

JUSTICE & SOCIAL SERVICES COMMITTEE AGENDA
Meeting Rm. 1, Brookens Administrative Center
1776 E. Washington, Urbana, IL
Monday, March 7, 2005 **7:00 p.m.**

Chair: Anderson
Members: Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder,
Tapley

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*Champaign County Administrative Services
1776 E. Washington St.
Urbana, IL 61802
217-384-3776*

*Barbara Wysocki
County Board Chair
Debra Busey and Denny Inman
County Administrators*

CHAMPAIGN COUNTY BOARD
COMMITTEE MINUTES

JUSTICE & SOCIAL SERVICES COMMITTEE

Monday, February 7, 2005

Meeting Rm. 1, Brookens Administrative Center

1776 E. Washington St., Urbana

7:00 p.m.

MEMBERS PRESENT: Anderson, Carter, Greenwalt, Hogue, James, Putman, Sapp, Schroeder, Tapley

MEMBERS ABSENT: None

OTHERS PRESENT: Deb Busey (County Administrator), Joseph Gordon (Court Services/Probation), Stephanie Joos (Animal Control), Kathleen Liffick (Head Start), Jeremy Maupin (Nursing Home Administrator), Nancy Richardson (Assistant Nursing Home Administrator), Dan Walsh (Sheriff), Barb Wysocki (County Board Member), Marilyn Garmon, Gary Mathews

CALL TO ORDER

Chair Anderson called the meeting to order at 7:05 p.m. The Recording Secretary called the roll. Declaring a quorum present, the Chair proceeded with the meeting.

APPROVAL OF AGENDA/ADDENDUM

MOTION by Hogue to approve the agenda; seconded by Putman. Motion carried.

APPROVAL OF MINUTES

MOTION by Putman to approve the regular session minutes of January 3, 2005; seconded by Sapp. Motion carried.

MOTION by Schroeder to approve the Performance Appraisal Subcommittee closed session minutes for August 25, 2004, August 26, 2004, September 23, 2004, and September 28, 2004; seconded by James. Motion carried.

PUBLIC PARTICIPATION

None.

MONTHLY REPORTS

MOTION by Sapp to receive and place on file the Animal Control report for December 2004; the Children's Advocacy Center report for December 2004; the Circuit Clerk reports for December 2004 and the Annual Report from December 1, 2003 thru November 30, 2004; the Court Services report for December 2004; the Developmental Disabilities Board minutes for December 15, 2004 and January 4, 2005; the ESDA report for January 2005; the Head Start reports for December 2004 and January 2005; the Mental Health Board reports for November 17, 2004, December 7, 2004, and January 4, 2005; the Nursing Home reports for November 2004,

December 2004, and January 2005; and the Public Defender reports for November 2004 and December 2004. Motion seconded by James. Motion carried.

JUVENILE DELINQUENCY GRANT MONTHLY REPORTS

MOTION by Hogue to receive and place on file the CASA report for December 2004; the Don Moyer Boys & Girls Club report for December 2004; the Provena/Family Conference Program reports for November 2004 and December 2004; the Provena/Family Intervention Program reports for November 2004 and December 2004; the Provena/Talks Mentoring reports for November 2004 and December 2004; the Regional Office of Education report for December 2004; the RPC-Court Diversion Services report for December 2004; and the Urban League report for January 2005. Motion seconded by Tapley. Motion carried.

COUNTY ADMINISTRATOR

Approval of Process and Request for Grant Applications for 2005 Quarter Cent for Public Safety Funding Supporting Delinquency Prevention, Intervention, and Diversion Projects

Fund Update for 2005 Grant Awards

Busey reviewed the fund update with the committee to show exactly what funds are available for award. When the budget is set, the actual revenue amount is an estimate until the end of the fiscal year. The final revenue amount is now available and it is slightly more than anticipated. A budget amendment is going to the Finance Committee later this week to increase the budget line from \$188,627 to \$195,487. The County Board has already appropriated \$37,747 of the \$195,487 to be spent in FY2005. The balance available for grants to be awarded is \$157,740. The committee discussed some of the history of spending the grant money.

Memorandum Regarding 2005 Grant Awards

Busey presented a memorandum with an overview of the FY2005 process to award the grants and confirmation of the amount to be awarded. There is an item in the grant applications that indicates the award amounts are set at a minimum of \$5,000 to a maximum of \$50,000. Busey brought this to the committee's attention for review. Discussion was held over the possibility of changing the monetary range of the grants. Greenwalt asked about removing the minimum amount so smaller programs in need of less money would be more likely to apply for a grant. Tapley stated the committee had determined a minimum amount is necessary in the past to eliminate any non-serious applicants. Busey concurred. Tapley noted that the Talks Mentoring Program is no longer affiliated with Provena Behavioral Health and requested that the new mailing address be obtained. Busey stated that all addresses of previous grant winners would be verified prior to the application mailing.

MOTION by Greenwalt to amend grant language so that awarded amount range for FY2005 be set at \$1,000-\$30,000 per grant; seconded by Schroeder. Discussion continued concerning the benefits of a minimum grant amount and small programs. Busey stated that an existing program might propose a subprogram targeted at a specific population for a grant that would only require a few thousand dollars. Lowering the minimum grant amount might enable organizations, who don't qualify for a large grant, to do more with a small grant. Putman asked Marilyn Garmon from the Champaign-Urbana Area Project for her opinion. She agreed with a smaller minimum amount. Sapp recognized Gary Mathews, a member of the public to speak. Mathews, from the Mahomet Area Youth Club, thought that organization such as his could benefit from a small grant. They would be more likely to provide matching funds for a couple thousand dollars. He doubts they would be eligible for a grant in the tens of thousands of dollars. Motion carried with one no vote.

Busey brought the committee's attention to the evaluation forms that had been handed out this evening. This form will be utilized by the Evaluation Subcommittee in reviewing the initial responses and then by the full committee to select the programs to make presentations at the Justice Committee meeting in April. Busey reminded the committee that no limit is placed on how often a program can apply for funding, the number of years a program can be funded, or whether once a program has received a grant, they can expect to always receive it in the future. The committee might want to make recommendations for next year as to whether a grant should be renewed or put on its own. Greenwalt stated that the City of Urbana prioritizes grant applications so that after three years of receiving a grant, priority goes to a new project. The committee can establish further guidelines if they so choose.

Request for Application Information Packet

A new dimension to the application process was recommended by Garmon. Her idea is to have an applicant conference early in the process, an idea supported by Busey. The conference will be held at noon on February 16th in Meeting Room 1. This meeting is not required for applicants. Committee members can attend if they wish. The grant application deadline is March 17th. The responses will go to the Evaluation Subcommittee on March 18th, so they can be reviewed until the 30th. Presentations to the Justice Committee will be on April 6th. The idea is to move towards a recommendation of awards on April 21st. Sometimes that process gets delayed until May, but that will still work with the funding cycle.

Request Appointment of Grant Application Review Subcommittee

Anderson previously spoke with committee members who have agreed to serve on the subcommittee.

MOTION by Putman to approve Chair's appointment of Hogue, Tapley, Anderson, Busey, and Garmon to the Grant Application Review Subcommittee. Anderson thanked Hogue for being the committee's representative for the site evaluations. Hogue said Garmon did an outstanding job at the site evaluations. Motion carried.

Review of Ordinance No. 635 – An Ordinance Establishing Procedures for Grant Application, Consideration, Acceptance, and Renewal/Extension

Busey provided this ordinance for information only. It includes the county's process to apply for grants. This document showed the committee what a department must undergo to receive permission to apply for a grant. There have been difficulties in the past regarding the timing of a grant application deadline and approval from a parent committee. Sometimes, grant applications are submitted prior to approval by the parent committee because the department was made aware of a grant after the parent committee met and the deadline is before the next committee meeting. A grant application can always be withdrawn if the parent committee does not approve it. There are several grants from departments on the agenda tonight. If approved tonight, these applications will be forwarded to the County Board with the recommendation to be accepted if the grant is awarded by the granting agency. If the grant is awarded in substantially the same form as was presented to the County Board, it is sent to a Grant Executive Committee comprised of the Board Chair, the parent committee Chair, and a representative of the minority party from the Finance Committee. This committee can complete the final review and acceptance of the award.

ANIMAL CONTROL

Report Regarding Implementation of Champaign County Animal Control Ordinances

Joos reported that she had spoken to Busey regarding the public's response to the new Animal Control Ordinances. The response was rocky at first. Joos handled each individual complaint personally and once the

people understood the history and reasoning behind the ordinances, they were willing to comply. The number of dogs registered from August 2004 to January 2005 was 5,081. In that same time period 2,199 cats were registered. Joos has not received any complaints concerning the ordinances since the two weeks after they were passed. Animal Control is seeing a higher compliance with dog registrations. Joos felt this is due to the fact that the veterinarians now have the option of selling the tags. Two cats have been returned to their owners since the implementation of the new ordinances. One cat was fifteen blocks from its home. The increase in the fines has worked as a deterrent to repeat offenders, as Joos hoped it would. Prior to the increase in the fines, Joos would sometimes pick up the same dog two to three times a week. Since the increase in the fines, Joos has only picked up one repeat offender.

Joos informed the committee that there has been three reported cases of rabies in domestic animals in the State of Illinois since December 2004. The Illinois Department of Public Health is recommending that all domestic animals be vaccinated for rabies, including cats, horses, and dogs.

Schroeder asked how many of the dog registrations represented new registrations. Joos did not have a breakdown of that information, but was willing to provide it for the next meeting. Putman thanked Joos for all her work concerning the new ordinances and asked for a review of the ordinances since six months has passed. She would like to consider a lower registration fee for families that own numerous pets, such as only paying the fees for the first three cats that they own and not for any additional cats. Joos stated she considered a different registration fee for someone who was a licensed rescue group or fostering program when she proposed the ordinances. Other counties have such exceptions for rescue groups. Joos owns seven pets herself and is understanding to owners of multiple pets. But she feels the County can't have people who are hoarding animals fall under the exception for rescue groups. There would need to be a clear definition of who is eligible for a reduced registration fee. James stated he would be against reduced registration costs for owners of multiple pets because he would want people who owned many pets and didn't watch them to be required to pay more money than someone with two animals. Greenwalt requested that this report be reviewed at the County Board meeting because it is time for the six-month review of the ordinances. Tapley suggested making an announcement at the next County Board meeting to draw Board members attention to this report. Tapley noted that he still hears snide comments about the cat registration fee and that people might have accepted it, but do not like it. The committee requested that Joos be available at the next County Board meeting for questions about the situation regarding the new Animal Control Ordinances. Further discussion was held concerning a six month review of the Animal Control Ordinances.

MOTION by Greenwalt to receive and place on file report regarding implementation of Champaign County Animal Control Ordinances; seconded by Hogue. Motion carried.

2004 Bite Statistics Report

Provided for information only.

Request Approval of Application for and, if awarded, Acceptance of Petsmart Charities Grant for Equipment in the amount of \$9,999.75

Joos stated the grant would assist Animal Control in implementing a spade/neuter program in the new Animal Control Facility. The funds would be for the purchase of equipment needed to alter animals going to the Humane Society or rescue groups for adoption. It might also be the beginning of a low-cost spade/neuter program for Champaign County.

MOTION by Greenwalt to approve the application for and, if awarded, acceptance of Petsmart Charities Grant for equipment in the amount of \$9,999.75; seconded by Schroeder. Schroeder applauded Joos for going after any available grant. He asked if a deal had been struck with the cities of Urbana and Champaign animal controls to coordinate with Champaign County Animal Control. Joos stated she is currently in the process of developing the contracts with the cities of Urbana and Champaign. Both have expressed "total interest" in coming to the county facility because the Humane Society did not offer a renewal of their contracts with the cities. Schroeder asked about the dollar figures involved in the contracts. Busey said the county is negotiating the contract with the cities for the same amount that they have been paying to the Humane Society to keep their animals. The total revenue for both contracts is about \$110,000-\$120,000. This dollar amount is being negotiated because the true cost of the operation of the new Animal Control Facility is not known at this time. The costs cannot be accurately tracked until the facility is functioning. The county has been unable to obtain any information on cost from the Humane Society. Schroeder questioned the likelihood of receiving this grant. Joos thought there exists a good chance of grant approval. Petsmart is very pro-spade/neuter program and this would be the only one of its kind in the county. Motion carried.

Request Approval for creation of part-time Veterinarian/Animal Control Administrator position to be referred to Job Content Evaluation Committee

MOTION by Putman to approve the creation of part-time Veterinarian/Animal Control Administrator position to be referred to Job Content Evaluation Committee; seconded by Greenwalt. Greenwalt asked if this position would include using the spade/neuter equipment to alter animals. Joos explained the veterinarian would vaccinate and spay/neuter animals going out for adoption. The veterinarian would also testify in animal cruelty cases. Tapley asked if this position had been anticipated. Busey said the position was anticipated and the approved Animal Control budget included professional services. A veterinarian is necessary for certain functions at an Animal Control Facility. The County Board must name an Animal Control Administrator who must be a veterinarian and this position could also fulfill that role. Motion carried.

Schroeder requested a closer dollar breakdown for costs of the new Animal Control Facility including staffing, equipment, etc. Busey noted that information was previously presented to the committee with the budget documents for the new facility and nothing more is known at this date. To obtain a more concise financial picture, Busey recommended waiting a few months until after Animal Control undergoes a major move and reorganization. More detailed information can be provided in May or June. Schroeder found this suggestion acceptable.

COURT SERVICES

Request Approval of Application for and, if awarded Acceptance of Illinois Criminal Justice Information Authority Grant for the JAIBG/JCEC Lapsing Equipment Funds in the amount of \$10,423

MOTION by Sapp to approve the application for and, if awarded, acceptance of the Illinois Criminal Justice Information Authority Grant for the JAIBG/JCEC Lapsing Equipment Funds in the amount of \$10,423; seconded by Tapley. Gordon explained that his department has a long-standing relationship with the Authority and they were contacted and made aware of this grant money just recently. The application must be in and the money spent by the end of next month. The matching funds required amount to about \$1,000. Gordon feels this is a good deal and the matching funds would be covered by Probation Services fees, so there would be no cost to the county for this grant. Anderson noted that the grant application referred to John Piland as the Champaign County State's Attorney instead of Julia Rietz. Gordon explained this was simply an oversight. Anderson asked what the procedure is if the grant awarded is less than requested. Gordon explained that the grant budget would then be adjusted accordingly. Busey remarked that a lesser awarded amount would also be a matter for the Grant Executive Committee. Motion carried.

HEAD START

Request Approval of Renewal/Extension of Head Start Grant

MOTION by Putman for approval of the Renewal/Extension of Head Start Grant; seconded by Greenwalt. Putman asked if Head Start is bracing for cutbacks from the federal government after the President announced his budget. Liffick answered that Head Start is already preparing for cuts to the 2005 grant. Motion carried.

SHERIFF

Request Approval of Application for and, if awarded Acceptance of Illinois Criminal Justice Information Authority Violent Offender Incarceration/Truth in Sentencing Incentive Grant in the amount of \$9,848,163

MOTION by Sapp to approve the application for and, if awarded acceptance of Illinois Criminal Justice Information Authority Violent Offender Incarceration/Truth in Sentencing Incentive Grant in the amount of \$9,848,163; seconded by Tapley. Sheriff Walsh stated that on January 4th his department received a letter from the Illinois Criminal Justice Information Authority explaining that they had \$11 million available for county jails to expand or renovate. The money must be used for fixed type assets, not furniture or other such items. This grant requires a local match of 10%. The original satellite jail has two pods; it was designed to add up to another four pods. Each pod contains approximately sixty prisoners. The grant application deadline was February 3rd, so there was not time to get the County Board's input prior. The Sheriff contacted the County Administrators for input. The Sheriff would use the grant money, if awarded, to add two pods to the satellite jail. This would enable the Sheriff to close the downtown jail facility. Sheriff Walsh contacted the State's Attorney to ask her if there are any policy or law changes that would significantly reduce the jail population. Rietz's answer was no. Nineteen other counties have applied for this grant, therefore the Sheriff is uncertain how likely it would be for this grant to be awarded.

Putman asked if the Sheriff would have any plans for the downtown jail space if this grant is awarded. Walsh stated he spoke with the feds and they expressed no interest. Greenwalt asked if the Facilities Committee would also be reviewing this grant application. Busey explained that this grant will go to the full County Board for approval and that the satellite jail was designed for pods to be added. It would become a Facilities issue if it is approved by the County Board. The Facilities Chair was made aware of this grant. There is currently a difference in prisoner living conditions between the downtown facility and the satellite jail. Sheriff Walsh stated he did not intend to step on any County Board authority, this grant opportunity came up quickly and he didn't want to pass up any chance for grant money. Anderson noted that committee members, who took the jail tour the Sheriff offered, noticed a number of things available to prisoners at the satellite jail are not available to prisoners at the downtown facility. All female prisoners are housed at the downtown facility. James commended the Sheriff for applying for any possible grant money. Discussion continued over the details of the grant application and downtown facility conditions. Tapley asked if the county would be required to close the downtown facility if they received this grant. The Sheriff said closing the downtown facility is not part of the grant and would not be required. Motion carried.

NURSING HOME

Champaign County Nursing Home Criminal Background Check Policy

Maupin presented a past history and the circumstances surrounding his proposed policy. The Illinois Department of Public Health mandates as of 1997 that all direct care staff with various responsibilities surrounding the Nursing Home have a criminal background check performed. Although direct care staff is not definitely defined in the act, it is Maupin's opinion that this term includes more than just the certified nurses' aids in the building. Everyone who works at the Nursing Home has access to the residents. Maupin strongly feels the Nursing Home needs to conduct criminal background checks on all of its employees, both bargaining

unit and non-bargaining unit. In theory, the licensed staff, such as the nurses, are checked prior to receiving their licenses. However, a person could commit a crime after he/she was licensed and another background check has not been performed to discover this. Therefore, Maupin proposed completing background checks on all employees. A potential problem would be with current employees who have not had a criminal background check. Maupin consulted with multiple parties, including the insurance company. It has been recommended to adopt a new policy for new hires and then develop a due process procedure for current employees who might show a conviction of a crime on the list of disqualifying offenses. Since 1997, all employees have signed an acknowledgement form that they could have a criminal background check performed. Prior to the state mandate, the Nursing Home did not have the statutory right or the permission of the County Board to perform checks on employees beyond the certified nurses' aids. Maupin does not think this new policy will be a problem for new hires, but is concerned that it will be controversial to current employees. Namely, what to do with current employees who are revealed to have criminal backgrounds and what to do with the information concerning them. Maupin felt the bargaining unit would have a problem if an employee is terminated after several years of employment based on a criminal background check performed now. The insurance company provided the perspective that if some due process or action is not taken by the Nursing Home upon the notification of an employee with a criminal record, then the Nursing Home is liable if something happens, such as abuse, theft, or misappropriation of property, and can be sued because the Nursing Home allowed that employee to continue. This leaves the county open to serious danger. The action requested tonight is to adopt the policy for criminal background checks for future employees. Maupin will work with legal counsel from IPMG, the insurance company, and the State's Attorney's Office in drafting a due process procedure for current Nursing Home staff. The outcome of this would have to be negotiated with AFSCME. Maupin would like to correct the part that states the background checks for current staff will be initiated now. Legal counsel recommends the current employees background checks not begin until the due process is worked out. The Nursing Home could be just as guilty by having the information and not doing anything about it.

MOTION by Sapp to approve Champaign County Nursing Home Criminal Background Check Policy; seconded by Tapley. James asked what would be the cost of the checks. Maupin stated the checks cost \$15. James noted that a background check can take months before the results are returned, therefore the Nursing Home might want to reword the section on hiring an employee pending the return of their background check. James also noted that background checks do not always include information about criminal activities in other states. Maupin reported the statute orders the release of employees whose background check results have not been received after three months. He thinks the nursing home industry is moving towards interstate or national background checks, but they do not have the statute authority at this time. Tapley recommended using the Circuit Clerk's website to check for criminal history because it is free. Tapley questioned how an employee with a criminal background or the union could argue against their dismissal when it is a matter of protecting the residents. Maupin listed the disqualifying offenses that would result in an employee being dismissed. He wanted to have a due process worked out and in place prior to this situation occurring. Discussion continued over details in the proposal. Motion carried with one no vote.

Champaign County Nursing Home Scholarship(s)

Maupin presented a scholarship offered by a private donor to provide educational support for those interested in the licensed practical nurse or registered nurse field. The donor stipulated that this is not a guaranteed scholarship for any length of time, but the donor did already write a check to cover the first semester's tuition. The agreement was drafted and legal counsel reviewed it. Two separate scholarships would be granted of \$1,750 each to cover costs. There is a payback provision if the applicant defaults on the scholarship opportunity. The agreement states that the applicant will work at the Champaign County Nursing Home Facility for a year after the money is given. Greenwalt wanted to be certain that Maupin considered this scholarship to be an asset for staff and whether the Scholarship Review Committee would be adequately constructive. Maupin feels there are several employees who would make good use of this scholarship.

MOTION by Greenwalt to accept the Champaign County Nursing Home Scholarship(s); seconded by Sapp. Sapp noted the Scholarship Review Committee would consist of Maupin, the Assistant Nursing Home Administrator, the Director of Nursing, the Human Resources Director, and the Assistant Director of Nursing. Sapp asked if it would be of some benefit to include an employee who works with the applicants on the committee. Maupin was willing to consider this suggestion. He was concerned that non-professional staff might be biased towards certain employees. He would recommend a staff nurse as the employee member of the Scholarship Review Committee. A staff nurse would have a perspective of working directly with employees. Motion carried.

Closed Session pursuant to 5 ILCS 120/2 (c) (11) to consider litigation, which is probable or imminent against Champaign County

MOTION by Greenwalt to enter into executive session pursuant 5 ILCS 120/2(c)(11) to consider litigation, which is probable or imminent against Champaign County. She further moved that the following individuals remain present: Recording Secretary, County Administrator, Nursing Home Administrator, and Assistant Nursing Home Administrator; seconded by Putman. Motion carried. Roll was called.

The committee resumed in open session at 9:16 p.m.

CHAIR'S REPORT

Determination Regarding Change to Committee Meeting Schedule

Carter has a commitment to another group on the first Monday night of the month and wants to change the date or time of the monthly Justice Committee meeting. Anderson stated that it was inquired whether the Justice and Policy Committees could switch meeting dates, but Busey had pointed out that there are Justice agenda items that require forwarding to Policy and to switch the days would create difficulties with only one County Board meeting a month. So Anderson asked the committee members if they were willing to meet at an earlier time, such as 5:30 or 6:00 p.m. Carter said he is a Mason and their meetings are on the first Monday of the month. He felt it is very important for him to be able to attend his Masonic meetings. Discussion was held on the possibility of changing the time of the Justice meeting. Tapley questioned why the meeting time needed to be altered when the County Board approved the new meetings schedule before Board members requested their committee assignments. Tapley noted that he has had conflicts with committee meeting days and times, but he has changed his schedule so he could attend the committee meetings. He stated that moving the meeting time to 5:30 or 6:00 would create a problem for his schedule, so he would prefer to not change the current meeting time. Discussion continued over moving the meeting to an earlier time, even to the afternoon at 3:30 p.m. Carter again asked why the Justice meeting was moved from Wednesday. Busey explained that the Policy Committee meeting has always been scheduled after the Justice Committee meeting. The way the schedule was developed made sense for Justice to be scheduled first because some Justice Committee agenda items must be referred to the Policy Committee before being referred to the full Board. If the Justice Committee met after the Policy Committee, then it would take a month longer to get those items on the County Board agenda or special meetings would have to be scheduled. Greenwalt stated she is concerned about moving the meeting time into the afternoon because it would be prohibitive for public participation.

MOTION by Hogue to change the Justice Committee meeting time to 6:00 p.m.; seconded by Putman. Motion carried with one no vote.

OTHER BUSINESS

Semi-Annual Review of Closed Session Minutes

Busey informed the committee that in the opinion of the State's Attorney's Office, all the closed minutes for review should remain closed so as to protect the public interest or the privacy of individuals.

MOTION by Putman, pursuant to the statutory requirement to conduct a semi-annual review of all closed meeting minutes, that the closed meeting minutes of the Justice & Social Services Committee be maintained as closed to protect the public interest or the privacy of individuals; seconded by Tapley. Motion carried.

In other business, Maupin presented a final report on Nursing Home deficiencies that resulted in a civil money penalty fine. The nature of the deficiency is such that Maupin did not think it is defensible. He recommended taking the reduction and paying fine of \$2,700. This deficiency has been cleared during a subsequent visit.

DETERMINATION OF ITEMS TO BE PLACED ON COUNTY BOARD CONSENT AGENDA

The Chair designated the Animal Control Grant, the Court Services Grant, the Head Start Grant, and the Sheriff's Grant for the Consent Agenda. Greenwalt requested the grant for the Sheriff's Office not be on the Consent Agenda, the Chair concurred.

ADJOURNMENT

Meeting adjourned at 9:22 p.m.

Respectfully submitted,

Kat Bork
Administrative Secretary

Secy's note: The minutes reflect the order of the agenda and may not necessarily reflect the order of business conducted at the meeting.

Quarter Cent for Public Safety Funding

Compiled Site Visit Evaluations

March 2, 2005

Submitted by Marilyn D. Garmon
Delinquency Prevention Specialist

CASA Site Visit
(January 26, 2005 1-2:30pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Catherine Hogue* (Justice and Social Service Committee Member), *Joe Gordon* (Director Champaign County Probation and Court Services)

1. Does the program accurately reflect the proposal?

- Yes, it is serving more children each year, this number is growing annually. Documentation is presented.
- CASA is serving youth as designated in its proposal. It advocated for over 500 youth in the past 6 months.
- The intent of the program is to have sufficient advocates trained and then teamed with minors that are not only subject to abuse/neglect proceedings, but to serve minors that are also involved in the juvenile/criminal justice system. At present, 33 of 169 minors (19%) in the CASA program are subject to abuse/neglect proceeding and also have/had law enforcement/court involvement. This statistic specifically pertains to minors/young adults (10-21 years of age).

