

# **Kendall County Children's Advocacy Center Board Meeting**

Kendall County Courthouse State's Attorney's Conference Room  
December 12, 2023  
12:00 p.m.

## **Minutes**

- I. Call to order - Eric Weis called the meeting to order
- II. Roll call -- Present, Brenda Karales, James Jensen, Gene Morton, Norm Allison, Caleb Waltmire, Jason Bastin, RaeAnn Van Gundy, Michelle Hawley, Erica Lopez, Kevin McQuaid, Keith Ruminski, Eric Weis, Kristen Temple, Emma Wallis and Jonathan Howell
- III. Approval of Agenda – Jonathan Howell motioned to approve the agenda, seconded by Jason Bastin, passed unanimously.
- IV. Approval of Minutes from the November 29, 2022, meeting -- Jonathan Howell motioned to approve the minutes, seconded by Jason Bastin, passed unanimously.
- V. Old Business
  - a) Statistics for 2023 - Brenda Karales handed out the statistics for this year and indicated we have done 101 interviews this year and have more this week
  - b) Statutory amendments effective January 1, 2020
    - 1) 5 ILCS 140/7.5 (FOIA)
    - 2) 55 ILCS 80/4.5 (Forensic interviews; electronic recordings)

Brenda Karales reminded everyone they need to consult with their civil attorney and make sure the civil attorney is aware of these statutes before they advise the police departments to ever turn over a DVD with a VSI on it. She said she is available for consult with any attorney before they are given out. Oswego and Plano's attorneys have done this. -
  - c) Explanation of the Accreditation process – Eric Weis explained the accreditation process that is required by the National Children's Alliance. He introduced Emma Wallis who is now our first Intake/MDT coordinator/Victim Advocate for the CAC. Emma explained the new case review standard and what will be necessary for the accreditation process; Brenda explained the different way cases will be intake; Michelle explained the peer review requirement. Eric went on to explain that the new protocol and by-laws are required as part of the accreditation process.
  - d) Vote on approving the Constitution and By-Laws -- Jonathan Howell motioned to approve the Constitution and By-Laws, seconded by Jason Bastin, passed unanimously
  - e) Discussion on the proposed Operational Protocol -- The Protocol was emailed to all members weeks before meeting to review. No discussion or changes suggested

f) Vote on approving Operational Protocol -- Jonathan Whowell motioned to approve the Operational Protocol, seconded by Jason Bastin, passed unanimously

g) Other -- none

VI. New business

a) Training on new operational protocol -- Brenda wants to do training for all officers about the new protocol. It was discussed that it can be done at key note training. Jim Jensen suggested making a video so the police can watch it at their departments. Brenda also wants to do an in person training with all detective who will be a MDT member Lastly Brenda wants to work with Edwards Care Center and do a training with Dr. Rangala.

b) Approval of the 2024 meeting schedule for the CAC Advisory Board  
November 20, 2024, at 11:30 a.m. in SAO – Jonathan Whowell motioned to approve the meeting schedule, seconded by Jason Bastin, passed unanimously

c) Other -- none

VII. Next meeting: November 20, 2024, in SAO

VIII. Adjournment – Jonathan Whowell motioned to adjourn, seconded by Jason Bastin, passed unanimously