



**Champaign County Children's Advocacy Center  
Governing Board  
Regular Meeting  
Thursday, January 24, 2013  
201 W. Kenyon Road, Suite 1  
Champaign, Illinois**

***Minutes***

Members Present: Dr. Kathleen Buetow, Secretary/Treasurer, Carle Clinic  
(In Person) M/Sgt. Mike Atkinson, Illinois State Police  
Ms. Tamela Atwood, 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. Matt Myrick, University of Illinois Police Department  
Lt. Bryant Seraphin, Urbana Police Department

Members Absent: Champaign County Mental Health Board  
Champaign County Sheriff's Office  
Champaign County State's Attorney's Office  
Champaign Police Department  
Community Elements  
Rantoul Police Department  
Regional Office of Education

Others Attending: Michael Williams, Executive Director, CAC

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***In the absence of State's Attorney Julia Rietz, Chair, Dr. Buetow served as Acting Chair. Lt. Myrick joined the meeting in progress and was present for all matters voted upon.***

**Call to Order**

Dr. Buetow, Acting Chair, called the meeting to order at 9:12 a.m.



NATIONAL  
CHILDREN'S  
ALLIANCE®

ACCREDITED  
MEMBER

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***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**

Lt. Seraphin made a motion to approve the minutes of the November 29, 2012 Annual Meeting of the Governing Board. The motion was seconded by Mr. Gordon. There was no further discussion and the motion was approved.

## **Selection of Vendor(s) for Crisis Intervention Counseling Services**

Mr. Williams reminded Board members that the CAC issued a Request for Proposals for Crisis Intervention Counseling Services in late-September. These services are funded by a grant from the Illinois Criminal Justice Information Authority and the Authority requires us to issue an RFP every three years. A total of four responses were received. A committee comprised of State's Attorney Julia Rietz (Chair), Dr. Buetow and Ms. Atwood reviewed the proposals along with Mr. Williams. The committee is recommending that the CAC Governing Board select Joanna Kling and Chris Washo as primary vendors for crisis intervention counseling services. The committee also recommends the selection of Ann Chan as a provider for Spanish-speaking clients or in the event that Ms. Kling and Ms. Washo are not available.

Chief Metzler made a motion to select Joanna Kling, Chris Washo and Ann Chan as vendors to provide crisis intervention counseling services to CAC clients. The motion was seconded by Lt. Seraphin. There was no further discussion and the motion was approved.

## **Review and Approval of Application for FY14 Grant Funding from the Illinois Attorney General in the Amount of \$14,535**

Mr. Williams provided Board members with a copy of the CAC's Application for FY14 Grant Funding from the Illinois Attorney General. Mr. Williams explained that the CAC has received grant funding from the Illinois Attorney General each year since January 2000. Our current grant in the amount of \$14,535 is used to pay a portion of the Case Manager's salary. Mr. Williams is requesting the same amount for FY14. The grant application deadline is February 1, 2013. Mr. Williams requested permission to submit the application as presented.

In response to a question from Lt. Myrick, Mr. Williams stated he believes that funding from the Illinois Attorney General is relatively stable. Mr. Williams added that grant funding distributed by the Illinois Attorney General is received from defendants who pay a Violent Crime Victims Assistance (VCVA) fee as part of their court costs. Although available funding may fluctuate depending upon the amount of VCVA fees collected, the funding is not dependent upon an appropriation by the Illinois General Assembly.

M/Sgt. Atkinson made a motion to approve the Application for FY14 Grant Funding from the Illinois Attorney General in the amount of \$14,535. The motion was seconded by Chief Metzler. There was no further discussion and the motion was approved.

**Review and Approval of Application for FY14 Grant Funding from the Champaign County Mental Health Board in the Amount of \$37,080**

Mr. Williams provided Board members with a copy of the Champaign County Mental Health Board (CCMHB) FY14 Agency Program and Financial Plan for the Champaign County CAC. The CAC will be applying for \$37,080 from the CCMHB for FY14 beginning July 1, 2013. Mr. Williams reminded Board members that the CCMHB has provided funding for the CAC at this level for several years and funding from the CCMHB will again be designated for salaries, fringe benefits, and membership dues. Although information in the FY14 Agency Program and Financial Plan has been updated where applicable, the FY14 Plan is substantially similar to the current Plan. The deadline for online submission of the application is February 15, 2013 and Mr. Williams requested permission to submit the application as presented.

In response to a question from Mr. Gordon, Mr. Williams stated that, although funding from the CCMHB is competitive, he believes the CAC is in a good position to receive continued funding and he noted that the CCMHB has supported the CAC since its inception.

Motion made by M/Sgt. Atkinson to approve the Application for FY14 Grant Funding from the Champaign County Mental Health Board in the amount of \$37,080. The motion was seconded by Lt. Myrick. There was no further discussion and the motion was approved.