WEIGHTED SCORE = 19.33%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes, there is lengthy involvement by advocates in case management. Advocates receive training, and the number of advocates has increased.
- CASA intervenes in youth's lives when cases of abuse/neglect come forth in court (but the cases are not tracked well).
- Minors are identified at the onset as to having other court involvement and advocates assigned to each case. Minors are also identified (once in the program) as court involved should they commit an offense while participating in CASA. At the onset of the case initiation, cases with dual court involvement are noted. All cases that are dual court involved are earmarked for an advocate; if an advocate is available.

WEIGHTED SCORE = 18.33%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, the presenter explained data presented. However, based on documentation, national numbers are available.
- It seems that CASA will have the desired impact but may fall a little short of reaching the predetermined number of advocates. 18.6% of CASA youths were involved in delinquency instances, a decrease of about 6.5% the previous year.
- It is too early to determine if the program has had significant impact on delinquency. From the statistics presented, it appears there has been a slight decrease in the number of cases with dual involvement (delinquency and abuse/neglect).

WEIGHTED SCORE = 18.67%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- The program has made some progress, but many advocates do not have two years [to give to the program]. Only national numbers are available, a better system needs to be developed to insure confidentiality for children in program.
- CASA has surpassed its goal of serving more youth. The number of advocates increased, but they are not quite at the half way point to completion. The number of children served by advocates increased from 140 to 169.
- One program goal was to increase the number of advocates, so CASA could properly manage the anticipated increase in CASA referrals. As noted in the proposal, the goal was to increase the number of advocates from 93 to 140 by June of 2005. At present, there are 100 active advocates in the CASA program. With upcoming training set, it appears that CASA could approach 125-130 advocates by June of this year.

WEIGHTED SCORE = 15.33%

5. Is the program optimally designed to address this problem or need?

- Yes, the program offers training for advocates and continual training.
- No. There needs to be a better connection between the advocates and the CASA. Advocates are holding all files and a disconnect exists between the agency and the advocates in terms of reporting the needs and/or accomplishments/achievements of youth. Advocates keep all files on youth cases and no tracking system exists between advocates and CASA other than COMET (the national tracking system). COMET is limited in terms of the local tracking outcomes it can produce.
- Having a “significant other” assisting minors has proven to be an effective means to correct delinquent behavior. CASA attempts to provide that individual to assist the minor and his/parents in meeting expectations of the court. The program appears to be close to meeting its goal of increasing the number of advocates for the program. More individuals interested in offering their services would be great. Although CASA actively promotes their program, CASA must be very selective as to who is trained as an advocate. Due to the shortage of advocates, there are approximately 300 children that are not assigned advocates.

WEIGHTED SCORE = 13.67%

Overall Score (out of 100) = 85.33%

Additional suggestions for improvement:

- Better tracking system is needed. Better Confidentiality system needed for advocate personnel files. Clear system needed to define who keeps personal information on each case.
- Create a tracking sheet to measure service referrals, grades changes, contact with police, etc that must be turned in by advocates monthly to the main CASA office. This way, CASA will maintain the basic information it needs to measure youth outcomes. CASA will be able to track information that COMET does not.
- Concerning statistics, it appears that delinquent minors subject to the CASA program should be tracked in separate categories. The two categories would include minors presented as new intakes that are court involved (dual court cases) and those not considered as dual court cases. While an active case with CASA, the court involved cases would be tracked to see if they had any further penetration into the court system. The other cases that are “at risk” but do not have dual court involvement should be tracked to see if any delinquent activity occurs during the term the minor is assigned an advocate. Of further note, the extent and outcome of the

additional contact with the police/court should be noted. This may present a problem for the staff and was so expressed at the meeting. This evaluator provided a similar suggestion as noted in the evaluation of the Court Diversion Program. It is intended as a suggestion, so the board may have a statistical base that properly assesses the effectiveness of a program.

Budget concerns expressed by agency:

- No

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes, it was substantiated with documentation.
- Yes, although they may fall a little bit short of the goal of recruiting and training 140 advocates (though it will probably be quite close).

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- Need for better method to track youth outcomes from program. CASA is doing the work it proposed to do, but needs to be able to speak more clearly to their successes.
- The statistics gathered were not in detail enough to clearly draw a conclusion on the effectiveness program in assisting minors from further penetration into the juvenile justice system. This is not offered as a criticism, for the agency data collection system was not designed to track this type of data. Of further note, the agency does not have the personnel or the software to accurately record this information. Finally, further adding to this problem is that the agency reports the advocates are not always advised of subsequent police contact by the assigned IDCFS caseworker.
- It also appears that there could be more of a collaborative effort between CASA and Probation and Court Services. Perhaps this department could assist CASA in the tracking of like cases.
- As previously noted, I also got the impression that the CASA person assigned to a delinquent case was not always advised by the IDCFS caseworker that the minor had obtained a juvenile contact with local police. Without being notified, the advocate will not record the contact, nor will the advocate attend any hearings associated with the delinquency contact. Once again, this is not the fault of CASA or the advocate, but more of an issue related to communication between IDCFS, CASA and perhaps court services.
- It appears to be very difficult to get advocates for some of the like cases and this is understandable. CASA doesn't wish to assign newly trained advocates to the most difficult cases. These dual cases (delinquency and abuse or neglect) could easily overwhelm advocates. Of further note, I am sure advocates wish to see some progress as they offer assistance in cases. Sometimes with minor that are entrenched in the system, the degree of progress is much slower and at time difficult to realize. It can be very frustrating to devote so much time to a family and not see any visible degree of success.



Champaign County CASA, Inc.
One Lincoln Square • Urbana, IL 61801-3338
217-384-9065 • Fax 217-384-6450 • www.chcocasa.org

Juvenile Delinquency Status January 24, 2005

Current Delinquency Stats:

- Thirty-three, or 19%, of the 169 children we currently represent between the ages of 10-21 have had incidents that require law enforcement and/or court involvement*.
- Thirty-eight, or 18.6%, of 204 children we served between the ages of 10-21 during the six-month period of July 1, 2004 to December 31, 2005 were involved in incidents that required law enforcement and/or court involvement*.
- This represents between 6.4-7% decrease over last years average of 26%. Our long-term goal is to reach and maintain a yearly average of 15% or less. Our short-term goal is a fiscal year 2005 yearly average of 16-17%.

* This includes the children who enter the system with existing juvenile delinquency issues.

Data Collection:

- Information gathered by a CASA advocate,
- Information gathered by a CASA staff member,
- Information provided by a party at court and/or the Department of Children and Family Services.

All data is tracked using the CASA Outcomes Management and Evaluation Tool (COMET) a nationally provided system designed to provide quick access to vital information regarding the children we serve, as well as evaluate the program's progress.

Court Diversion Services Site Visit
(January 27, 2005 1-2:30pm)

Compiled Team Response

1. Does the program accurately reflect the proposal?

- Yes, mostly. The peer court idea is no longer being implemented and the program will take a more reparative approach as opposed to just offering mediation.
- Yes, However, it should be pointed out that the program has evolved to assist non offenders also. This is not a bad thing, as a matter of fact; it appears to be a great idea. Statistics, however, should be delineated between the non offenders and the offenders. During the last year (2004) there were 100 minors referred to the program of which 67 minors participated in mediation.
- Yes, according to 6 month documentation, 75% of the designated number of youth have been served. Majority of goals met (about 80%).
- Yes, presenter stated that we [evaluation committee] should see the monthly reports.

WEIGHTED SCORE = 19.67%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes, the program is intervention based and takes referrals for youth on station adjustments from local law enforcement agencies.
- Yes, the program is concerned with diversion and reparations, it keeps juveniles out of court and provides other mediation services when necessary.
- As noted in the program guidelines, the intent is to have some impact on minors so they do not get referred to the formal court process. With this being the case, Court Diversion is a classic diversion program. From the information presented, it appears all referrals are from sources consistent with diversion programs. Most of the referrals are from police departments. A few cases, however, come from the SAO and a few cases could come from the court. This speaks well for the flexibility of the program by accepting cases that are bounced back/or never started with diversion.
- Yes, diversion program running smoothly - see monthly reports July-December 2004.
- Yes, attempts at mediation are offered, and mediation training is provided to all agreeable to participating.

WEIGHTED SCORE = 20%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, less recidivism amongst program participants. Youth that undergo services are reoffending 10% less than ones who do not.
- Yes, records are maintained and juveniles are tracked for success or recidivism. Success rate is above average and recidivism rate is lower than average.
- Some, many times youth are reluctant to participate in mediation. Mediators await training with anticipation of new referrals.
- Presenter suggests team sees monthly reports July – December, 2004.
- With police departments completing more Formal Station Adjustments, it is imperative diversion programs be available to the community. As with all the

programs being reviewed, it is too early to determine if the program is having a significant impact. It does fill a void in services by meeting the needs of local police departments and the Formal Station Adjustment process. The program appears to be underutilized as there are sufficient mediators to handle more cases. It was presented to the committee that as many as 150+ cases could be handled each year. One reason for the lack of number is that the Champaign Police Department has its own diversion style program funded via a grant. Some cases from CPD are referred to Court Diversion, but not a large number due to their in-house initiative. The number of referrals from CPD last year amounted to 19 cases.

WEIGHTED SCORE = 18.67%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, the number of youth referred is somewhat low, but is due in large part to local changes in station adjustment process. Less attention is being paid to referring youth to Court Diversion.
- Yes, referral rate has increased and success rate has increased.
- The monthly reports indicate the program does work.
- Yes, documentation presented for 6 months study
- Yes, see monthly reports (July – December 2004).
- The goal was to have 120 minors referred to the program. As of the end of December 2004, 100 offenders were referred to the Court Diversion Services Program (75%). To be at 75% capacity on anticipated referral figures is very good. Also one must take into account that the program has no control on the number of cases referred to the agency. However, in anticipation of more referrals, Court Diversion has sufficient number of mediators trained. The number of cases referred and the number of cases subject to the mediation process appears to be very good. Last year, 100 minor were referred with 67 minors participating in mediation and 63 agreements finalized. Of the 63 participants, 57 successfully completed the agreement, or are in the process of completing an agreement.

WEIGHTED SCORE = 19.33%

5. Is the program optimally designed to address this problem or need?

- Yes, Mostly it takes a refreshing look at making youth accountable to their actions. The mediation agreements are being completed by participants.
- Yes, it seems to be a lot of work for one person, but it is managed well. Mediations are properly staffed and trained; software has been utilized to help.
- Yes, we have seen an increase in the use of station adjustments due to Juvenile Law. This program helps with intervention and monitoring of station adjustments.
- Yes, the program is designed to meet the needs of students with station adjustments.
- Not able to assess.
- All necessary components related to a diversion program appear to be in place. The program is flexible to accept referrals from a number of sources.

WEIGHTED SCORE = 19.20%

Overall Score (out of 100) = 96.87%

Additional suggestions for improvement:

- Track the number of petitions filed in the previous two years of the program, then compare this to the number of petitions filed for youth in the year you implemented the program. This gives you a starting point. Check out Champaign County's Probation and Court Services Department 2002 and 2003 reports.
- More sufficient tracking system put in place.
- Part time staff might help; delegate some information processing to individual departments.
- Possibly more staff (part time).
- When cases referred to the program and the minor/parents reject services (fail to participate in mediation), these case should be tracked along with the minors/parents that participated in services. Cases should be tracked as separate groups so a distinction can be made between those that received/completed services and those offered services, yet declined to participate. Securing necessary data would likely require the cooperation of local police departments. Of further note, minors successfully completing the program should be tracked to determine whether they committed subsequent offenses and if they did re offend, what was the outcome? Court Services may be requested to participate in gathering this data.

Budget concerns expressed by agency:

- Budget concerns expressed in regarding the implementation of the Peer Court and increasing the number of referrals.
- Peer court would be a good idea but is not financially possible at this point. Another staff member would be desirable.
- Upgrade needed to computer software to do additional community wide tracking (longer term) to determine successful completion of program.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes
- 2003-2004 fiscal year report was helpful.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes the goals were reasonable, but due to unforeseen circumstances (new state's attorney, elections, etc.) they may not be reached.
- Yes, reasonable goal of 120 referrals, but only about 30% to completion of goal at mid-year point.
- Provided 6 month statistical information, much success in reduction of recidivism.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- No, the program appears to be serving an important need in the community and therefore should continue to receive support.
- Program is helpful, and is an asset to the juvenile justice community. The program contained a satisfaction survey completed by participants. I believe this is a great idea and may be something that other programs may wish to develop and utilize.

- As for the number of referrals, the agency is prepared to handle more cases. However, they can only handle the number of cases presented to them. Mark has actively promoted the program so all referral sources are familiar with Court Diversion. Finally, from personal knowledge, I know the program is actively supported by local police departments and the other referral sources.

**FY04-05 Quarter Cent Delinquency Prevention/Intervention/Diversions Grant Report
CCRPC – Court Diversion Services Mediation Program
Monthly Report Six: July through December, 2004**

- 1. Number of youth referred to the program (goal is 115 youth offenders):**
 - 30% (35 offenders) were referred to the program.

- 2. Percentage of youth receiving mediation services (goal is 69, or 60% of those referred):**
 - 08% (03 offenders) are still pending services.
 - 66% (23 offenders) have received mediation services.
 - 26% (09 offenders) were returned to the referring officer.

- 3. Percentage of youth completing a mediation agreement (goal is 62, or 90% of those receiving services):**
 - 43% (10 offenders) have completed their agreements.
 - 22% (05 offenders) have failed their agreements.
 - 35% (08 offenders) are still completing their agreements.

- 4. Percentage of youth with no further arrests for one year since referral to service.
(Goal is 80% of those receiving services based on a rolling average from January 2002):**
 - All Cunningham Children's Home referrals had further police contact regardless of whether they received services or not.
 1. They have been removed for the recidivism study.
 - From January 2002 to December of 2003, 71 youth offenders received services.
 1. 78% (55 offenders) were not arrested for another offense.
 2. 22% (16 offenders) were arrested for another offense.
 - From January 2002 to December of 2003, 64 youth offenders declined services.
 1. 66% (42 offenders) were not arrested for another offense.
 2. 34% (22 offenders) were arrested for another offense.

Don Moyer Boys and Girls Club Site Visit
(January 25, 2005 3:30-5pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Nikki Pearce* (University of Illinois Intern – Community Psychology), *Catherine Hogue* (Justice and Social Service Committee Member), *Donna Oakes-Novak* (Assistant Principal Urbana Middle School), *Christina Donaldson* (Parent/Community Outreach Coordinator Urbana School District), *Ecomet Burley* (Assistant Superintendent for Achievement and Pupil Services Champaign Unit 4 School District)

1. Does the program accurately reflect the proposal?

- Yes, it provides a diverse learning/recreation environment for at risk youth (see program reports).
- Yes, staff did a good job of providing additional information during the presentation (see handouts).
- Yes, Everything was laid out with documentation to support program objectives.
- Yes, the 5 core areas of B&GC programming were explained.
- Substantial daily record keeping is done.
- Yes, the 21st century report supports program description.

WEIGHTED SCORE = 20%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes, it seeks to support school philosophy and keep students engaged in appropriate activities during off school hours.
- The programs provided seem to be geared toward promoting positive youth development.
- If young people are engaged with academics or other positive activities, they will be less likely to participate in negative choices.
- Yes, the programming is clearly aligned with the area of prevention and reaches goals and objectives outlined in application. Overall youth are maintaining involvement although retention rate is mediocre.
- Yes, school suspension and attendance rates are tracked. BGC works collaboratively with both school districts. All programs are geared toward diversity education.
- Yes, as evidenced by the program evaluation instruments.

WEIGHTED SCORE = 19.67%

3. Does the program appear to have a significant impact in addressing the problem or need?

- It provides a safe environment with appropriate activities – keeping kids engaged. The [youth] attendance during the site visit was great.
- Yes, See handouts and monthly reports.
- The age grouping and activity choices seem to let young people address fun “stuff.” There was evidence of academics and technology as well.

- Over 100 youth are attending regularly and improving in school. See attached sheet on attendance/academics/behavior.
- Based on information provided from the school statistics, it appears that BGC is on target.
- Yes, clear program evaluation and data presented on handouts.

WEIGHTED SCORE = 19%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, the program has a year long plan of implementation and data is presented at board meetings.
- Yes, see handouts and monthly reports.
- Yes the numbers of engaged young folks seems to indicate BGC is making progress.
- Yes, the program appears to have met most of its goals or is in the process of meeting them. Over 100 youth have been exposed to positive youth development. A case management system is established, and there is support for improved school involvement amongst participants.
- The documentation presented including the numbers of participants daily on activities shows sufficient progress. Outcome measurement documentation is strongly based on objectives and progressive output.
- Yes, see handouts.

WEIGHTED SCORE = 17.83%

5. Is the program optimally designed to address this problem or need?

- Yes, it offers a variety of activities in various domains.
- Many programs are offered and should meet the needs of most of the students. The staff also seems to put a lot of effort in working to make sure their programs are working. The monthly reports seem to suggest that the programs are working, but whether the optimum/best approach is being used is something that should be explored.
- Choices were good. With the rotation of varied program offering, this approach seems like it would address staff shortages.
- Yes, all of the staff offer a variety of skills and hold multiple programmatic roles and responsibilities. Each staff person hosts various programs.
- Yes, see handouts.

WEIGHTED SCORE = 19.17%

Overall Score (out of 100) = 95.67%

Additional suggestions for improvement:

- Extended hours of operation
- Provide programming during school vacations
- Ask school districts to provide liaison/representative to work with Boys and Girls Clubs
- Build upon component that involves communication with teachers at the local schools. This may help the benefits the youth are getting from the program to transfer to the school setting (i.e. affect their academic performance).
- Parent involvement is more than parents showing up for events. Maybe alternate methods of communication with parents regarding topics related to today's youth might be worth investigating. Also engage Urbana School District 116 students more often. Case management should be extended.

- It was a good idea to reduce the number of full time staff and to hire part time workers for the club. Beware of safety issues with this huge number of youth.
- More teen involvement.
- Additional staff to accommodate lengthening of hours.
- Reevaluate all programs for effectiveness
- Seek ways to increase revenue and decrease operating costs.

Budget concerns expressed by agency:

- Yes, staff hours are affected by a lack of funds.
- Yes, there was staff turnover due to funding.
- Operating a deficit budget. Must stabilize and address this issue asap.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes! Yes!
- Oh yes!
- Much documentation was provided prior to and during the presentation.
- An abundance of materials was given during the site visit.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes, the staff provided a great deal of detailed information about what they do.
- Yes, the BGC locally seems to support the national objectives.
- Yes, the agency is putting a very good foot forward in reaching its goals and objectives. Their tracking measures are excellent, and I am sure they will complete the goals as laid out in their application.
- So far the necessary documentation was presented to substantiate goals and objectives. With continued tracking and documentation goals and objectives should be completed by the end of the grant period.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- Pursue using Boys and Girls Club for adjudicated youth or “station-adjusted youth.”
- Collaboration with school entities to build on more academic support as a prevention strategy.
- It was great to actually see the large numbers of youth in the building involved with various activities. The documentation and evaluation materials provided by the Boys and Girls Club were excellent.
- There is an overall duplication of services being funded by the Quarter Cent Funds.
- Funding and program operating costs.



DON MOYER BOYS & GIRLS CLUB

Comparison of 1st to 4th Quarters Based on School Report Cards

Park Street Unit

90 members were used in this comparison

Academics: 83% of unit members improved or maintained their grades
17% declined

Attendance: 87 % improved or maintained their attendance at school
13 % declined

Behavior: 100% improved or maintained their behavior at school
0% declined

Grade Promotion: 100% promoted to the next grade level

21st Century Learning Center- Stratton Elementary School

149 members were used in this comparison

Academics: 97% of unit members improved or maintained their grades
3% declined

Attendance: 93 % improved or maintained their attendance at school
7 % declined

Behavior: 97% improved or maintained their behavior at school
3% declined

Grade Promotion: 100% promoted to the next grade level



DON MOYER BOYS & GIRLS CLUB

OUTCOME MEASUREMENT TOOL KIT SURVEY RESULTS LAKESIDE TERRACE UNIT JANUARY 2004

<i>COMPETENCE</i>	<i>TOTAL OUTCOME</i>	<i>EDUCATIONAL OUTCOME</i>	<i>HEALTH OUTCOME</i>	<i>CLUB PARTICIPATION</i>	<i>CLUB IMPACT</i>
ELEMENTARY SCHOOL YOUTH	71.21%	72.22%	75.00%	71.43%	65.48%
MIDDLE SCHOOL YOUTH	69.75%	70.88%	75.00%	75.00%	78.13%
HIGH SCHOOL YOUTH	66.97%	65.00%	73.77%	65.63%	52.27%

Scores based upon: 162 Park Street Unit Members

- **Educational Outcome** – 69.36% of the youth felt the Club had helped them in their educational endeavors and that the Club motivated them to achieve.
- **Health Outcome** – 75% of the youth felt the Club helped to show them the importance of living a healthy lifestyle and abstaining from using drugs, alcohol or tobacco. Healthy life style includes proper eating habits, hygiene and mental health.
- **Club Participation** – 71% of the youth participate at the Club at least three times per week.
- **Club Impact** – 62.29% of the youth felt the Club had a significant impact on their lives.



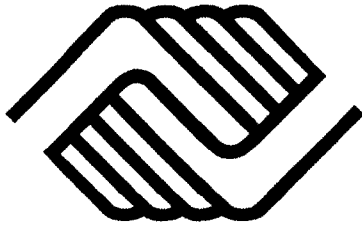
DON MOYER BOYS & GIRLS CLUB

OUTCOME MEASUREMENT TOOL KIT SURVEY RESULTS PARK STREET UNIT JANUARY 2004

<i>COMPETENCE</i>	<i>TOTAL OUTCOME</i>	<i>EDUCATIONAL OUTCOME</i>	<i>HEALTH OUTCOME</i>	<i>CLUB PARTICIPATION</i>	<i>CLUB IMPACT</i>
ELEMENTARY SCHOOL YOUTH	71.21%	72.22%	77.78%	64.29%	71.43%
MIDDLE SCHOOL YOUTH	74.13%	81.25%	76.92%	54.19%	75.00%
HIGH SCHOOL YOUTH	67.37%	56.70%	76.47%	56.25%	63.64%

Scores based upon: 303 Park Street Unit Members

- **Educational Outcome** – 70% of the youth felt the Club had helped them in their educational endeavors and that the Club motivated them to achieve.
- **Health Outcome** – 77% of the youth felt the Club helped to show them the importance of living a healthy lifestyle and abstaining from using drugs, alcohol or tobacco. Healthy life style includes proper eating habits, hygiene and mental health.
- **Club Participation** – 58.24% of the youth participate at the Club at least three times per week.
- **Club Impact** – 70% of the youth felt the Club had a significant impact on their lives.



DON MOYER BOYS & GIRLS CLUB

Comparison of 1st to 4th Quarters Based on School Report Cards

Park Street Unit

90 members were used in this comparison

- Academics:* 83% of unit members improved or maintained their grades
17% declined
- Attendance:* 87 % improved or maintained their attendance at school
13 % declined
- Behavior:* 100% improved or maintained their behavior at school
0% declined
- Grade Promotion:* 100% promoted to the next grade level

21st Century Learning Center- Stratton Elementary School

149 members were used in this comparison

- Academics:* 97% of unit members improved or maintained their grades
3% declined
- Attendance:* 93 % improved or maintained their attendance at school
7 % declined
- Behavior:* 97% improved or maintained their behavior at school
3% declined
- Grade Promotion:* 100% promoted to the next grade level

Family Conference Program (Best Interest of Children) Site Visit
(January 25, 2005 1-2:30pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Nikki Pearce* (University of Illinois Intern – Community Psychology), *Catherine Hogue* (Justice and Social Service Committee Member), *Donna Oakes-Novak* (Assistant Principal Urbana Middle School), *Christina Donaldson* (Parent/Community Outreach Coordinator Urbana School District), *Ecomet Burley* (Assistant Superintendent for Achievement and Pupil Services Champaign Unit 4 School District)

1. Does the program accurately reflect the proposal?

- Yes, the program description and related handouts reflected the proposal.
- Most definitely! Refer to BIOC profile form (summary).
- Yes, providing services to students who are at risk. Alleviating difficult home situations to produce better school performance. Data sheet delineates goal progress which exceeds expectations.
- Yes, the agency is active in the areas it proposed. Examples are Home for Christmas and the Back to School Fair, and the numerous referrals.
- Excellent documentation and presentation provided.
- The presentation given by the agency suggests that there is a match between the proposal and what they are currently doing.

WEIGHTED SCORE = 20%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes. Program service data reflects a significant work load.
- Yes. Strong with prevention as related to juvenile delinquency. Their data suggests that families in crisis do get their needs met.
- Yes. Provides intervention with at risk youth to prevent incarceration or school removal. Data on community service events, and anecdotal data on school improvement provide evidence.
- There is a decrease in delinquency amongst program participants. Suspensions are down, detentions are down, and attendance is up.
- Both presenters gave very positive overview of the issues they deal with and how the agency addresses them.
- The family conferences that have been taking place seem to be helping to decrease suspensions and expulsions (based on statements from presenters).

WEIGHTED SCORE = 19.17%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, referral and follow up data were submitted for review.
- Yes, specifically at the two sites giving referrals. Even though families don't seem to be going head over heels for "group decision making" the effective supports are offered.

- Yes, the number of referrals increasing – have increased service area from one school to two. Refer to data sheet.
- The program works diligently with families in crisis to address their needs. Over 339 referrals have been done to date.
- Yes, but a need for additional staff exists based on documentation needs of agency.
- Not able to assess the programs affect on delinquency. However, there is reason to believe that preventing suspensions etc should help to reduce the risk of delinquency.

WEIGHTED SCORE = 17.17%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, referral and follow up data were submitted for review.
- Most definitely. Again refer to profile summary sheet
- Goals are being met or exceeded. All goals have been exceeded for the 6month target.
- The program is exceeding all expectations in all areas. Good job!
- Sufficient progress based on information provided, the proposal is substantiated.
- See handout provided by agency.

