



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, October 25, 2012
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
M/Sgt. Mike Atkinson, Illinois State Police
Ms. Tamela Atwood, Child Protection Supervisor, Illinois Department
of Children & Family Services
Sgt. Tom Geis, University of Illinois Police Department
Superintendent Jane Quinlan, Regional Office of Education
Lt. Bryant Seraphin, Urbana Police Department
Ms. Janet Wells, Supervisor, Champaign County Probation & Court
Services Department

Members Absent: Champaign County Mental Health Board
Champaign County Sheriff's Office
Champaign Police Department
Community Elements
Mahomet Police Department
Rantoul Police Department

Others Attending: Michael Williams, Executive Director, CAC

NOTE: Until the arrival of State's Attorney Julia Rietz, Dr. Buetow served as Acting Chair. Ms. Atwood also joined the meeting in progress at 9:10 a.m. and was present for all matters voted upon.

Call to Order

Dr. Buetow, Acting Chair, called the meeting to order at 9:08 a.m.



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.

Budget Report

Mr. Williams provided Board members with a copy of the CAC Budget Report for the month ended September 30, 2012. Mr. Williams stated that there were no unusual expenditures to report for the period. Mr. Williams added that the CAC had a positive cash balance of \$23,055.84 as of September 30, 2012. Although not included in the cash balance, we recently received our first quarter payment from the Illinois Attorney General. We have not yet received our first quarter payment from DCFS.

Approval of Minutes

Lt. Seraphin made a motion to approve the minutes of the September 27, 2012 Regular Meeting of the Governing Board. The motion was seconded by Sgt. Atkinson. There was no further discussion and the motion was approved.

Director's Report

Mr. Williams advised the Board that the RFP for Crisis Intervention Counseling Services, which was approved at last month's Board meeting, was released on September 27, 2012. Mr. Williams reminded the Board that the Illinois Criminal Justice Information Authority, which provides funding for our crisis intervention counseling program, requires that we issue an RFP for those services every three years. The RFP is posted on the County's website and was advertised in The News-Gazette. Notices of the RFP were also mailed to 85 local counselors/therapists/organizations. Responses are due on Monday, November 19th. Mr. Williams requested that the Board appoint a committee comprised of three Board members and himself to review the responses received. Mr. Williams suggested that the committee could recommend vendor(s) to the full Board at the January meeting. This would ensure that we are able to select a vendor(s) prior to the start of the next grant year on March 1, 2013.

In response to a question from Lt. Seraphin, Mr. Williams stated that he is pleased with the work being done by Therapists Joanna Kling and Chris Washo and he expects that both of them will be submitting proposals to continue providing crisis intervention counseling services. Mr. Williams added that no responses had been received to date; however, he does not find that to be unusual given that the deadline is still a few weeks away. Dr. Buetow commented that Ms. Kling and Ms. Washo attend MDT Case Review meetings regularly and both of them provide the Team with valuable information and insight.

Ms. Rietz, Dr. Buetow and Ms. Atwood volunteered to review the responses to the RFP for Crisis Intervention Counseling Services with Mr. Williams and to recommend a vendor(s) to the full Board at the meeting scheduled for January 24, 2013.

Mr. Williams announced that peer review for forensic interviewers will be held at the State's Attorney's Office on Thursday, November 15, 2012 from 1:30-3:30 p.m. Mr. Williams sent notices to supervisory personnel and he reminded them that peer review is not only an opportunity for interviewers to improve and enhance their interviewing skills, it is also a requirement for accreditation by the National Children's Alliance.

From October 10-12, 2012, Investigator Tony Shaw of the Champaign County Sheriff's Office, Detective Mary Bunyard of the Champaign Police Department, and Investigator Duane Maxey of the Urbana Police Department attended Advanced Forensic Interview Training in Minneapolis. With the exception of a \$49 registration fee and meals, the Midwest Regional CAC covered all expenses for this training. Two detectives from the Rantoul Police Department are attending Finding Words Illinois in Springfield this week.

Mr. Williams reported that he attended the first meeting of the Twin Cities Twosome Planning Committee on October 3rd. The Twin Cities Twosome will be held on Saturday, May 11, 2013. Mr. Williams reminded the Board that the Chapter Office of the Children's Advocacy Centers of Illinois is no longer sponsoring the Champions4Children Walk; however, individual CACs are free to hold walks in their own communities. Further discussion was held. Mr. Williams reported that the Committee is considering dropping the twosome categories and adding a 10K run. If that happens, the name might be changed. Ms. Rietz added that the participation of University High School students in the event might be an opportunity for collaboration with the CAC. It was the consensus of the Board that the CAC should again partner the C4C Walk with the Twin Cities Twosome.

Each of the Board members was provided with a Summary of CAC Activity for the month of September. During September, 21 children were interviewed at the CAC, which included 16 children who were accepted for case management services, 2 children for whom the CAC did not provide follow-up services, 2 non-victim siblings, and one out-of-county case (McLean County). Thus far during the month of October, 9 children have been interviewed at the CAC, all of whom were accepted for case management services.

Communications

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

Old Business

None.

New Business

Ms. Rietz asked Mr. Williams to prepare a report detailing how much in advance the CAC is contacted to schedule interviews. Mr. Williams stated that he would be able

to use existing records (i.e., CAC log book, e-mail, etc.) to detail when the CAC was contacted to schedule interviews and when those interviews were actually held. Ms. Rietz asked that Mr. Williams also include information about the times interviews were concluded.

Announcements

Mr. Williams announced that the next meeting of the CAC Governing Board is scheduled for 9:00 a.m. on Thursday, November 29, 2012. Mr. Williams noted that the November meeting is one week later than normal to avoid a conflict with Thanksgiving. The November meeting is also designated as the Annual Meeting of the Board and election of officers will be on the agenda for that meeting. In response to a question, Mr. Williams stated that the Board is not scheduled to meet in December.

Adjournment

There being no further business, the meeting was adjourned at 9:37 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director