



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, March 25, 2010
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Lt. Roy Acree, University of Illinois Police Department
(In-Person) Barb Daly, Assistant Superintendent, Regional Office of Education for
Champaign & Ford Counties
Joe Gordon, Director, Champaign County Probation & Court Services
Department
Amy Hurst, Intensive Outreach Services Supervisor, Mental Health
Center of Champaign County
Lt. Greg Lindemulder, Illinois State Police
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Carle Clinic
Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Illinois Department of Children & Family Services
Mahomet Police Department
Rantoul Police Department

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

***Note: In the absence of State's Attorney Julia Rietz, Chair, and Secretary/
Treasurer Dr. Kathleen Buetow, Mr. Gordon served as Acting Chair.***

Call to Order

After finding a quorum present, Acting Chair Joe Gordon called the meeting to order at 9:05 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.

Introductions

Mr. Williams welcomed Lt. Greg Lindemulder, General Criminal Lieutenant for Illinois State Police Zone 5. Lt. Lindemulder will now be the designated ISP representative on the CAC Governing Board. Captain Jill Rizzs, who attended last month's Board meeting, will fill in on those occasions when Lt. Lindemulder cannot attend. Introductions were made.

Approval of Minutes

Lt. Acree made a motion to approve the minutes of the February 25, 2010 Regular Meeting of the Governing Board. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

Ratification of Contracts for Crisis Intervention Counseling Services with Therapists Joanna Kling and Christine Washo

Ratification of Agreement #209216 with the Illinois Criminal Justice Information Authority for Child Advocacy Center Services (Crisis Intervention Counseling Services) in the amount of \$70,566

At last month's meeting, the Board approved as to form contracts with Therapists Joanna Kling and Christine Washo to provide crisis intervention counseling services to clients of the Children's Advocacy Center. The Board also approved as to form an Agreement with the Illinois Criminal Justice Information Authority (the Authority) for federal grant funding in the amount of \$70,566.

Following that meeting, the Authority approved the contracts for crisis intervention counseling services and authorized the CAC to begin providing those services as of March 1, 2010. The CAC executed contracts with Ms. Washo and Ms. Kling on March 2 and March 3, respectively. Mr. Williams provided Board members with a copy of the contract between the CAC and Ms. Washo and he stated that the contract with Ms. Kling is identical.

Mr. Williams also provided Board members with a copy of Agreement #209216. Pursuant to this Agreement, the CAC will receive federal funding in the amount of \$70,566 for crisis intervention counseling services. The Agreement requires a non-federal matching contribution of \$17,642, which will be met through contribution of a portion of the CAC Case Manager's salary which is received from non-federal sources (i.e., the Illinois Attorney General and the Illinois Department of Children & Family Services). Because Champaign County is designated as the Implementing Agency, the Agreement was submitted to the County Board for approval, which was granted on

March 18, 2010. Following that approval, the Agreement was executed by the appropriate officials and was returned to the Authority.

Mr. Williams requested ratification of the contracts for crisis intervention counseling services and Agreement #209216.

Dr. Townsend made a motion to ratify the Contracts for Crisis Intervention Counseling Services with Joanna Kling and Christine Washo and Agreement #209216 between the Illinois Criminal Justice Information Authority and Champaign County on behalf of the Champaign County Children's Advocacy Center. The motion was seconded by Ms. Daly. There was no further discussion and the motion was approved.

Approval of 2010 National Children's Alliance Sub-Awardee Grant Application in the amount of \$10,000

Mr. Williams provided Board members with an application for continued grant funding from the National Children's Alliance. Mr. Williams explained that, as an accredited member of the NCA, the Champaign County CAC is eligible for an annual NCA program support grant in the amount of \$10,000. In the past, those grants have been administered by the NCA office in Washington, D.C. This year, the NCA has delegated that responsibility to the Chapter Offices in each state. The deadline for submission of the grant application to the Children's Advocacy Centers of Illinois is April 1, 2010. Mr. Williams noted that grant funds will be used to pay a portion of the salaries of the CAC Executive Director and Case Manager.

Mr. Williams requested approval of the grant application. Mr. Williams also circulated a Memorandum of Understanding to be signed by Board members. The MOU signifies each member's continuing support of the Children's Advocacy Center as well as our application for funding from the National Children's Alliance.

Ms. Hurst made a motion to approve the 2010 National Children's Alliance Sub-Awardee Grant Application in the amount of \$10,000. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

Approval of FY 2011 DCFS Program Plan and Budget

Mr. Williams provided Board members with a copy of our State FY 2011 DCFS Program Plan and Budget. At this point, Mr. Williams anticipates that our FY 2011 contract with DCFS will be for the same amount as the current contract, \$68,425. With only minor changes, the FY 2011 Program Plan is substantially the same as our FY 2010 Program Plan. In order to meet the March 22, 2010 deadline, Mr. Williams completed and submitted the Program Plan and Budget and related documents to our grant monitor earlier this month. Mr. Williams explained that, in addition to a large portion of personnel costs, our contract with DCFS is used to pay almost all operational expenses. Mr. Williams also highlighted the following:

- The proposed Budget anticipates 3% salary increases for CAC staff, effective December 1, 2010. No salary increases were awarded for the current County fiscal year, which began on December 1, 2009.
- The proposed Budget also anticipates receipt of revenue from local law enforcement agencies in the amount of \$10,000. Thus far this fiscal year, the CAC has received \$1,990 from seven law enforcement agencies (Fisher, Gifford, Homer, Mahomet, Thomasboro, Tolono and the University of Illinois).
- Without the anticipated revenue from law enforcement agencies, Mr. Williams is predicting a budget shortfall of between \$5,700 and \$7,420 for the fiscal year beginning July 1, 2010. The latter amount is the projected deficit if 3% salary increases for staff are implemented, and the former amount is the projected deficit if no salary increases are approved.
- The projected deficits also assume no increased or additional expenses or any decreases in current revenue.

