



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, February 23, 2012  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
(In Person) Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department  
of Children & Family Services  
Sgt. Marc Beach, Rantoul Police Department  
Chief Michael Metzler, Mahomet Police Department  
Lt. Bryant Seraphin, Urbana Police Department  
Dr. Deborah Townsend, Champaign County Mental Health Board  
Mr. Rob Wyre, Supervisor, Champaign County Probation & Court  
Services Department

Members Absent: Champaign County Sheriff's Office  
Champaign County State's Attorney's Office  
Champaign Police Department  
Community Elements  
Illinois State Police  
Regional Office of Education  
University of Illinois Police Department

Others Attending: Michael Williams, Executive Director, CAC

---

***NOTE: In the absence of State's Attorney Julia Rietz, Dr. Buetow served as Acting Chair. Rob Wyre joined the meeting in progress and was present for all matters voted upon by the Board.***

**Call to Order and Introductions**

Dr. Buetow, Acting Chair, called the meeting to order at 9:15 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**

Chief Metzler made a motion to approve the minutes of the January 26, 2012 Regular Meeting of the Governing Board. The motion was seconded by Ms. Atwood. There was no further discussion and the motion was approved.

## **Review and Approval of Application for Continued Funding from the Illinois Criminal Justice Information Authority in the Amount of \$50,338**

Mr. Williams provided Board members with a copy of the CAC's application for continued grant funding from the Illinois Criminal Justice Information Authority. Mr. Williams reminded Board members that funding from the Authority is used to pay for crisis intervention counseling services as well as a portion of Case Manager Elaine Mitchell's salary. Our current grant with the Authority expires on February 29, 2012 and the new Grant Agreement will provide funding in the amount of \$50,338 for the period March 1, 2012 to February 28, 2013. That funding has already been approved by the Authority and will be released upon execution of the new Grant Agreement. Mr. Williams requested approval of the Application.

In response to a question from Dr. Townsend, Mr. Williams stated that there have been very few changes to this year's grant application and he directed the Board's attention to page 7 of the application for a synopsis of the program.

Dr. Townsend made a motion to approve the Application for Continued Funding from the Illinois Criminal Justice Information Authority in the amount of \$50,338. The motion was seconded by Chief Metzler. There was no further discussion and the motion was approved.

## **Review and Approval of Contracts for Crisis Intervention Counseling Services with Joanna Kling and Christine Washo for the period March 1, 2012 to February 28, 2013**

Mr. Williams provided Board members with a sample proposed Contract for Crisis Intervention Counseling Services. Mr. Williams explained that the CAC has contracted for these services with Joanna Kling and Christine Washo since March 1, 2010. Our current contracts with Ms. Kling and Ms. Washo will expire on February 29, 2012.

Mr. Williams recommended continuing our contracts with Ms. Kling and Ms. Washo for another year. Funding for the services provided under these contracts is provided by the Illinois Criminal Justice Information Authority (see above). The proposed contracts are in much the same form as our existing contracts with Ms. Kling and Ms. Washo.

In response to a question from Dr. Townsend, Mr. Williams stated that he is very pleased with the services provided by Ms. Kling and Ms. Washo. Mr. Williams added that he wishes more clients would engage in services but that Ms. Kling and Ms. Washo take extra steps to engage as many clients as possible. Dr. Buetow also noted how helpful it is that both therapists regularly attend Multidisciplinary Team Case Review meetings.

Lt. Seraphin made a motion to approve Contracts for Crisis Intervention Counseling Services with Joanna Kling and Christine Washo for the period March 1, 2012 to February 28, 2013. The motion was seconded by Sgt. Beach. There was no further discussion and the motion was approved.

### **Review and Approval of Revised Cultural and Linguistic Competence Plan**

At last month's meeting, Mr. Williams advised the Board that the Champaign County Mental Health Board is requiring that all funded agencies update their Cultural Competency Plans. After meeting with Project ACCESS Cultural and Linguistic Competency Coordinator Shandra Summerville in January, Mr. Williams drafted a revised CLC Plan in accordance with the recently released Cultural and Linguistic Competence Plan Instructions and Template (draft copy provided to Board members). Mr. Williams will be meeting with Ms. Summerville again next week to review the draft.

