

***Board Meeting Minutes-Regular Session
February 27, 2014***

Board Members Present: Dr. Kathleen Buetow, Dr. Deborah Townsend, Juli Kartel, Tara Gilman (DCFS), Barb Daly (Regional Office of Education), Bryant Seraphin, Robert Rea, Matthew Myrick, Justin Bouse, Curt Apperson.

Board Members Absent: Julia Rietz, Joseph Gordon, Chief Michael Metzler, Michael Atkinson.

Staff: Adelaide Aime, Executive Director

Guests: None.

Call to Order: The meeting was called to order at 9:05am by Dr. Kathleen Buetow, Board Treasurer/Secretary.

Welcome and Introductions: Conducted.

Additions to the Agenda: None.

Public Participation: None.

Approval of the Minutes: Townsend moved, Bouse seconded, that the draft of the January 23, 2014 minutes be approved as circulated. Motion passed unanimously.

Budget Report: Aime circulated the Financial Summary; the financial information is current as of January 31, 2014.

Director's Report: Aime circulated the Director's Summary and the Interview Report, a list of non-confidential interview details.

NCA Re-Accreditation Officially Confirmed: We received official confirmation of our successful reaccreditation. Copies of the site visitors' glowing comments were circulated.

Old Business:

- a. *Update on Concealed Carry:* Aime has learned from other social service providers that there are provisions of the new Concealed Carry law that may affect CAC staff and operations. She will find out more about these provisions and report back to the board.

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- b. *24/7 CAC Coverage*: There has been a misunderstanding recently among some investigators about when the CAC is available for interviews. Aime re-affirmed that the CAC is available 24 hours per day, 365 days per year to *investigators* who want to schedule an interview. Staff are available by pager at all times. The misunderstanding arose because someone who is not an investigator requested to bring a family to the CAC for safe shelter; the request was denied. The CAC is of course not intended for that purpose.

New Business:

1. *Proposal to Hire an Administrative Assistant*: Aime presented a proposal to hire a part-time Administrative Assistant to help with the clerical workload, and proposed a method to fund the position. After a spirited discussion, Myrick moved, Daly seconded, that the board decline to approve the hire, while asking Aime to gather more information for a future discussion. The decision to add and remodel office space to provide room for the clerical person and an intern was deferred to an unspecified later date. Seraphin moved, Bouse seconded, to authorize the CAC to begin paying rent on the proposed space in order to hold it. Motion passed unanimously.
2. *Protocol Revision Ideas*: As part of the process of revising our Protocol to accommodate having a CAC-based Forensic Interviewer, Aime circulated some suggested additions and revisions. The Board approved the ideas and added some suggestions; Aime will turn the ideas into narrative provisions which will fit in with the current format. The Board will vote on the changes at the April meeting.

Announcements: Next meeting scheduled for Thursday, March 27, 2014 at 9:00 am.

Adjournment: At 10:10 am, Bouse moved, Gilman seconded, that the meeting be adjourned. Motion approved unanimously.

Respectfully submitted,
Adelaide Aime, MSW, LSW
Executive Director

Approved by the Governing Board on May 22, 2014.