



**Champaign County Children's Advocacy Center
Governing Board
Annual Meeting
Thursday, November 17, 2011
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
(In Person) Lt. Roy Acree, University of Illinois Police Department
Sgt. Michael Atkinson, Illinois State Police
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department
of Children & Family Services
Sgt. Marc Beach, Rantoul Police Department
Chief Michael Metzler, Mahomet Police Department
Superintendent Jane Quinlan, Regional Office of Education
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County Probation & Court Services Department
Champaign County Sheriff's Office
Champaign County State's Attorney's Office
Champaign Police Department
Community Elements

Others Attending: Michael Williams, Executive Director, CAC

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

Call to Order and Introductions

After finding a quorum present, Dr. Buetow called the meeting to order at 9:07 a.m. Introductions were made.



NATIONAL
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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 October 27, 2011 Regular Meeting of the Governing Board. The motion was seconded by Sgt. Beach. There was no further discussion and the motion was approved.

Election of Officers

Mr. Williams reminded the Board that, in accordance with the CAC Constitution and By Laws, the election of officers is to be held at the final meeting of the fiscal year (November), which also serves as the Annual Meeting of the Governing Board.

Sgt. Beach nominated State's Attorney Julia Rietz as Chairman and Dr. Buetow as Secretary/Treasurer. The nominations were seconded by Dr. Townsend. In response to a question from the Board, Mr. Williams stated that he had spoken with Ms. Rietz this morning and she indicated her willingness to continue serving as Chair of the CAC Board. Dr. Buetow stated she was also willing to continue serving as Secretary/Treasurer. There were no further nominations and nominations were closed. The matter was called for a vote. State's Attorney Julia Rietz was unanimously re-elected as Chairman and Dr. Buetow was unanimously re-elected as Secretary/Treasurer.

Budget Report

Mr. Williams provided each of the Board members with a copy of the CAC Budget Report for the month ended October 31, 2011. Mr. Williams stated there were no unusual expenditures to report for the month of October.

Mr. Williams noted that the CAC had a negative cash balance of -\$2,626.63 as of October 31, 2011. Mr. Williams added that we have since received our First Quarter payment in the amount of \$3,633.75 from the Illinois Attorney General. In addition, a payment of \$17,444.77 from the Illinois Criminal Justice Information Authority was issued by the Comptroller's Office yesterday. We are still awaiting First and Second Quarter payments from the Illinois Department of Children & Family Services as well as our Second Quarter payment from the Illinois Attorney General.

At the County Technology Oversight Committee meeting earlier this month, IT Director Andy Rhodes and County Administrator Deb Busey advised Department Heads that the IT Department is exploring methodologies for quantifying IT services and billing non-General Corporate Fund Departments (such as the CAC) for those services. They stated that the General Corporate Fund is currently subsidizing IT services for non-General Corporate Fund Departments and the County is looking at ways to recover those costs. The IT Department will survey departments during the First Quarter of FY2012, document services provided, and prepare "invoices" for those services. Departments will not be expected to pay those invoices during FY2012; however, they will be able to use

that information to budget for IT services beginning in FY2013. In response to a question from Sgt. Beach, Mr. Williams stated he is unsure if the CAC would be able to opt out of various services provided by the IT Department. Mr. Williams added there may be some services the CAC is required to utilize (e.g., payroll, accounting, e-mail); however, other services may be made available for purchase on an as needed basis. Mr. Williams expects to address those questions during upcoming consultations with the IT Department. Mr. Williams will keep the CAC Board apprised of developments.

Director's Report

Mr. Williams stated that local peer review for child forensic interviewers was held at the State's Attorney's Office on Wednesday, November 9th. Three investigators (two from DCFS and one from UPD) attended. Mr. Williams facilitated the peer review session. In response to a question from the Board, Mr. Williams stated that nobody from the State's Attorney's Office was available to participate in last week's peer review session. The next local peer review session will be scheduled for sometime in early 2012. Mr. Williams stated he would also continue to pass along information about regional peer review sessions. He added that there has been some discussion about rotating regional peer review among the four participating sites, which would mean that regional peer review would be held in Champaign County approximately once per year.

Mr. Williams advised the Board that the annual Multidisciplinary Team survey was sent to Team members by e-mail and regular mail earlier this week. Mr. Williams asked Board members to encourage their staffs to return those surveys as promptly as possible. The results of the survey are very important to funding agencies and the feedback from Team members oftentimes prompts improvements in services for the Team and clients.

Each of the Board members was provided with a Summary of CAC Activity for the month of October. During October, 8 children were interviewed at the CAC, which included 7 children accepted for case management services, and 1 child for whom the CAC did not provide follow-up services. Thus far during November, 4 individuals have been interviewed at the CAC, which includes 2 children accepted for case management services, and 1 adult victim and 1 adult witness in a case from Lafayette, Indiana. The individuals in the latter case are both deaf and the interviews were conducted with the assistance of a court-certified sign language interpreter.

Sgt. Beach pointed out that the State's Attorney's Office was not available to observe any of the interviews conducted at the CAC during October. Mr. Williams stated that the CAC continues to notify the SAO of scheduled interviews; however, their schedules oftentimes preclude Assistant State's Attorneys from attending. Mr. Williams noted that State's Attorney Julia Rietz was present at a recent interview conducted at the CAC by the Department of Homeland Security and the Urbana Police Department. Dr. Buetow added that many of the interviews at the CAC are scheduled on an "emergency" basis and Assistant State's Attorneys may already be scheduled to appear in court at those times. Sgt. Beach remarked that the immediate feedback provided by the State's Attorney's Office at the time of interviews is very valuable. Dr. Townsend asked Mr.

Williams to pass along to Ms. Rietz the Board's desire that attending interviews at the CAC be given a higher priority by the State's Attorney's Office.

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 meeting of the CAC Governing Board is scheduled for 9:00 a.m. on Thursday, January 26, 2012. The Board is not scheduled to meet during December. Mr. Williams provided Board members with a schedule of Board meetings for 2012.

Adjournment

There being no further business, the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director