WEIGHTED SCORE = 19.17

5. Is the program optimally designed to address this problem or need?

- No, it would be good to see more impact data of program’s effectiveness.
- The program is working, moving in the right direction. Program needs more staff/funding to provide in depth counseling services
- Getting a lot of services to community of students without a large group of paid positions. The anecdotal data provide evidence re: home for Christmas and Back to School events.
- The program takes into account the “whole” family, and makes sure that their basic needs are being met. Family strengths are accentuated. Several community linkages exist to assist the Family Conferencing process.
- Based on the information provided, programs have sufficiently met their objectives and goals.
- Not able to assess.

WEIGHTED SCORE = 16.6

Overall Score (out of 100) = 92.11%

Additional suggestions for improvement:

- More impact data needed to support program objectives
- It would be beneficial to see school data on reduced suspensions and/or detentions. The same would be true for academic “success” information. “Testimony” from families that used services would help as well.
- Increase staff; form partnerships/alliances outside of Champaign Schools. Schools are looking for community effort to assist high risk students – this could be an integral part of that effort.
- Do more to examine the link between their work and the prevention of delinquency – perhaps this just requires asking more questions that tap into this outcome. The agency may indeed be making a contribution to preventing delinquency amongst the population they serve.

Budget concerns expressed by agency:

- Need more funding
- With the needs of youth today, more staff is needed.

- Yes, unable to expand to Urbana or other middle schools due to lack of funds.
- Yes, the agency appears to be maxing the funding it receiving. With only one field staff, the agency performs exceptionally well. The agency expressed concern about losing a ½ time staff person that conducted follow up contacts with families (loss of staff also due to split from Provena).
- Additional staff needed.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes.
- Yes, more than enough. Again, personal remarks from family members on how BIOC specifically helped them would be excellent.
- Yes, and materials presented on site were excellent.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes.
- Yes, for the halfway point, BIOC appears to have already achieved their goals.
- Yes, in fact, the agency exceeded their anticipated goals at the halfway mark.
- Objectives appear to be met.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- None
- What are their [Justice and Social Service Committee] plans to address the “word” for mental health needs of our youth.
- So many times we look at an individual’s behavior or pattern of behavior and judge it worthy of consequence without looking at the total picture. I want students to be held accountable for their actions, but we must work to alleviate the pressure of family/living conditions that adults find daunting. This would allow children to experience their schooling more fully.
- No, not other than the exceptional performance of the organization.
- Many of the programs being funded are offering similar services. There should be some way to combine or coordinate programs [based on county funding].

Child Welfare Services - Family Conference Delinquency

Agency: Best Interest Child Welfare Services, Inc. 10000 1st Avenue, Suite 100, San Diego, CA 92123

Service Categories	Community Service Events	Screening Contacts	Family Group Decision Making	Service Coordination Linking and Referrals	Other
Annual Target	5	45	10	75	
Six Month FC Data	11	86	8	339	

Family Conference embraces multiple strategies to work with families at risk of systems involvement

- **Community Service Events** - meetings, public presentations, consultations with Community groups and/or caregivers. This section includes our major strategies: * Back to School Fair held in August of each year and Home for Christmas held in December of each year.
- **Screening Contacts** - the number of phone and face to face contacts with consumers that may lead to an assessment for Family Conference. This includes information and referral contacts, assessment contacts and crisis services.
- **Family Group Decision Meetings** - meetings with families to develop a care and protection plan.
- **Service Events** -the number of face to face contacts and/or phone contacts where a referral and linking occurs as a result of Family Conference involvement.

	* Back to School Fair	Home For Christmas	Total
Families Served	186	95	281
Children Served	480	280	760
Food Baskets	5000 lbs of food	2,500 lbs of food	7,500 lbs food
Physicals done	30	-0-	30
Faternal Order baskets	-0-	35	35
Volunteers	130	65	195

Family Therapy Site Visit
(January 26, 2005 3:30-5pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist),
Catherine Hogue (Justice and Social Service Committee Member), *Joe Gordon* (Director
Champaign County Probation and Court Services)

1. Does the program accurately reflect the proposal?

- Yes, intake attempts to address needs, the program data provide evidence.
- Yes, it is a family intervention based program for youth in detention.
- The program is designed to engage families while their son/daughter is in detention. From July of 2004 through the date of this evaluation, the program has screened 226 minors for eligibility.

WEIGHTED SCORE = 19.33%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes, according to the program data.
- The program is clearly intervention focused. The youth receive an assessment and screening. Therapy sessions are offered to assist in problem areas and over 50% of youth that participate in the program don't recidivate.
- The program is designed as an intervention program with the intent of assisting minors in successfully completing the court orders. Minors brought to the center by local law enforcement are screened to determine eligibility for the program.

WEIGHTED SCORE = 19.33%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, based on the information provided at the site visit (see attached).
- Yes, but the outcome measurement is soft, it needs to be based on something.
- The statistical mechanism is not presently in place for this to presently be tracked. It would have to be designed with court services assisting in this review process by accessing court information for the program. The statistic presently being tracked is in reference to contacting minors/parents and their success in participating in therapy sessions and not on what happens to the minors following treatment. Of the 226 clients screened, 124 of that number were determined eligible for the program. Of that number, 29 were expressed interest in participating and 28 out of the 29 interested minor received services from the program.

WEIGHTED SCORE = 14.33%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, the program has made some ongoing changes in terms of the forms it uses and the intake processes.
- Yes, the program is at about the half way point in meeting its goals and objectives.

- Initial contact is being made following the intake process at JDC. One goal of the program was for 50% of the families contacted to be engaged in services. It appears that the program has reached that goal (20 new clients contacted with 10 engaged).

WEIGHTED SCORE = 17%

5. Is the program optimally designed to address this problem or need?

- Yes, the program seems to be optimally designed.
- The screening instrument precludes youth that don't have a history of legal problems in their family. *Was immediately noted and changed in the site visit.
- The design of the program calls for an intake/screening instrument to be completed by the intake officer (detention officer) when the minor is brought to JDC by local law enforcement. The instrument appears to be narrowly defined as to who is eligible for services. Of the 226 cases screened with only 124 determined eligible for services. By slightly changing this instrument more at risk youth would be eligible for the therapy services offered.
- At the initial engagement in therapy, the CANS assessment instrument is administered. This is an instrument that assesses the needs and strengths of the minor and his/her family.

WEIGHTED SCORE = 15%

Overall Score (out of 100) = 84.99%

Additional suggestions for improvement:

- Allot additional time for family engagement into therapeutic activities.
- Change the preliminary scoring assessment. Give youth an additional assessment in their 3rd or 4th therapy session that will evaluate all of the outcome objective laid out in your proposal. The outcome measurements won't be as subjective if this format is followed.
- As noted in #5, the screening originally designed for the program is too narrowly focused limiting eligibility for services. The program has the capacity to offer services to more at risk. The program would not only serve as an intervention program, but would also serve minor released from detention that may not be subject to further court involvement (diversion).
- For some offenders, it may be best to just engage the family and not necessarily be concerned about assessing their needs. If a relationship develops and if the family is interested, the assessment could come at a later date.
- Asking court services personnel to assist in the tracking of data for minor/families participants. The program may wish to track participants for 1-2 years following completion of the program. Those that successfully complete the program and those that do not successfully complete program should be tracked separately and compared.

Budget concerns expressed by agency:

- No

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes, there was a lot of information and documentation provided during the site visit.
- The goals and objectives were clearly outlined in the proposal. At present, the program is geared to track the success of minors/families in their success in participating in therapy. In addition to tracking this component, it is suggested that more statistic data be kept. For instance, minors eligible for services that elect not to participate should be compared minor eligible that participate in services. Also, with the assistance of court services, the status of minor could be tracked for several years to determine status following participation.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- Measuring outcome tools needed for all programs.
- This type of program is highly touted by the literature to have significant impact on minors/families. Of further note, this is the type of program the Administrative Office of the Illinois Courts encourages departments to refer minors/families. The ideal situation is for the program to have contact with the minors as they initially enter into the formal juvenile justice system (detention). By increasing eligibility requirements more minor can benefit from the services.
- The program uses an empirically established assessment tool that assists the therapist in forming a basis for what services should be utilized. The program utilizes student interns from the University of Illinois. Of further note, the program collaborates with the mental health specialist at JDC and other services providers to determine appropriate programming/services for offenders and families.

Client Service Data FY '05

	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	Totals for FY '05
Number of youth screened	25	65	30	21	32	23	30	30					226
Ongoing Families	1	2	2	1	1	0	1	1					
Eligible Youth	18	37	14	14	16	9	16	16					124
Interested Youth	6	10	3	1	5	1	3	3					29
Attempted Contacts	6	9	1	0	4	1	3	3					24
New Clients Contacted	2	8	1	0	5	1	3	3					20
New Clients Engaged	1	2	3	0	0	1	3	3					10
Total Clients Served	3	10	3	1	6	1	4	4					0

Regional Office of Education/JDC Education Program Site Visit
(January 24, 2005 1-2:30pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Nikki Pearce* (University of Illinois Intern – Community Psychology), *Catherine Hogue* (Justice and Social Service Committee Member), *Donna Oakes-Novak* (Assistant Principal Urbana Middle School), *Christina Donaldson* (Parent/Community Outreach Coordinator Urbana School District)

1. Does the program accurately reflect the proposal?

- Yes, the funding is being used for a summer education program and a part time teacher.
- Yes, ROE/JDC teachers were present for the site visit.
- Yes, they are providing educational services to incarcerated youth. Also, provides regular school as well as summer program. The curriculum is aligned with state standards. Students attending class, timelines for subject matter given.
- Yes, a balanced calendar is utilized to educate students. For the student population that's served planning is adequate.
- The teachers/staff outlined the work they are doing with the students.

WEIGHTED SCORE = 19.6%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- An educational program is offered, but no data was provided to show that youth are achieving at higher levels.
- The program addresses a wide range of issues which are critical to the youth as far as intervention and diversion. No data was given to substantiate this however.
- The goal is to provide increased academic/achievement to make school success viable and decrease likelihood of return to court. Data is in the stage of compilation, provision of school/summer school program.
- The program may be more on the intervention side. Some students that are behind need continuous supports. Without adequate provision of educational services, these young people are more likely to be "at risk."
- Yes, it appears to be working to prevent students from falling behind. The evidence is provided from the JDC staff/teacher narrative.

WEIGHTED SCORE = 19.2%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, youth that would have been out of school during their time in the detention center are receiving educational services from ROE. Math and reading classes are offered, but there is a feeling that more could be done with the funding that has been granted.
- There are not sufficient staff to address the concerns of the program. Data not available to accurately assess whether the goals outlined in the application have been addressed.

- The program is doing the best it can given the inconsistent student makeup/varying levels of ability/varying age groups. Program such as Accelerated Reader allow for individualized progress. Providing opportunities for required subjects (i.e. constitution test) are important.
- Appear to be making adequate progress given funding levels. Students appear to be academically engaged.
- Not able to assess at this time.

WEIGHTED SCORE = 16.5%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, a balanced calendar has been implemented, teachers have been hired and supportive services are taking place.
- Data not available to accurately assess whether the goals outlined in the application have been addressed.
- The amount of progress towards goals has yet to be determined. However it is important for students to have an education experience while at JDC. It is difficult to anticipate that progress would be made. They have set up the program as described. The data is not available to see if students are progressing as anticipated.
- Appear to address continuum of varied students abilities. Need to examine the end of the year academic assessments.
- Funding has allowed teachers/JDC to provide a full day of school to all students.

WEIGHTED SCORE = 17.6

5. Is the program optimally designed to address this problem or need?

- The program could benefit from more collaboration with local school districts. Perhaps agreements could be made to share teaching staff, or retired professionals could be recruited. Perhaps a self directed learning CD in the area of science could provide some additional educational supportive services.
- Yes, classroom space available, as well as computers and assistance. The site visit proves the programs are properly designed, however no data was presented at this time.
- Yes...optimal is a different word. Optimal would be a course for each student that met that student's individual needs. Is it an optimal program (which would dictate one teacher per student)? No, it is providing the best program it can given financial limitations. Students have access to standards aligned curriculum. Students may also access high school curriculum from home.
- Could be an attempt at addressing the educational needs of these children. The staffing needs are sooo great.
- Not able to assess at this time.

WEIGHTED SCORE = 18.5

Overall Score (out of 100) = 91.4%

Additional suggestions for improvement:

- Hire teachers that can teach more than one subject (like elementary school teachers do).
- A tracking system needs to be in place to better determine outcomes of specific goals and objectives being met. A system is needed whereby students and counselors, teachers and instructors have (home school to JDC) have a method of contact.

- Expand the summer school program to 120 hours to allow high school students the opportunity to earn two high school credits. A second option is to decrease it to 60 hours for one credit.
- The funding situation impacts the programs success. Without enough staff to deliver academic services program goals certainly will be negatively impacted.
- Continue to use tools like the Accelerated Reader program. This program should be a good vehicle for promoting initiative and self-esteem.

Budget concerns expressed by agency:

- Yes, a need for more teachers was expressed. Currently, ROE is not offering any science or PE classes for youth.
- Additional teaching staff is needed. In order to provide services to all youth at JDC, additional teaching staff must be hired.
- Loss of funds would seriously impact the educational programming. It will also decrease the communication with home schools. This has already occurred leaving serious gaps in educational programming.
- Yes, it appears they've done the best they could. It appears the agency is trying to deliver instruction in as many of the core subjects as possible.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes.
- Yes, the proposal was given to the evaluators, which assisted in understanding what the program was designed for.
- Yes, however, the packet from the education staff that was given to us during the tour more accurately reflected what the education staff is trying to do.
- The staff and teachers at JDC also promoted additional information that was useful.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Not all of the goals were reasonable. For example, it is unlikely that students grades will be increased because average stay is only about three weeks. However, education does continue for the student. No evidence was given that showed how this routine will reduce the number of juveniles returning to JDC. This couldn't be gaged.
- Goals and objectives were reasonable, but there needs to be more cooperation between the homeschools and JDC.
- Yes, they are certainly trying.
- Yes, given the limited resources available to the agency, their goals and objectives are reasonable.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- Goals and objectives should adequately reflect the ability of the agency to carry out the endeavor.
- Additional funding could enhance coordination with home school, providing better supports to adjudicated youth and their families.
- Please examine the amount of your budget. There are so many needs out there...this is certainly inadequate funding.

Talks Mentoring Program Site Visit
(January 24, 2005 3:30-5pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Nikki Pearce* (University of Illinois Intern – Community Psychology), *Catherine Hogue* (Justice and Social Service Committee Member), *Donna Oakes-Novak* (Assistant Principal Urbana Middle School), *Christina Donaldson* (Parent/Community Outreach Coordinator Urbana School District)

1. Does the program accurately reflect the proposal?

- Yes, the curriculum, the 03-04 yearbook and the Talks Video all document the program as related to the proposal.
- Yes, adults serve as mentors to youth.
- Providing mentors for students in area, number has increased from 60 to 100 (proposal and expected increase in number of mentors differ).
- The program clearly matches the proposal. The video and the ongoing work with the schools provide evidence in this area.
- Yes, the idea is that children need support. Each adult mentor works with three children.

WEIGHTED SCORE = 18.6%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Yes. Male and female mentors each work with 3 students in all areas of education. Mentors and students are required to sign a contractual agreement. Mentors are from various disciplines and areas of expertise.
- Yes, statements about improved attendance and goal setting (amongst the students) suggest this.
- Provides adult relationship to boost students confidence in youth and to prevent “falling in the waters of troubled youth.” Mentors with mentees in DVD presentation and the personal knowledge of the presenter both address prevention.
- Yes, the curriculum for mentors and mentees is well thought out. Each enforce a proper attitude toward authority and oneself and the benefits of education.
- Yes, Intervention to help children relate positively in school. Prevention that kids will focus on positive choices in their future. This is shown by the statements made by young people in the video presentation.

WEIGHTED SCORE = 20%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, based on word of mouth and from the student/mentor documents it appears to have a significant impact. The film addresses impact of the program, mentors appear to be successful with the interaction [with young people].
- Not able to assess
- Yes, it appears that students self concept is increased by the number of students served by mentoring. Much anecdotal/personal observation has been done by the director on the effect of mentoring on students.

- Yes, apparently youth have increased levels of self esteem and become more goal oriented learners and thinkers.
- Students interfacing with Talks curriculum seem to support academic reinforcement and helping kids gain needed social skills.

WEIGHTED SCORE = 18.5%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, they have significant mentors for the mentees they are handling. The video and CD documentation, as well as the training literature show this. They are seeking additional funding.
- Yes, Enrollment of mentors has increased.
- The program has not created a significant increase in the number of mentors or the number of students being mentored. This is evidenced by the fact that the number of mentors is currently the same as it was in the proposal (when it was first submitted).
- No, the program has not increased its number of mentors from 110 to 200 as stated in the proposal. Other goals of the program have been met.
- Yes in terms of numbers (mentors and mentees). Perhaps more can be done to qualify interaction results.

WEIGHTED SCORE = 14.6

5. Is the program optimally designed to address this problem or need?

- Yes, the program implements mentor trainings and a mentee orientation. Youth are often referred from school. The training manuals for females and males, as well as the lesson plans for both are good implementation materials.
- Not able to assess.
- The program has several excellent features, which encourage participation by a wide variety of students and adults. It is curriculum based, time limited (sensitive) and training is provided to mentors.
- Yes, this is a well developed mentoring program that recruits and trains mentors. Great support materials have been created.
- Yes, but more documentation of number of students served and hours of contact would be helpful to determine the program's impact.

WEIGHTED SCORE = 15

Overall Score (out of 100) = 86.7%

Additional suggestions for improvement:

- Recruit male and female mentors to increase mentees
- The Talks Mentoring program seems to provide access to supportive adults by peers. This is an important aspect to continue to emphasize.
- Proofread grant proposals
- Incorporate quantitative data in program building. Mention of the public school setting was minimal but seems instrumental in the recruitment and placement of mentors.
- Long term goal of more mentors should include long term goal of how to recruit mentors.
- Have churches or business organizations adopt schools to assist in the recruitment of mentors. Many companies have polices that require employees to do civic service.
- It seems that Talks is a good support program for youth. However, substantive information regarding outcomes should be examined.

Budget concerns expressed by agency:

- Additional funding is being sought to hire staff and meet program objectives.
- Current budget seems to be adequate – more funds would provide for more mentors, but current mentors could be maintained with current budget.
- Yes, the need to hire an additional staff in the coming year was mentioned.
- To gather the kind of information this agency needs, their budget should be increased.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes, materials regarding program goals and objectives were provided prior to the visit.
- Yes, and Dr. Davis (Talks Mentoring Program Director) provided a lot of additional information that was helpful.
- Yes, but parts were difficult to understand – I had prior knowledge which helped.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes.
- All of the goals and objectives were reasonable except recruiting an additional 90 mentors and 200 some odd youth. These numbers have not increased as projected.
- Yes, but information regarding student assessment (personal and/or academic progress) is somewhat lacking.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- The program is dynamic in its delivery. However, there has been very slow progress toward recruiting the additional 90 mentors and 200 youth.

Urban League “Learn to Earn” Program Site Visit
(January 27, 2005 3:30-5pm)

Compiled Team Response

Team Members: *Marilyn Garmon* (CUAP-Delinquency Prevention Specialist), *Nikki Pearce* (University of Illinois Intern – Community Psychology), *Catherine Hogue* (Justice and Social Service Committee Member), *Joe Gordon* (Director Champaign County Probation and Court Services)

1. Does the program accurately reflect the proposal?

- Yes, proposal indicates a need for the targeted population to be served.
- Yes, the program objectives are clear, as evidenced by the handouts presented by the agency.
- Clearly, the League is preparing individuals to get their GED in order to become more job ready. This is evidenced by the number of youth engaged in the program and its activities.
- Yes, however, it should be pointed out that the program has evolved to assist non offenders also. This is not a bad thing, as a matter of fact; it appears to be a great idea. Statistics, however, should be delineated between the non offenders and the offenders. At present, the program has had contact with 49 individuals. Information recently provided indicates that 18 of the cases are involved with either court services (probation) or parole.

WEIGHTED SCORE = 19.75%

2. Does the program address the area it seeks to address (intervention, prevention or diversion)?

- Some, many issues are determined after interview with youth. Assessment often indicates need for additional intervention and diversion activities.
- Yes, by helping to obtain GED’s for program participants, the risk of delinquency, chronic unemployment, etc. are reduced.
- The program intervenes with ex-offenders and out of school youth needing GED preparation and job skills. This is supported by an ongoing relationship with local police departments and social services agencies.
- Yes. It also appears to be dealing with individuals that might be considered “at risk” and classified as prevention cases. The majority of individual being served are not offenders. It appears that for total intakes (49 participants) 18 of the participants were either involved in the court system, or referred by parole.

WEIGHTED SCORE = 19.25%

3. Does the program appear to have a significant impact in addressing the problem or need?

- Yes, number of ex-offenders employed has surpassed their half year objective (based on documentation provided).
- Several of the youth are going through the GED program and are getting jobs (see handout).

- It is very early in the program, so it is difficult to state that there has been a significant impact on clients served. As noted in the statistical data, the program has served 18 offenders and was also available to approximately 30 other individuals. The overall numbers are good for the short duration of the program. As explained to the evaluation panel, those in need and not classified as offenders are not turned away from receiving services. Instead, each was assigned to the program to offer services when/where needed. Although the agency has had contact with 18 offenders, at present there are 8-10 cases under court order (probation/conditional discharge). Of this number, it appears that 4 participants are employed, each is enrolled in WIA and each is enrolled in a GED program.
- Yes, the agency serves a very needy and often ignored population of youth. About 30% of their participants are ex-offenders.

WEIGHTED SCORE = 19.25%

4. Has the program made sufficient progress toward its goals as designated in its grant application?

- Yes, the program seems to have surpassed its progress objectives (based on documentation provided).
- The program seems to have exceeded its goals (see handout).
- The agency is very close to the 6 month earmarks as noted in its application.
- The goal was for the program was to serve 16 offenders. As previously noted, the program has served 18 offenders. The other participants are not offenders. It appears the program has met its goal of serving 16 offenders. At the present rate of referrals, the overall number of offender/participants would approach 75-80 cases.

WEIGHTED SCORE = 19.75%

5. Is the program optimally designed to address this problem or need?

- Yes, the program seeks to add services in order to meet the needs of its clientele. It is definitely designed to address concerns of the population it serves as they arise.
- Not able to assess.
- Yes, the program does well tracking outcomes that are specific to their population of youth. They also do well in terms of collaborating with numerous agencies to get youth the service resources they need.
- Yes. It appears that significant components necessary to impact the desired population are in place (GED, mentoring and WIA). From the statistics provided, it appears the vast majority (15 of 18) offenders have either enrolled in a GED program, are employed, or are employed and enrolled in GED.

WEIGHTED SCORE = 19.33%

Overall Score (out of 100) = 97.33%

Additional suggestions for improvement:

- Include the “number of agency contacts with youth” in the statistics that are kept.
- As for the statistics, the offenders and the non offender population should be separated and counted /tracked separately. Participants should be tracked during the programming and for at least one year following the expiration of the program. Court Services and Parole could assist in this endeavor. It will be important for the statistics

to reflect participation, success in the program and that the offender sustains employment and remains out of the criminal justice system.

- An exit evaluation (completed by each participant) should be developed and given to each participant at the end of the program and maintained for review by evaluators.
- The spreadsheet supplied with all the names of participants and action associated with each case was excellent. However, it was difficult to distinguish between offenders and non offenders served. Adding an additional category to the spreadsheet would be very helpful.

Budget concerns expressed by agency:

- Yes, the agency does a good job of connecting with other groups that have resources for youth to combat budget shortfalls. However, it was made clear that additional funds could be useful.
- Yes. They believe more can be done with additional funding. However, the agency is making the most of the services available in the community. Learn to Earn staff appear to have worked closely with Parkland/GED/Adult Education Program and employers/employment personnel. Even those no longer in the program appear to have had sufficient contact with the agency to get enrolled in a GED program and had completed/process of completing requirements for WIA eligibility.

Were sufficient materials provided to the evaluator prior to the site visit?

- Yes.
- Definitely.

Did the agency submit reasonable goals and objectives in their application (each agency should be about halfway to completion of their designated objectives)

- Yes, the Learn to Earn program is at the halfway point in most areas. In some areas, they are surpassing their objectives.
- Yes. The program goal was to serve 16 offenders during the term of the grant. At this point in time, Learn to Earn has served 18 youthful offenders.

Are there any issues/topics that should be discussed with the Justice and Social Services Committee?

- The Justice Committee needs to look at adding programs that assist with the multiple needs of the youth population.
- It may be a good idea to visit programs/agencies when the youth are present and the intervention/diversion activities are going on. It may also be good to have agencies submit their monthly reports in a summary format to the evaluators.
- Since the Learn to Earn Program serves probation and parolees, I believe that it is imperative that the two referring agencies meet regularly with Learn to Earn staff to discuss issues related to the program. For instance, it was presented during the evaluation process that sometimes participants are not eligible for WIA services because they can't locate their birth certificate. If the offender is under court order, a representative from court services may be able to assist in getting a copy of the certificate; especially if the person was born in this county.

State of Illinois
Intergovernmental Agreement
between
Illinois Department of Public Aid
and
Champaign County
No. 2005-55-005-K

Pursuant to the authority granted by Article VII, Section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., the Illinois Department of Public Aid, located at 201 South Grand Avenue East, Springfield, Illinois 62763-0001 (hereinafter referred to as "Department"), and the County of Champaign, located at the Champaign County Sheriff's Office, 204 East Main Street, Champaign, Illinois 61801, (hereinafter referred to as "Contractor"), in consideration of the mutual covenants contained herein, agree as follows:

WHEREAS, the Department administers the Child Support Enforcement Program; and

WHEREAS, the Department requires the services of the Champaign County Sheriff to assist the Department in implementing Title IV-D under the terms and conditions of this Intergovernmental Agreement;

WHEREAS, the County of Champaign through the Champaign County Sheriff desires to provide services to assist the Department in implementing Title IV-D under the terms and conditions of this Intergovernmental Agreement ("Agreement").

