



**Champaign County Children's Advocacy Center
Governing Board
Regular Meeting
Thursday, February 28, 2013
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
Mr. Joseph Gordon, Director, Champaign County Probation & Court
Services Department
Lt. Ed Ogle, Champaign County Sheriff's Office
Lt. Bob Rea, Champaign Police Department
Ms. Juli Kartel, Director of Youth & Family Services, Community
Elements
Sgt. Marcus Beach, Rantoul Police Department
Lt. Matt Myrick, University of Illinois Police Department
Lt. Bryant Seraphin, Urbana Police Department

Members Absent: Champaign County Mental Health Board
Illinois Department of Children & Family Services
Illinois State Police
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 9:08 a.m.

Public Participation

There was no public participation.



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MEMBER

Approval of Minutes

Dr. Buetow made a motion to approve the minutes of the January 24, 2013 Regular Meeting of the Governing Board. The motion was seconded by Lt. Rea. There was no further discussion and the motion was approved.

Announcement

Mr. Williams announced to the Board that he has accepted a position with the Probation & Court Services Department and will be resigning as Executive Director of the Children's Advocacy Center. Mr. Williams is planning to begin his new position in early-April; however, the timing of his departure is dependent upon the hiring of his successor at the CAC.

Further discussion ensued. Ms. Rietz, Dr. Buetow and Lt. Seraphin volunteered to serve on a committee to find an Executive Director for the CAC. Ms. Rietz will chair the committee and will invite a representative from the Illinois Department of Children & Family Services to participate as well. Ms. Rietz and the Board thanked Mr. Williams for his service to the CAC.

Appointment of Committees

Mr. Williams reminded Board members that the Board is to conduct annual reviews of the CAC Protocol and the Cultural and Linguistic Competence Plan. In the past, up to three Board members have volunteered to review the Protocol with Mr. Williams. Mr. Williams suggested that the same procedure could be used again this year and that the committee could review the CLC Plan at the same time.

Further discussion ensued. Ms. Rietz, Sgt. Beach and Lt. Rea agreed to review the Protocol with Mr. Williams. At the Board's suggestion, Mr. Williams will send the current Protocol to all Board members and ask them to consult with their staffs regarding proposed changes. Suggestions for revisions will be reviewed by the committee and their recommendations will be forwarded to the full Board for approval.

Ms. Rietz and Ms. Kartel agreed to review the CLC Plan with Mr. Williams. Again, the committee will formulate recommendations to be forwarded to the full Board for approval.

Budget Report

Mr. Williams provided each of the Board members with a copy of the Budget Report for the month ended January 31, 2013. Mr. Williams stated that there were no unusual expenditures to report for the month of January and he noted that the CAC had a positive cash balance of \$11,604.66 as of January 31, 2013. At this time, 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). The Second Quarter payment from DCFS was issued by the Comptroller's Office earlier this week and should be received any day.

On February 15th, State's Attorney and CAC Board Chair Julia Rietz sent letters to each of the police departments in Champaign County requesting that they make a voluntary payment to the CAC based on their pro rata usage of the Center. Similar requests were sent out in 2009 and again last year. Most recent CAC usage figures for law enforcement agencies are:

- Sheriff 25.80%
- Champaign 21.50%
- Mahomet 3.20%
- Rantoul 15.10%
- Urbana 15.60%
- Fisher, Gifford 3.0% Total
Homer, Ludlow,
Thomasboro,
Tolono, UI

As of today, unrestricted funds in the CAC fund balance total just over \$31,000. Mr. Williams estimates that approximately \$7,000 will be expended in FY2013 ending June 30th to pay for expenses not covered by our grants (i.e., salaries and fringe benefits, rent, etc.). Because many of the police departments are planning their FY2014 budgets, it was felt that now is an opportune time to send out the requests.

