

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

**Wednesday, February 17, 2021
5:15 PM**

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. January 20, 2021
4. Review of Bills
 - a. January 2021
5. Financial Report
 - a. January 2021
6. Director's Report
7. New Business
 - a. NONE
8. Pending Business
 - a. NONE
9. Citizen Request to Address the Board
 - a. NONE
10. Correspondence
 - a. NONE
11. Other Business
 - a. NONE
12. Adjournment

NOTICE

If special accommodation is needed to attend or participate in a HISRA Board Meeting, please contact HISRA at (309) 691-1929

**NEXT MEETING: March 17, 5:15 PM
Remote and at HISRA Office 8727 N Pioneer Road, Peoria, IL 61615**

OFFICIAL PROCEEDINGS OF THE MEETING OF THE BOARD OF TRUSTEES OF THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, HELD AT 5:15 P.M., WEDNESDAY, JANUARY 20, 2021 REMOTELY AND AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:13 PM by Trustee Cassidy.

BOARD MEMBERS PRESENT: Joe Cassidy, Robert Johnson, Joel Dickerson, Kris Goergen, Shane Placher, Brian Tibbs, Lorelei Cox

BOARD MEMBERS ABSENT: Kevin Yates

STAFF PRESENT: Katie Van Cleve, Brooke Williams

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the November 2020 meeting were reviewed. Motion to approve was made by Trustee Tibbs and seconded by Trustee Cox. Roll call vote.
Result: Ayes: 7; Nays: 0
Motion Approved

REVIEW OF BILLS: Summary of bills for November and December 2020 were reviewed. Motion to approve as presented was made by Trustee Dickerson and seconded by Trustee Placher. Roll call vote.
Result: Ayes: 7; Nays: 0
Motion Approved

FINANCIAL REPORT: Summary of the financial report for November and December 2020 were reviewed. Motion to approve as presented was made by Trustee Dickerson and seconded by Trustee Johnson. Roll call vote.
Result: Ayes: 7; Nays: 0
Motion Approved

DIRECTOR'S REPORT:

Director Van Cleve provided the board with program operation status. Programming paused since mid November. As of 1/15 resuming in person and virtual programs through February. Staff scheduled to receive COVID-19 vaccinations. Planning to release summer camp information late February.

NEW BUSINESS: a. 2021 Meeting Schedule

Motion to approve was presented by Trustee Dickerson and seconded by Trustee Tibbs

Result: Ayes: 7; Nays: 0

Motion Approved, Roll call vote

b. 2021 Chair/ Vice Chair Nomination

Trustee Dickerson nominated Brian Tibbs as Chair for the HISRA Board in 2021.

Trustee Cassidy seconded.

Trustee Tibbs nominated Joel Dickerson as Vice Chair for the HISRA Board in 2021 and Trustee Cassidy seconded. Below roll call vote was conducted for both of the nominations.

Result: Ayes: 7; Nays: 0

Motion Approved, Roll call vote

PENDING BUSINESS:

NONE

CORRESPONDENCE:

NONE

OTHER BUSINESS:

NONE

ADJOURNMENT:

A motion to adjourn was made by Trustee Cox and seconded by Trustee Placher at 5:39 PM.

Result: Ayes: 7; Nays: 0

Motion Approved, Roll call vote

Submitted by: _____

Brooke Williams, Secretary

Starting Vendor: 000001
Ending Vendor: ZW1001

Starting Date: 1/1/2021
Ending Date: 1/31/2021

Report #: APD010

Peoria Park District

10-Feb-21 7:15 AM

Payables Distributions to General Ledger

| Date | Vchr # | Vendor #/Name | PO # | Invoice #/Date | Check # | Reference | Jrnl # | Amount |
|---|--------|---------------|---------------------|----------------|--------------|-----------|------------|---|
| Expense Distributions In Detail | | | | | | | | |
| Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE | | | | | | | | |
| 1/28/2021 | 480440 | 006633 | SAM'S CLUB PAYMENTS | <NONE> | 01072021 | 1/7/2021 | 0000093576 | CREDIT- PO# P1198612 AP1396 (129.98) |
| | 480410 | OFF002 | OFFICE DEPOT | P1346234 | 149830452001 | 1/20/2021 | 0000093572 | CALENDAR, AP1396 8.24 ENVELOPES |
| | 480399 | 006633 | SAM'S CLUB PAYMENTS | P1198612B1 | 1320 | 1/7/2021 | 0000093576 | WORK TABLE AP1396 129.98 |
| | 480398 | 006633 | SAM'S CLUB PAYMENTS | P1198612 | 7433 | 1/7/2021 | 0000093576 | WORK TABLE AP1396 129.98 |
| Date Total 1/28/2021 : | | | | | | | | 138.22 |
| Account Total R-6-R81-5110-2121 : | | | | | | | | 138.22 |
| Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE | | | | | | | | |
| 1/28/2021 | 480360 | I3 BROAD | i3 BROADBAND | 240516-JAN21 | 1979168-1 | 12/1/2020 | 0000093557 | FIBER INTERNET SVC AP1395 199.95 01/12/21-02/11/21 |
| Date Total 1/28/2021 : | | | | | | | | 199.95 |
| Account Total R-6-R81-5210-2205 : | | | | | | | | 199.95 |
| Section Total Expense : | | | | | | | | 338.17 |