NOW THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties agree as follows:

ARTICLE I - DEFINITIONS

As used in this Agreement, the following terms have the following meanings:

- 1.1. "Child Support Enforcement Program" means the program administered by the Department under Article X of the Illinois Public Aid Code 305 ILCS 5/10-1 *et seq.*
- 1.2. "HIPAA" means the Federal Health Insurance Portability and Accountability Act, Public Law 104-191.

ARTICLE II - TERM AND SCOPE

- 2.1. Term. The term of this Agreement shall be from July 1, 2004 through June 30, 2005, unless the Agreement is otherwise terminated as set forth herein.

- 2.2. Renewal. This Agreement may be renewed for additional periods by each party furnishing written notification of such intent, with the time period of coverage and agreement amount for such renewal specified in the written notice. In no event shall the renewal terms and the initial term of the Agreement exceed three (3) years.
- 2.3. Entirety of Agreement. The terms and conditions of this Agreement along with applicable Department's Administrative Rules expressly incorporated herein and any documents expressly incorporated herein shall constitute the entire present agreement between the parties. This Agreement constitutes a total integration of all rights, benefits and obligations of the parties, and there exist no other agreements or understandings, oral or otherwise, that bind any of the parties regarding the subject matter of this Agreement. This Agreement supersedes and revokes any prior Agreement between the parties as to the subject matter of this Agreement.

ARTICLE III - TERMINATION

- 3.1. Availability of Funds. This Agreement is subject to the availability of Department appropriation or the availability of Federal funds for the purpose outlined in the Agreement. Upon written notice to the Contractor, the Department's obligations hereunder shall cease immediately, without penalty or further payment being required, in any year for which the General Assembly of the State of Illinois or Federal funding sources fails to make an appropriation sufficient to pay such obligation. The Department shall give the Contractor written notice of such termination for funding as soon as practicable after the Department becomes aware of the failure of funding. The Contractor's obligation to perform shall cease upon receipt of written notice by from the Department of lack of appropriated funds. The Contractor shall be entitled to payment for satisfactory services rendered under this Agreement up to the time of receipt by the Contractor of written notice of the lack of funding or termination.
- 3.2. Termination Without Cause. Notwithstanding any contrary provision in this Agreement, this Agreement may be terminated at the option of either party upon fifteen (15) days' written notice to the other party. The Contractor shall be entitled to payment for satisfactory services rendered under this Agreement up to the time of termination.
- 3.3. Termination For Cause. In the event of a party's failure to comply with a term of this Agreement, the other party will provide notice to the breaching party of the breach. If such breach is not cured within thirty (30) days after such notice, or within such time as specified in the notice, whichever is later, the party who issued notice of the breach may terminate this Agreement by serving a notice of termination upon the breaching party. Such termination shall be effective upon receipt by the breaching party of the notice of termination. The Contractor shall be entitled to payment for satisfactory services rendered under this Agreement up to the time of termination.

- 3.4. Notice of Change in Circumstances. In the event the Contractor or a related corporate entity becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on the Contractor's ability to perform under this Agreement, the Contractor will immediately notify the Department in writing.
- 3.5. Nonwaiver. Failure of either party to insist on performance of any term or condition of this Agreement or to exercise any right or privilege hereunder shall not be construed as a continuing or future waiver of such term, condition, right or privilege.
- 3.6. Inability to Perform. Failure by either party to perform its duties and obligations will be excused by unforeseeable circumstances beyond its reasonable control, including acts of nature, acts of the public enemy, riots, labor or material shortages, labor disputes, fire, flood, explosion, legislation, and governmental regulation.
- 3.7. Other Termination Rights. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion in the event of the following:
 - A. Failure of the Contractor to maintain the representations, warranties and certifications set forth in this Agreement.
 - B. Failure of the Contractor to maintain the insurance coverage as required in this Agreement.
 - C. Any case or proceeding is commenced by or against the Contractor seeking a decree or order with respect to the other party under the United States Bankruptcy Code or any other applicable bankruptcy or other similar law, including, without limitation, laws governing liquidation and receivership, and such proceeding is not dismissed within ninety (90) days after its commencement.
 - D. Material misrepresentation or falsification of any information provided by the Contractor in the course of dealings between the parties.
 - E. Failure of the parties to negotiate an amendment necessary for statutory or regulatory compliance as provided in this Agreement.

ARTICLE IV - MANAGEMENT AND NOTICES

- 4.1. Agreement Management. The Department shall designate an Agreement Manager who will facilitate communication between the Contractor and various administrative units within the Department. All communications from the Contractor to the Department pertaining to

this Agreement are to be directed to the Contract Manager at the address and telephone number set forth herein. Nothing in this section shall be construed to prevent the Department's counsel from contacting the Contractor or the Contractor's counsel.

- 4.2. Notices. All written notices, requests and communications, unless specifically required to be given by a specific method, may be: (i) delivered in person, obtaining a signature indicating successful delivery; (ii) sent by a recognized overnight delivery service, obtaining a signature indicating successful delivery; (iii) sent by certified mail, obtaining a signature indicating successful delivery; or (iv) transmitted by telefacsimile, producing a document indicating the date and time of successful transmission, to the address or telefacsimile number set forth below. All telephonic communications between the parties shall be made to the telephone number(s) set forth below. Either party may at any time give notice in writing to the other party of a change of name, address, or telephone or telefacsimile number.

To the Contractor: Daniel J. Walsh
Champaign County Sheriff
204 East Main Street
Urbana, Illinois 61801
Telephone 217/384-1204
Telefacsimile 217/384-1219

To Department: Illinois Department of Public Aid
Yvette Perez-Trevino, Deputy Administrator
Division of Child Support Enforcement
280 East Indian Trail
Aurora, Illinois 60505
Telephone: (630) 844-8935
Telefacsimile: (630) 844-8778

ARTICLE V - CONTRACTOR RESPONSIBILITIES

5.1. Performance of Services and Duties.

- A. The Contractor shall perform all services and other duties as set forth in this Agreement in accordance with, and subject to, applicable Administrative Rules and Departmental policies including rules and regulations which may be issued or promulgated from time to time during the term of this Agreement. The Contractor shall be provided copies of such upon the contractor's written request.

- B. The Contractor shall ensure that its employees who provide services under this Agreement are skilled in the profession for which they will be employed. In the event that the Department determines that any individual performing services for the Contractor hereunder is not providing such skilled services, the Department shall promptly so notify the Contractor and the Contractor shall replace that individual.

5.2. Consultation and Performance Reviews.

- A. The Contractor shall consult with and keep the Department fully informed as to the progress of all matters covered by this Agreement. Upon request, the Contractor shall promptly furnish the Department with copies of all correspondence and all documents prepared in connection with the services rendered under this Agreement.
- B. The Department may conduct a post performance review of the Contractor's performance under the Agreement. The Contractor shall cooperate with the Department in this review, which may require the Contractor to provide records of the Contractor's performance, including expense information. The post performance review may be used by State agencies in determining whether to enter into other Agreement relationships with the Contractor.

5.3. The Contractor's Duties. The Champaign County Sheriff shall:

- A. Serve, within Champaign County, summonses, subpoenas, writs, orders, orders or notices to withhold income for child support, notices of support obligation, Notices of Alleged Paternity (DPA 2783C), Notices of Alleged Paternity and Support (DPA 3627) and decrees that may be legally directed and delivered to the Contractor in connection with the Title IV-D Child Support Enforcement Program.
- B. Execute and return within Champaign County warrants and body attachments in accordance with the Illinois Compiled Statutes.
- C. Return persons apprehended by such other sheriffs and peace officers in the State of Illinois under appropriate process to answer to the court, which will be paid for by the Department on a case by case basis outside the budget.
- D. If time permits, make a minimum of three (3) attempts to serve at both the address of the respondent's residence or place of employment. Such service shall be attempted during regular and non-regular business hours.

- E. Report the disposition and the reason for the disposition to the Department, to the Department's representative within seven (7) business days after the date the determination is made that the absent parent was or cannot be served.
- F. Upon reasonable written request, provide the Department monthly with an activity report which includes, but is not limited to, the name of the person served, the date of service, whether service was successful or unsuccessful, as well as the amount being charged by the Sheriff's Office, and any report required by Title IV-D of the Social Security Act within seven (7) business days after the end of the month of the activity being reported.
- G. Provide the Department with a copy of each affidavit of service, within seven (7) business days after the date the affidavit was certified.
- H. Ensure that all warrants which are eligible for entry on the LEADS system, are submitted for entry within one (1) month of receipt of the body attachments.
- I. To provide access to IV-D case records of the Department for use by the Sheriff's Office in performing its duties under this Intergovernmental Agreement; to provide access to administrative case files within five (5) business days after receipt of request.

ARTICLE VI - DEPARTMENT'S RIGHTS AND RESPONSIBILITIES

- 6.1. Payment to the Contractor. The Department shall pay the Contractor for the Contractor's performance of all duties and obligations hereunder. Unless specifically provided herein, no payment shall be made by the Department for extra charges, supplies or expenses.
- 6.2. Background Checks. The Department reserves the right to conduct background checks of the Contractor's officers, employees or agents who would directly supervise the Agreement or physically perform the Agreement requirements at Department facilities to determine their suitability for performing this Agreement. If the Department finds such officer, employee or agent to be unsuitable, the Department reserves the right to require the Champaign County Sheriff to designate another individual to perform the services required by this Agreement.
- 6.3. Department's Duties.
 - A. To refer or cause to be referred to the Contractor IV-D matters involving the establishment of parentage and the establishment, modification, enforcement and collection of IV-D child support obligations.

- B. To inform the Contractor of changes and amendments to Federal and State laws, rules, regulations, policy and procedures affecting the handling of IV-D cases by the Champaign County Sheriff within five (5) days after receiving said changes and amendments.
- C. To review all cases referred to the Contractor to ensure that information is both pertinent and accurate and that documents are complete.
- D. To make available to the Contractor the services of its State Parent Locator Service.
- E. To inform the Contractor, within time periods required by Federal regulations or Department policy, of any change in the status or composition of a IV-D case which would affect handling of the case by the Contractor.
- F. To monitor on a monthly basis the Contractor's performance of and compliance with the duties undertaken in this Agreement.
- G. To provide training to Department or Contractor staff on specific issues of mutual concern.
- H. To furnish, at the request of the Contractor, available assistance, information and documents needed by the Contractor in order to verify payments, amount of collections, or reduction of claims.

ARTICLE VII - PAYMENT

7.1. Billing.

- A. The Contractor shall submit monthly invoices for supplies provided or services performed during the period covered by the schedule to:
 Illinois Department of Public Aid
 DCSE - Expenditure Processing and Reconciliation Unit
 509 South Sixth Street, 5th Floor
 Springfield, Illinois 62701
- B. Each invoice shall itemize the services by date and by all allowed expenses.
- C. The Contractor shall not bill for any taxes unless a statement is attached to the bill identifying the tax and showing why it is due. State and Federal tax exemption information is available upon request. The State does not warrant that the interest component of any payment, including installment payments, is exempt from income tax liability.

- D. All record keeping shall be in accordance with sound accounting standards.
 - E. The amount shown on each invoice shall be in accordance with the rates established in the Agreement.
 - F. Each invoice shall contain a statement which reads substantially as follows: "The Contractor hereby certifies that the supplies provided and services performed and expenses incurred as stated in the attached invoice have met all of the required standards set forth in the Agreement."
 - G. Each invoice shall be signed by the Champaign County Sheriff and shall set out the Contractor's social security number or taxpayer identification number (TIN).
- 7.2. Payment. The Department will use its best efforts to initiate payment of complete and approved invoices within sixty (60) days after receipt of such invoices from the Contractor.
- A. The Department shall not be liable to pay the Contractor for any supplies provided or services performed or expenses incurred prior to the term of this Agreement noted above.
 - B. Payment will be made in the amount earned to date of invoice less previous partial payments and any agreed retainer.
 - C. Final payment shall be made upon determination by the Department that all requirements under this Agreement have been completed, which determination shall not be unreasonably withheld. Such final payment will be made subject to adjustment after completion of an audit of the Contractor's records as provided for in this Agreement.
 - D. Late payment charges, if any, shall not exceed the formula established in the State Prompt Payment Act (30 ILCS 540/1 *et seq.*) and implementing rules (74 Ill. Adm. Code 900).
 - E. If the funds paid pursuant to this Agreement are grant funds, then the terms of the Grant Funds Recovery Act (30 ILCS 705/1 *et seq.*) shall apply.
 - F. The Department of Central Management Services (CMS) may be mentioned in this Agreement in a capacity as other than a party. In such instances CMS acts as a contracting or approving agency and shall not be responsible for costs even though payments may be made through CMS facilities. In the event of a funding problem, the appropriation of the Department alone shall determine sufficiency of funding.

7.3. State Fiscal Year.

- A. Notwithstanding any other provision of this Agreement, all invoices for supplies ordered or services performed and expenses incurred by the Contractor prior to July 1 of each year must be presented to the Department no later than August 10 of each year in order to ensure payment under this Agreement. Failure by the Contractor to present such invoices prior to August 10, may require the Contractor to seek payment of such invoices through the Illinois Court of Claims and the Illinois General Assembly.
- B. All payments shall be made to conform to State fiscal year requirements regardless of what might or might not be stated elsewhere in this Agreement or any order placed pursuant to the Agreement. Agreements which extend beyond the end of the State's fiscal year (July 1 - June 30) or the payments thereon, may have to be prorated to ensure funds of the appropriate fiscal year are utilized for payment.
- C. It is recognized by the parties that payments at the beginning of the State's fiscal year (July and August payments) are often delayed because of the appropriation process. Such delayed payments shall not be considered late for any purpose nor shall they constitute a breach.

7.4. Retention of Payments. In addition to pursuit of actual damages, or termination of this Agreement:

- A. The Department may deduct from whatever is owed the Contractor on this or any other Agreement an amount sufficient to compensate the State of Illinois for any damages suffered by it because of the Contractor's breach of Agreement or other unlawful act on the Contractor's part on which the cancellation is based, including, but not limited to:
 - 1. The additional cost of supplies or services bought elsewhere;
 - 2. The cost of repeating the procurement procedure;
 - 3. Any expenses incurred because of delay in receipt of supplies or services; and
 - 4. Any other damages caused by the Contractor's breach of Agreement or unlawful act.
- B. If any failure of the Contractor to meet any requirement of this Agreement results in the withholding of Federal funds from the State, the Department may withhold

and retain an equivalent amount from payments to the Contractor until such Federal funds are released to the State, at which time the Department will release to the Contractor the equivalent withheld funds.

- 7.5. Deductions from Payments. Any payment to the Contractor may be reduced or suspended when a provision of this Agreement requires a payment or refund to the Department or an adjustment to payment to the Contractor.
- 7.6. Payment Rate. The Contractor shall be paid at the following rate: The service rates established in 55 ILCS 5/4-5001.
- 7.7. Amount Payable. The amount of the Department's obligation under this Agreement is estimated at \$17,000.
- 7.8. Computational Error. The Department reserves the right to correct any mathematical or computational error in payment subtotals or total contractual obligation. The Department will notify the Contractor of any such corrections.
- 7.9. Travel. The Department shall reimburse the Contractor for travel expenses under this Agreement.

ARTICLE VIII - GENERAL TERMS

- 8.1. Agreement to Obey All Laws. The Contractor shall at all times observe, comply with, and perform all obligations hereunder in accordance with, all laws, ordinances, codes and regulations of Federal, State, county and local governmental agencies which in any manner affect the terms of this Agreement.
- 8.2. Amendments. This Agreement may be amended or modified by the mutual consent of the parties at any time during its term. Amendments to this Agreement must be in writing and signed by the parties. No change in, addition to, or waiver of any term or condition of this Agreement shall be binding on the Department unless approved in writing by an authorized representative of the Department.
- 8.3. Amendments Necessary for Statutory or Regulatory Compliance. The Contractor shall, upon request by the Department and receipt of a proposed amendment to this Agreement, negotiate in good faith with the Department to amend the Agreement if and when required, in the opinion of the Department, to comply with Federal or State laws or regulations. If the parties are unable to agree upon an amendment within sixty (60) days, or such shorter time required by Federal or State law or regulation, the Department may terminate this Agreement.

8.4. Assignment and Subcontracting. Assignment, subcontracting, or transfer of all or part of the interests of the Contractor in the work covered by this Agreement is prohibited without prior written consent of the Department. If the Contractor is a joint venture, one of the parties to the joint venture must take full contractual responsibility for performance under this Agreement.

- A. In the event the Department gives consent to the Contractor to assign, subcontract or transfer all or part of the interests of the Contractor in the work covered by this Agreement, the terms and conditions of this Agreement shall apply to and bind the party or parties to whom such work is subcontracted, assigned, or transferred as fully and completely as the Contractor is hereby bound and obligated.
- B. Any proposed assignee, subcontractor or transferee must meet the same requirements applicable to the Contractor, including, but not limited to, certifications and disclosures.
- C. Where the Contractor is providing professional and artistic services, names and addresses of all subcontractors utilized by the Contractor with the consent of the Department shall be listed in an addendum to this Agreement together with the anticipated amount of money which the subcontractor is expected to receive pursuant to this Agreement.
- D. After notice to the Contractor, the Department may transfer this Agreement or payment responsibility to another State agency, or assign this Agreement to a third party for financing purposes.

8.5. Audits and Records.

- A. Right of Audit. This Intergovernmental Agreement, and all books, records, and supporting documents related thereto, shall be available for review or audit by the Department, the Office of Inspector General for the Department, the United States Department of Health and Human Services, the Illinois Auditor General and other State and Federal agencies with monitoring authority related to the subject matter of this Intergovernmental Agreement ("Authorized Persons"), and the Sheriff's Office agrees to cooperate fully with any such review or audit. Upon reasonable notice by any Authorized Person, the Sheriff's Office shall make available to the Authorized Person at the Champaign County Sheriff's Office or any other location agreed to by the parties, during normal business hours, full and complete access to the relevant portions of the Sheriff's Office's books and billing records as they relate to payments under this Intergovernmental Agreement. If the audit findings indicate overpayment(s) to the Sheriff's Office, the Department shall adjust future or final payments otherwise due to the Sheriff's Office. If no payments are due and owing to the Sheriff's Office, or if the overpayment(s) exceed the amount otherwise due

to the Sheriff's Office, the Sheriff's Office shall immediately refund all amounts which may be due to the Department.

B. Retention of Records.

1. Generally. The Contractor shall maintain all business, professional, and other records in accordance with State law, 45 CFR Part 74.53, the specific terms and conditions of this Agreement, and pursuant to generally accepted accounting practice. The Contractor shall maintain, during the pendency of the Agreement and for a minimum of three (3) years after the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, recipients, and uses of all disbursements of funds passing in conjunction with the Agreement. If an audit, litigation, or other action involving the records is begun before the end of the three-year period, the records must be retained until all issues arising out of the action are resolved.
2. Retention of HIPAA Records. The Contractor shall maintain for a minimum of six (6) years documentation of the protected health information disclosed by the Contractor, and all requests from individuals for access to records or amendment of records, in accordance with 45 CFR 164.530(j).

8.6. Choice of Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois. Any claim against the Department arising out of this Agreement must be filed exclusively with the Illinois Court of Claims (705 ILCS 505/1) or, if jurisdiction is not accepted by that court, with the appropriate State or Federal court located in Sangamon County, Illinois. The State shall not enter into binding arbitration to resolve any Agreement dispute. The State of Illinois does not waive sovereign immunity by entering into this Agreement.

8.7. Confidentiality.

- A. Proprietary Information. Performance of the Agreement may require the Contractor to have access to and use of documents and data which may be confidential or considered proprietary to the State or to a State Contractor, or which may otherwise be of such a nature that its dissemination or use, other than in performance of the Agreement, would be adverse to the interest of the State or others. Any documents or data obtained by the Contractor from the Department in connection with carrying out the services under this Agreement shall be kept confidential and not provided to any third party unless disclosure is required by law or approved in writing by the Department. Each party shall protect the confidentiality of information provided by the other party, or to which the receiving party obtains access by virtue of its performance under this Agreement, that either has been reasonably identified as

confidential by the disclosing party or by its nature warrants confidential treatment. The receiving party shall use such information only for the purpose of this Agreement and shall not disclose it to anyone except those of its employees who need to know the information. These nondisclosure obligations shall not apply to information that is or becomes public through no breach of this Agreement that is received from a third party free to disclose it that is independently developed by the receiving party, or that is required by law to be disclosed. Confidential information shall be returned to the disclosing party upon request.

B. Confidentiality of Program Recipient Identification. Contractor shall ensure that all information, records, data, and data elements pertaining to applicants for and recipients of public assistance, or to providers, facilities, and associations, shall be protected from unauthorized disclosure by Contractor, Contractor's employees, and subcontractors and their employees, pursuant to 305 ILCS 5/11-9, 11-10, and 11-12; 42 USC 654(26); 42 CFR Part 431, Subpart F; and 45 CFR Part 160 and 45 CFR Part 164, Subparts A and E. To the extent that Contractor, in the course of performing the Agreement, serves as a business associate of the Department, as "business associate" is defined in the HIPAA Privacy Rule (45 CFR 160.103), Contractor shall assist the Department in responding to the client as provided in the HIPAA Privacy Rule, and shall maintain for a period of six (6) years any records relevant to a client's eligibility for services under the Department's medical programs."

8.8. Dispute Resolution. In the event that the Department and the Contractor have a dispute as to the meaning of a requirement solely included as a result of a Federal regulation applicable to or referred to in this Agreement, the Department will request an interpretation from the appropriate Federal agency or agencies and that interpretation, if received, will be adopted by the Department and the Contractor.

8.9. Disputes Between the Contractor and Other Parties. Any dispute between the Contractor and any subcontractor, shall be solely between such subcontractor and the Contractor, and the Department shall be held harmless by the Contractor.

8.10. Employment Status. The Contractor shall be an independent contractor for all purposes under this Agreement. Supplies provided and services performed pursuant to this Agreement are not rendered as an employee of the Department or of the State of Illinois and amounts paid pursuant to this Agreement do not constitute compensation paid to an employee. Unless otherwise provided by law, the Contractor and the Contractor's principals, employees and subcontractors are not eligible for indemnity under the State Employee Indemnification Act (5 ILCS 350/1 et seq.) and are not entitled to any benefits provided to employees of the State under the Personnel Code and regulations or other laws of the State of Illinois. The Contractor shall be responsible for compliance with State and Federal income and Social Security tax requirements, to the extent applicable.

- 8.11. Fraud and Abuse. The Contractor shall report to the Department's Office of Inspector General (OIG) any suspected financial fraud and abuse in the Medical Assistance Program or Child Support Enforcement Program, or suspected misconduct of Department employees, as soon as the Contractor learns of the suspected fraud and abuse or misconduct. The Contractor shall cooperate with all investigations of suspected fraud and abuse or Department employee misconduct.
- 8.12. Gifts. The Contractor and the Contractor's principals, employees and subcontractors are prohibited from giving gifts to Department employees, and from giving gifts to, or accepting gifts from, any person who has a contemporaneous Agreement with the Department involving duties or obligations related to this Agreement.
- 8.13. Indemnification.
- A. The Contractor assumes all risk of loss and shall indemnify and hold the State, its officers, agents and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for any and all injuries to persons (including death), and any or all loss of, damage to, or destruction of property (including property of the State), resulting from the negligent or intentional acts or omissions of the Contractor or any employee, agent, or representative of the Contractor or the Contractor's subcontractor. The Contractor shall do nothing to prejudice the State's right to recover against third parties for any loss, destruction of, or damage to State property, and shall upon request and at the State's expense, furnish to the State all reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the State in obtaining recovery.
 - B. The Department is unable to indemnify or hold harmless any vendor for claims based on the Department's use of vendor-provided goods or services, including software. Any liability for damages that the Department might have is expressly limited by and subject to the provisions of the Illinois Court of Claims Act (705 ILCS 505/1) and to the availability of suitable appropriations.
 - C. Neither party shall be liable for incidental, special or consequential damages.
 - D. The Contractor agrees to assume all risk of loss and to indemnify and hold the Department and its officers, agents, and employees harmless from and against any and all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments, including costs, attorneys' and witnesses' fees, and expenses incident thereto, for the Contractor's failure to pay any subcontractor, either timely or at all, regardless of the reason.

- 8.14. Media Relations and Public Information. Subject to any disclosure obligations of the Contractor under applicable law, rule, or regulation, news releases pertaining to this Agreement or the services or project to which it relates shall only be made with prior approval by, and in coordination with, the Department. The Contractor shall not disseminate any publication, presentation, technical paper, or other information related to the Contractor's duties and obligations under this Agreement unless such dissemination has been previously approved in writing by the Department.
- 8.15. Nondiscrimination. In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U. S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the Department does not unlawfully discriminate in employment, contracts, or any other activity. The Contractor and the Contractor's principals, employees and subcontractors shall abide by all Federal and State laws, regulations and orders which prohibit discrimination because of race, creed, color, religion, sex, national origin, ancestry, age, or physical or mental disability, including but, not limited to, the Federal Civil Rights Act of 1964, the Americans with Disabilities Act of 1990, the Federal Rehabilitation Act of 1973, the Illinois Human Rights Act, and Executive Orders 11246 and 11375. The Contractor further agrees to take affirmative action to ensure that no unlawful discrimination is committed in any manner, including, but not limited to, in the delivery of services under this Agreement.
- 8.16. Non-solicitation of Employees. The Sheriff's Office shall give notice to the Department's Ethics Officer, or such other person as the Department may designate, if the Contractor solicits or intends to solicit for employment any Department employee during any part of the term of this Agreement and for one (1) year after its termination or expiration. This notice shall be given in writing at the earliest possible time. The Contractor shall not employ any person or persons employed by the Department at any time during the term of this Agreement for any work required by the terms of this Agreement.
- 8.17. Ownership of Work Product. Except as may be otherwise agreed to in writing with the State, all work products, including without limitation, documents, reports, data, information and ideas specially produced, developed or designed by the Contractor under this Agreement for the State, whether preliminary or final, are "works made for hire," and shall become and remains the property of the State, including any copyright. The Department shall have the right to use all such work product without restriction or limitation and without further compensation to the Contractor. The Contractor shall not acquire or have any right to use, disclose or reproduce the work product or any equipment, data, information, media, software, or know-how obtained from the State except in performance of this Agreement. Nothing herein shall be construed as precluding the use of any data or information independently acquired by the Contractor without such limitation. Upon completion of the services hereunder or at the termination of this Agreement, all such documents and data shall, at the option of the Department, be appropriately arranged, indexed and delivered to the Department by the Contractor.

