



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, June 24, 2010
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
(In Person) Barb Daly, Assistant Superintendent, Regional Office of Education
Heather Forrest, Child Protection Investigator, Illinois Department of
Children & Family Services
Sgt. Tom Geist, University of Illinois Police Department
Joseph Gordon, Director, Champaign County Probation & Court
Services Department
Inv. Duane Smith, Urbana Police Department
Det. Rodney Sullivan, Rantoul Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Illinois State Police
Mahomet Police Department
Mental Health Center of Champaign County

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

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

Call to Order

After finding a quorum present, Dr. Buetow, Acting Chair, 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.

Approval of Minutes

Dr. Townsend made a motion to approve the minutes of the May 27, 2010 Regular Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion and the motion was approved.

Review and Approval of Amendment to Contract with the Champaign County Mental Health Board and Program Plan for Program Year 2011 (July 1, 2010 – June 30, 2011)

Mr. Williams provided the Board with copies of an Amendment to our Contract with the Champaign County Mental Health Board as well as our Program Plan for Program Year 2011. Mr. Williams explained that the CAC was awarded a two-year Contract by the Mental Health Board for FY 2010 and FY 2011. The Amendment to the Contract is necessary to secure funding for the second year of the Contract and brings the existing Contract into compliance with contract language requirements implemented by the Mental Health Board for FY 2011. The Program Plan is substantially the same as our Plan for Program Year 2010, but has been updated to reflect performance outcomes for FY 2010 as well as projections for FY 2011. Mr. Williams stated that funding from the Mental Health Board will again be used to pay for salaries and fringe benefits. Mr. Williams added that he and CAC Board Chair Julia Rietz signed the Amendment and returned it to the Mental Health Board as required.

Mr. Gordon made a motion to approve the Amendment to our Contract with the Champaign County Mental Health Board and the Program Plan for Program Year 2011. The motion was seconded by Ms. Forrest. There was no further discussion and the motion was approved.

Budget Report

Mr. Williams provided Board members with a copy of the Budget Report for the month ended May 31, 2010. Mr. Williams stated that there were no unusual expenditures to report for the month of May; however, he did highlight a payment of \$900 made to Human Kinetics on May 26, 2010, which represented the registration fees paid by participants in the Champions4Children Walk/Twin Cities Twosome.

Mr. Williams stated that the CAC had a positive cash balance of \$37,302.07 as of May 31, 2010 and he noted that all grant payments are current, with the exception of a partial Fourth Quarter payment from DCFS which has not yet been received. Mr. Williams also noted that payments from the Champaign County Mental Health Board are always received promptly and he expressed his thanks to Dr. Townsend.

Mr. Williams was pleased to report that the CAC received a check earlier this week from the Champaign Police Department in the amount of \$2,500. To date, local law enforcement agencies have paid a total of \$4,490 to the CAC. In addition to the Champaign Police Department, payments have been received from the following other departments: Fisher, Gifford, Homer, Mahomet, Thomasboro, Tolono, and the University of Illinois. In response to a question from Mr. Gordon, Mr. Williams stated that he has asked Lt. Seraphin to follow-up on the assessment payment from the City of Urbana. Mr. Williams stated that funding from local law enforcement agencies is intended to cover budget shortfalls and, like the revenue raised from the Champions4Children Walk, is an unrestricted source of revenue which can be carried over from year to year. This revenue can also be used to help pay training expenses since current revenue sources do not include funding for training expenses. Dr. Townsend asked how assessments were determined and Mr. Williams stated that assessments were prorated based on each agency's usage of the Center. The smallest assessment was \$250 and the largest assessment was \$2,500.

Mr. Williams reported that he recently received materials for preparation of the CAC budget for County FY 2011, which begins on December 1, 2010. Completed budget materials are due to County Administrator Deb Busey by July 16, 2010. Mr. Williams and CAC Board Chair Julia Rietz will meet with Ms. Busey to review the budget sometime in July. Because the CAC is not a part of the County's general corporate fund, the CAC is not required to comply with the County Board's directive that general corporate departments reduce their budgets by 4% for FY 2011. The County FY 2011 budget will be presented to the CAC Governing Board at its next meeting.

Director's Report

Mr. Williams reported that the final donations for the 2010 Champions4Children Walk totaled \$4,840, which included \$1,900 in sponsorships. All donations were sent to the Children's Advocacy Centers of Illinois. Eighty-five percent (\$4,115) was returned to the Champaign County CAC and 15% was used to help defray expenses and to support the work of the Chapter Office.

Each of the Board members was provided with a Summary of CAC Activity for the month of May. During May, 24 children were interviewed at the CAC, which included 18 children who were accepted for case management services, 5 non-victim siblings/witnesses, and 1 child who was interviewed at the CAC by investigators from the Illinois State Police and DCFS-Danville Field Office. In addition, 1 child who was not interviewed at the CAC was assessed and accepted for services. Thus far during the month of June, 10 children have been interviewed at the CAC, which includes 3 children accepted for case management services, 1 child for whom the CAC did not provide follow-up services, 5 non-victim siblings, and 1 alleged juvenile offender.

Communications

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 22, 2010. Mr. Williams stated that he would be on vacation on that date and he suggested that the Board consider canceling July's meeting. Dr. Townsend made a motion to cancel the July meeting of the CAC Governing Board. The motion was seconded by Ms. Daly. There was no further discussion and the motion was approved. The next meeting of the CAC Governing Board will be held at 9:00 a.m. on Thursday, August 26, 2001. Mr. Williams stated that he would notify Board members of the schedule change.

Adjournment

There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director