

# HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday, March 16, 2022  
5:15 PM

## -AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
  - a. February 2022
4. Review of Bills
  - a. February 2022
5. Financial Report
  - a. February 2022
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. Reschedule April 20, 2022 meeting
12. Executive Session 2c1 Personnel
13. 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: April 20, 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., TUESDAY, JANUARY 18, 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 5:14 PM by Chairman Goergen.

**BOARD MEMBERS PRESENT:** Emily Cahill, Robert Johnson, Kevin Yates, Shane Placher, Brian Tibbs, Lorelei Cox, Joel Dickerson, Kris Goergen

**BOARD MEMBERS ABSENT:** None

**STAFF PRESENT:** Katie Van Cleve

**PRESS PRESENT:** NONE

**OTHERS PRESENT:** NONE

**REVIEW OF MINUTES:** The minutes of the January 2022 meeting were reviewed. Motion to approve was made by Trustee Yates and seconded by Trustee Tibbs. Roll call vote.  
**Result: Ayes: 8; Nays: 0**  
**Motion Approved**

**REVIEW OF BILLS:** Summary of bills for January 2022 were reviewed. Motion to approve as presented was made by Trustee Cox and seconded by Trustee Goergen. Roll call vote.  
**Result: Ayes: 8; Nays: 0**  
**Motion Approved**

**FINANCIAL REPORT:** Summary of the financial report for January 2022 were reviewed. Motion to approve as presented was made by Trustee Placher and seconded by Trustee Yates. Roll call vote.  
**Result: Ayes: 8; Nays: 0**  
**Motion Approved**

**DIRECTOR'S REPORT:**

Director Van Cleve reported on personnel changes. HISRA will be advertising for Office Manager and Program Coordinator. Camp registration will be launched March 1. HISRA is currently looking for possible events to partner with our Resource Fair.

Trustee Johnson requested the current diversity makeup of HISRA staff.

**NEW BUSINESS:**

Approval of 2022 meeting calendar.

**PENDING BUSINESS:**

NONE

**CORRESPONDENCE:**

NONE

**OTHER BUSINESS:**

NONE

**ADJOURNMENT:**

A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Goergen at 5:26 PM.