8.18. Rules of Construction. Unless the context otherwise requires or unless otherwise specified, the following rules of construction apply to this Agreement:

- A. Provisions apply to successive events and transactions;
- B. "Or" is not exclusive;
- C. References to statutes and rules include subsequent amendments and successors thereto;
- D. The various headings of this Agreement are provided for convenience only and shall not affect the meaning or interpretation of this Agreement or any provision hereof;
- E. If any payment or delivery hereunder shall be due on any day which is not a business day, such payment or delivery shall be made on the next succeeding business day;
- F. "Days" shall mean calendar days; "business day" shall mean a weekday (Monday through Friday), excluding State holidays, between the hours of 8:30 a.m. Central Time and 5:00 p.m. Central Time;
- G. Use of the male gender (*e.g.*, "he," "him," "his") shall be construed to include the female gender (*e.g.*, "she," "her"), and vice versa; and
- H. Words in the plural which should be singular by context shall be so read, and vice versa.

8.19. Severability. In the event that any provision, term or condition of this Agreement is declared void, unenforceable, or against public policy, then said provision, term or condition shall be construed as though it did not exist and shall not affect the remaining provisions, terms, or conditions of this Agreement, and this Agreement shall be interpreted as far as possible to give effect to the parties' intent.

8.20. Sexual Harassment. The Contractor shall have written sexual harassment policies which shall comply with the requirements of 775 ILCS 5/2-105.

8.21. Survival of Obligations. Those obligations under this Agreement which by their nature are intended to continue beyond the termination or expiration of this Agreement shall survive the termination or expiration of this Agreement.

ARTICLE IX - CONTRACTOR CERTIFICATIONS

By signing this Agreement, the Contractor makes the following certifications and warranties. This Agreement may be terminated immediately or upon notice by the Department in its sole discretion upon the Contractor's failure to maintain these certifications and warranties.

9.1. General Warranties of The Contractor.

- A. All work will be performed in a good and professional manner.
- B. The Contractor has title to, or the right to allow the Department to use, any equipment, software, services and information being provided and that the Department will have use of those items without suit, trouble or hindrance so long as the Department is performing its obligations. The Contractor shall indemnify and hold the Department harmless should anything provided by the Contractor infringe upon the patent, copyright or trade secret of another.
- C. The person executing this Agreement on behalf of the Contractor is duly authorized to execute the Agreement and bind the Contractor to all terms and conditions hereunder.
- D. For a period of ninety (90) days after completion of all services and deliverable products provided for under this Agreement and any subsequent related Agreement, and acceptance of the same by the Department, any defects or problems found in the work performed or submitted by the Contractor will be expeditiously corrected by the Contractor without additional charge to the Department.
- E. The Contractor is not delinquent in the payment of any debt to the State and, therefore, is not barred from being awarded an Agreement under 30 ILCS 500/50-11. The Contractor acknowledges that the Department may declare the Agreement void if this certification is false, or if the Contractor is determined to be delinquent in the payment of any debt to the State during the term of the Agreement.

9.2. Bribery. The Contractor is not barred from being awarded an Agreement or subcontract under Section 50-5 of the Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.*

9.3. Business Enterprise for Minorities, Females and Persons with Disabilities. The Contractor is familiar with the provision of the business Enterprise for Minorities, Females and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.*, and has completed Attachment A.

- 9.4. Conflict of Interest. The Contractor is not prohibited from contracting with the Department on any of the bases provided in 30 ILCS 500/50-13. The Contractor and the Contractor's principals, employees and subcontractor neither have nor shall acquire any interest, public or private, direct or indirect, which may conflict in any manner with performance under this Agreement, and the Contractor shall not employ any person having such an interest in connection with the Contractor's performance under the Agreement. The Contractor shall be under a continuing obligation to disclose any conflicts to the Department, which shall, in its sole good faith discretion, determine whether such conflict is cause for the non-execution or termination of the Agreement.
- 9.5. Drug Free Workplace. The Contractor is in compliance with the requirements of 30 ILCS 580, and has completed **Attachment B**.
- 9.6. Early Retirement.
- A. The Contractor has informed the Department in writing if he was formerly employed by the Department and received an early retirement incentive prior to 2002 under 40 ILCS 5/14-108.3 or 40 ILCS 16-133.3. The Contractor acknowledges and agrees that if such early retirement incentive was received, this Agreement is not valid unless the official executing the Agreement on behalf of the Department has made the appropriate filing under 30 ILCS 105/15a prior to execution.
- B. The Contractor has not received an early retirement incentive in or after 2002 under 40 ILCS 14-108.3 or 40 ILCS 16-133.3. The Contractor acknowledges that contracts in violation of 30 ILCS 105/15a are not payable from the "contractual services" or other appropriation line items.
- 9.7. Federal Taxpayer Identification Number and Legal Status Disclosure. The Contractor has completed **Attachment C** and certifies, under penalties of perjury, that the information contained thereon is correct.
- 9.8. Felony. The Contractor has not been convicted of a felony or, if Contractor has ever been convicted of a felony it has been more than five years from the Contractor's completion of the sentence imposed for that conviction; or no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the Contractor.
- 9.9. New Hire Reporting and Electronic Funds Transfer of Child Support Payments. The Contractor shall comply with the requirements of 820 ILCS 405/1801.1 and 750 ILCS 28/35.

9.10. Nonexclusion.

- A. Neither the Contractor, the Contractor's principals, shareholders or subcontractors owning at least five percent (5%) of the Contractor, nor any employee of the Contractor, is currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency, or is currently barred or suspended from contracting with the State under Section 50-35(f), 50-35(g) or 50-65 of the Illinois Procurement Code, 30 ILCS 500/1-1 *et seq.*
- B. If the Contractor knows or learns of any person who was in the past but is not currently, or who during the term of this Agreement becomes, excluded from participation in this transaction as provided in Section (A), above, the Contractor shall, within thirty (30) days after signing this Agreement or within thirty (30) days after learning of such exclusion, provide to the Department a written description of each offense causing the exclusion, including the name of the offender, the date of the offense, the action causing the offense, any penalty assessed or sentence imposed, and the date any penalty was paid or sentence completed.

9.11. Nonparticipation in International Boycott. Neither the Contractor nor any substantially-owned, affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

9.12. Nonpayment of Dues or Fees. The Contractor pays neither dues nor fees on behalf of the Contractor's employees or agents nor subsidizes or otherwise reimburses them for payment of dues or fees to any club which unlawfully discriminates and, therefore, the Contractor is not prohibited from selling goods or services to the State of Illinois under 775 ILCS 25/0.01 *et seq.*

9.13. Nonsolicitation of Agreement. The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for the Contractor, to solicit or secure this Agreement, and has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Department shall have the right to annul this Agreement without liability or, in its discretion, to deduct from compensation otherwise due the Contractor such commission, percentage, brokerage fee, gift or contingent fee.

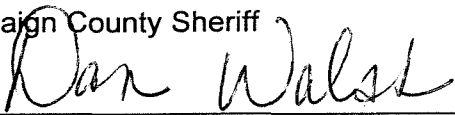
9.14. Prevailing Wage. The Contractor shall comply with the Davis-Bacon Act, 40 USC 276a, and the Illinois Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.*, as applicable.

9.15. Revolving Door. The Contractor is not in violation of section 50-30 of the Illinois Procurement Code, 30 ILCS 500/50-30.

9.16. Child Support. The Contractor shall ensure that its employees who provide services to the Department under this Agreement are in compliance with child support payments pursuant to a court or administrative order of this or any other State. The Contractor will not be considered out of compliance with the requirements of this Section, if, upon request by the Department, the Contractor provides:

- A. Proof of payment of past due amounts in full;
- B. Proof that the alleged obligation of past due amounts is being contested through appropriate court or administrative proceedings and Contractor provides proof of the pendency of such proceedings; or
- C. Proof of entry into payment arrangements acceptable to the appropriate State agency.

IN WITNESS WHEREOF, the Department and Contractor have caused this Agreement to be executed on the dates shown below by representatives authorized to bind the respective parties.

Champaign County Sheriff
By: 
Daniel J. Walsh

Title: Champaign County Sheriff

Date: 2/16/05

Illinois Department of Public Aid
By: _____
Barry S. Maram

Title: Director, IDPA

Date: _____

County of Champaign
By: _____
Barbara Wysocki
Title: County Board Chairperson
Date: _____

Attachment A
BEP Contracting Goal

The Business Enterprise Program Act for Minorities, Females and Persons with Disabilities (30 ILCS 575/1) establishes a goal that not less than 12% of the total dollar amount of State contracts be awarded to businesses owned and controlled by persons who are minority, female or who have disabilities (the percentages are 5%/5%/2% respectively) and have been certified as such ("BEPs"). This goal can be met by contracts let directly to such businesses by the State, or indirectly by the State's contractor ordering goods or services from BEPs when suppliers or subcontractors are needed to fulfill the contract. Call the Business Enterprise Program at 312/814-4190 (Voice & TDD), 800/356-9206 (Toll Free), or 800/526-0844 (Illinois Relay Center for Hearing Impaired) for a list of certified businesses appropriate for the particular contract.

1. If you are a BEP, please identify which agency certified the business and in what capacity by checking the applicable blanks:

Certifying Agency:

- Department of Central Management Services
 Women's Business Development Center
 Chicago Minority Business Development Council
 Illinois Department of Transportation
 Other (identify) _____

Capacity:

- Minority
 Female
 Disadvantaged
 Person with Disability

2. If the "Capacity" blank is not checked, do you have a written policy or goal regarding contracting with BEPs? Yes _____ No _____
- a. If "yes," please attach a copy.
- b. If "no," will you make a commitment to contact BEPs and consider their proposals?
Yes _____ No _____
3. Do you plan on ordering supplies or services in furtherance of this project from BEPs?
Yes _____ No _____
- a. If "yes," please identify what you plan to order, the estimated value as a percentage of your total proposal, and the names of the BEPs you plan to use.

This information is submitted on behalf of the Champaign County Sheriff.

By: _____

Name/Title: _____

Date: _____

Attachment B
State of Illinois Drug Free Workplace Certification

Contractor certifies that he/she/it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the Agreement.

CHECK THE BOX THAT APPLIES:

- This business or corporation does not have twenty-five (25) or more people.
- This business or corporation has twenty-five (25) or more employees, and Contractor certifies and agrees that it will provide a drug free workplace by:
 - A) Publishing a statement:
 - 1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employees that, as a condition of employment on such contract, the employee will:
 - a) abide by the terms of the statement; and
 - b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - B) Establishing a drug free awareness program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) Contractors' policy of maintaining a drug free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) the penalties that may be imposed upon an employee for drug violations.
 - C) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) or paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

Attachment B
State of Illinois Drug Free Workplace Certification

Contractor certifies that he/she/it will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the Agreement.

CHECK THE BOX THAT APPLIES:

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 - 2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - 3) Notifying the employees that, as a condition of employment on such contract, the employee will:
 - a) abide by the terms of the statement; and
 - b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - B) Establishing a drug free awareness program to inform employees about:
 - 1) the dangers of drug abuse in the workplace;
 - 2) Contractors' policy of maintaining a drug free workplace;
 - 3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) the penalties that may be imposed upon an employee for drug violations.
 - C) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - D) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) or paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.

Attachment C
Taxpayer Identification Certification

- A. The Contractor certifies that:
1. The number shown on this form is the Contractor's correct taxpayer identification number (or the Contractor is waiting for a number to be issued to the Contractor); and
 2. The Contractor is not subject to backup withholding because:
 - (a) The Contractor is exempt from backup withholding, or
 - (b) The Contractor has not been notified by the Internal Revenue Service (IRS) that The Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
 - (c) The IRS has notified The Contractor that the Contractor is no longer subject to backup withholding, and
 3. The Contractor is a U.S. person (including a U.S. resident alien).

B. The Contractor's Name: _____

C. The Contractor's Taxpayer Identification Number:

Social Security Number (SSN): _____

or

Employer Identification Number (EIN): _____

(If Contractor is an individual, enter Contractor's name and SSN as it appears on Contractor's Social Security Card. If the contractor is completing this certification for a sole proprietorship, enter the owner's name followed by the name of the business and the owner's SSN or EIN. For all other entities, enter the name of the entity as used to apply for the entity's EIN and the EIN.)

D. The Contractor's Legal Status *(check one)*:

- | | |
|--|---|
| <input type="checkbox"/> Individual | <input type="checkbox"/> Governmental |
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Nonresident alien |
| <input type="checkbox"/> Partnership/Legal Corporation | <input type="checkbox"/> Estate or trust |
| <input type="checkbox"/> Tax-exempt | <input type="checkbox"/> Pharmacy (Non-Corp.) |
| <input type="checkbox"/> Corporation providing or billing
medical or health care services | <input type="checkbox"/> Pharmacy/Funeral |
| <input type="checkbox"/> Corporation NOT providing or
billing medical or health care services | <input type="checkbox"/> Home/Cemetery (Corp) |
| | <input type="checkbox"/> Other: _____ |

THE UNDERSIGNED AFFIRMS, UNDER PENALTIES OF PERJURY, THAT HE OR SHE IS AUTHORIZED TO EXECUTE THIS CERTIFICATION ON BEHALF OF THE CHAMPAIGN COUNTY SHERIFF.

Signature of Authorized Representative

Printed Name and Title

Date



February 17, 2005

Ms. Jan Anderson, Chair
Justice & Social Services Committee
Champaign County Board Office
Brookens Administrative Center
1776 E. Washington Street
Urbana, IL 61802

RE: Renewal of Violent Crime Victims Assistance Grant

Dear Ms. Anderson and Committee Members:

Enclosed for the Committee's consideration is a copy of our completed application for continued grant funding from the Violent Crime Victims Assistance Program administered by the Illinois Attorney General's Office. The deadline for submission of this application is February 25, 2005, and the funds will be awarded for the 12-month period beginning July 1, 2005. This application was approved by the CAC Governing Board at its meeting on January 27, 2005.

As you can see, we are requesting continuation of an existing grant. The Children's Advocacy Center has received a similar grant from the Illinois Attorney General's Office each year since January 2000. For State FY 2006 beginning July 1, 2005, we are requesting an increase in grant funding from \$15,000 to \$67,326. The increased revenue will be used to offset increased salary costs for the Executive Director and will also be used to fund the salary and fringe benefits for a full-time Child Forensic Interviewer. If funding for the latter position is approved, we will submit the position for evaluation and classification by the Job Evaluation Committee. Please note that there is no match requirement for this grant and that acceptance of the grant requires no financial contribution by Champaign County.

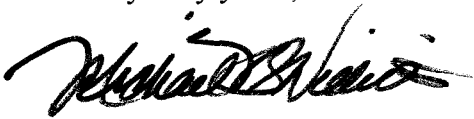
Also enclosed is the Champaign County Application Form For Grant Consideration, Acceptance, Renewal/Extension, together with the required Financial Impact Statement.

Ms. Jan Anderson
February 17, 2005
Page Two

On behalf of the Children's Advocacy Center, I am hereby requesting that the Committee approve the acceptance of this grant and forward its recommendation for acceptance to the full County Board. I will, of course, advise the Grant Executive Committee upon receiving notification of the actual awarding of the grant.

Thank you for your time and consideration and I encourage you to contact me at 384-1266 if you have any questions or concerns regarding the enclosed application.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael B. Williams". The signature is fluid and cursive, with a large initial "M" and "W".

Michael B. Williams
Executive Director

Enclosures

APPLICATION COVER SHEET

**OFFICE OF THE ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
FY2006 GRANT APPLICATION**

APPLICANT ORGANIZATION:

1. NAME: Champaign County Children's Advocacy
Center

ADDRESS: 1601 E. Main Street

CITY: Urbana

ZIP CODE: 61802

TELEPHONE: 217/384-1266

FAX #: 217/344-1214

E-MAIL: MWilliams@co.champaign.il.us

WEB SITE: www.co.champaign.il.us/cac

FEIN #: 37-6006910

CHARITABLE TRUST #: N/A

Dr. Kathleen Buetow, Chair

CHIEF EXECUTIVE OFFICER/EXECUTIVE DIRECTOR

Chief Daniel Driscoll, Secretary/Treasurer

CHIEF FINANCIAL OFFICER

PHONE # 217/586-5533

CONTACT PERSON: Michael B. Williams

PHONE # 217/384-1266

DESCRIBE YOUR SERVICE AREA:

Urban Suburban Rural

Name and/or address of program applying for funds if other than above.

2. **AMOUNT REQUESTED:**

\$ 67,326

3. **ORGANIZATION TYPE:**

- Government Entity
 Not-for-profit Corporation
 Medical and Health Care Services Provider
 Tax Exempt Organization (IRC 501 (a) only)

4. **HOW LONG HAS AGENCY PROVIDED VICTIM SERVICES?:**

August 1, 2000

5. **COUNTIES SERVED:**

Champaign

6. **LEGISLATIVE DISTRICTS:**

U.S. House of Representatives: 15th

State House: 103rd, 104th, 105th, 110th

State Senate: 52nd, 53rd, 55th

7. **IMPORTANT NOTICE:**

This state office is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under 725 ILCS 240/ et seq. FAILURE TO PROVIDE ALL OF THE REQUESTED INFORMATION MAY PREVENT THIS APPLICATION FROM BEING PROCESSED.

8. **APPLICANT CERTIFICATION:**

To the best of my knowledge, the date and statements in this application are true and correct. The applicant agrees to comply with all state/federal statutes and rules/regulations applicable to the program.

AUTHORIZED OFFICIAL:

Michael B. Williams

Typed Name

Executive Director



Title

Signature

February 17, 2005

Date

AGENCY REQUIREMENTS:

The agency applying for funding certifies that they have developed and implemented the following requirements (please check). Target dates must be included for those which are yet to be developed. Copies must be available for inspection.

- Reasonable accommodation policy for persons with disabilities. (Compliance with ADA requirements)
- Written policies for a drug free workplace.
- Written policies for non discrimination.
- Written procedures for client intake.
- Written policies for client rights.
- Written policies for volunteer training. **See Page 10**
- Written personnel policies and procedures.
- Rules to govern conflict of interest situations.
- Fee schedule with detailed charges for specific victim services. If no charge for services, please indicate.


Signature

February 17, 2005
Date

APPLICATION REQUIREMENTS:

SUBMISSION:

The Original and One Complete Copy of the entire application packet MUST be received at the address below by 5:00 pm on the due date. **Late applications will not be considered.**

**OFFICE OF THE ILLINOIS ATTORNEY GENERAL
VIOLENT CRIME VICTIMS ASSISTANCE PROGRAM
100 WEST RANDOLPH, 13TH FLOOR
CHICAGO, ILLINOIS 60601
ATTENTION: MEISHA LYONS**

NARRATIVE SECTIONS:

All narratives and attachments MUST be included in the order listed below, must be completed in the page limitations indicated with 1 inch margins. **Additional pages will not be reviewed.**

REQUESTED CHARTS AND BUDGET PAGES:

All pages must be completed as directed.

APPLICATION ORDER:

1. Application Cover Sheet
2. Requirements page
3. Agency History and Purpose (1 page)
4. Program Description (1 page)
5. Services Provided (no more than 2 pages)
6. Clients Served (1 page)
7. Community Needs and Responses (2 pages)
8. Staff (1 page)
9. Volunteers (1 page)
10. Program Goals (1 page)
11. Budget Narrative (1 page)
12. Budget Worksheet

ATTACHMENTS ORDER:

- J. Three (3) letters of support for the program for which funding is sought. Letters must be dated within six months of application date. **Attached**
- K. Job descriptions for positions for which funding is requested. Do not include resumes. **Attached**
- L. List of current Governing Board for not-for-profits and governmental entities. **Attached**
- M. Copy of any fee schedule used. **N/A**
- N. Not-for profits must submit 1 copy only of most recently completed audit; or a financial statement for agencies with budgets under \$4,000.00 or in operation less than a year. **N/A**

APPLICATION DUE DATE

FEBRUARY 25, 2005

A. AGENCY HISTORY AND PURPOSE:

In 1999, the Champaign County Child Advocacy Advisory Board, chaired by then Champaign County State's Attorney John Piland, undertook the task of establishing a Children's Advocacy Center. The purpose of the Center would be to aid in the education and prevention of child abuse, to provide compassionate and sensitive support to child victims, and to enhance the effectiveness of the investigation and prosecution of child sexual and serious physical abuse cases. Prior to that time (in November 1998), State's Attorney Piland had applied for and obtained a grant from the National Children's Alliance, which provided "seed money" for the establishment of the Center. Since that time, additional funding for the Center has been provided by the Office of the Illinois Attorney General, the Illinois Criminal Justice Information Authority, the Illinois Department of Children and Family Services, the Champaign County Mental Health Board, the Chapter Office of the Children's Advocacy Centers of Illinois, the National Children's Alliance, Carle Foundation, The Library Channel, the Mahomet Town & Country Women's Club, and the Urbana Exchange Club.

The mission of the Champaign County Children's Advocacy Center is to coordinate a timely, comprehensive, and multidisciplinary response to allegations of child sexual and serious physical abuse in a safe, agency-neutral, child-focused setting. The Champaign County Children's Advocacy Center facilitates investigations, makes medical and treatment referrals, and assists with any consequent legal proceedings in order to protect and support the children it serves and their families. The CAC also promotes interdisciplinary communication, participates in and coordinates community education and prevention services, and facilitates specialized training for personnel from local law enforcement departments, child welfare agencies, and social service providers.

In March 2000, the Governing Board of the Champaign County Children's Advocacy Center hired Lorelea Liss as the first Executive Director for the Center and formal interviews of child victims began in August 2000. In December 2000, renovations began on a building that was to become the new site for the Center. Until such time as the site became available, the Children's Advocacy Center was housed in the Champaign County Courthouse. Renovations were completed in August 2001 and the Center moved to its permanent location at 1601 East Main Street in Urbana later that month. The physical layout of the Center enables the Center to meet its goal of providing support for victimized children and their families in a safe, agency-neutral, child-focused setting.

The Executive Director and the Case Manager oversee the daily operations of the Children's Advocacy Center. As Executive Director, Michael B. Williams directs the administrative functions of the CAC to ensure the provision of a coordinated, timely, comprehensive, and multidisciplinary response to allegations of child sexual and serious physical abuse. Case Manager Jill Breen works through and with local agency and service providers to facilitate investigations, makes medical and treatment referrals, and provides support for child victims and their non-offending family members throughout consequent legal proceedings.

In February 2003, the Center met its goal of obtaining full membership in the National Children's Alliance. As such, the CAC qualified for and has been awarded NCA Full Member Program Support Grants for 2004 (\$8,500) and 2005 (\$10,000).

During all of 2001, 34 child victims of sexual abuse were referred to the CAC. For the 12-month period ended December 31, 2002, a total of 199 unduplicated children were interviewed at the Center, an increase of nearly 600% over the number of children receiving services in 2001. In 2003, the total number of unduplicated children interviewed at the Center increased to 257 (an increase of 29% over 2002). The unduplicated number of children interviewed at the Center in 2004 declined slightly to 232 (a decrease of 9.7%). That number included 150 new children who received or are receiving case management services, 10 children for whom the Center did not provide case management services, 51 non-victim siblings/witnesses, 4 alleged juvenile offenders, 4 children interviewed in preparation for abuse/neglect and/or criminal court proceedings, and out-of-county courtesy usages of the facility during which a total of 13 children were interviewed. As of December 31, 2004, the Children's Advocacy Center was providing services to 95 children representing 92 separate families.

B. PROGRAM DESCRIPTION:

The Champaign County Children's Advocacy Center is a child-friendly and child-focused place where children and families can receive needed services and whose goal is to improve the community's response to abused children. The Champaign County CAC was established to facilitate a multidisciplinary response to all allegations of sexual as well as serious physical abuse of minors under the age of 18 who live in, have lived in, or who are currently located in Champaign County. The CAC is available 24 hours per day 7 days per week and CAC staff can be reached by pager after normal business hours.

All CAC services are designed to facilitate joint investigations, reduce the trauma of repeated victim interviews, and initiate victim and family healing. The CAC provides a safe, agency-neutral space with assigned personnel designated for the investigation and coordination of services for victims of child sexual and serious physical abuse. The Center also provides comprehensive case management services which include: establishing social histories with victims and families; identifying areas of concern and areas of need for making referrals; scheduling medical evaluations for children whenever appropriate and providing appropriate medical information in order to expedite the evaluation process and to minimize distress to the child; identifying community resources and making appropriate referrals for needed services; providing ongoing support; assessing progress in securing services and meeting recovery related goals; assisting with consequent legal proceedings; participating in pre- and post-interview debriefings; and coordinating case-specific and monthly Multidisciplinary Team (MDT) Case Review meetings.

In partnership with The Mental Health Center of Champaign County, the CAC offers crisis intervention services to clients of the Center and their non-offending family members. Those services include: an immediate, on-site crisis intervention assessment; referrals to and linkage with all necessary and appropriate mental health services; short-term crisis intervention counseling; emotional support in the short-term; information about behaviors exhibited by victimized children and strategies for appropriate parental intervention and support; and support for parents and other non-offending family members in addressing their own needs in the aftermath of child abuse.

In December 2003, the CAC began offering child victim support groups. The groups are being facilitated by Joanna Kling, a local therapist and former representative of Provena Behavioral Health (now known as The Mental Health Center) on the CAC Governing Board. The support group meets weekly for one and one-half hours. The first hour each week is the formal support group and the last half-hour is a time for participants to enjoy a snack and to socialize. During the last half-hour, parents of the group participants are also invited to meet together informally before picking up their children. The group meets for a total of 12 weeks and participants are free to join the group at any time in the process. The group focuses on the following topics: safety; coping with flashbacks and/or other symptoms of sexual abuse; relationships with family and friends; trust; boundaries; assertiveness; and feelings. The group also addresses other topics that the participants request. The group has a flexible structure and provides a safe and comfortable place to talk. Art projects, writing, films, and music are some of the media used by group participants to access and enhance expression of their feelings. Participants attend group sessions at no cost.

