



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, September 22, 2011
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
Sgt. Michael Atkinson, Illinois State Police
Lt. Joe Gallo, Champaign Police Department
Ms. Juli Kartel, Director of Youth & Family Services, Community Elements
Superintendent Jane Quinlan, Regional Office of Education
Sgt. Dan Morgan, Urbana Police Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Det. Laura Tyson, University of Illinois Police Department
Mr. Rob Wyre, Supervisor, Champaign County Probation & Court Services Department

Members Absent: Champaign County Mental Health Board
Illinois Department of Children & Family Services
Mahomet Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

Call to Order and Introductions

After finding a quorum present, State's Attorney Julia Rietz, Chair, called the meeting to order at 9:10 a.m. Introductions were made.



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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. Buetow made a motion to approve the minutes of the August 25, 2011 Regular Meeting of the Governing Board. The motion was seconded by Superintendent Quinlan. There was no further discussion and the motion was approved.

Budget Report

Mr. Williams provided each of the Board members with a copy of the CAC Budget Report for the month ended August 31, 2011 and he stated that there were no unusual expenditures to report for the month of August. Mr. Williams noted that the CAC had a negative cash balance of -\$496.23 as of August 31, 2011. Mr. Williams added that we have since received the remainder of our FY2011 Fourth Quarter payment from DCFS (\$8,080.99) as well as a payment of \$8,475.41 from the Illinois Criminal Justice Information Authority.

Mr. Williams reported that, on September 13, 2011, he was notified by the Illinois Attorney General's Office that our FY 2012 grant from the Attorney General has been reduced by 10% (\$1,615.00). Mr. Williams was advised that this was the minimum reduction for Attorney General grantees and that funding for several programs was reduced up to 75% or eliminated entirely. Ms. Reitz stated that the grant her office receives from the Attorney General was also reduced by 10%. Mr. Williams reminded the Board that funding from the Attorney General's Office is used to pay a portion of Case Manager Elaine Mitchell's salary. The reduction in funding from the AG's Office will require raising additional revenue or utilizing monies in the CAC's fund balance. In response to a question from Ms. Rietz, Mr. Williams stated that we may be able to use monies in our current grant from the Illinois Criminal Justice Information Authority to make up for the reduction from the Illinois Attorney General. This might be possible if we have not fully expended our grant from the Authority prior to February 29, 2012.

The Board had extensive discussions on the subject of requesting that the Champaign County Board assess a fee to support the Children's Advocacy Center. Ms. Rietz suggested that this might not be an opportune time to approach the County Board with such a request, especially in light of their recent reluctance to raise the fees for marriage and civil union licenses.

As requested by the CAC Board, Mr. Williams contacted the Circuit Clerks in Champaign, Macon, McLean, Sangamon and Tazewell counties to obtain information about "discretionary" fees being assessed in those counties. Mr. Williams provided that information to the Board. Superintendent Quinlan noted that Champaign County is currently assessing more in discretionary fees than the other counties contacted.

Mr. Williams also provided Board members with a revised spreadsheet demonstrating the history of the CAC fund balance from FY2006-FY2010 as well as the

projected fund balance for FY2011-FY2015. At the suggestion of County Administrator Deb Busey, Mr. Williams lowered projected salary increases for FY2013-FY2015 from 2.5% to 1.5%. Ms. Busey felt that the other projections utilized in the fund balance analysis were appropriate. Mr. Williams stated that, assuming all revenue and expenditure projections are accurate, the CAC will have a negative fund balance by the end of FY2014. This could be mitigated if expenses over the next few years are less than anticipated. On the other hand, the pressure on the fund balance will increase if grant revenues decrease or if revenues from future fundraisers, contributions from law enforcement agencies, donations, etc. are less than projected.

Mr. Williams advised that there currently exists a gap of approximately \$10,000 between regular grant revenues and expenditures. This gap can be bridged by using unrestricted funds in the CAC fund balance, which consist primarily of unspent revenue from past Champions4Children Walks, contributions from law enforcement agencies, investment interest, and donations from individuals and organizations. In addition to bridging the revenue gap, the fund balance helps us to maintain a positive cash flow despite the uncertain timing of payments from the State of Illinois. Unrestricted monies in the fund balance are also available to help us meet any unanticipated expenditures (e.g., replacement of the recording system).

After meeting with Ms. Busey earlier this month, Mr. Williams researched the revenues realized through the Champaign County Drug Court fee in order to obtain a more accurate estimate of how much revenue might be generated by a similar CAC fee. The Drug Court fee of \$5 was authorized by the County Board in August 2007 and is applied to the same offenses as the CAC fee under consideration. Mr. Williams estimated that adoption of a \$5 CAC fee in Champaign County would generate \$24,000 per year.

After further discussion, the Board opted not to request that the Champaign County Board assess a fee to support the Children's Advocacy Center at this time. Ms. Rietz stated that she will schedule a meeting with Ms. Busey to discuss the County's fee structure and alternatives for addressing the CAC's need for additional revenue.

Director's Report

On September 15, 2011, Mr. Williams facilitated regional peer review for child forensic interviewers. Our region includes the Champaign County CAC as well as the East Central Illinois CAC (Charleston), the Macon County CAC (Decatur), and Healing Harbor CAC (Robinson). Mr. Williams reported that 13 individuals attended regional peer review in Charleston on September 15th; however, none were from Champaign County. Prior to September 15th, Mr. Williams spoke with Lt. Bryant Seraphin of the Urbana Police Department who indicated that the six-hour time commitment for regional peer review (4 hours for peer review and 2 hours of travel time) was somewhat prohibitive.

Mr. Williams asked Board members, specifically those representing law enforcement, for suggestions for improving both local and regional peer review processes. After much discussion, including the need for forensic interviewers to receive

continuing education and the requirement that the CAC participate in a peer review process to maintain its accreditation by the National Children's Alliance, it was decided that we would continue with the existing local peer review process. Mr. Williams will schedule the next peer review date with Ms. Rietz's Administrative Assistant and will notify law enforcement and DCFS supervisors.

Mr. Williams reported that three members of the CAC Multidisciplinary Team (David Roesch of the Urbana Police Department and Jessica Lee and Marcus Truss of DCFS) will be attending *Finding Words Illinois* in Springfield during the week of October 3-7, 2011.

Each of the Board members was provided with a Summary of CAC Activity for the month of August. During August, 14 children were interviewed at the CAC, which included 11 children accepted for case management services, 2 children for whom the CAC did not provide follow-up services, and 1 non-victim sibling/witness. Thus far during September, 11 children have been interviewed at the CAC, which includes 7 children accepted for case management services, and 4 non-victim siblings/witnesses.

Communications

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

Old Business

None.

New Business

Ms. Rietz stated that she has noticed what appears to be an unusually high number of cases involving juvenile sex offenders and she asked Mr. Williams to research the CAC's records for the past three years to determine how many CAC cases during that time period involved juvenile suspects. This issue, along with the lack of community-based resources to treat juvenile sex offenders, is an issue Ms. Rietz is addressing through her involvement with other committees and organizations.

Announcements

Lt. Gallo announced that Det. Mark Huckstep will be retiring from the Champaign Police Department next month. A reception to honor Det. Huckstep will be held at CPD on October 13, 2011 from 3:00-5:00 p.m.

Mr. Williams announced that the next meeting of the CAC Governing Board is scheduled for 9:00 a.m. on Thursday, October 27, 2011.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director