**Budget Report**

Mr. Williams provided Board members with copies of Budget Reports for the months ended November 30 and December 31, 2012. Mr. Williams noted that there are two Budget Reports for November. The Report with a run date of December 31, 2012 captures final expenditures and revenue for County FY12, which ended November 30, 2012. Mr. Williams stated that there were no unusual expenditures to report for the months of November and December. Mr. Williams added that the CAC had a positive cash balance of \$18,840.70 as of December 31, 2012. To date, we have received our First and Second Quarter payments from the Illinois Attorney General and our First Quarter payment from DCFS. We are awaiting our Second Quarter payment from DCFS (\$16,935), as well as our semi-annual payment from the National Children's Alliance (\$5,000).

**Director's Report**

Mr. Williams reported that the installation of a new router which allows the CAC's computers to communicate with the County's servers at the Brookens Administrative Center has been delayed until February 1<sup>st</sup>. We had hoped to have the

work done prior to end of November. A temporary solution has allowed us to maintain functionality.

Kastie Pavlik of the County's IT Department recently completed work on a new database program for the CAC. We began using the program last week and plan to enter all existing cases into the database over the next several weeks. The new database will replace the database we purchased in 2000 and will allow us to generate quarterly and semi-annual reports required by our funding agencies.

Planning for the 2013 Champions4Children Walk is continuing. As in years past, we will be partnering with Human Kinetics. Human Kinetics has re-named the Twin Cities Twosome in honor of Joe Seeley, a long-time employee and integral part of the Twin Cities Twosome and the Champaign-Urbana running community. Mr. Seeley died in October after a courageous battle with leukemia. The race will now be known as the *Human Kinetics Not Your Average Joe 5K/5 Miler* and will be held on Saturday, May 11<sup>th</sup> at Crystal Lake Park. Although the Chapter Office of the Children's Advocacy Centers of Illinois is no longer sponsoring the C4C Walk as a statewide event, we will attempt to maintain the Champions4Children identity by having walkers and runners who are supporting the CAC meet at the Courthouse on the morning of the event. They will also be given blue ribbons to wear as a sign of support for the CAC. Mr. Williams stated that he sent out inquiries to past sponsors requesting that they sponsor the CAC again this year and he has received very positive responses.

Each of the Board members was provided with Summaries of CAC Activity for the months of November and December.

- During November, 23 children and 3 young adults were interviewed at the CAC, which included 13 children who were accepted for case management services; 7 non-victim siblings/witnesses; 3 young adults (ages 18 and 19) who were interviewed at the CAC following allegations of Human Trafficking of Children; follow-up interviews with 2 children who were initially interviewed at the CAC in September, and a follow-up interview with a child who was initially interviewed at the CAC in December 2011.
- During December, 14 children were interviewed at the CAC, which included 11 children accepted for case management services; 1 child for whom the CAC did not provide follow-up services; and 2 non-victim siblings/witnesses.
- Thus far during the month of January, 8 children have been interviewed at the CAC, all of whom were accepted for case management services.

Mr. Williams provided Board members with demographic information on the children who were interviewed at the CAC during 2012. A total of 203 unduplicated children were interviewed at the CAC in 2012, 142 of whom were accepted for case management services. The number of unduplicated children interviewed at the CAC in 2012 was up 34 (20%) from 2011 (169).

Mr. Williams also provided Monthly/Annual breakdowns of the total interviews conducted at the CAC from 2002-2012 as well as the number of children accepted for case management services each year/month during that period.

The final statistical report in the Board package was a breakdown by agency of interviews conducted at the CAC in 2012 as well as for the period 2002-2012. This report includes information on the agencies involved in investigations as well as the number of interviews conducted by particular agencies. Mr. Williams noted that the total number of interviews conducted in 2012 was 217 (up from 172 last year) and included interviews with 11 duplicated children, and dual interviews in 3 cases. Mr. Williams pointed out that 81.6% of the interviews conducted at the CAC in 2012 were joint investigations between law enforcement and DCFS. From 2002-2012, a total of 2,320 interviews were conducted at the CAC; 66.4% of which were joint investigations between law enforcement and DCFS.

Lastly, Mr. Williams reported that the CAC continues to survey clients on a quarterly basis. During 2012, a total of 105 surveys were mailed to parents/caregivers and 18 responses were received (one response was received after the results were compiled). The response rate of 17.0% was down 3.0% from last year. Members of the Multidisciplinary Team are also surveyed each year. In November, the CAC conducted its annual survey of Multidisciplinary Team members. For the first time, the survey was posted online on *SurveyMonkey.com* and 66 Team members were notified by e-mail. Hard copies of the survey were mailed to 15 Team members for whom we did not have an e-mail address. A total of 27 responses were received. The response rate of 33.0% is a decrease of 3.4% over last year's response rate. Mr. Williams provided the Board with the results of each survey, including the questions asked, the responses received, and any comments made by respondents. Mr. Williams stated that, whenever possible, the CAC has responded directly to concerns raised by clients and Team members.

### **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, February 28, 2013.

**Adjournment**

There being no further business, the meeting was adjourned at 9:52 a.m.

Respectfully submitted,

Michael B. Williams  
Executive Director