**Result: Ayes: 8; Nays: 0**

**Motion Approved, Roll call vote**

**Submitted by:** \_\_\_\_\_

Katie Van Clve, Secretary

Starting Vendor: 000001  
 Ending Vendor: ZWI001

Starting Date: 2/1/2022  
 Ending Date: 2/28/2022

Report #: APD010

Peoria Park District

09-Mar-22 8:41 AM

**Payables Distributions to General Ledger**

| Date   | Vchr # | Vendor #/Name | PO #                     | Invoice #/Date | Check #    | Reference  | Jrnl #     | Amount                                     |                 |
|--|--------|---------------|--------------------------|----------------|------------|------------|------------|--|-----------------|
| <b>Distribution Type: Expense Distributions In Detail</b>          |        |               |                          |                |            |            |            |  |                 |
| <b>Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI</b> |        |               |                          |                |            |            |            |  |                 |
| 12/31/2021   | 492413 | 005784        | PETTY CASH               | <NONE>         | 2021 HISRA | 12/31/2021 | 0000098845 | HISRA 2021 PETTY CASH AP2736 647.88        |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 12/31/2021 :</b>             | <b>647.88</b>   |
| 2/4/2022   | 492406 | 005784        | PETTY CASH               | <NONE>         | 2022 HISRA | 2/4/2022   | 0000098837 | HISRA 2022 PETTY CASH AP2732 304.42        |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/4/2022 :</b>               | <b>304.42</b>   |
| 2/24/2022  | 493107 | 006071        | THE COOKERY INC          | <NONE>         | 02/22/2022 | 2/24/2022  | 0000099157 | FOCUS COOKING CLASS AP2826 600.00          |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/24/2022 :</b>              | <b>600.00</b>   |
|  |        |               |                          |                |            |            |            | <b>Account Total R-6-R81-5110-2101 :</b>   | <b>1,552.30</b> |
| <b>Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE</b>       |        |               |                          |                |            |            |            |  |                 |
| 2/17/2022  | 492776 | WEX001        | SHELL-WEX BANK           | P2245838JAN    | 78290419   | 2/6/2022   | 0000099029 | FUEL 01/2022 AP2786 252.01                 |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/17/2022 :</b>              | <b>252.01</b>   |
|  |        |               |                          |                |            |            |            | <b>Account Total R-6-R81-5110-2112 :</b>   | <b>252.01</b>   |
| <b>Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE</b> |        |               |                          |                |            |            |            |  |                 |
| 2/17/2022  | 492836 | GRE003        | RNJ DISTRIBUTING         | 29746FEB22     | 1450387    | 2/3/2022   | 0000099025 | BOTTLED WATER 02/22 AP2794 18.30           |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/17/2022 :</b>              | <b>18.30</b>    |
|  |        |               |                          |                |            |            |            | <b>Account Total R-6-R81-5110-2121 :</b>   | <b>18.30</b>    |
| <b>Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE</b> |        |               |                          |                |            |            |            |  |                 |
| 2/3/2022   | 492345 | 003169        | INTERFACE SECURITY SYSTE | 62-JAN22       | 20132178   | 1/1/2022   | 0000098827 | B/A - ALARM SVC 01/22 AP2717 61.95         |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/3/2022 :</b>               | <b>61.95</b>    |
| 2/10/2022  | 492568 | HARR001       | HARRIS PEST CONTROL      | P7562944JAN22  | 115532     | 1/14/2022  | 0000098920 | B/A - PEST CONTROL SVC. JAN22 AP2750 45.00 |                 |
|  | 492528 | I3 BROAD      | I3 BROADBAND             | 26840FEB22X    | 2296718-1  | 1/1/2022   | 0000098924 | INTERNET SVC. - FEB22 AP2750 199.95        |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/10/2022 :</b>              | <b>244.95</b>   |
| 2/17/2022  | 492863 | TRIP002       | TRIPLE J'S JANITORIAL    | P9283334JAN22  | 180955     | 2/1/2022   | 0000099041 | B/A- JANITORIAL SVC. JAN22 AP2794 900.00   |                 |
|  |        |               |                          |                |            |            |            | <b>Date Total 2/17/2022 :</b>              | <b>900.00</b>   |
|  |        |               |                          |                |            |            |            | <b>Account Total R-6-R81-5210-2205 :</b>   | <b>1,206.90</b> |

**Payables Distributions to General Ledger**

| Date  | Vchr # | Vendor #/Name | PO #                     | Invoice #/Date | Check #      | Reference  | Jrnl #     | Amount   |                 |        |
|---|--------|---------------|--------------------------|----------------|--------------|------------|------------|--|-----------------|--------|
| <b>Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS</b> |        |               |                          |                |              |            |            |  |                 |        |
| 12/30/2021  | 492449 | CNE002        | CONSTELLATION NEW ENER   | 240929-1801    | 3383270      | 12/30/2021 | 0000098884 | NATURAL GAS THERMS USED BG-11583 DECEMBER 2021     | AP2740          | 393.26 |
| <b>Date Total 12/30/2021 :</b>                                  |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>393.26</b>   |        |
| 2/24/2022   | 492915 | 001527        | AMEREN ILLINOIS          | 240929-1976    | 65019-01/22  | 2/3/2022   | 0000099065 | GAS 2203065019 ACTUAL READ 01/01/22-02/01/22       | AP2812          | 295.99 |
| <b>Date Total 2/24/2022 :</b>                                   |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>295.99</b>   |        |
| <b>Account Total R-6-R81-5210-3100 :</b>                        |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>689.25</b>   |        |
| <b>Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY</b> |        |               |                          |                |              |            |            |  |                 |        |
| 2/10/2022   | 492451 | ILLPOWER      | ILLINOIS POWER MARKETING | 240929-1805    | 173162922011 | 1/28/2022  | 0000098926 | ELECTRIC GMCPDP1000                                | AP2741          | 176.56 |
|   | 492672 | 001527        | AMEREN ILLINOIS          | 240929-1909    | 51531-01/22  | 1/13/2022  | 0000098892 | ELECTRIC 8157351531 ACTUAL READ 12/08/21-01/11/22  | AP2752          | 167.32 |
| <b>Date Total 2/10/2022 :</b>                                   |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>343.88</b>   |        |
| <b>Account Total R-6-R81-5210-3101 :</b>                        |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>343.88</b>   |        |
| <b>Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE</b>   |        |               |                          |                |              |            |            |  |                 |        |
| 2/17/2022   | 492825 | 009225        | VERIZON WIRELESS-LEHIGH  | 240558-003     | 9898363970   | 1/28/2022  | 0000099042 | HISRA IPADS 01/2022                                | AP2789          | 120.18 |
|   | 492823 | 009225        | VERIZON WIRELESS-LEHIGH  | 240558-001     | 9898363968   | 1/28/2022  | 0000099042 | CELL PHONES & MODEMS 01/2022                       | AP2789          | 332.43 |
|   | 492824 | 009225        | VERIZON WIRELESS-LEHIGH  | 240558-002     | 9898363969   | 1/28/2022  | 0000099042 | HISRA IPADS 01/2022                                | AP2789          | 130.20 |
| <b>Date Total 2/17/2022 :</b>                                   |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>582.81</b>   |        |
| <b>Account Total R-6-R81-5210-3102 :</b>                        |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>582.81</b>   |        |
| <b>Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER</b>       |        |               |                          |                |              |            |            |  |                 |        |
| 2/17/2022   | 492736 | 003003        | ILLINOIS AMERICAN WATER  | 240929-1792    | 30699-02/22  | 2/1/2022   | 0000099010 | WATER 1025-210041530699 FIRE SVC/ACTUAL READ 01/29 | AP2784          | 323.60 |
| <b>Date Total 2/17/2022 :</b>                                   |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>323.60</b>   |        |
| <b>Account Total R-6-R81-5210-3103 :</b>                        |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>323.60</b>   |        |
| <b>Section Total Expense :</b>                                  |        |               |                          |                |              |            |            |  |                 |        |
|   |        |               |                          |                |              |            |            |  | <b>4,969.05</b> |        |