Finally, the CAC maintains a comprehensive computerized tracking system to receive and coordinate information concerning child sexual and serious physical abuse from participating agencies, and coordinates case-specific and monthly MDT Case Review meetings. The purpose of the monthly MDT Case Review meetings is to promote a team approach to the investigation and prosecution of child abuse cases and collaboration in addressing the needs of children and families served by the CAC. All open cases are subject to review at monthly MDT Case Review meetings; however, all cases opened within the last 30 days and not discussed at a previous MDT Case Review meeting are included on the agenda. A case that involves some urgency may be scheduled as needed and case-specific Team meetings may be arranged at the request of any Team member.

In November 2001, the CAC submitted its application for full membership in the National Children's Alliance. NCA Site Reviewer Mary McEniry conducted a site visit in August 2002, after which the NCA recommended that we establish a formal process for holding regular MDT Case Review meetings. That process began in November 2002 (see above description) and the Champaign County CAC was approved for full membership by the NCA Board at their meeting in February 2003. The awarding of full membership in the NCA is recognition that the Center meets the NCA's rigorous standards for providing a comprehensive, culturally competent, multidisciplinary team response to allegations of child abuse in a dedicated, child-friendly setting.

C. SERVICES PROVIDED:

SERVICE PROVIDED	# OF INDIVIDUAL CLIENTS USING THIS SERVICE PER MONTH*	# OF TIMES THIS SERVICE IS PROVIDED PER MONTH*
Multidisciplinary Team Interviews	20	18
Crisis Intervention	43	57
Death Review	N/A	1
Court Assistance	Less Than 1	Less Than 1
Information/Referrals	14	14
Medical Advocacy	3	3
Legal Advocacy	2	2
Orders of Protection Assistance	1	1
Social Service Advocacy	Less Than 1	Less Than 1
Victim's Compensation Information	3	3
Child Victim Support Groups	6	4
Community Education Prevention Programs	N/A	1
Professional Training	N/A	1
Multi-Disciplinary Teams	Average of 15 cases reviewed each month	1

*Monthly Average

D. CLIENTS SERVED:

The Champaign County CAC was established to facilitate a multidisciplinary response to all allegations of sexual as well as serious physical abuse of minors under the age of 18 who live in, have lived in, or who are currently located in Champaign County. Cases involving an alleged victim who is of the age when he/she can ordinarily consent to sexual activity under the law and where the alleged offender is not a family member or in a position of trust, authority, or supervision in relation to the victim, fall outside of the CAC Protocol, even though the victim is under 18 years of age. Serious physical abuse is defined as those cases with allegations listed under Level #1 Standards for Child Abuse and Neglect Investigations (DCFS Rule 300). Level #1 allegations of harm include: Death, Brain Damage/Skull Fracture, Multiple Fractures or Fractures Suspicious of Abuse, Third Degree Burns, Subdural Hematoma, Internal Injuries, Wounds, and Torture. Level #1 allegations of child sexual abuse include: Sexually Transmitted Diseases, Sexual Penetration, Sexual Exploitation, and Sexual Molestation.

Cases are referred to the CAC by local law enforcement agencies and by the Urbana Field Office of the Illinois Department of Children and Family Services. Although the Center was established for the coordination of child sexual and serious physical abuse cases in Champaign County, interview rooms are available to any investigator who needs to interview child victims/witnesses of other serious crimes. The Executive Director also has the discretion to allow use of the Center for interviews of children by investigators from other counties. During 2004, law enforcement and DCFS investigators utilized the Champaign County Children's Advocacy Center on 8 occasions to interview a total of 13 children in cases that originated in Ford County, Iroquois County, Piatt County, and E. Orange, New Jersey.

The CAC provides services to a diversified target population regardless of race, color, religion, national origin, ancestry, gender, marital status, sexual orientation, physical or mental challenges, socio-economic status or any other cultural descriptors. There are no income limitations set by the Center and it is important to note that CAC services are provided to children and their non-offending family members regardless of whether or not a disclosure of abuse is made. All CAC services are provided free-of-charge and no victim referred through the Multidisciplinary Team process will be denied services based on inability to pay. Non-offending family members are also eligible for case management and crisis intervention services. Services provided by the CAC are outlined in **Sections B and C** above.

In an attempt to improve service provision to children and their non-offending family members, crisis intervention services are provided on an outreach basis at locations in the community that protect client confidentiality and are convenient to clients, thus eliminating the need for parents to arrange transportation and removing a potential barrier to the provision of those services. In addition, the CAC offers support groups to children served by the Center (see **Section B** for details). This service is designed to meet the needs of an underserved population (child victims) and is offered free of charge. Lastly, when an investigation involves non-English-speaking children and family members, the CAC makes provisions to overcome any barriers in communication by enlisting the assistance of bi-lingual parties. To the extent possible, all services provided to the child or family are provided in the family's language of choice. When necessary, the CAC accesses language interpreter services through the East Central Illinois Refugee Mutual Assistance Center, the University of Illinois, the Illinois Department of Children and Family Services, local law enforcement agencies, and private parties. The CAC also maintains a list of sign language interpreters to provide assistance for the hearing impaired. Prior to their involvement in an investigation or follow-up services, CAC staff members orient interpreters to the applicable CAC and Multidisciplinary Team procedures.

E. COMMUNITY NEEDS AND RESPONSES:

The establishment of the Champaign County Children's Advocacy Center has enjoyed enthusiastic community support. During the Fiscal Year ended November 30, 2001, the Champaign County Mental Health Board allocated \$63,113 to the program for renovation of the new site, equipment purchases, and general operating expenses. A local healthcare organization, Carle Foundation, also donated \$10,000 for the renovation project. The Mental Health Board affirmed its support of the Center by entering into Purchase of Services Contracts with the CAC for Fiscal Years 2002, 2003, 2004, and 2005. Pursuant to those agreements, the Center receives a payment of \$350 for each new treatment plan client served by the CAC, up to an annual maximum of \$37,080.

In April 2002, the CAC partnered with Provena Behavioral Health at Centerpoint (now known as The Mental Health Center of Champaign County) to successfully apply for a grant from the Illinois Criminal Justice Information Authority (ICJIA). The initial grant in the amount of \$156,624 was for a two-year period which ended on October 31, 2004. The CAC was subsequently awarded continuation funding in the amount of \$78,312 for a one-year period beginning November 1, 2004. Funding from the ICJIA is used to pay for crisis intervention services for CAC clients and their non-offending family members. Please refer to **Section B** for a description of those services. Although the CAC lacks the financial resources to meet the 20% match requirement for this grant, The Mental Health Center donates certain non-direct services, which the Authority in turn allows as matching contributions. Without the outstanding support of The Mental Health Center, it is unlikely that the CAC would be able to provide these much-needed services to its clients.

In October 2002, Dr. Kathleen Buetow of Carle Clinic assisted the CAC with the preparation of a successful application for grant funding in the amount of \$17,878 from the Children's Advocacy Centers of Illinois (CACI). The proceeds of this initiative are derived from a settlement that the Illinois Attorney General obtained in an anti-trust case filed against certain vitamin manufacturers. Funds were used to send Team members involved in the medical management of child abuse cases to the 2003, 2004 and 2005 International Conference on Child and Family Maltreatment in San Diego, California. A total of 10 Team members have attended the Conference since 2003. The remaining funds were dedicated to the production of a brochure explaining the specialized medical examination procedure, which the CAC provides to children and their parents/caretakers. Copies of the brochure are also available through Carle Hospital/Clinic, Provena Covenant Medical Center, and DCFS. Medical professionals associated with the MDT were instrumental in the preparation, production and distribution of the brochure.

In July 2003, the Children's Advocacy Center and A Woman's Fund teamed up to submit a successful application for federal funding in the amount of \$5,000 from the Child Advocacy Center/Sexual Assault Center Collaborative Projects Program administered by the Illinois Attorney General and the Illinois Criminal Justice Information Authority. The proposal submitted by the CAC and A Woman's Fund envisioned utilizing grant proceeds to produce and broadcast a series of Public Service Announcements focusing on the issues of child abuse and adult relationship violence. The bulk of the grant award was used to purchase airtime during the month of April 2004, which is both Child Abuse Prevention Month and Sexual Assault Awareness Month. We also requested that local television and radio stations continue to broadcast the Public Service Announcements throughout the year at no charge. Copies of the PSAs were distributed to other Illinois Children's Advocacy and Sexual Assault Centers for use in their own areas. A Woman's Fund acted as Fiscal Agent for the project.

In October 2004, the CAC received a grant in the amount of \$5,504.61 from the Children's Advocacy Centers of Illinois, the proceeds of which were used to purchase digital photography equipment for use by the Emergency Department at Carle Hospital and the Pediatrics Departments at Carle Clinic and Provena Covenant Medical Center. The Center also purchased three families of anatomically detailed dolls for use by the Carle Clinic Pediatrics Department. This grant was made available from proceeds of the Vitamin Anti-Trust Settlement administered by the Illinois Attorney General. The equipment was presented to representatives of Carle Clinic, Carle Hospital and Provena Covenant Medical Center on November 18, 2004 and was covered by two local television stations. The CAC Executive Director also did a radio interview to publicize the distribution of this equipment.

During the 2004 Holiday season, the CAC received donations of books, videos, DVDs, dolls and fleece throws from the employees of the University of Illinois-Division of Campus Stores, Mailing & Receiving. Those employees also purchased clothing, toys and other gifts which were distributed to the children of three families

served by the Children's Advocacy Center. Because of the generosity of this organization, the holidays were a happier and brighter time for 12 children and their families. Their donations to the CAC will also be used to make children feel welcome and comfortable when they come to the Center to be interviewed. In addition, after being contacted by the CAC Case Manager, Salt & Light, a local social service agency, located a donor who provided a needy family with a \$600 Christmas shopping spree. Needless to say, this very generous donation brightened this family's Holiday season.

On an annual basis, the CAC helps to coordinate a local coalition of community agencies, organizations, and concerned individuals to plan events commemorating National Child Abuse Prevention Month. These events are designed to raise awareness of the impact of child abuse in our community and to highlight the resources available to help those whose lives have been impacted by child abuse. From June 25-27, the annual *Taste of Champaign-Urbana* was held in Champaign's Westside Park. During the week leading up to this event, local radio stations WDWS and WHMS provided free, on-air promotion of the CAC. The CAC Executive Director was also a guest in the WDWS/WHMS tent at *The Taste* on June 25th. During August, the Children's Advocacy Center participated in "National Night Out 2004." National Night Out is designed to heighten community awareness of crime and drug prevention. This year's event was held in Champaign's West Side Park and was co-sponsored by the cities of Champaign and Urbana. Involvement in these and similar activities raises the Center's profile in the community and offers welcome opportunities to educate community leaders and citizens about the services being provided to abused children and their families at the CAC.

The CAC maintains close working relationships with local law enforcement agencies, the Champaign County State's Attorney's Office, and the Urbana Field Office of the Illinois Department of Children and Family Services. These relationships facilitate the tracking of pending cases throughout the investigative and court processes. Over the past three years, special emphasis has been placed on establishing a system of accountability that, to the extent possible, ensures that all child victims who meet the criteria established in the Protocol are, in fact, interviewed at the CAC. This system includes frequent contact with prosecutors and supervisory law enforcement personnel, as well as regular meetings with the local IDCFS Field Services Manager.

The CAC also enjoys good working relationships with many community-based social service organizations, enabling the Center to provide linkage and referrals to needed services for the children and families we serve. Among these agencies are: The Mental Health Center of Champaign County, A Woman's Fund, Rape Crisis Services, the University of Illinois, Family Service of Champaign County, Catholic Charities, Lutheran Social Services, Cunningham Children's Home, Prairie Center, the Refugee Assistance Center, etc. The CAC currently maintains memberships in the following organizations: the American Professional Society on the Abuse of Children, the Champaign County Coalition to End Family Violence, the Champaign County Mental Health Agencies Council, the Children's Advocacy Centers of Illinois, the Child Death Review Team, the National Children's Alliance, Prevent Child Abuse Illinois, and the Sexual Assault Response Team (SART).

The CAC regularly exchanges information with local law enforcement agencies, IDCFS, and relevant social service agencies within the bounds of client confidentiality. In 2002, the CAC in partnership with the State's Attorney's Office developed and implemented a computerized logging system which allows the CAC and the State's Attorney's Office to match cases initiated at the Center with reports submitted to the State's Attorney's Office for review. This system aids in the effort to monitor compliance with the CAC Protocol. Also in 2002, the Urbana IDCFS Field Office began providing to the CAC facsimile copies of all local reports containing Level One allegations of child sexual and/or serious physical abuse made to the State Central Register (IDCFS Hotline). This process has not only been a valuable source of information for the CAC, it has also assisted with efforts to ensure compliance with the Center's Protocol.

Through the Champaign County Children's Advocacy Center Protocol for Multidisciplinary Investigation of Child Sexual and Physical Abuse, the CAC has networking agreements with the following departments/agencies: Carle Clinic-Pediatrics Department, the State's Attorney's Office, the Probation and Court Services Department, the Champaign County Sheriff's Office, the Champaign County Mental Health Board, the Champaign Police Department, the Department of Children and Family Services, the Mahomet Police Department, The Mental Health Center of Champaign County, the Rantoul Police Department, the Regional Superintendent of Schools, the University of Illinois Police Department, and the Urbana Police Department. The Center has also entered into formal networking agreements with Catholic Charities and with Rape Crisis Services.

F. STAFF:

A)	Total number of Agency Staff:	<u>2</u>
B)	Number of paid employees:	
	Full-time	<u>2</u>
	Part-time	<u>0</u>
C)	Total number of Program Staff:	<u>2</u>

List all program staff by title, indicate whether they are full or part time and whether they are existing or to be added with grant funds. Underline positions for which funding is sought.

- Executive Director, Full-Time, Existing
- Case Manager, Full-Time, Existing
- Child Forensic Interviewer, Full-Time, To Be Added

D) Describe training provided to program staff for which funding is requested.

Since his appointment as Executive Director in February 2002, Mr. Williams has attended the following trainings/workshops: “Designing Effective Surveys & Questionnaires,” Springfield, IL (February 2002); “Preventing Stress and Job Burnout...Taking Care of Yourself,” Homer, IL (March 2002); 18th National Symposium on Child Sexual Abuse, Huntsville, AL (March 2002); Illinois CAC Directors’ Retreat, Findlay, IL (May 2002); “Mental Health: Culture, Race and Ethnicity,” Urbana, IL (August 2002); Champaign County Funders’ Informational Meeting and Performance Measurements Workshop, Urbana, IL (September 2002); Training Seminar for Child Advocacy Centers and Rape Crisis Centers, Springfield, IL (November 2002); Illinois CAC Directors’ Retreat, Peoria, IL (May 2003); SANE Seminar, Urbana, IL (July 2003); Missing and Abducted Children: A Survival Program for First Responders and Initial Investigators (October 2003); SANE Seminar, Urbana, IL (February 2004); Illinois CAC Directors’ Retreat, Peoria, IL (May 2004); Prejudice Reduction Training, Champaign, IL (August 2004); Employment Practices Training, Urbana, IL (August 2004); Cultural Competency Training, Part I: Asian Americans and Mental Health, Champaign, IL (October 2004); and Suicide Prevention Study Session (November 2004). In addition, Mr. Williams audited portions of the Basic Child Forensic Interviewing (September-October 2002) and Advanced Child Forensic Interviewing (July 2003) training programs presented in Champaign by the National Children’s Advocacy Center Training Academy.

If funding for a Child Forensic Interviewer is approved, the person hired for that position will be required to complete Finding Words Illinois, an intensive five-day course in which students learn the necessary skills to conduct a competent interview of a child victim. If that training is not readily available, we will explore alternative training opportunities through the National Children’s Advocacy Center in Huntsville, Alabama, or CornerHouse in Minneapolis, Minnesota. The person in this position will be required to stay informed on the latest child abuse issues, research, journals, protocols and interviewing techniques and the CAC will seek additional training opportunities to assist in that regard.

G. VOLUNTEERS:

A. Total number of Agency Volunteers:	<u>0</u>
Full-time	<u>0</u>
Part-time	<u>0</u>

B. List the job functions performed by volunteers participating in the program's operation.

Although the Children's Advocacy Center does not routinely utilize the services of volunteers at the Center, volunteers were utilized during 2004 as follows:

- A total of 21 individuals volunteered their services during the filming of Public Service Announcements focusing on the issues of child abuse and adult relationship violence (see Section E above). Volunteers included child and adult actors, an animal handler, and host families for filming locations. Furthermore, Robin Kaler, Deputy Associate Chancellor and Assistant Chancellor with the University of Illinois' Office of Public Affairs, made an in-kind contribution of her services to the project (scriptwriting, pre-production, post-production, voice over services, etc.).
- On April 19, 2004, three members of AFSCME Local #90 assisted with two beautification projects at the CAC. First, volunteers removed sod and tilled and amended the soil to create a flower bed along the client entrance to the Center. Volunteers also helped remove paint in preparation for repainting the Center's porch. The services of these volunteers were made possible through *Operation Helping Hand*, a week of volunteer service projects to benefit charitable agencies across Champaign County. *Operation Helping Hand* was sponsored by the United Way of Champaign County, the Office of Volunteer Programs at the University of Illinois, Illini Radio Group and The Daily Illini in conjunction with National Volunteer Week. In addition, several members of the Master Gardeners Program provided plants for a perennial garden which was established on the south side of the facility. All of these projects helped to beautify the CAC and make it more attractive to clients, staff and Multidisciplinary Team members.

On January 18, 2005, Jessica McMeyer, an Intern with the University of Illinois, began working at the Center. As part of her responsibilities, Ms. McMeyer is working to increase the level of participation in support groups offered at the CAC. Among other things, Ms. McMeyer will: identify potential support group participants and make written and in-person contact with their parents/caregivers; educate parents/caregivers about the benefits of their children participating in support groups; assist the facilitator with group discussions and activities; work with parents/caregivers in arranging for and coordinating transportation for group participants, which may involve contacting and coordinating with other agencies; order and serve snacks; purchase arts and crafts supplies; supervise siblings of children participating in support groups, etc. Ms. McMeyer will also provide assistance to CAC Case Manager Jill Breen and will be involved in planning activities for Child Abuse Prevention Month.

C. Describe the type of training provided to volunteers who work directly with clients.

The only volunteer working directly with clients is our Intern, Jessica McMeyer. The CAC Executive Director oriented Ms. McMeyer as to the operations and policies of the CAC and, as with all staff of the Center, the Executive Director will be responsible for ongoing training and supervision of Ms. McMeyer. While she is working with support group participants, Ms. McMeyer will be supervised by therapist Joanna Kling, M.Ed., LCPC.

H. PROGRAM GOALS:

Using the chart below, list three program goals for the year in which funding is sought, the objectives for each goal, and the activities to accomplish the objective.

GOAL	OBJECTIVE	ACTIVITES
<p>Child victims will receive sensitive care in the safe, agency-neutral, and child-friendly environment of the Champaign County Children’s Advocacy Center from trained professionals with skills in interviewing, assessment, and investigation of cases of child sexual and serious physical abuse.</p>	<p>All children alleged to have been the victims of sexual and/or serious physical abuse will be interviewed at the Champaign County Children’s Advocacy Center. This objective will be measured using reports of Level #1 allegations of child abuse made to the Illinois Department of Children and Family Services and local law enforcement agencies.</p>	<ul style="list-style-type: none"> • The Champaign County Children’s Advocacy Center will hire a full-time Child Forensic Interviewer to interview all children referred to the Center and will provide training to assist him/her in the development of specialized skills for interviewing child victims. • The Center will continue to monitor compliance with the Protocol through regular meetings and frequent contact with prosecutors as well as supervisory child welfare and law enforcement personnel and will provide training in the applicability of the Protocol as appropriate. • The Center will maintain a database for tracking the number of screening/initial contacts by the Center and how many actual interviews were completed at the Center.
<p>The Children’s Advocacy Center will coordinate Champaign County’s multidisciplinary response to allegations of child sexual and/or serious physical abuse.</p>	<p>The Champaign County Children’s Advocacy Center will facilitate integrated service coordination for child victims of sexual and serious physical abuse.</p>	<ul style="list-style-type: none"> • The CAC will facilitate monthly MDT Case Review Meetings and case-specific MDT staffings. • The CAC will provide specialized training for CAC staff, crisis interventionists and MDT members to assist them in the development of specialized skills for working with child victims and their non-offending family members and, to the extent possible, will provide financial support for professionals to attend specialized training.
<p>Children referred to the Children’s Advocacy Center and their non-offending family members will receive appropriate, individualized treatment referrals/services.</p>	<p>The Champaign County Children’s Advocacy Center will develop an appropriate plan of treatment/referrals for child victims of sexual or serious physical abuse referred to the Center and their families.</p>	<ul style="list-style-type: none"> • The Children’s Advocacy Center will provide comprehensive case management services, on-site and outreach crisis intervention services, and child victim support groups. • The CAC will maintain a computerized database for tracking the status of ongoing cases and will review the status and progress of each case prior to closure.

***Please see Writing Goals and Objectives tip sheet included in the Application Packet and available on the Website.**

I. BUDGET NARRATIVE

Detail each budget item requested in narrative form. Include the following information for each category and indicate how those grant funds will be used to accomplish the goals and objectives of the proposal. No more than 2 pages.

PERSONNEL:

Job Title – Identify the personnel to be funded by the grant.

CAC Executive Director

Salary Rate and Time – Enter the total salary of the position and the amount requested from grant funds. Indicate whether this is a full-time or part-time position.

Annual Salary:	\$43,446 (FY 2005 beginning December 1, 2004)
Amount Requested from Grant Funds:	\$20,000
Time:	Full-Time

It should be noted that Violent Crime Victims Assistance Program grant funds are dedicated to paying a portion of the salary of the CAC Executive Director. Because we have not received an increase in the annual grant award for several years, we are requesting a \$5,000 increase during FY 2006 in order to keep pace with increasing salary costs.

Child Forensic Interviewer

Salary Rate and Time – Enter the total salary of the position and the amount requested from grant funds. Indicate whether this is a full-time or part-time position.

Annual Salary:	
• July 1 – November 30, 2005	
109 days x 7.5 x \$17.95	\$14,674.13
• December 1, 2004 – June 30, 2005	
152 days x 7.5 x \$18.49 (3% increase)	\$21,078.60
TOTAL	\$35,752.73

Amount Requested from Grant Funds:	\$35,752.73
Time:	Full-Time

NOTE: The annual salary above is estimated. Should funding for the position be approved, a salary range will be determined by the Champaign County Job Evaluation Committee and the CAC Governing Board will set the actual salary commensurate with the qualifications of the individual hired.

Benefits – Detail each benefit to be charged to the grant.

Social Security (7.65%)	\$ 2,735.08
IMRF (8.13%)	\$ 2,906.70
Unemployment (3.9% of 1 st \$10,500)	
• July – December	\$ 409.50
• January – June	\$ 409.50

Health Insurance

• July – November (\$376.74/month x 5)	\$ 1,883.70
• December – June (\$440.00/month x 7)	\$ 3,080.00
Life Insurance (\$3.40/month)	\$ 40.80
Worker’s Compensation (\$.30/\$100)	\$ 107.26
TOTAL	\$11,572.54

The addition of a full-time Child Forensic Interviewer will allow us to meet our goal of providing each child referred to the Children’s Advocacy Center with an interview that is sensitive, legally sound, non-leading, of a neutral fact finding nature, developmentally appropriate, culturally competent and coordinated to avoid duplicative interviewing. Based on historical usage, we estimate that the Child Forensic Interviewer will interview approximately 240 children each year, which includes approximately 150 children referred to the Center as a result of allegations that they have been the victims of sexual and/or serious physical abuse.

OPERATING EXPENSES: Detail requested expenses including contractual services.

None

SUPPLIES: Identify all supplies to be purchased by type and amount.

None

TRAVEL: List travel costs for clients and staff and indicate the reason for travel.

None

PRINTING: Itemize all printing costs and include quantities to be produced.

None

TRAINING: Indicate purpose of the training, personnel to attend and anticipated outcomes.

None

OTHER: Any other requested costs not included in the above sections. Detail clearly.

None

**FY06 Violent Crime Victim Assistance
Budget Request**

	CURRENT VCVA FUNDING	FY 06 VCVA REQUEST
PERSONNEL:		
SALARY 1 st staff	<u>15,000</u>	<u>20,000</u>
SALARY 2 nd staff	<u> </u>	<u>35,753</u>
SALARY 3 rd staff	<u> </u>	<u> </u>
BENEFITS 1 st staff	<u> </u>	<u>11,573</u>
BENEFITS 2 nd staff	<u> </u>	<u> </u>
BENEFITS 3 rd staff	<u> </u>	<u> </u>
CONTRACT EMPLOYMENT	<u> </u>	<u> </u>
PROFESSIONAL INSURANCE	<u> </u>	<u> </u>
TOTAL PERSONNEL	<u>15,000</u>	<u>67,326</u>
OPERATING EXPENSES:		
CONTRACTUAL SERVICES	<u> </u>	<u> </u>
OCCUPANCY	<u> </u>	<u> </u>
POSTAGE	<u> </u>	<u> </u>
COPIES/DUPLICATING	<u> </u>	<u> </u>
PROGRAM ADVERTISING	<u> </u>	<u> </u>
EQUIPMENT RENTAL/LEASE	<u> </u>	<u> </u>
OTHER	<u> </u>	<u> </u>
TOTAL OPERATING EXPENSES	<u> </u>	<u> </u>
SUPPLIES:		
OFFICE	<u> </u>	<u> </u>
PROJECT	<u> </u>	<u> </u>
TOTAL SUPPLIES	<u> </u>	<u> </u>
PRINTING:		
BROCHURES/PAMPHLETS	<u> </u>	<u> </u>
OTHER	<u> </u>	<u> </u>
TOTAL PRINTING	<u> </u>	<u> </u>
TRAVEL:		
STAFF	<u> </u>	<u> </u>
CLIENT	<u> </u>	<u> </u>
TOTAL TRAVEL	<u> </u>	<u> </u>
TRAINING:		
CONFERENCE REGISTRATIONS	<u> </u>	<u> </u>
FACILITY COSTS	<u> </u>	<u> </u>
SUPPLIES	<u> </u>	<u> </u>
TRAVEL	<u> </u>	<u> </u>
TOTAL TRAINING	<u> </u>	<u> </u>
OTHER:		
TOTAL OTHER EXPENSES	<u> </u>	<u> </u>
TOTAL PROJECT BUDGET	<u><u>15,000</u></u>	<u><u>67,326</u></u>

STATEMENT OF PROGRAM'S OPERATING EXPENSES

	FY 2005	FY 2006	FY 2005	FY 2006
	Current Operating Budget	**Total Proposed Operating Budget	Current VCVA Budget	Requested VCVA Budget
PERSONNEL				
Salaries	72,757	89,099		55,753
Benefits	17,951	26,109	15,000	11,573
Contractual Employment				
Professional Insurance	90,708	115,208	15,000	67,326
TOTAL PERSONNEL EXPENSES				
OPERATING EXPENSES				
Contractual Services	67,812	81,332		
Occupancy	15,271	15,250		
Postage	438	600		
Copies/Duplicating				
Program Advertising	239			
Equipment Rental/Lease				
Other:	2,585	9,303		
	86,345	106,485		
TOTAL OPERATING EXPENSES				
SUPPLIES				
Office	1,756	6,250		
Program	5,522			
	7,278	6,250		
TOTAL SUPPLIES				

NOTE: CURRENT OPERATING BUDGET IS FOR PROGRAM FY 04 ENDED 11/30/04.
TOTAL PROPOSED OPERATING BUDGET IS FOR PROGRAM FY 05 ENDING 11/30/05.

