



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, January 28, 2010  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: State's Attorney Julia Rietz, Chair  
(In Person) Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
Tamela Atwood, Child Protection Supervisor, Illinois Department of  
Children & Family Services  
Lt. Bryant Seraphin, Urbana Police Department  
Captain Stuart Shaver, Illinois State Police  
Dr. Deborah Townsend, Champaign County Mental Health Board  
Janet Wells, Adult Services Supervisor, Champaign County Probation &  
Court Services Department

Members Absent: Champaign County Sheriff's Office  
Champaign Police Department  
Mahomet Police Department  
Mental Health Center of Champaign County  
Rantoul Police Department  
Regional Office of Education  
University of Illinois Police Department

Others Attending: Charmaine Robertson, CAC Intern  
Michael Williams, Executive Director, CAC



**Call to Order**

After finding a quorum present, State's Attorney Julia Rietz, Chair, called the meeting to order at 9:15 a.m.

NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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***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.

## **Introductions**

Mr. Williams introduced Charmaine Robertson, our intern from the University of Illinois School of Social Work. Charmaine started working at the CAC on January 4, 2010. Ms. Robertson's internship will run through August. Mr. Williams and Ms. Robertson met with Therapist Joanna Kling on January 14<sup>th</sup> to begin planning the next child victim support group program. We are hoping to offer a support group for girls ages 8-11 beginning in March.

## **Approval of Minutes**

Dr. Buetow made a motion to approve the minutes of the December 17, 2009 Regular Meeting of the Governing Board. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

## **Selection of Vendor(s) for Crisis Intervention Counseling Services**

Mr. Williams reported that the committee appointed by the Board met on December 30, 2009 to review proposals received for crisis intervention counseling services. The committee was comprised of Chair Julia Rietz, Dr. Deborah Townsend, Superintendent Jane Quinlan and Mr. Williams. Although Ms. Atwood had volunteered to serve on the committee, she asked to be excused because one of the applicants is an employee of the Department of Children and Family Services. Superintendent Quinlan agreed to replace Ms. Atwood on the committee. The committee reviewed six proposals and selected the proposals submitted by two local therapists, Joanna Kling and Christine Washo, as most closely meeting the requirements of the program. The committee recommended that Ms. Rietz and Mr. Williams meet with the therapists to begin contract negotiations. Ms. Rietz and Mr. Williams met with Ms. Kling and Ms. Washo on January 8, 2010.

Following that meeting, Mr. Williams submitted the grant proposal and a draft contract to the Illinois Criminal Justice Information Authority for review. The grant proposal and the contract with the vendors must be approved by the Authority before the CAC can enter into a contract for services. Mr. Williams is hopeful that we will receive approval from the Authority in time to begin providing services on or around March 1, 2010. Federal funding in the amount of \$70,566 has already been approved by the Authority and will be available for one year after commencement of the program. Receipt of funding from the Authority requires a local match in the amount of \$17,642 from non-federal funds. The match for the grant from the Authority will be met by using a portion of the CAC Case Manager's salary, which is paid by the Illinois Attorney General and the Illinois Department of Children & Family Services. After receiving approval from the Authority, Mr. Williams will submit the contract to the CAC Board for

review and approval. Mr. Williams expects that the contract will be ready for approval at the February meeting of the CAC Board.

Ms. Rietz commented that the committee was impressed with the proposals received. The committee was particularly impressed with Ms. Kling's and Ms. Washo's extensive experience working with child victims and their families. Mr. Williams noted that Ms. Kling served as the Mental Health Center's representative on the CAC Governing Board at the time the original Protocol was adopted and has facilitated child victim support groups at the CAC on several occasions. Ms. Atwood added that DCFS has contracted with both therapists and has been pleased with their work.

Mr. Williams requested that the Board approve the selection of Joanna Kling and Christine Washo as vendors for the CAC crisis intervention services program.

Dr. Buetow made a motion to approve the selection of Joanna Kling and Christine Washo as vendors for the crisis intervention counseling services program. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

### **Approval of FY 2011 Attorney General Grant Application**

Mr. Williams provided Board members with a copy of the CAC's Application for FY 2011 Grant Funding from the Illinois Attorney General. Mr. Williams explained that the CAC has received grant funding from the Illinois Attorney General each year since January 2000. Our current grant, in the amount of \$17,000, is used to pay a portion of the Case Manager's salary. As he has done for the past few years, Mr. Williams is requesting an increase of \$3,000 for FY 2011 to help offset rising personnel costs. The grant application deadline is February 5, 2010. Mr. Williams requested permission to submit the application as presented.

Dr. Buetow made a motion to approve submission of the FY 2011 Attorney General Grant Application. The motion was seconded by Captain Shaver. There was no further discussion and the motion was approved.

### **Budget Report**

Mr. Williams provided Board members with a copy of the CAC Budget Report for the month ended November 30, 2009. Mr. Williams explained that, although the Budget Report for November was provided to the Board at last month's meeting, a final budget report for County FY 2009, which ended November 30, 2009, was run on December 31, 2009 in order to capture final expenditures and revenue receipts for the fiscal year. The CAC had a positive cash balance of \$4,573.01 as of November 30, 2009.

Mr. Williams also provided Board members with a copy of the Budget Report for the month ended December 31, 2009. Mr. Williams stated that there were no unusual expenditures to report for the month of December and he noted that the CAC had a positive cash balance of \$1,946.72 as of December 31, 2009. Mr. Williams added that he expects the cash balance for the next reporting period will improve because we received

the balance of our FY 2010 First and Second Quarter payments from DCFS during January. As reported at last month's Board meeting, we had only received partial (1/2) payments from DCFS for the First and Second Quarters.