**Heart of Illinois Special Recreation Association**  
**Comparative Income Statement**  
**Month Ending February 28, 2022**

|                                 | 2021                 | 2021                | % of          | 2022               | 2022                | % of          |
|---------------------------------|----------------------|---------------------|---------------|--------------------|---------------------|---------------|
|                                 | <u>Actuals</u>       | <u>Budget</u>       | <u>Budget</u> | <u>Actuals</u>     | <u>Budget</u>       | <u>Budget</u> |
| <b>Administration Revenues:</b> |                      |                     |               |                    |                     |               |
| Peoria Taxes                    | \$0.00               | \$400,979.00        | 0.00%         | \$0.00             | \$407,000.00        | 0.00%         |
| Morton Reimbursement            | \$0.00               | \$124,000.00        | 0.00%         | \$0.00             | \$124,000.00        | 0.00%         |
| Chillicothe Reimbursement       | \$1,159.53           | \$55,719.00         | 2.08%         | \$0.00             | \$56,800.00         | 0.00%         |
| Washington Taxes                | \$0.00               | \$72,500.00         | 0.00%         | \$0.00             | \$72,500.00         | 0.00%         |
| Cash Over/Short                 | (\$73.05)            | \$0.00              | -             | \$0.00             | \$0.00              | -             |
| VSI AR Over/Short               | (\$27,180.05)        | \$0.00              | -             | (\$2,188.25)       | \$0.00              | -             |
| Class Fees                      | \$9,338.00           | \$140,000.00        | 6.67%         | \$20,974.77        | \$135,000.00        | 15.54%        |
| Inclusion Fees                  | \$0.00               | \$0.00              | -             | \$0.00             | \$0.00              | -             |
| Vending                         | \$0.00               | \$0.00              | -             | \$0.00             | \$0.00              | -             |
| Donations                       | \$2,113.00           | \$2,000.00          | 105.65%       | \$750.00           | \$20,000.00         | 3.75%         |
| Interest Income                 | \$0.00               | \$3,400.00          | 0.00%         | \$0.00             | \$3,400.00          | 0.00%         |
| Reimbursement                   | \$468.00             | \$0.00              | -             | \$0.00             | \$250.00            | 0.00%         |
| Grants                          | <u>(\$7,396.14)</u>  | <u>\$0.00</u>       | -             | <u>(\$423.88)</u>  | <u>\$5,000.00</u>   | -8.48%        |
| <b>Total Revenues:</b>          | <b>(\$21,570.71)</b> | <b>\$798,598.00</b> | <b>-2.70%</b> | <b>\$19,112.64</b> | <b>\$823,950.00</b> | <b>2.32%</b>  |