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending January 31, 2021

| | <u>2020</u> | <u>2020</u> | <u>% of</u> | <u>2021</u> | <u>2021</u> | <u>% of</u> |
|---------------------------------|--------------------|---------------------|---------------|-------------------|---------------------|---------------|
| | <u>Actuals</u> | <u>Budget</u> | <u>Budget</u> | <u>Actuals</u> | <u>Budget</u> | <u>Budget</u> |
| Administration Revenues: | | | | | | |
| Peoria Taxes | \$0.00 | \$417,012.00 | 0.00% | \$0.00 | \$400,979.00 | 0.00% |
| Morton Reimbursement | \$0.00 | \$126,000.00 | 0.00% | \$0.00 | \$124,000.00 | 0.00% |
| Chillicothe Reimbursement | \$0.00 | \$56,856.00 | 0.00% | \$1,159.53 | \$55,719.00 | 2.08% |
| Washington Taxes | \$0.00 | \$75,200.00 | 0.00% | \$0.00 | \$72,500.00 | 0.00% |
| Cash Over/Short | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| VSI AR Over/Short | (\$20,918.60) | \$0.00 | - | \$1,383.00 | \$0.00 | - |
| Class Fees | \$31,491.60 | \$140,000.00 | 22.49% | (\$1,233.00) | \$140,000.00 | -0.88% |
| Inclusion Fees | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| Vending | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| Donations | \$297.00 | \$10,000.00 | 2.97% | \$2,063.00 | \$2,000.00 | 103.15% |
| Interest Income | \$0.00 | \$3,400.00 | 0.00% | \$0.00 | \$3,400.00 | 0.00% |
| Reimbursement | <u>\$632.62</u> | <u>\$22,250.00</u> | 2.84% | <u>\$468.00</u> | <u>\$0.00</u> | - |
| Total Revenues: | \$11,502.62 | \$850,718.00 | 1.35% | \$3,840.53 | \$798,598.00 | 0.48% |

| | | | | | | |
|-------------------------------------|--------------------|---------------------|--------------|--------------------|---------------------|--------------|
| Administration Expenditures: | | | | | | |
| Full Time Payroll | \$6,600.00 | \$200,000.00 | 3.30% | \$7,169.04 | \$180,000.00 | 3.98% |
| Part Time Payroll | \$7,988.15 | \$140,000.00 | 5.71% | \$3,405.25 | \$150,000.00 | 2.27% |
| Longevity | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Wellness | \$0.00 | \$800.00 | 0.00% | \$0.00 | \$600.00 | 0.00% |
| Program Supplies | \$3,534.37 | \$58,000.00 | 6.09% | \$0.00 | \$58,000.00 | 0.00% |
| Postage | \$0.00 | \$3,100.00 | 0.00% | \$0.00 | \$1,510.00 | 0.00% |
| Gasoline | \$0.00 | \$8,000.00 | 0.00% | \$0.00 | \$6,000.00 | 0.00% |
| Office Supplies | \$901.69 | \$7,000.00 | 12.88% | \$200.69 | \$7,000.00 | 2.87% |
| Printing | \$0.00 | \$8,000.00 | 0.00% | \$0.00 | \$5,000.00 | 0.00% |
| Administrative Expense | \$0.00 | \$66,928.00 | 0.00% | \$0.00 | \$61,110.00 | 0.00% |
| Payroll Maintenance | \$0.00 | \$10,000.00 | 0.00% | \$0.00 | \$10,000.00 | 0.00% |
| Health & Dental | \$0.00 | \$58,244.00 | 0.00% | \$3,530.21 | \$55,442.00 | 6.37% |
| Contractual Services | \$1,194.90 | \$25,000.00 | 4.78% | \$499.95 | \$25,000.00 | 2.00% |
| Training & Conferences | \$3,500.00 | \$9,000.00 | 38.89% | \$0.00 | \$10,000.00 | 0.00% |
| Natural Gas | \$0.00 | \$3,500.00 | 0.00% | \$0.00 | \$4,000.00 | 0.00% |
| Electricity | \$0.00 | \$7,500.00 | 0.00% | \$0.00 | \$7,500.00 | 0.00% |
| Telephone | \$213.10 | \$9,700.00 | 2.20% | \$0.00 | \$9,000.00 | 0.00% |
| Water | \$60.50 | \$3,400.00 | 1.78% | \$0.00 | \$3,700.00 | 0.00% |
| Sewer | \$0.00 | \$350.00 | 0.00% | \$0.00 | \$350.00 | 0.00% |
| Insurance | \$0.00 | \$14,500.00 | 0.00% | \$0.00 | \$14,500.00 | 0.00% |
| Advertising | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Attorney Fees | \$0.00 | \$250.00 | 0.00% | \$0.00 | \$250.00 | 0.00% |
| FICA | \$0.00 | \$26,010.00 | 0.00% | \$0.00 | \$25,245.00 | 0.00% |
| IMRF | \$399.47 | \$8,534.00 | 4.68% | \$680.36 | \$9,501.00 | 7.18% |
| Refunds | \$0.00 | \$320.00 | 0.00% | \$0.00 | \$500.00 | 0.00% |
| Scholarships | \$0.00 | \$1,500.00 | 0.00% | \$0.00 | \$3,000.00 | 0.00% |
| Equipment | \$0.00 | \$37,000.00 | 0.00% | \$0.00 | \$16,000.00 | 0.00% |
| Equipment Repair | <u>\$3.50</u> | <u>\$8,000.00</u> | 0.04% | <u>\$3.50</u> | <u>\$8,000.00</u> | 0.04% |
| Total Expenditures: | \$24,395.68 | \$715,636.00 | 3.41% | \$15,489.00 | \$672,208.00 | 2.30% |