### **Director's Report**

Mr. Williams updated the Board on the Champions for Children Walk, which will be held on May 15, 2010 in conjunction with the Twin Cities Twosome. Mr. Williams reported that he received a \$100 (Bronze Level) sponsorship commitment from Reynolds Towing Service. This is in addition to the \$500 (Gold Level) sponsorship previously secured from The Pavilion. Mr. Williams is hoping to obtain additional sponsorship commitments from the Champaign FOP, the Urbana FOP, and Thrivent Financial for Lutherans. Mr. Williams reminded Board members that any sponsorship fees raised by the CAC will be returned to the CAC. A portion of the registration fees for those who are walking/running on behalf of the CAC will be used to purchase each walker/runner a Champions for Children t-shirt and the remainder will be turned over to the Twin Cities Twosome. Proceeds of the Twin Cities Twosome will benefit three area charities: A Woman's Fund, Crisis Nursery, and the Times Center. Ms. Rietz stated that her daughter's class at University High School is participating in the Twin Cities Twosome and she hopes to enlist their support for the Children's Advocacy Center. Mr. Williams stated that we are planning to kick-off the Champions for Children Walk at the Courthouse plaza on the morning of May 15<sup>th</sup>. Supporters of the CAC will walk to Crystal Lake Park to join the Twin Cities Twosome. Mr. Williams suggested that Ms. Rietz could give a few opening remarks and we could ask a local legislator to serve as Grand Marshall. Mr. Williams stated that the next meeting of the planning committee for the Twin Cities Twosome will be held on February 2, 2010. Mr. Williams will attend and will continue to apprise Board members of developments.

Mr. Williams stated that he had hoped to have a second microphone installed in each of the interview rooms earlier this week; however, we were unable to get that accomplished due to scheduling conflicts with Seico Security Systems. Installation is now scheduled for next week. Mr. Williams reminded Board members that this project was funded almost entirely by a grant from the Junior League of Champaign-Urbana.

Each of the Board members was provided with a Summary of CAC Activity for the month of December. During the month of December, 16 children were interviewed at the CAC. That number included 14 children who were accepted for case management services and 2 non-victim siblings. Thus far during the month of January, 16 children have been interviewed at the CAC, which includes 13 children accepted for case management services and 3 non-victim witnesses.

Mr. Williams provided Board members with demographic information on the children who were interviewed at the CAC during 2009. A total of 182 unduplicated children were interviewed at the CAC in 2009, 119 of whom were accepted for case management services. The number of children interviewed at the CAC in 2009 was down 10% from 2008 (202) and was approximately 18% less than the average number of unduplicated children interviewed each year from 2002-2008 (221). Mr. Williams does

not believe this to be statistically significant and noted that other Illinois CACs reported similar decreases last year.

Mr. Williams also provided Monthly/Annual breakdowns of the total interviews conducted at the CAC from 2002-2009 as well as the number of children accepted for case management services each year during that period. The final statistical report in the Board package was a breakdown by agency of interviews conducted at the CAC in 2009 as well as for the period 2002-2009. Mr. Williams noted that the total number of interviews conducted in 2009 was 187, which included interviews with 5 duplicated children, and he pointed out that 61% of those were joint investigations between law enforcement and DCFS. From 2002-2009, a total of 1,746 interviews were conducted at the CAC; 65.40% of which were joint investigations between law enforcement and DCFS.

Lastly, Mr. Williams reported that the CAC continues to survey clients on a quarterly basis. During 2009, a total of 97 surveys were mailed to parents/caregivers and 15 responses were received; a response rate of 15.5%. Members of the Multidisciplinary Team are also surveyed each year. The annual survey was sent to 68 members of the Multidisciplinary Team in November. A total of 23 responses were received; a response rate of 33.8%. Mr. Williams provided the Board with the results of each survey, including the questions asked, the responses received, and any comments made by respondents. Mr. Williams stated that, whenever possible, the CAC has responded to concerns raised by clients and Team members. Ms. Rietz commented on the generally favorable nature of the responses received. She did, note, however, that there was some concern raised about discussions at monthly MDT Case Review meetings. Mr. Williams stated that he attempts to keep Team members focused, but that the discussion does deteriorate on occasion. Dr. Buetow added that it is important that Team members conduct discussions in a respectful manner. Lt. Seraphin stated that the Urbana Police Department sometimes has a difficult time staffing the Case Review meetings on Fridays and wondered if there had been any thought given to moving the meetings to a different day. Mr. Williams stated he had not received any requests to change the meeting day.

### **Communications**

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

### **Old Business**

None.

### **New Business**

In response to a question from Captain Shaver, Mr. Williams indicated that each of the 14 agencies/departments holds a seat on the Board, not the individuals who attend Board meetings. Agency/department heads are free to attend personally or to appoint a representative. Captain Shaver stated that he may designate a Captain assigned to the Investigations Division to begin attending CAC Governing Board meetings as that

Division is more closely aligned with the work of the CAC than the Patrol Department, which he heads. Mr. Williams thanked Captain Shaver for his service to the Board and added he would be happy to orient any new representative of the Illinois State Police.

**Announcements**

Mr. Williams stated that the next Board meeting is scheduled for 9:00 a.m. on Thursday, February 25, 2010.

**Adjournment**

There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director