Mr. Williams reported that he received notice from the Illinois Criminal Justice Information Authority on January 29th that the CAC has been awarded \$50,338 in federal VOCA funds for the new grant period, which was scheduled to begin on March 1st. Mr. Williams reminded the Board that this grant is used to pay for crisis intervention counseling services as well as a portion of the Case Manager's salary. After reviewing expenditures, it was determined that sufficient unspent funds remain in our current grant to extend the grant period to June 30th. This will prevent the lapsing of those funds. Earlier this week, the Authority approved an Amendment to our Grant Agreement to that effect. Accordingly, Mr. Williams will be extending the Contracts for Crisis Intervention Services between the CAC and our therapists, Joanna Kling and Chris Washo to June 30th.

Mr. Williams stated that our Grant Monitor advised him that we would not be able to contract for services with Ann Chan until July 1st. We had hoped to begin referring Spanish-speaking clients to Ms. Chan, who is multi-lingual, beginning in March. Further discussion ensued. At the request of the Board, Mr. Williams will contact the Authority and ask them to reconsider their decision.

Further discussion was had about why we had not fully expended grant funds during the grant period. Mr. Williams stated that, because crisis intervention counseling services are voluntary, it is difficult to predict with any degree of accuracy the number of clients who will actually engage in services. Although our overall numbers were up in 2012, this did not result in a greater use of crisis intervention counseling services. Mr. Williams added that both of our therapists maintain non-traditional office hours to

accommodate clients who cannot access services during normal business hours. They also follow up on referrals from the CAC via telephone and by mail.

Mr. Williams stated that he has already submitted the application to renew our grant with the Authority. That application will be held until the new grant period begins on July 1st and should require only minor revisions.

Mr. Williams reported that the County's IT Department installed a new router which allows the CAC's computers to communicate with the County's servers at the Brookens Administrative Center. The cost of the router installation was \$894.38. That expenditure will be reflected on the February Budget Report.

Director's Report

Mr. Williams reported that he is in the process of finishing our application for re-accreditation by the National Children's Alliance. The application is due in Washington, D.C. by March 26th and the site visit is scheduled for September 26th.

Mr. Williams reported that applications for FY2014 funding were submitted to the Illinois Attorney General and the Champaign County Mental Health Board on January 26th and January 30th, respectively.

The first online regional peer review for forensic interviewers was held on February 4th. Dr. Buetow and CPD Detective Mary Bunyard participated in the session, along with Mr. Williams. Teams from CACs in Charleston, Decatur and Robinson also participated. The process was facilitated by the Chapter Office of the Children's Advocacy Centers of Illinois using WebEx technology. Dr. Buetow commented that the technology worked very well and it was a benefit to be able to participate in peer review with teams from other CACs.

Planning for the 2013 Champions4Children Walk is continuing. Mr. Williams reminded the Board that we are partnering the C4C Walk with the *Human Kinetics Not Your Average Joe 5K/5 Miler* (formerly known as the Twin Cities Twosome). The event will be held on Saturday, May 11th at Crystal Lake Park. So far, the Urbana FOP, Fetch! Pet Care and the Pavilion have agreed to sponsor the CAC at the Gold Level (\$500). Those sponsorship dollars will be returned to the CAC by Human Kinetics. Lt. Ogle suggested to Mr. Williams that he contact the American Legion in Urbana about sponsoring the CAC.

Each of the Board members was provided with a Summary of CAC Activity for the month of January. During January, 16 children were interviewed at the CAC, which included 14 children who were accepted for case management services and 2 non-victim siblings/witnesses.

Thus far during the month of February, 13 children have been interviewed at the CAC, which includes 11 children accepted for case management services and 2 children for whom the CAC did not provide follow-up services.

In response to a question from Lt. Seraphin, Ms. Rietz stated that Assistant State's Attorneys are assigned to courtrooms and she has approximately six prosecutors who handle cases of child sexual abuse. The CAC e-mails the State's Attorney's Office when interviews are scheduled at the Center. Those prosecutors are then notified and volunteer to attend interviews at the CAC based on their availability.

Communications

Other than the communications from the Illinois Criminal Justice Information Authority, 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, March 28, 2013.

Sgt. Beach announced that he will be returning to patrol duties effective April 27th. Justin Bouse will take over as Sgt. of Investigations for the Rantoul Police Department.

Adjournment

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

Respectfully submitted,

Michael B. Williams
Executive Director