



**Champaign County Children's Advocacy Center
Governing Board
Annual Meeting
Thursday, November 29, 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
Sgt. Marc Beach, Rantoul Police Department
Mr. Joseph Gordon, Director, Champaign County Probation & Court
Services Department
Ms. Juli Kartel, Director of Youth & Family Services, Community
Elements
Lt. Matt Myrick, University of Illinois Police Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Lt. Bryant Seraphin, Urbana Police Department
Dr. Deborah Townsend, Champaign County Mental Health Board

Members Absent: Champaign Police Department
Illinois Department of Children & Family Services
Mahomet Police Department
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

Call to Order

State's Attorney Julia Rietz, Chair, called the meeting to order at 9:10 a.m.

Public Participation

There was no public participation.



NATIONAL
CHILDREN'S
ALLIANCE®

ACCREDITED
MEMBER

Champaign County Children's Advocacy Center
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Approval of Minutes

Dr. Buetow made a motion to approve the minutes of the October 25, 2012 Regular Meeting of the Governing Board. The motion was seconded by Ms. Kartel. There was no further discussion and the motion was approved.

Election of Officers

Mr. Williams reminded Board members that this is the last meeting of the fiscal year and, as such, is designated as the Annual Meeting of the CAC Governing Board. In accordance with Section 4 of the CAC Constitution and By-laws, election of officers is to take place at the Annual Meeting.

Lt. Ogle nominated State's Attorney Julia Rietz as Chair and Dr. Kathleen Buetow as Secretary/Treasurer. The nominations were seconded by Dr. Townsend. There were no further nominations. Both Ms. Rietz and Dr. Buetow indicated their willingness to continue in office. By unanimous vote, State's Attorney Julia Rietz was re-elected as Chair and Dr. Kathleen Buetow was re-elected as Secretary/Treasurer.

Budget Report

Mr. Williams provided Board members with a copy of the CAC Budget Report for the month ended October 31, 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 \$15,993.74 as of October 31, 2012.

Mr. Williams advised the Board that it has become necessary to replace equipment that allows the CAC to network its computers with the County's main computer system, which is located at the Brookens Administrative Center in east Urbana. The cost of the equipment is \$894.38, which will be paid from unrestricted funds on hand. In response to a question from Mr. Gordon, Mr. Williams indicated that although the County's IT Department maintains our computer system at no charge, the CAC is generally responsible for the costs of hardware, which is typical for the County's non-General Corporate Fund departments. Also, in response to a question from Ms. Rietz, Mr. Williams stated that the County would not be invoicing the CAC for computer-related services in FY2013 as originally thought.

Director's Report

Mr. Williams advised the Board that the CAC received a total of four responses to the RFP for Crisis Intervention Counseling Services issued in late September. At last month's meeting, State's Attorney Julia Rietz, Dr. Buetow and Ms. Atwood volunteered to review the proposals with Mr. Williams and to make a recommendation to the full Board at the January meeting. Mr. Williams provided each of them with copies of the proposals received. The committee will be scheduling a meeting in the near future to review the proposals.

Peer review for forensic interviewers was held at the State's Attorney's Office on Thursday, November 15, 2012. A total of nine investigators attended, along with Mr. Williams and three Assistant State's Attorneys. Mr. Williams thanked Ms. Rietz for hosting the meeting and for making her staff available to provide feedback. Mr. Williams added that he is working with the Children's Advocacy Centers of Illinois and three other CACs in our region to schedule the first-ever online peer review. Mr. Williams is hopeful that we will be able to hold online peer review in February. It is hoped that this will be a cost-effective alternative to traveling for regional peer review.

Mr. Williams advised the Board that monthly MDT Case Review meetings will be held on the First Tuesday of each month beginning in 2013. This change comes about as a result of a survey of the MDT conducted earlier this year. The 2013 Case Review meeting schedule will be sent to Team members next week.

Mr. Williams reported that he is conducting the annual survey of the Multidisciplinary Team. The survey was posted online through Survey Monkey and e-mail notices were sent to 68 Team members on November 14th. Hard copies of the survey were mailed to 14 Team members for whom the CAC does not have e-mail addresses. To date, 22 responses have been received (18 online and 4 hard copies). Mr. Williams asked Board members to encourage their staffs to respond to the survey. Results of the survey will be provided to the Board in January along with results from quarterly surveys of parents/caregivers.

Each of the Board members was provided with a Summary of CAC Activity for the month of October. During October, 11 children were interviewed at the CAC, all of whom were accepted for case management services. Thus far during November, a total of 23 children and 2 adults (both age 19) have been interviewed at the CAC, which includes 13 children accepted for case management services, 2 adults for whom the CAC is not providing follow-up services, 7 non-victim siblings, a follow-up interview with a child who was initially interviewed at the CAC in December 2011, and follow-up interviews with 2 children who were initially interviewed at the CAC in September 2012.

Communications

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

Old Business

In response to a request from State's Attorney Julia Rietz, Mr. Williams researched information about the scheduling of interviews at the CAC. Mr. Williams looked at cases that met the CAC Protocol for sexual or serious physical abuse and that were opened for follow-up services. Mr. Williams did not include interviews in non-Protocol cases, sibling/witness interviews, juvenile suspect interviews, or interviews in out-of-county investigations. In summary, out of 129 interviews conducted at the CAC between January 1 and October 31, 2012, 22 (17.1%) were conducted the same day. An additional 50 interviews (38.8%) were conducted the next day. Mr. Williams stated that one of the things that caught his attention during this exercise was that the CAC needs to

do a better job of noting in the log book when Team members leave the facility. Mr. Williams has discussed this with Case Manager Elaine Mitchell and both he and Ms. Mitchell are making a concerted effort to document departure times. Ms. Rietz stated that she requested this information in order to analyze how much advance notice the CAC receives when scheduling interviews, with an eye towards increasing how often her staff is available to observe interviews. In response to a question from Ms. Kartel, Mr. Williams stated that there is no national “standard” for how quickly interviews should be held; however, the CAC accommodates the scheduling needs of the Team whenever possible.

Mr. Williams also provided Board members with information about CACs around the State of Illinois that are receiving fees assessed by their County Boards. The information was compiled by the Children’s Advocacy Centers of Illinois. At present, 47 counties have authorized the imposition of a fee to benefit CACs in their jurisdictions and 23 CACs are receiving those fees. Ms. Rietz suggested that with the election of a new Circuit Clerk and County Board, 2013 may be an opportune time to analyze the County’s entire fee structure and determine whether the imposition of a fee to support the CAC would be feasible. Mr. Gordon agreed that this issue should be pursued.

New Business

None.

Announcements

Mr. Williams reminded the Board that the Board is not scheduled to meet in December. The next CAC Board meeting will be held at 9:00 a.m. on January 24, 2013.

Mr. Williams provided Board members with a copy of the meeting schedule for 2013.

Adjournment

There being no further business, the meeting was adjourned at 9:35 a.m.

Respectfully submitted,

Michael B. Williams
Executive Director