of \$938.50 as of May 31, 2009. The fund balance does not include the following two payments received in June: Fourth Quarter payment from the Illinois Department of Children and Family Services in the amount of \$17,106.25; and a \$19,000.00 payment from the Illinois Criminal Justice Information Authority.

Mr. Williams provided Board members with a copy of a letter from Erwin McEwen, Director of the Illinois Department of Children and Family Services. The letter was received by certified mail on Monday, June 15, 2009, and advised us that DCFS would not be contracting for CAC services beginning July 1, 2009. Similar letters were

received by all CACs around the state. The loss of our contract with DCFS represents a loss in funding of \$68,425, which is 35.8% of our total projected revenue for FY 2010. Funding from DCFS is used to pay staff salaries, fringe benefits and almost all operating expenses (i.e., rent, utilities, telephone and pager service, office supplies, etc.).

After receipt of the letter from Director McEwen, Mr. Williams contacted Anne Guinan, our Grant Monitor with the Illinois Criminal Justice Information Authority, to inquire about the possibility of redirecting funds being used for the crisis intervention services program, if necessary. Ms. Guinan stated that, following the expiration of the current grant period (October 31, 2009), we could apply to use funds from the Authority to pay the salary and fringe benefits for CAC Case Manager Elaine Carter. Because of the loss of funding from DCFS, re-directing these funds would not violate the Authority's prohibition on supplanting. The CAC would be required to meet a 20% match using non-Federal funds.

Mr. Williams also contacted Elizabeth Scholz of the Attorney General's Office. According to Ms. Scholz, it does not appear that funding from the Attorney General's Office is in jeopardy at this time. As such, the CAC expects to receive \$17,000 from the Attorney General during FY 2010. Those funds have been allocated to pay a portion of Ms. Carter's salary. The Attorney General requires that funding from that Office be used exclusively for personnel who provide direct services to victims. Mr. Williams inquired whether we would be able to redirect a portion of those funds to cover Ms. Carter's fringe benefits and whether we would be able to expend the majority of funding from the Attorney General's Office during the first four months of the year rather than spreading those expenditures over the entire 12-month grant period. Ms. Scholz stated we would be able to do so; however, she noted that payments would still be made in four equal quarterly installments.

Finally, at yesterday's meeting of the Mental Health Agencies Council of Champaign County, it was announced that the Champaign County Mental Health Board had authorized Executive Director Peter Tracy to work with agencies and their Board presidents to re-allocate funds in order to minimize the impact of funding cuts.

Mr. Williams provided Board members with information on current revenue sources, projected revenue for FY 2010 without funding from DCFS, projected expenditures for FY 2010, and miscellaneous revenue in the CAC fund balance. Mr. Williams proposed using CCMHB, Attorney General and National Children's Alliance funding to pay salaries and fringe benefits over the next four months (July-November). Mr. Williams also proposed using monies in the CAC fund balance to pay non-personnel costs during that time period. If DCFS funding is not restored, Mr. Williams suggested that we eliminate the crisis intervention services program effective November 1, 2009 and re-direct those funds to pay for Ms. Carter's salary and fringe benefits. If DCFS funding is not restored and no other sources of revenue are realized, Mr. Williams predicts a budget shortfall of \$46,921 for FY 2010. Using monies from the fund balance would reduce the projected deficit accordingly.

Further discussion was held. Ms. Rietz asked Mr. Williams to contact the CUPHD to inquire if they would be willing to defer rent payments until more is known

about the state budget. Discussion centered on ways to decrease the impact of the loss of DCFS revenue if, in fact, that funding is not restored. Some of the options the Board might consider include reducing hours for CAC staff, reduced hours of operation, staff layoffs, unpaid furlough days, and restricting DCFS use of the facility. Mr. Williams noted that both he and Ms. Carter will be participating in a job audit project over the next several weeks. The results of that audit will be provided to the Board. Ms. Rietz stated she will be sending out letters to all Champaign County law enforcement agencies requesting that each of them make a financial contribution to the CAC. The assessments are based on historical usage and could generate approximately \$11,000 annually.

After further discussion, it was the consensus of the Board to continue operations as is, implementing the plan suggested by Mr. Williams. The Board will re-examine the plan at the July Board meeting, by which time it is hoped that questions regarding funding from DCFS may be resolved.

Director's Report

Mr. Williams reported that our Grant Monitor with the Illinois Criminal Justice Information Authority, Anne Guinan, conducted a site review at the CAC on May 29, 2009. In addition to Mr. Williams, Ms. Guinan met with CAC Case Manager Elaine Carter, MHC Intensive Outreach Services Supervisor Amy Hurst, and CAC Crisis Interventionist Paula Hetzel. Mr. Williams felt that the site visit went well.

Mr. Williams reported that he and Ms. Rietz are continuing to plan a peer review process for investigators who conduct child forensic interviews at the Champaign County CAC; however, the date for our first peer review meeting may be delayed until funding issues are resolved.

Mr. Williams thanked Team members and volunteers who came to the CAC on Monday to make calls to area legislators and legislative leaders regarding the impact of the proposed funding cuts.

Each of the Board members was provided with a Summary of CAC Activity for the month of May. During the month of May, 13 children were interviewed at the CAC. This included 6 children accepted for case management services, 4 children for whom the CAC is not providing follow-up services, follow-up interviews with 2 children who were initially interviewed in February 2009, and 1 out-of-county interview (Piatt County). Thus far during June, a total of 19 children have been interviewed at the CAC. That number includes 13 new children accepted for case management services, 2 children for whom the CAC is not providing case management services, and 4 non-victim siblings. In addition, two children who were interviewed outside the CAC were accepted for services.

Communications

Other than the previously noted correspondence from DCFS, Mr. Williams stated that 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, July 23, 2009.

Adjournment

There being no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director