STATEMENT OF PROGRAM'S OPERATING EXPENSES

	FY 2005	FY 2006	FY 2005	FY 2006	FY 2006
	Current Operating Budget	**Total Proposed Operating Budget	Current VCVA Budget	**Total Proposed Operating Budget	Requested VCVA Budget
TRAVEL					
Staff Travel	171			750	
Client Travel	171		750		
TOTAL TRAVEL					
PRINTING					
Brochures/Pamphlets	1,369	1,000			
Newsletters	1,369	1,000			
TOTAL PRINTING					
TRAINING					
Conference Registrations	5,963				
In-Service Costs					
Supplies	26				
Travel	13,333				
	19,322	14,700			
TOTAL TRAINING					
TELECOMMUNICATIONS					
Telephone Service	1,478			2,000	
Pager	240			250	
	1,718	2,250			
TOTAL TELECOMMUNICATIONS					
TOTAL PROGRAM OPERATING BUDGET	\$ 206,911	\$ 246,643	\$ 15,000	\$ 67,326	

**The proposed operating budget should include requested VCVA funding.

STATEMENT OF PROGRAM INCOME

STATEMENT OF PROGRAM INCOME	FY 2005 INCOME	FY 2006 INCOME
Funds Received From:	<u>Amount Received</u>	<u>Amount Requested</u>
State/Federal Government		
Illinois Criminal Justice Information Authority	\$ 36,976	\$ 78,312*
Illinois Department of Children and Family Services	\$ 69,213	\$ 68,425*
National Children's Alliance	\$ 8,500	\$ 10,000*
Attorney General's Office	\$ 15,000	\$ 67,326
Children's Advocacy Centers of Illinois	\$ 5,505	
Private Foundations/Corporate Contributions		
The Library Channel	\$ 100	
Target Stores Community Giving Program	\$ 1,000	
Local Support		
Champaign County Mental Health Board	\$ 37,080	\$ 37,080*
Contributions		\$ 1,000*
Urbana Exchange Club	\$ 300	
Fundraisers		
United Way		
Revenue Sharing		
Township/County		
Other:		
Investment Interest	\$ 517	
Miscellaneous Revenue	\$ 50	
TOTAL Program Income	\$174,241	\$262,143

**NOTE: FY 2005 INCOME LISTED ABOVE IS ACTUAL INCOME RECEIVED IN PROGRAM FY 2004 ENDED 11/30/04.
FY 2006 INCOME DESIGNATED WITH AN ASTERISK IS PROJECTED INCOME FOR PROGRAM FY 2005 ENDING 11/30/05.**

Julia R. Rietz
State's Attorney
email: jrietz@co.champaign.il.us



Courthouse
101 East Main Street
P. O. Box 785
Urbana, Illinois 61801
Phone (217) 384-3733
Fax (217) 384-3816

**Office of
State's Attorney
Champaign County, Illinois**

February 15, 2005

Office of the Attorney General
Crime Victim Services Division
Violent Crime Victim Assistance Bureau
100 West Randolph Street, 13th Floor
Chicago, IL 60601
Attention: Meisha Lyons

Dear Ms. Lyons:

I am writing in support of the Champaign County Children's Advocacy Center's application for Violent Crimes Victims Assistance funds administered through your office for fiscal year 2006. The proceeds of the grant will be used to offset a portion of the Executive Director's salary and provide funding for a full time Child Forensic Interviewer.

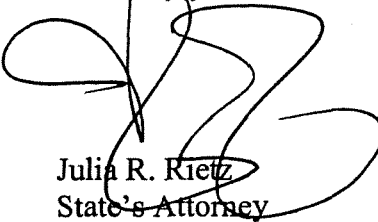
With regard to the Executive Director, Mike Williams is an integral part of the continued growth and success of the Champaign County Children's Advocacy Center. As Executive Director, Mr. Williams has demonstrated a strong commitment to child victims in Champaign County. With Mr. Williams' guidance, the Champaign County Children's Advocacy Center has made a positive difference in the lives of abused children in Champaign County. However, there is a great deal of work still to be done, and the Executive Director of the Champaign County Children's Advocacy Center is vital to the future growth and success.

With regard to the full time Child Forensic Interviewer, in my opinion a Child Forensic Interviewer is vital to the Children's Advocacy Center's ability to best serve children who have been victims of sexual and/or physical serious abuse. I recently attended the 2005 San Diego Conference on Child and Family Maltreatment, where I learned a great deal about the benefits of a full time Child Forensic Interviewer. Currently, law enforcement and DCFS interviewers interview the children at the Champaign County Children's Advocacy Center. Each interviewer has a different degree

of training, and according each child victim may be subject to a different interview style. A full time Child Forensic Interviewer would allow us to provide each child with an interview that is sensitive, legally sound, non leading, developmentally appropriate, culturally competent and of a neutral fact finding nature. In these most difficult cases, insuring that all child victims are interviewed by a trained professional armed with the latest research and best understanding of the complex issues involved in interviewing children would truly best serve these most vulnerable victims. As State's Attorney, I strongly believe that adding a full time Child Forensics Interviewer will allow the Children's Advocacy Center to best serve child victims in Champaign County.

Thank you for your consideration. Feel free to contact me with any questions you might have or additional information that you might need.

Sincerely yours,



Julia R. Rietz
State's Attorney

cc: Michael Williams, CAC



Champaign County Mental Health Board

BROOKENS ADMINISTRATIVE CENTER
1776 E. WASHINGTON STREET
URBANA, ILLINOIS 61802

PHONE (217) 367-5703
FAX (217) 367-5741

January 20, 2005

Office of the Attorney General
Crime Victim Services Division
Violent Crime Victim Assistance Bureau
100 W. Randolph St.
13th Floor
Chicago, IL 60601
Attention: Meisha Lyons

Dear Attorney General:

I am writing to express my support for the renewal application to the Champaign County Children's Advocacy Center. This application seeks to secure funding for salaries and the ongoing operation of the Children's Advocacy Center (CAC).

The Champaign County Mental Health Board believes in the mission and vision of the Children's Advocacy Center legislation and the work of our local CAC. We are currently providing funding to support operations. The funding being sought in the current application is essential to the continuing development of this program in Champaign County. We ask that you give this application full consideration and approve the funding requested.

Sincerely,

A handwritten signature in black ink, appearing to read 'Peter Tracy'.

Peter Tracy
Executive Director

George H. Ryan
Governor



Jess McDonald
Director

Illinois Department of Children & Family Services

January 21, 2005

Office of the Attorney General
Crime Victim Services Division
Violent Crime Victim Assistance Bureau
100 W. Randolph Street
13th Floor
Chicago, IL 60601

Dear Attorney General:

This letter is to confirm the continued support by the Urbana Field Office and the Illinois Department of Children and Family Services for the Champaign County Children's Advocacy Center (CAC). The mission of the CAC is consistent with the mission of the Department and we respect their commitment to child-focused services and minimizing trauma experiences to children. Their services allow increased community responsiveness to abused children and their families.

The staff at the CAC are readily accessible to the both Department staff and law enforcement. They are very responsive throughout the investigative process and provide sound clinical case management services.

It is due to their commitment to children, the multidisciplinary approach that they support and their professionalism in dealing with clients and their community partners, that this office supports their request for grant monies.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jill Tichenor', is written over a horizontal line.

Jill Tichenor, LCSW
Field Services Manager
Urbana Field Office

508 South Race Street • Urbana, Illinois 61801-4155
217-278-5400 • 217-278-5421 / DPO Fax • 217-278-5471 / DCP Fax • 217-278-5419 / TTY

Champaign County Job Description

Job Title: Executive Director

Department: Children's Advocacy Center

Reports To: Children's Advocacy Center Board of Directors

FLSA Status: Exempt

Prepared Date: April, 2004

SUMMARY Directs administrative functions of Children's Advocacy Center to provide services to coordinate timely, comprehensive and multi-disciplinary response to child sexual abuse and serious physical abuse allegations in a safe, agency-neutral, child-focused setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Works with Board of Directors to establish policies and programs and administers such programs.

Assumes responsibility for development and administration of standards and procedures related to personnel, including staff development, budget and physical facilities.

Identifies and develops recommendations/applications of funding sources (grants; federal, state and local fund development).

Establishes and maintains relationships with other agencies and organizations in the community toward meeting department's mission statement.

Prepares, distributes, and maintains variety of reports.

Directs or coordinates fund raising, public relations, and fact finding or research activities.

SUPERVISORY RESPONSIBILITIES Directly supervises Case Manager, interns and volunteers. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include working with Board of Directors in interviewing, hiring and appraising performance of employees. Responsibilities also include training, planning, assigning and directing work of employees.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree (B.A.) from a four-year college or university and a major in social work or a related field. Previous experience in criminal justice, human services and professional training in child abuse is recommended.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports, business correspondence and policy and procedure recommendations. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Occasionally will do home or on-site visits. The noise level in the work environment is usually moderate.

Champaign County Job Description (Proposed)

Job Title: Child Forensic Interviewer
Department: Children's Advocacy Center
Reports To: Executive Director
FLSA Status: Exempt
Prepared Date: February 11, 2005

SUMMARY Conducts observed interviews of children alleged to have been the victims of sexual abuse and/or serious physical abuse as determined by the Champaign County Children's Advocacy Center Protocol for the Multidisciplinary Investigation of Child Sexual and Physical Abuse.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Conducts sensitive and thorough forensic interviews with children regarding allegations of abuse.

Works with Multidisciplinary Team members in child abuse cases, including meeting with MDT members prior to and following interviews to discuss cases.

Participates in monthly Multidisciplinary Team Case Review meetings as well as case-specific staffings.

Remains current on proper forensic interviewing practices, techniques and guidelines and maintains expert awareness of current trends, research and development in the fields of forensic interviewing and child abuse.

Provides expert court testimony as requested and/or in response to subpoenas.

Assists with training in the areas of forensic interviewing and multidisciplinary team investigations.

Completes statistical and case tracking paperwork as assigned.

SUPERVISORY RESPONSIBILITIES May provide some direct supervision to interns and volunteers.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's degree in human services or a related field from a four-year college or university. A Master's degree with a major in human services or a related field is preferred. Completion of an approved course in forensic interviewing of children alleged to have been sexually and physically abused. Significant prior experience working with children. Knowledge of child abuse and its impact on children. Knowledge of child development and a demonstrated ability to utilize this knowledge to communicate with children. Knowledge of child protection and law enforcement child abuse investigative procedures. Sensitivity to the cultural and developmental needs of individual children.

LANGUAGE SKILLS Ability to read and interpret documents such as law enforcement reports, government or agency regulations and legal interpretations. Ability to write reports and business correspondence. Ability to speak effectively before individuals, public groups and employees of the organization.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commission, proportions and percentages.

REASONING ABILITY Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS As required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. The noise level in the work environment is usually moderate.

CHAMPAIGN COUNTY CHILDREN'S ADVOCACY CENTER

CURRENT BOARD MEMBER LIST

NAME	ADDRESS	PHONE	EMPLOYER	TERM ENDS
<i>President: Kathleen Buetow, M.D.</i>	602 W. University Avenue, Urbana, IL 61801	383-3100	Carle Clinic	November, 2005
<i>Secretary: Chief Daniel Driscoll</i>	303 E. Oak Street, Mahomet, IL 61853	586-5533	Mahomet Police Department	November, 2005
<i>Treasurer: Chief Daniel Driscoll</i>	303 E. Oak Street, Mahomet, IL 61853	586-5533	Mahomet Police Department	November, 2005
Chief Eddie Adair	400 S. Vine Street, Urbana, IL 61801	384-2330	Urbana Police Department	
Chief Oliver Clark	1110 W. Springfield Avenue, Urbana, IL 61801	333-1216	University of Illinois Police Department	
Chief Paul Dollins	109 E. Grove Street, Rantoul, IL 61866	893-0988	Rantoul Police Department	
Chief Robert Finney	82 E. University Avenue, Champaign, IL 61820	351-4552	Champaign Police Department	
Joseph Gordon, Director	Courthouse, 101 E. Main Street, Urbana, IL 61801	384-3753	Champaign County Probation & Court Services Department	
Ms. Gina Jackson*	P.O. Box 1623, Champaign, IL 61824	352-3199	American Legion	
Sandy Lewis, Chief Executive Officer	1801 Fox Drive, Champaign, IL 61820	398-8080	Mental Health Center of Champaign County	
Judy Pacey, Superintendent	200 S. Fredrick Street, Rantoul, IL 61866	893-3219	Regional Office of Education	
Julia Rietz, State's Attorney	Courthouse, 101 E. Main Street, Urbana, IL 61801	384-3733	State's Attorney's Office	
Jill Tichenor, Field Services Manager	508 S. Race Street, Urbana, IL 61801	278-5400	Illinois Department of Children & Family Services	
Sheriff Daniel Walsh	204 E. Main Street, Urbana, IL 61801	384-1204	Champaign County Sheriff's Office	

*Designated representative of the Champaign County Mental Health Board

Revised 01/06/05

97

**CHAMPAIGN COUNTY
APPLICATION FORM FOR
GRANT CONSIDERATION, ACCEPTANCE, RENEWAL/EXTENSION**

Department: Children's Advocacy Center
Grant Funding Agency: Illinois Attorney General
Amount of Grant: \$67,326
Begin/End Dates for Grant Period: 07/01/05 - 06/30/06
Additional Staffing to be Provided by Grant: One (1)
Application Deadline: February 25, 2005
Parent Committee Approval of Application: _____
Is this a new grant, or renewal or extension of an existing grant? Renewal of Existing Grant
If renewal of existing grant, date grant was first obtained: January 2000

Will the implementation of this grant have an effect of increased work loads for other departments? (i.e. increased caseloads, filings, etc.) _____ yes no

If yes, please summarize the anticipated impact: _____

Does the implementation of this grant require additional office space for your department that is not provided by the grant? _____ yes no

If yes, please summarize the anticipated space need: _____

Please check the following condition which applies to this grant application:

The activity or service provided can be terminated in the event the grant revenues are discontinued.

_____ The activity should, or could be, assumed by County (or specific fund) general and recurring operating funds. Departments are encouraged to seek additional sources or revenue to support the services prior to expiration of grant funding.

This Grant Application Form must be accompanied by a Financial Impact Statement. (See back of form)

All staff positions supported by these grant funds will exist only for the term award of grant, unless specific action is taken by the County Board to extend the position.

DATE: 02/17/05

SIGNED:
Department Head

Notice of Award of Grant Received on

Approved by Parent Committee: _____
Approved by County Board: _____
Approved by Grant Executive Committee: _____

COUNTY OF CHAMPAIGN
FINANCIAL IMPACT STATEMENT

Resolution/Ordinance _____
(circle one)

Current Year Annual Expenditure Estimate:

Number of Positions 1.5 Personnel \$ 67,326
Commodities: \$ _____
Contractual: \$ _____
Capital: \$ _____

Long Term Expenditure Estimate: \$67,326 per annum

Current Year Annual Revenue Estimate: \$67,326 per annum

Long Term Revenue Estimate: \$67,326 per annum

Parent Committee Approval/Recommendation to County Board

Justice & Social Services Committee

Name of Parent Committee

Date

CHAMPAIGN COUNTY PROBATION AND COURT SERVICES

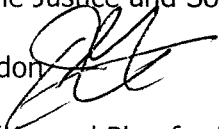
Joseph J. Gordon
Director

Probation Services
Courthouse
101 E. Main
Urbana, IL 61801
Phone: (217) 384-3753
Fax: (217) 384-1264

Detention Services
400 S. Art Bartell Rd.
Urbana, IL 61802
Phone: (217) 384-3780
Fax: (217) 384-8617

Date: February 28, 2005

TO: Ms. Jan Anderson, Chairperson
Members of the Justice and Social Services Committee

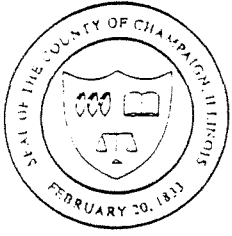
FR: Joseph J. Gordon 

RE: Submission of Annual Plan for FY 2005

I have submitted a copy of the FY 2005 Annual Plan for our Department to be filed in the County Board Office.

Should you have any questions, I will be available at the March Justice Meeting.

Thank you.



CHAMPAIGN COUNTY

Emergency Services

1905 East Main, Urbana, IL 61802

(217) 384-3826

To: Justice Committee

From: Bill Keller Coordinator

Subject: Department Name Change Request

Date: 2/28/05

We are requesting that our department name be changed to Champaign County Emergency Management Agency from the current Champaign County Emergency Services and Disaster Agency. The reason for the change is to better describe the functions of the office and be in accordance with Federal and State agencies, i.e. Federal Emergency Management Agency and Illinois Emergency Management Agency.

The functions of our office is to manage the mitigation, planning, response, and recovery from any type of natural or manmade disaster. These functions have become more apparent since the September 11th tragedy with our agency being the lead in managing the assessment of risks, assessments of equipment needs, and managing the grants for the Homeland Security in Champaign County. With the new Federal guidelines for planning and the National Incident Management System response requirements that the Board just Passed a resolutions adopting this name change is even more appropriate.

We would request that Champaign County Ordinance # 342 be amended to read Emergency Management Agency of Champaign County and all other references to ESDA or Emergency Services and Disaster Agency be changed to EMA or Emergency Management Agency.

**AN INTERGOVERNMENTAL AGREEMENT
FOR ANIMAL IMPOUND SERVICES**
(City of Champaign – County of Champaign)

THIS AGREEMENT is made and entered by and between the City of Champaign, an Illinois Municipal Corporation, (hereinafter referred to as “City”) and the County of Champaign, (hereinafter referred to as “County”) effective on the last date signed by a party hereto.

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq. enables the parties to enter into agreements among themselves and provide authority for intergovernmental cooperation; and

WHEREAS, the County proposes to provide an Animal Service Facility primarily for the impounding of animals for the use of local law enforcement agencies; and

WHEREAS, this Agreement is in the best interest of the City and the County.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. **County to Provide Facilities and Services.** The County shall maintain and operate an animal services facility for the impoundment of animals that are seized by the City pursuant to the provisions of Chapter 7 of the Municipal Code of Champaign, 1985, as amended, entitled “Animals” (“Chapter 7”). The County shall provide all services necessary for the impound, care, transfer, and euthanasia of all animals delivered by the City. The County will be solely responsible for the hiring of facility personnel and veterinarian services. The County is required to provide the services and other obligations in this agreement starting on the date its animal services facility opens or April 18, 2005, whichever date is later.
2. **Compliance With Laws; Inspections.** The County shall operate the facility in a humane and sanitary manner and in compliance with all applicable state and local laws, ordinances and regulations, including Chapter 7. The Chief of Police or his designee shall be

entitled to inspect and examine the premises and to examine the records kept of impounded animals received from the City to ensure compliance with this Agreement during normal business hours. Nothing contained herein shall make the City responsible for the manner of operation or maintenance of the facilities.

3. **Hours of Operation; Access.** The facility shall be open to the public no less than 8 hours per day, Monday through Friday, excluding County holidays. City personnel shall have access to the facilities for the purpose of delivering impounded animals at all times. The County shall provide necessary keys, access cards and/or codes to the City for such purposes. The City shall be responsible for securing animals delivered and securing the facilities upon departure in the event no County staff is available.

4. **Equipment.** The County shall provide adequate facilities to house all animals delivered in a safe and sanitary manner. The County shall endeavor to maintain a minimum of one run or cage for the proper housing and exercise of animals. The County shall maintain separate cages for animals of different species. The County will notify the City as soon as possible in the event it does not have the capacity to house and maintain animals pursuant to this Agreement.

5. **Notice of Delivery and Special Directions.** The City shall notify the County as soon as practical of its intent to deliver animals to the facility for impound. The City shall provide information concerning the nature of the impound and indicate any special directions it believes may be necessary for the proper handling, care and treatment of the animals. The County shall keep animals impounded for bite quarantine or that are infected with a contagious disease in isolation from all other animals as required by law or in the exercise of sound veterinary practices.

6. **Hold Orders; Orders of Destruction.** In the event a hold order is issued by the City or a court of competent jurisdiction, the County shall hold the animal and shall not make it

available for redemption, adoption or euthanasia without written consent of the City or Court issuing the hold order. In the event an Order of Destruction is issued, the County shall humanely euthanize the subject animal(s) pursuant to the Order.

7. **Transfer of Ownership.** Animals delivered to the facility shall become the property of the County after one of the following events occurs: after the expiration of any applicable redemption period; upon execution of an owner-relinquishment form of the animal(s) owner(s); after issuance of an order or other release authorizing the County to take ownership of the animal. The County is thereafter authorized to sell, adopt out, convey, euthanize or otherwise dispose of the animal in whatever manner it deems appropriate. The County accepts sole responsibility for its discretionary decision.

8. **Fees.** The County is authorized to collect fees and fines for violations of Chapter 7 on behalf of the City. The County is authorized to impose such additional fees it deems appropriate prior to the redemption of animals provided such fees are duly approved by the Champaign County Board. All fines and fees collected on behalf of the City shall be remitted monthly, to be received no later than the 15th day of each month.

9. **Payment.** The City shall pay the sum of \$_____ annually, payable in monthly installments of \$_____. At the end of the first year, if the costs of operation are substantially higher or lower than anticipated by the parties, the parties agree to negotiate in a good faith, an adjustment to the annual payment required herein. If the City requests an animal be held beyond seven (7) days because of a court order, the City will remit to the County any impound fees recovered by the City in the legal proceedings concerning the animal. The City will use its best efforts to recover impound fees in such a circumstance. If the City requests an animal be held beyond seven (7) days for any reason other than a court order, the City will reimburse the County \$10.00 per day plus any extraordinary costs of holding the animal beyond seven (7) days.

10. **Records.** The County shall keep and maintain all required records in compliance with the Ordinances of the City and the Statutes of the State of Illinois, which shall include but not be limited to complete financial records covering fees, fines and other charges as well as records of the type and number of animals impounded. The County shall provide a monthly report of the number of animals received and the final dispositions of the animals. The City shall provide information concerning the status of pending cases upon request.

11. **Computer Records.** The parties shall endeavor to design/evaluate, procure, implement and maintain a computer records management program. Necessary data shall include: the number of animals housed and/or received on behalf of the City of Champaign, boarding dates, date of final disposition, type of disposition and any fees associated therewith. Such pertinent data shall be made part of the basis in determining costs associated with the impoundment services provided by the County.

12. **Duration; Termination.** This agreement shall be effective on the date of the last of the County or City to sign, and shall last for a period of two (2) years, with a one-year option. Either party may terminate this contract by notifying the other party in writing at least ninety (90) days before termination is to become effective. The written notice shall be sent first class mail, return receipt requested to:

City Manager
City of Champaign
102 N. Neil Street
Champaign, Illinois 61820

Champaign County Board
Chair
1776 East Washington Street
Urbana, Illinois 61801

And

Champaign Chief of Police
82 E. University Avenue
Champaign, Illinois 61820

13. **Amendments.** This Agreement may be amended only by writing signed by both parties.

14. **Survival of Provisions.** Any terms of this Agreement that by their nature extend after

the end of the Agreement, whether by way of expiration or termination, will remain in effect until fulfilled.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date and year indicated herein.

CITY OF CHAMPAIGN
An Illinois Municipal Corporation

CHAMPAIGN COUNTY

By: _____

By: _____

Date: _____

Date: _____

ATTEST: _____

ATTEST: _____

APPROVED AS TO FORM:

APPROVED AS TO FORM:

City Attorney

State's Attorney's Office

CB 2005-_____

Memorandum

To: Policy Council, Community Services Board, Regional Planning Commissioners, Justice and Social Services Committee
CC: Head Start/Early Head Start Staff
From: Kathleen Liffick, Head Start Director
Date: 2/7/2005
Re: February Management Report

During these two weeks since the last Policy Council meeting, we have been focused on preparation for the Federal review. We have also worked on the following efforts:

- ❖ During the last week of January, Human Resources Director Mary Hodson and I participated in an arbitration hearing of a grievance regarding discipline of a bargaining unit employee. At the conclusion of the hearing, the arbiter required management and the union to send her, within 30 days, summaries of the evidence each presented and the basis for arguments made during the hearing. The arbiter did not tell us by when she would issue a decision. I will keep you updated in this matter.

In the six years of having a union contract, this was the first grievance that the bargaining unit took through all four levels of the grievance process to arbitration. The arbiter's decision is the final step in the grievance process and the union contract binds labor and management to abide by the arbiter's decision.