Lt. Acree made a motion to approve the FY 2011 DCFS Program Plan and Budget. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

Review and Approval of Revisions to CAC Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse

Mr. Williams reminded the Board that he and a committee of Board members met and reviewed the CAC Protocol last October. At that time, the committee suggested only minor revisions to the Protocol, but delayed submitting recommendations for Board approval until after we had determined a direction for the crisis intervention counseling services program. Now that the CAC is contracting with local therapists to provide those services, Mr. Williams suggested that the Board review and approve the recommended revisions to the Protocol.

Mr. Williams provided each of the Board members with a copy of the Protocol. The proposed revisions were highlighted and Mr. Williams reviewed those revisions with the Board. Mr. Williams stated that none of the revisions is substantive, with the exception of the changes to the section entitled Crisis Intervention/Mental Health (pp. 11-12). The revisions to that section incorporate our newly-formed relationship with Joanna Kling and Christine Washo.

At the request of Lt. Seraphin, Mr. Williams reviewed the referral process for crisis intervention counseling services. The CAC will notify Ms. Kling and Ms. Washo, on a rotating basis, whenever an interview is scheduled. The CAC will attempt to balance the number of cases referred to each therapist. When possible, Ms. Kling or Ms. Washo will be present at the CAC at the time of the interview to begin the service provision process. If neither therapist is available at the time of the initial interview, CAC staff will provide the child's parents with information about the services and will fax a referral to the appropriate therapist. The assigned therapist will then attempt to contact the family within 72 hours. In answer to a question from Mr. Gordon, Mr. Williams stated that the CAC will track whether or not the therapist was present at the time of the initial interview to determine if their presence had any impact on whether or

not the family subsequently engaged in crisis intervention counseling. The CAC will also track access barriers (e.g., transportation difficulties).

Ms. Hurst made a motion to approve the proposed revisions to the CAC Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse. The motion was seconded by Lt. Acree. There was no further discussion and the motion was approved.

Mr. Williams stated that the revised Protocol would be posted on our website and that he would send copies to Team members.

Budget Report

Mr. Williams provided Board members with a copy of the Budget Report for the month ended February 28, 2010. Mr. Williams stated that there were no unusual expenditures to report for the month of February and he noted that the CAC had a positive cash balance of \$28,087.68 as of February 28, 2010. Mr. Williams added that grant payments to the CAC are current.

Director's Report

Mr. Williams reported that information about the 2010 Champions for Children Walk/Twin Cities Twosome was e-mailed last week to Team members and supporters, including Board members. A copy of that information was also included in the Board packet. Mr. Williams reminded the Board that the event will be held on Saturday, May 15, 2010, and he asked Board members to register to walk/run and to encourage their employees, family and friends to do so as well. Donations can also be sent to the Children's Advocacy Center and are being accepted online through the Chapter Office at www.caci.online.org. In answer to a question from Ms. Daly, Mr. Williams stated that 85% of donations will be returned to the Champaign County CAC. The remaining 15% will be used to defray expenses and to support the work done by the Chapter Office on behalf of all Children's Advocacy Centers in Illinois. All sponsorship monies raised by the CAC will be rebated to us by the Twin Cities Twosome. Additional discussion ensued regarding the registration process and the pre-race party being planned for the evening before the Champions for Children Walk/Twin Cities Twosome. In response to a question from Dr. Townsend, Mr. Williams stated that monies raised could be used to help offset any revenue shortfalls and would also serve as a source of income for unanticipated expenses or new initiatives.

Mr. Williams reported that he has scheduled peer review sessions for investigators who conduct interviews at the Center. This is the second time we have conducted peer review and the sessions are scheduled for April 20, 21 and 22. The sessions will be held at the State's Attorney's Office and State's Attorney Julia Rietz and her staff will be available to provide feedback. A notice was sent out to law enforcement and DCFS supervisors earlier this month and Mr. Williams encouraged those present to enroll their investigators for peer review. Mr. Williams added that he will be attending a seminar for peer review facilitators, which will be held in Springfield on April 2nd.

The CAC will again be putting up the “Blue Kids” silhouettes during April in recognition of National Child Abuse Prevention Month. Materials for the Blue Kids were donated by Lowe’s of Champaign and the silhouettes were constructed by students in Industrial Arts classes at Mahomet-Seymour High School. The silhouettes were painted by sex offenders as part of their group therapy treatment program under the supervision of Officer Jeremy Jessup of the Champaign County Probation & Court Services Department. The silhouettes will be put up next week and will be preceded by a press release. Mr. Williams stated that the silhouettes will be returning to sites in Champaign, Urbana, Mahomet, Rantoul and St. Joseph. We have also added sites in Fisher, Ogden and Tolono.

Each of the Board members was provided with a Summary of CAC Activity for the month of February. During the month of February, 7 children were interviewed at the CAC, all of whom were accepted for case management services. Thus far during the month of March, 12 children have been interviewed at the CAC, which includes 8 children accepted for case management services, 3 non-victim siblings, and one child who was interviewed at the CAC by Piatt County authorities.

Communications

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

Old Business

None.

New Business

None.

Announcements

Mr. Williams stated that the next Board meeting is scheduled for 9:00 a.m. on Thursday, April 22, 2010.

Adjournment

There being no further business, the meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director