| | <u>2019</u> | <u>2020</u> | <u>% of</u> | <u>2020</u> | <u>2021</u> | <u>% of</u> |
|----------------------------------|-------------------|---------------------|---------------|----------------|--------------------|---------------|
| | <u>Actuals</u> | <u>Budget</u> | <u>Budget</u> | <u>Actuals</u> | <u>Budget</u> | <u>Budget</u> |
| Camp Free to Be Revenues: | | | | | | |
| Camp Fees | \$31,662.90 | \$95,000.00 | 33.33% | \$0.00 | \$70,000.00 | 0.00% |
| VSI AR Over/Short | (\$21,700.68) | \$0.00 | - | \$0.00 | \$0.00 | - |
| Donations | \$0.00 | \$500.00 | 0.00% | \$0.00 | \$1,000.00 | 0.00% |
| Reimbursement | <u>\$0.00</u> | <u>\$9,000.00</u> | 0.00% | <u>\$0.00</u> | <u>\$0.00</u> | - |
| Total Revenues: | \$9,962.22 | \$104,500.00 | 9.53% | \$0.00 | \$71,000.00 | 0.00% |

| | | | | | | |
|--------------------------------------|---------------|---------------------|--------------|---------------|---------------------|--------------|
| Camp Free to Be Expenditures: | | | | | | |
| Part Time Payroll | \$0.00 | \$170,000.00 | 0.00% | \$0.00 | \$130,000.00 | 0.00% |
| Program Supplies | \$0.00 | \$20,500.00 | 0.00% | \$0.00 | \$19,500.00 | 0.00% |
| Administrative Expense | \$0.00 | \$20,186.00 | 0.00% | \$0.00 | \$17,945.00 | 0.00% |
| Contractual Services | \$0.00 | \$0.00 | - | \$0.00 | \$0.00 | - |
| FICA | \$0.00 | \$13,005.00 | 0.00% | \$0.00 | \$9,945.00 | 0.00% |
| Refunds | \$0.00 | \$0.00 | - | \$0.00 | \$5,000.00 | 0.00% |
| Scholarships | <u>\$0.00</u> | <u>\$15,000.00</u> | 0.00% | <u>\$0.00</u> | <u>\$15,000.00</u> | 0.00% |
| Total Expenditures: | \$0.00 | \$238,691.00 | 0.00% | \$0.00 | \$197,390.00 | 0.00% |

| | | | | | | |
|-----------------------|-------------------|---------------------|---------------|--------------------|---------------------|--------------|
| Revenues: | | | | | | |
| Administration | \$11,502.62 | \$850,718.00 | 1.35% | \$3,840.53 | \$798,598.00 | 0.48% |
| Camp Free to Be | <u>\$9,962.22</u> | <u>\$104,500.00</u> | 9.53% | <u>\$0.00</u> | <u>\$71,000.00</u> | 0.00% |
| Total Revenues | (\$974.51) | \$974,967.00 | -0.10% | \$31,131.52 | \$955,218.00 | 3.26% |

| | | | | | | |
|---------------------------|--------------------|---------------------|--------------|--------------------|---------------------|--------------|
| Expenditures: | | | | | | |
| Administration | \$24,395.68 | \$715,636.00 | 3.41% | \$15,489.00 | \$672,208.00 | 2.30% |
| Camp Free to Be | <u>\$0.00</u> | <u>\$238,691.00</u> | 0.00% | <u>\$0.00</u> | <u>\$197,390.00</u> | 0.00% |
| Total Expenditures | \$21,236.71 | \$974,848.00 | 2.18% | \$24,395.68 | \$954,327.00 | 2.56% |

Memorial Reserves in PPD Foundation as of 12/31/2019: \$25,963
Memorial Reserves in PPD as of 12/31/2019: \$6,611
Undesignated Reserves as of 12/31/2019: \$326,750