- ❖ We held the quarterly labor-management and Quality Services meetings in late January. The labor-management meeting is an opportunity for the union and management to discuss and/or clarify differences of interpretation of the union contract language and/or

contract implementation. The purpose of Quality Services meetings is to keep the union and its members up-to-date on announcements from the Head Start Bureau or Regional Office and to enlist participation in planning for and monitoring of program improvement activities.

In the labor-management meeting, we addressed a) any probation periods or grievances already in progress before the new contract would change to the periods described in the new contract; b) clarification of two paragraphs in the new contract that have conflicting language regarding personal leave balances; c) 51 week employees will still be considered "year-round" employees but will not earn any paid leave time during the week of program shutdown; d) the seniority date of an individual employee; e) 52 week staff at Rantoul and the 52 week drivers that served CECC will have a change of status to part-year; f) the pre-tax arrangements for employees changing to part-year.

The agenda for the Quality Services meeting included a) sign-up sheets for the Black History Celebration Committee for the 2/18/05 event; b) a news article that appeared in a transportation journal about the Head Start as a national program and the nation budget; c) the Federal Review and the importance of staff attitude, preparation and participation in the review; d) because we have had to cut an in-service day from the spring semester, we will not have a day for staff to participate in determining recommendations for the annual revision of written program plans.

- ❖ The work on the Regional Planning Commission website, which will house the Champaign County Head Start webpage, is in progress. The information technology consultant estimates the website will be operational by June. This item is in our Strategic Plan.
- ❖ The Self-Assessment Teams have been conducting their observations and document reviews since mid-January. Due to the group interviews being conducted by the Federal reviewers this month, we are postponing interviews for the Self-Assessment until after the Federal monitoring visit. We will then be able to interview those families, staff and governing body members who do not participate in the monitoring visit interviews.

- ❖ At the January meeting of the County Departments Human Resources Team, RPC Human Resources Director Mary Hodson received a copy of the County's ordinance No. 719 regarding a "comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees." As County employees, Head Start and Early Head Start staff, as well as the Regional Planning Commission staff, are required to follow this ordinance. A copy is attached to my report for your information.
- ❖ As I reported to you last month, Family Services Manager Audrey Peppers, Special Services Manager Brandi Granse and Services Specialist Karen Grewe developed a new procedure for ensuring health requirements and screenings. Their analysis also concluded that more efficient progress could be gained in this area by replacing a Special Services Assistant with a Family Advocate. The Special Services Assistant position has been vacant for several weeks pending our budget decisions.
- ❖ I emailed the several Policy Council members with email in late January that, due to the resignation of two bus drivers, we would be ending bus service for the two full-day Head Start classrooms at the Champaign Early Childhood Center. One family was not able to arrange daily transportation and therefore has withdrawn from the program.

CDS Kelly Russell reports that parents are dropping off and picking up their children on time, which allows us to maintain staff to child ratios without requiring additional hours for staff.

- ❖ Due to furnace problems, we were forced to close Rantoul Head Start for a couple of days in late January. As landlord, the Village of Rantoul is responsible for repairs to the facility. Once the needed part arrived Rantoul maintenance staff repaired the furnace. Staff did report to work these two days.

- ❖ Edwina Caldwell, the Rantoul Child Development Specialist (CDS), also reports that one of the two bus drivers at Rantoul is on a two-week medical leave.
- ❖ CDS Michael Hogue has been substituting as a bus rider at the Prairie classroom while a staff member has been on medical leave. Savoy CDS Dorothy Moore states that Countryside School students from the 6th, 7th and 8th grades visited the site to read to our children again this year. Additionally, the Junior League literacy mentors continue to provide a story hour to classrooms.
- ❖ CDS Kelly Russell at CECC states that Lisa Bell of Central Illinois Dental Education and Services will present on dental health and care at the February parent meeting. CECC also has a staff member on medical leave.
- ❖ Child Development Services Manager Amy Hayden, Special Services Manager Brandi Granse, Family Services Manager Audrey Peppers and I met with the Urbana Schools Special Education Director and the Washington Early Childhood Principal to discuss our mutual goal of ensuring Urbana children needing special education services will receive them. As in past years, Head Start has some few parents this year who have chosen to enroll their child in Head Start because of its longer class sessions rather than enrolling their child in the shorter pre-kindergarten class, even though their child might need therapy services for a delay or disability.

When a family enrolls their child who needs therapy services in Head Start, the school district offers the family therapy services as “itinerant” services – meaning the parent must bring his/her child to the pre-kindergarten building for the therapies. Many parents are not able to take advantage of itinerant services. This leaves Head Start to secure therapy services using its limited funding.

- ❖ Child Development Services Manager Amy Hayden and Leann Kallemeyn, Education Evaluation graduate student, visited each site to discuss Outcomes and the fall CC-PORT results with teaching staff. Amy, Leanne and staff analyzed the information and developed any

adjustments to teaching strategies and classroom environment suggested by the analysis.

- ❖ Facilities and Transportation Services Manager Ollie Caston continues to drive daily due to the lack of drivers. Special Services Manager Brandi Granse reports that we will have an audit visit by the Child-Adult Food Care Program in March. Additionally, Brandi reports that she is preparing family dental kits for February Dental Health Month with donated supplies from Central Illinois Dental Education & Services and from Andrae's Harley-Davidson store.
- ❖ Family Services Manager Audrey Peppers has been conducting interviews in order to fill two vacancies. Additionally, Family Services staff have begun revision of the annual recruitment plan.
- ❖ Overall enrollment in HS and Early Head Start is 94%. Enrollment at January 28 was:

Site/Option	Funded Enrollment	Current Enrollment
CECC (HS + EHS)	77	72
Rantoul (HS + EHS)	104	96
Savoy	162	160
Prairie	18	18
Home base (HS + EHS)	48	53
Pregnant Moms	13	2
Collaboration (HS + EHS)	CC 87 Pre-K 30	66 30
TOTAL	528	497

HEAD START GRANT

Program Year 11 (03/04 - 02/05)

Summary Financial Status Report for Period Ending 01/31/05

Line-Item	HHS Award Budget PY11	HHS Award Carry Over	HHS COLA	HHS Fatherhood	HHS Govern. Trng.	Grant Inception To Date	HHS Award Budget Bal.	%Budget Spent
Personnel	\$1,538,272	\$0	\$25,375	\$0	\$0	\$1,275,965.45	\$287,681.55	81.60%
Fringe Benefits	\$484,282	\$0	\$18,683	\$0	\$0	\$312,687.41	\$190,277.59	62.17%
Travel	\$3,000	\$0	\$0	\$0	\$0	\$1,329.35	\$1,670.65	44.31%
Furniture / Equipment	\$0	\$12,750	\$0	\$0	\$0	\$0.00	\$12,750.00	0.00%
Supplies	\$82,750	\$0	\$0	\$0	\$300	\$67,903.40	\$14,846.60	81.76%
Other Child Services	\$147,144	\$0	\$0	\$2,000	\$2,000	\$160,110.36	(\$12,966.36)	105.93%
Other	\$283,297	\$0	\$0	\$0	\$1,700	\$334,457.40	(\$51,160.40)	117.35%
Indirect Costs	\$250,000	\$0	\$0	\$0	\$0	\$230,112.97	\$19,887.03	92.05%
Total	\$2,788,745	\$12,750	\$44,058	\$2,000	\$4,000	\$2,382,566.34	\$462,986.66	83.55%
Total w/ Program Inc.	\$2,853,047	\$0	\$0	\$0	\$0	\$2,382,566.34	\$470,480.19	83.51%
Total w/ Program Inc. less commitme	\$2,840,297	\$0	\$0	\$0	\$0	\$2,382,566.34	\$457,730.19	83.88%

HEAD START

Program Year 11 (03/04 - 02/05)

Committed Funds Not Expended

Line-Item	HHS Award Budget PY11	HHS Award Carry Over	Grant Inception To Date			HHS Award Budget Bal.	% Budget
Carry Over (Food Warmers)	\$0	\$12,750	\$0.00			\$12,750.00	0.00%
Total	\$0	\$12,750	\$0.00			\$12,750.00	0.00%

HEAD START GRANT

Program Year 11 (03/04 - 02/05)

Department 835 - Grant Outlays Through 01/31/05

Line-Item Budget	HHS Award Budget	HHS Award Carry Over	HHS COLA	HHS Fatherhood	HHS Govern. Trng.	Grant Outlays 01/31/2005	Grant Outlays 02/28/2005	Budget Balances	% Budget Spent
PERSONNEL									
Regular Full-Time Employees						\$84,238.63			
Regular Part-Time Employees						\$62,124.62			
Temporary Salaries and Wages						\$245.70			
Benefit Time Buyback						\$0.00			
TOTAL PERSONNEL	\$1,538,272	\$0	\$25,375	\$0	\$0	\$146,608.95	\$0.00	\$287,681.55	82%
FRINGE BENEFITS									
Social Security	\$115,552	\$0	\$7,753			\$6,433.77		\$40,102.76	67%
Unemployment	\$15,828	\$0	\$567			\$1,056.03		\$7,144.62	56%
Workers' Compensation	\$9,448	\$0	\$400			\$1,436.28		(\$6,335.04)	164%
Health/Life Ins.	\$257,697	\$0	\$6,373			\$31,318.78		\$121,626.34	54%
Retirement	\$83,757	\$0	\$3,590			\$4,644.63		\$27,113.72	69%
Other Fringe (Ee Develop/Recog)	\$2,000	\$0	\$0			\$0.00		\$625.19	69%
TOTAL FRINGE BENEFITS	\$484,282	\$0	\$18,683	\$0	\$0	\$44,889.49	\$0.00	\$190,277.59	62%
TRAVEL/BUSINESS MISC.									
Field Trips/Business Expense	\$3,000	\$0	\$0			\$7.94		\$1,670.65	44%
TOTAL TRAVEL	\$3,000	\$0	\$0	\$0	\$0	\$8	\$0	\$1,670.65	44%
EQUIPMENT									
Vehicle Purchase	\$0	\$0	\$0			\$0.00		\$0.00	0%
Non-Classroom	\$0	\$12,750	\$0			\$0.00		\$12,750.00	0%
Classroom/Outdoor/Home-based/Fd	\$0	\$0	\$0			\$0.00		\$0.00	0%
TOTAL EQUIPMENT	\$0	\$12,750	\$0	\$0	\$0	\$0.00	\$0.00	\$12,750.00	0%
SUPPLIES									
Office/Copying/Postage	\$30,250	\$0	\$0		\$300	\$2,552.52		(\$8,465.69)	127%
Child and Family Services Supplies	\$35,000	\$0	\$0			\$2,286.05		\$14,944.38	57%
Food Services Supplies	\$7,500	\$0	\$0			\$6.93		\$7,355.78	2%
Other Supplies	\$10,000	\$0	\$0			\$227.03		\$1,012.13	90%
TOTAL SUPPLIES	\$82,750	\$0	\$0	\$0	\$300	\$5,073	\$0	\$14,846.60	82%
CONTRACTUAL									
Health/Disabilities Services	\$10,500	\$0	\$0			\$686.93		\$1,078.80	90%
Food Service	\$10,000	\$0	\$0			\$0.00		\$10,000.00	0%
Child Transportation Services	\$1	\$0	\$0			\$0.00		(\$73.00)	7400%
Training & Technical Assistance(cont	\$35,143	\$0	\$0	\$2,000	\$2,000	\$0.00		\$17,935.59	54%
Collaboration Child Care	\$81,500	\$0	\$0			\$10,087.32		(\$31,914.26)	139%
Other Contracts	\$10,000	\$0	\$0			\$645.00		(\$5,993.49)	160%
CONTRACTUAL	\$147,144	\$0	\$0	\$2,000	\$2,000	\$11,419	\$0	(\$8,966.36)	106%
OTHER									
Rent	\$77,270	\$0	\$0			\$7,363.40		(\$10,876.77)	114%
Utilities, Telephone	\$50,000	\$0	\$0			\$7,526.18		(\$1,335.64)	103%
Building & Child Liability Insurance (\$17,500	\$0	\$0			\$0.00		(\$6,459.51)	137%
Building Repair/Maintenance (Pro-R)	\$33,024	\$0	\$0			\$4,516.95		(\$23,273.96)	170%
Local Travel	\$12,500	\$0	\$0			\$1,070.24		(\$3,542.02)	128%
Nutrition Services	\$2,500	\$0	\$0			\$0.00		\$2,447.50	2%
Child Services Consultants	\$2,500	\$0	\$0			\$0.00		\$2,150.23	14%
Transportaion (Buses/Vehicles) (Pro	\$50,000	\$0	\$0			\$5,797.65		\$11,796.29	76%
Substitutes (if not paid benefits)	\$3,500	\$0	\$0			\$0.00		\$895.84	74%
Parent Services	\$11,000	\$0	\$0		\$1,700	\$379.98		\$3,106.53	76%
Accounting & Legal Services	\$23,500	\$0	\$0			\$1,311.50		(\$6,626.85)	128%
Publications/Advertising/Printing/PR	\$1	\$0	\$0			\$1,168.16		(\$7,889.08)	789008%
Training or Staff Development(schoo	\$1	\$0	\$0			\$273.75		(\$9,833.46)	983446%
Other	\$1	\$0	\$0			\$0.00		(\$19.50)	2050%
TOTAL OTHER	\$283,297	\$0	\$0	\$0	\$1,700	\$29,408	\$0	(\$49,460.40)	117%
INDIRECT COSTS									
Indirect Costs	\$250,000	\$0	\$0	\$0	\$0	\$29,783.51		\$19,887.03	92%
TOTAL INDIRECT	\$250,000	\$0	\$0	\$0	\$0	\$29,783.51	\$0.00	\$19,887.03	92%
TOTAL ALL BUDGET CATEGORIES	\$2,788,745	\$12,750	\$44,058	\$2,000	\$4,000	\$267,189	\$0	\$468,986.66	84%
TOTAL ALL BUDGET CATEGORIES(all col	\$2,853,047					\$267,189.48	\$0.00	\$470,480.19	84%
W/PROGRAM INCOME									
TOTAL ALL BUDGET CATEGORIES W/ PROGRAM INC.									
LESS COMMITTED FUNDS NOT EXPENDE	\$2,840,297					\$267,189.48	\$0.00	\$457,730.19	84%

EARLY HEAD START

Program Year 07 (03/04 - 02/05)

Summary Financial Status Report - 01/31/05

Line-Item	HHS Award Budget PY06	HHS COLA	Grant Inception To Date	HHS Award Budget Bal.	%Budget Spent
Personnel	\$689,173	\$10,759	\$533,672.55	\$155,500.45	77%
Fringe Benefits	\$152,229	\$5,183	\$149,194.34	\$3,034.66	98%
Travel	\$1,500	\$0	\$353.96	\$1,146.04	24%
Furniture / Equipment	\$0	\$0	\$0.00	\$0.00	0%
Supplies	\$9,500	\$0	\$20,878.84	(\$11,378.84)	220%
Other Child Services	\$57,476	\$0	\$50,654.79	\$6,821.21	88%
Other	\$65,928	\$0	\$129,602.20	(\$63,674.20)	197%
Indirect Costs	\$45,000	\$0	\$45,000.00	\$0.00	100%
Total	\$1,020,806	\$15,942	\$929,356.68	\$91,449.32	91%
Total w/ Program Inc.	\$1,037,093		\$929,356.68	\$107,735.98	90%
Total w/ Program Inc. less commitments	\$1,037,093		\$929,356.68	\$107,735.98	90%

EARLY HEAD START GRANT

Program Year 07 (03/04 - 02/05)

Department 605 - Grant Outlays Through 01/31/05

Line-Item Budget	HHS Award Budget	HHS COLA	Grant Outlays 01/31/2005	Grant Outlays 02/28/2005	Budget Balances	% Budget Spent
PERSONNEL						
Regular Full-Time Employees	\$600,000	\$10,759	\$46,920.49			
Regular Part-Time Employees	\$75,000	\$0	\$951.79			
Temporary Salaries and Wages	\$12,673	\$0	\$0.00			
Benefit Time Buyback	\$1,500	\$0	\$0.00			
TOTAL PERSONNEL	\$689,173	\$10,759	\$47,872.28	\$0.00	\$155,500.45	77%
FRINGE BENEFITS						
Social Security	\$45,594	\$2,327	\$2,033.32		\$9,528.39	79%
Unemployment	\$7,000	\$10	\$778.92		\$2,797.35	60%
Workers' Compensation	\$5,000	\$6	\$447.71		(\$1,897.22)	138%
Health/Life Ins.	\$55,730	\$1,547	\$13,604.68		(\$19,893.28)	136%
Retirement	\$37,905	\$1,293	\$1,475.15		\$11,793.56	69%
Other Fringe (Ee Develop/Recog)	\$1,000	\$0	\$0.00		\$705.86	29%
TOTAL FRINGE BENEFITS	\$152,229	\$5,183	\$18,339.78	\$0.00	\$3,034.66	98%
TRAVEL/BUSINESS MISC						
Field Trip/Business Expense	\$1,500	\$0	\$1.74		\$1,146.04	24%
TOTAL TRAVEL	\$1,500	\$0	\$2	\$0	\$1,146.04	24%
EQUIPMENT						
Vehicle Purchase	\$0	\$0	\$0.00		\$0.00	0%
Non-Classroom	\$0	\$0	\$0.00		\$0.00	0%
Classroom/Outdoor/Home-based/FCC	\$0	\$0	\$0.00		\$0.00	0%
TOTAL EQUIPMENT	\$0	\$0	\$0.00	\$0.00	\$0.00	0%
SUPPLIES						
Office/Copying/Postage	\$2,500	\$0	\$916.46		(\$8,776.94)	451%
Child and Family Services Supplies	\$3,000	\$0	\$54.64		(\$3,367.06)	212%
Food Services Supplies	\$3,000	\$0	\$2.99		\$2,932.56	2%
Other Supplies	\$1,000	\$0	\$207.37		(\$2,167.40)	317%
TOTAL SUPPLIES	\$9,500	\$0	\$1,181	\$0	(\$11,378.84)	220%
CONTRACTUAL						
Health/Disabilities Services	\$1,000	\$0	\$140.43		(\$436.02)	144%
Food Service	\$5,500	\$0	\$0.00		\$5,500.00	0%
Child Transportation Services	\$1	\$0	\$0.00		(\$23.00)	2400%
Training & Technical Assistance (conf)	\$24,420	\$0	\$30.25		\$17,936.86	27%
Collaboration Child Care	\$24,055	\$0	\$3,688.68		(\$13,578.68)	156%
Other Contracts	\$2,500	\$0	\$164.99		(\$2,577.95)	203%
CONTRACTUAL	\$57,476	\$0	\$4,024	\$0	\$6,821.21	88%
OTHER						
Rent	\$35,000	\$0	\$4,025.58		(\$13,981.41)	140%
Utilities, Telephone	\$10,500	\$0	\$2,996.46		(\$15,008.92)	243%
Building & Child Liability Insurance (Pro	\$5,000	\$0	\$0.00		(\$5,132.59)	203%
Building Repair/Maintenance (Pro Rated)	\$5,000	\$0	\$980.00		(\$14,684.51)	394%
Local Travel	\$1,500	\$0	\$464.99		(\$5,495.38)	466%
Nutrition Services	\$0	\$0	\$0.00		\$0.00	0%
Child Services Consultants	\$1	\$0	\$0.00		(\$35.23)	3623%
Transportation (Buses/Vehicles) (Pro-R)	\$1,500	\$0	\$82.15		(\$1,418.17)	195%
Substitutes (if not paid benefits)	\$2,000	\$0	\$0.00		\$1,729.81	14%
Parent Services	\$3,000	\$0	\$93.05		(\$422.24)	114%
Accounting & Legal Services (ProRat)	\$2,425	\$0	\$0.00		(\$3,272.58)	235%
Publications/Advertising/Printing	\$1	\$0	\$276.44		(\$1,629.66)	163066%
Training or Staff Development (school)	\$1	\$0	\$0.00		(\$4,323.32)	432432%
Other	\$0	\$0	\$0.00		\$0.00	0%
TOTAL OTHER	\$65,928	\$0	\$8,919	\$0	(\$63,674.20)	197%
INDIRECT COSTS						
Indirect Costs	\$45,000	\$0	\$7,365.90	\$0.00	\$0.00	100%
TOTAL INDIRECT	\$45,000	\$0	\$7,365.90	\$0.00	\$0.00	100%
TOTAL ALL BUDGET CATEGORIES	\$1,020,806	\$15,942	\$87,704	\$0	\$107,391.33	91%
TOTAL ALL BUDGET CATEGORIES W/PROGRAM INCOME	\$1,037,093		\$87,704.18	\$0.00	\$107,735.98	90%
TOTAL ALL BUDGET CATEGORIES W/ PROGRAM INC. LESS COMMITTED FUNDS NOT EXPENDED	\$1,037,093		\$87,704.18	\$0.00	\$107,735.98	90%

USDA				
FOOD/NON-DIETARY SUPPLY ANALYSIS				
Authorized Enrollment = 418 children				
Outlays & Reimbursements through 10/04				
	12/02-11/03 12 mos.	Monthly Average	12/03-11/04 11 mos.	Monthly Average
Reimbursements from US	\$163,194.27	\$13,599.52	\$158,700.46	\$14,427.31
and misc.				
Food Expenses By Source	12/02-11/03 12 mos.	Monthly Average	12/03-11/04 11 mos.	Monthly Average
Cost of Food:				
Rantoul City Schools	\$19,657.45	\$1,638.12	\$0.00	\$0.00
Carle Foundation Hospita	\$62,925.85	\$5,243.82	\$58,126.85	\$5,284.26
Pizza Garden, Domino	\$38.50	\$3.21	\$0.00	\$0.00
Fox River	\$41,160.78	\$3,430.07	\$48,129.62	\$4,375.42
Country Thyme Tea Room	\$10,223.34	\$851.95	\$28,970.09	\$2,633.64
Klein Distributing	\$1,576.01	\$131.33	\$1,708.93	\$155.36
Urbana School District	\$3,823.28	\$318.61	\$2,424.80	\$220.44
Illini Institutional Foods	\$40.75	\$3.40	\$0.00	\$0.00
Petty Cash, Walmart, K-mart	\$1,349.87	\$112.49	\$3,697.08	\$336.10
Total Food Costs	\$140,795.83	\$11,732.99	\$143,057.37	\$13,005.22
Non-Dietary Supplies By Source	12/02-11/03 12 mos.	Monthly Average	12/03-11/04 11 mos.	Monthly Average
Aramark Uniform Services	\$750.00	\$62.50	\$0.00	\$0.00
Rantoul City Schools	\$670.80	\$55.90	\$0.00	\$0.00
Other	\$13,903.72	\$1,158.64	\$12,962.09	\$1,178.37
Fox River	\$11,789.16	\$982.43	\$14,948.49	\$1,358.95
Total Non-Dietary Supplie	\$27,113.68	\$2,259.47	\$27,910.58	\$2,537.33
Total Food and Non-Diet:	\$167,909.51	\$13,992.46	\$170,967.95	\$15,542.54
USDA Unreimbursed Exp	(\$4,715.24)	(\$392.94)	(\$12,267.49)	(\$1,115.23)

USDA - SUMMARY FINANCIAL STATUS AS OF 10/31/04	
USDA Reimbursements	\$158,700
Food/Non-Dietary Expenses	(\$170,968)
Carryover Balance (Prior Year)	\$9,667
Balance @ 10/31/04	(\$2,601)



HEAD Start

A Program of the Champaign County Regional Planning Commission

1776 E. Washington St.
 P.O. Box 17760
 Urbana, IL 61803-7760
 217-328-3313
 Fax: 217-328-2426

ADMINISTRATION STATUS REPORT

For the Period Ending 01/31/2005

	Head Start Grant PY11 835	% 835	Early Head Start Grant PY07 605	% 605
Federal Share (80%)	\$2,851,553		\$1,036,748	
Non-Federal Share (20%)	\$711,889		\$259,186	
Program Income	<u>\$1,494</u>		<u>\$345</u>	
Total Award	\$3,564,936		\$1,296,279	
Maximum Administrative Limit (15%)	\$534,740		\$194,442	
Less Administrative Portion of In-Kind to Date	(\$21,956)		(\$4,820)	
NET ADMINISTRATIVE LIMIT	\$512,785		\$189,622	
Administrative Expenses as of 01/31/2005	<u>(\$443,369)</u>	<u>86%</u>	<u>(\$123,705)</u>	<u>65%</u>
Administrative Balance Remaining	\$69,416	14%	\$65,917	35%

ORDINANCE NO. _____

ORDINANCE FOR EXCEPTION TO THE CHAMPAIGN COUNTY PURCHASING
POLICY ORDINANCE NO. 323

WHEREAS, the Champaign County Board has heretofore adopted a County Purchasing Policy, Ordinance Number 323; and

WHEREAS, the Champaign County Purchasing Policy establishes requirements for bidding procedures for purchases in excess of \$10,000.00; and

WHEREAS, pursuant to 55 ILCS 5/5-1022, a county may purchase materials, equipment, or supplies with a cost less than \$20,000 without the requirement of a competitive bid; and

WHEREAS, the County Purchasing Policy also establishes purchases beyond the Champaign County Purchasing Policy guidelines, as established in Ordinance Number 323, may be approved for exception to the Purchasing Policy Ordinance by the Champaign County Board; and

WHEREAS, the Champaign County Coroner seeks to purchase a 2005 ¾ ton cargo van, and although not currently on state bid, has obtained a price for said cargo van from Green Chevrolet equal to the 2003 state contract bid price for a similar van, said purchase to be for a total of \$18,767.04; and

WHEREAS, the funds to be expended for the purchase and replacement of a ¾ ton cargo van for the Champaign County Coroner's Office is budgeted in the FY2005 Capital Equipment Replacement Fund Budget for the Coroner.

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED by the Champaign County Board, that an exception to the Champaign County Purchasing Policy Article V(D) is approved for the purchase of a ¾ ton cargo van for the Champaign County Coroner in the total amount of \$18,767.04, without requiring the purchase be subject to the County's competitive bid requirement.

PRESENTED, ADOPTED, APPROVED and RECORDED this 24th day of March, A.D.
2005.

Barbara Wysocki, Chair
Champaign County Board

ATTEST:

Mark Shelden, County Clerk and
Ex-Officio Clerk of the County Board