



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, April 26, 2012
201 W. Kenyon Road, Suite 1
Champaign, Illinois**

Minutes

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic
(In Person) Master Sgt. Michael Atkinson, Illinois State Police
Investigator James Carter, University of Illinois Police Department
Ms. Tara Gilman, Child Protection Supervisor, Illinois Department of
Children & Family Services
Mr. Joseph Gordon, Director, Champaign County Probation & Court
Services Department
Chief Michael Metzler, Mahomet Police Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Superintendent Jane Quinlan, Regional Office of Education
Lt. Bob Rea, Champaign Police Department
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign County State's Attorney's Office
Community Elements
Rantoul 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.

Call to Order and Introductions

Dr. Buetow, Acting Chair, called the meeting to order at 9:07 a.m. Introductions were made.



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MEMBER

Public Participation

There was no public participation.

Approval of Minutes

Dr. Townsend made a motion to approve the minutes of the March 22, 2012 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 Application for 2012 National Children's Alliance Sub-Awardee Grant (\$10,000)

Mr. Williams provided Board members with a copy of the CAC's Application for a Sub-Awardee Grant from the National Children's Alliance for Calendar Year 2012. Mr. Williams explained that, as an accredited member of the National Children's Alliance, the CAC is entitled to an annual grant in the amount of \$10,000. These grants are made to the Chapter Office in Springfield and are sub-awarded to individual CACs by the Chapter Office. As in years past, our grant from the NCA will be used to pay a portion of salary costs. Mr. Williams submitted the online application in advance of the April 19, 2012 deadline. Mr. Williams requested approval of the application.

Chief Metzler made a motion to approve the Application for a 2012 Sub-Awardee Grant from the National Children's Alliance in the amount of \$10,000. The motion was seconded by Dr. Townsend. There was no further discussion and the motion was approved.

Review and Approval of Application for FY 2013 Grant from the Illinois Department of Children & Family Services (\$67,740)

Mr. Williams provided Board members with a copy of the CAC's FY 2013 DCFS Program Plan and Budget. Mr. Williams explained that the Program Plan and Budget, along with accompanying documents, will form the basis for our contract with the Illinois Department of Children and Family Services for FY 2013 beginning July 1, 2012. Mr. Williams anticipates that the CAC will receive funding in the amount of \$67,740 from DCFS for FY 2013, which is a 1% reduction in the level of funding we have received for the past several years. The majority of funding from DCFS is dedicated to staff salaries and fringe benefits; however, we also use DCFS funding to pay for operational expenses such as rent and utilities, office supplies, pager service, photocopying, telephone service, reference materials, postage and shipping, printing, insurance, etc.

Mr. Williams explained that the format of the FY 2013 Program Plan underwent significant revisions from previous year's plans. The FY 2013 Program Plan and Budget were submitted to our grant monitor by the April 13, 2012 deadline. Mr. Williams requested approval of the FY 2013 DCFS Program Plan and Budget.

Lt. Ogle made a motion to approve the FY 2013 DCFS Program Plan and Budget. The motion was seconded by Chief Metzler. Dr. Townsend complimented Mr. Williams

on the work put into the application. There was no further discussion and the motion was approved.

Review and Approval of Revised Cultural and Linguistic Competence Plan

The Board continued its discussion and review of the draft Revised Cultural and Linguistic Competence Plan. Discussion centered on whether or not to form a committee of parents/caregivers to provide input into the services provided by the CAC. The consensus of the Board was that the CAC is currently providing consumers with a voice in the process through the quarterly surveys sent by the Executive Director. In response to a question from Mr. Gordon, Mr. Williams stated that the average return rate for surveys is approximately 20%. Formation of a consumer committee also raised concerns about protecting client confidentiality. After further discussion, the Board decided to remove the committee from the draft Plan and directed that Mr. Williams include the quarterly client survey in the Consumer/Client/Individual Level section of the CLC Plan, with specific reference to the fact that we send a Spanish language version of the survey to Spanish-speaking parents/caregivers. Mr. Williams will make those changes and include the draft Plan on the agenda for next month's Board meeting. Mr. Williams will also provide Board members with a copy of the client survey being used by the CAC.

Budget Report

Mr. Williams provided Board members with a copy of the Budget Report for the month ended March 31, 2012. Mr. Williams stated that there were no unusual expenditures to report for the month of March and he added that the CAC had a positive cash balance of \$8,114.59 as of March 31, 2012.

Mr. Williams reminded the Board that requests for voluntary payments were mailed to Champaign County law enforcement agencies in March. The requests were based on each department's pro rata usage of the Center over the past ten years. To date, the CAC has received a total of \$4,000 from the Homer Police Department (\$250), the Ludlow Police Department (\$250), the Rantoul Police Department (\$1,500), the Thomasboro Police Department (\$250), the University of Illinois Police Department (\$250), and the Urbana Police Department (\$1,500). Mr. Williams stated that he was very pleased with the response received so far and he expressed his gratitude to those departments that have made a financial contribution to the CAC.

Director's Report

Mr. Williams stated that he would be scheduling peer review for forensic interviewers sometime within the next month. The last local peer review session was held in November. Additional information will be sent to law enforcement and DCFS supervisory personnel in the next week or two.

Mr. Williams added that the Chapter Office of the Children's Advocacy Centers of Illinois (CACI) is planning to make on-line peer review available to Illinois CACs beginning in July 2012. This is a collaborative effort between the CACI and the Midwest Regional CAC. On-line peer review will be protected and HIPPA compliant. Forensic

interviewers will be able to participate in peer review from their own desks and can communicate with other participants via live on-line chat and by telephone. It is hoped that on-line peer review might relieve some of the problems associated with regional peer review (e.g., travel time and costs). Mr. Williams will provide the Board with more details as they become available.

For the second year, the Champaign County CAC is collaborating with the CACI, the East Central Illinois CAC (Charleston) and the Macon County CAC to offer a free training session for Multidisciplinary Team members. This year's training will be held at ILEAS in Urbana from 10 a.m. to 3:00 p.m. on June 27th and the featured speaker will be Chief Dan Langloss of the Dixon Police Department. The title of Chief Langloss' presentation is "*Breaking the Barriers: From Rapport to Confession.*"

On April 10, 2012, Mr. Williams made a presentation about the Children's Advocacy Center to a Committee of the Whole meeting of the Champaign County Board. Mr. Williams felt that the presentation was well-received and he invited County Board members to schedule a visit at the Center.

Mr. Williams reported that plans are progressing for the 2012 Champions4Children 5K Walk, which will be held on May 12. E-mail blasts have been sent out over the past few weeks and, thus far, 22 individuals have registered for the Walk. Mr. Williams encouraged Board members to participate in the Walk and to ask their family, friends and co-workers to participate as well.

Each of the Board members was provided with a Summary of CAC Activity for the month of March. During March, 21 children were interviewed at the CAC, which included 12 children who were accepted for case management services, 3 children for whom the CAC did not provide follow-up services, 5 non-victim siblings/witnesses, and 1 juvenile suspect (age 11).

Thus far during the month of April, 19 children have been interviewed at the CAC, which includes 9 children accepted for case management services, 9 non-victim siblings/witnesses, and a follow-up interview with a child who was initially interviewed at the CAC in March.

Communications

Mr. Williams stated that he had not received any communications 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, May 24, 2012.

Adjournment

There being no further business, the meeting was adjourned at 9:40 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director