Mr. Williams stated that the proposed CLC Plan incorporates much of the current Plan; however, he drew the Board's attention to the final section of the draft Plan which would call for the creation of a parent committee to provide input on CAC services. Mr. Williams asked that Board members review the draft CLC Plan and provide input and suggestions at next month's Board meeting. Mr. Williams stated he would also welcome comments by telephone or e-mail prior to the March meeting.

### **Budget Report**

Mr. Williams provided Board members with a copy of the Budget Report for the month ended January 31, 2012. Mr. Williams stated that there were no unusual expenditures to report for the month of January and he added that the CAC had a positive cash balance of \$644.85 as of January 31, 2012. Mr. Williams stated we are still awaiting our Second and Third Quarter payments from DCFS (\$17,106.25 each), as well as our semi-annual payment (Jul-Dec 2011) from the National Children's Alliance (\$5,000).

During February, Mr. Williams submitted FY13 funding applications to the Illinois Attorney General and the Champaign County Mental Health Board. As noted above, we are in the process of renewing our grant with the Illinois Criminal Justice Information Authority. In addition, Mr. Williams expects that continuation materials for our DCFS grant will be released in the next week or so. It is unknown at this time what effect the budget cuts proposed by the Governor will have on DCFS funding to CACs.

Lt. Seraphin asked Mr. Williams if he anticipated again sending requests for voluntary payments from law enforcement agencies that use the CAC. Sgt. Beach noted

that many of the departments are currently planning their budgets for the next fiscal year and now might be an opportune time to make those requests.

After further discussion, Lt. Seraphin made a motion that the CAC seek voluntary payments from law enforcement agencies based on their pro rata usage of the Center. The motion was seconded by Sgt. Beach. There was no further discussion and the motion was approved.

### **Director's Report**

Mr. Williams reminded the Board that the CAC Protocol is to be reviewed annually. The most recent revisions to the Protocol were adopted by the Board on April 28, 2011. Mr. Williams suggested that a committee comprised of one representative each from the State's Attorney's Office, law enforcement, and DCFS be appointed to review the Protocol with Mr. Williams and to make recommendation for changes. Any revisions suggested by the committee would require approval by the full Board. Sgt. Beach and Ms. Atwood volunteered to serve on the committee. Mr. Williams stated he would also ask State's Attorney Julia Reitz to serve on the committee and he would contact committee members to schedule a mutually convenient meeting date/time.

Mr. Williams provided Board members with a flyer announcing the *Champions for Children 2012 Bike Run*, which will be held on Saturday, June 9, 2012. Proceeds from the event will benefit the Children's Advocacy Center and Mr. Williams asked Board members to post the flyer in their offices/departments. Mr. Williams also reminded Board members that the *2012 Champions4Children Walk* will be held in Crystal Lake Park, Urbana, on Saturday, May 12, 2012.

Each of the Board members was provided with a Summary of CAC Activity for the month of January. During January, 24 children were interviewed at the CAC, which included 16 children who were accepted for case management services and 8 non-victim siblings/witnesses.

Thus far during the month of February, 16 children have been interviewed at the CAC, which includes 11 children accepted for case management services, 3 children for whom the CAC did not provide follow-up services, and 2 non-victim siblings/witnesses.

At last month's Board meeting, State's Attorney Julia Rietz stated that she would take steps to increase attendance at CAC interviews by her staff. Mr. Williams reported that notices of interviews are now being e-mailed to Ms. Rietz's Executive Assistant, Julie Ogle, and Ms. Ogle is working to schedule coverage by the State's Attorney's Office. Mr. Williams reported that either State's Attorney Julia Rietz and/or Assistant State's Attorney Lindsey Clark was present at every interview which met the Protocol for sexual or serious physical abuse during February.

### **Communications**

Mr. Williams stated that he had not received any communications on behalf of the Board.

## **Old Business**

Lt. Seraphin asked Mr. Williams if he had any further information about the proposed legislation requiring that DCFS video and audio record interviews with all children alleged to have been abused (HB3480). Mr. Williams stated that this legislation, which was first introduced in 2011, was discussed at last week's meeting of the Children's Advocacy Centers of Illinois (CACI) Board of Directors, of which Mr. Williams is a member. The CACI Board, like many organizations, is opposed to this legislation and CACI Executive Director Billie Larkin is closely monitoring its progress. Ms. Larkin informed the CACI Board that the legislation has been tabled and that there is an agreement that the legislation will not go forward without the "agreement of all parties."

## **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, March 22, 2012.

## **Adjournment**

There being no further business, the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director