|                                     |                    |                     |              |                    |                     |              |
|-------------------------------------|--------------------|---------------------|--------------|--------------------|---------------------|--------------|
| <b>Administration Expenditures:</b> |                    |                     |              |                    |                     |              |
| Full Time Payroll                   | \$20,203.66        | \$180,000.00        | 11.22%       | \$19,551.93        | \$215,000.00        | 9.09%        |
| Part Time Payroll                   | \$10,296.14        | \$150,000.00        | 6.86%        | \$12,092.52        | \$125,000.00        | 9.67%        |
| Longevity                           | \$0.00             | \$500.00            | 0.00%        | \$0.00             | \$600.00            | 0.00%        |
| Wellness                            | \$0.00             | \$600.00            | 0.00%        | \$0.00             | \$600.00            | 0.00%        |
| Program Supplies                    | \$1,573.47         | \$58,000.00         | 2.71%        | \$3,726.64         | \$66,700.00         | 5.59%        |
| Postage                             | \$10.59            | \$1,510.00          | 0.70%        | \$0.00             | \$1,500.00          | 0.00%        |
| Gasoline                            | \$0.00             | \$6,000.00          | 0.00%        | \$291.15           | \$6,000.00          | 4.85%        |
| Office Supplies                     | \$408.68           | \$7,000.00          | 5.84%        | \$1,695.67         | \$7,000.00          | 24.22%       |
| Printing                            | \$0.00             | \$5,000.00          | 0.00%        | \$0.00             | \$10,025.00         | 0.00%        |
| Administrative Expense              | \$1,629.79         | \$61,110.00         | 2.67%        | \$1,924.16         | \$64,293.00         | 2.99%        |
| Payroll Maintenance                 | \$742.90           | \$10,000.00         | 7.43%        | \$0.00             | \$10,000.00         | 0.00%        |
| Health & Dental                     | \$7,099.47         | \$55,442.00         | 12.81%       | \$7,292.42         | \$58,825.00         | 12.40%       |
| Contractual Services                | \$2,023.80         | \$25,000.00         | 8.10%        | \$2,123.56         | \$25,000.00         | 8.49%        |
| Training & Conferences              | \$4,523.12         | \$10,000.00         | 45.23%       | \$1,131.09         | \$10,250.00         | 11.04%       |
| Natural Gas                         | \$256.75           | \$4,000.00          | 6.42%        | \$295.99           | \$4,100.00          | 7.22%        |
| Electricity                         | \$0.00             | \$7,500.00          | 0.00%        | \$343.88           | \$7,200.00          | 4.78%        |
| Telephone                           | \$584.68           | \$9,000.00          | 6.50%        | \$582.81           | \$9,000.00          | 6.48%        |
| Water                               | \$346.77           | \$3,700.00          | 9.37%        | \$387.42           | \$3,700.00          | 10.47%       |
| Sewer                               | \$0.00             | \$350.00            | 0.00%        | \$0.00             | \$350.00            | 0.00%        |
| Insurance                           | \$0.00             | \$14,500.00         | 0.00%        | \$0.00             | \$12,500.00         | 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                                | \$808.93           | \$25,245.00         | 3.20%        | \$816.41           | \$26,010.00         | 3.14%        |
| IMRF                                | \$1,416.72         | \$9,501.00          | 14.91%       | \$452.66           | \$5,319.00          | 8.51%        |
| Refunds                             | \$0.00             | \$500.00            | 0.00%        | \$0.00             | \$500.00            | 0.00%        |
| Scholarships                        | \$0.00             | \$3,000.00          | 0.00%        | \$0.00             | \$5,000.00          | 0.00%        |
| Equipment                           | \$321.98           | \$16,000.00         | 2.01%        | \$0.00             | \$26,000.00         | 0.00%        |
| Equipment Repair                    | <u>\$149.88</u>    | <u>\$8,000.00</u>   | 1.87%        | <u>\$429.92</u>    | <u>\$6,000.00</u>   | 7.17%        |
| <b>Total Expenditures:</b>          | <b>\$52,397.33</b> | <b>\$672,208.00</b> | <b>7.79%</b> | <b>\$53,138.23</b> | <b>\$707,222.00</b> | <b>7.51%</b> |

|                                  | 2021                | 2021               | % of          | 2022              | 2022               | % of          |
|----------------------------------|---------------------|--------------------|---------------|-------------------|--------------------|---------------|
|                                  | <u>Actuals</u>      | <u>Budget</u>      | <u>Budget</u> | <u>Actuals</u>    | <u>Budget</u>      | <u>Budget</u> |
| <b>Camp Free to Be Revenues:</b> |                     |                    |               |                   |                    |               |
| Camp Fees                        | \$0.00              | \$70,000.00        | 0.00%         | \$0.00            | \$75,150.00        | 0.00%         |
| VSI AR Over/Short                | (\$959.00)          | \$0.00             | -             | (\$169.00)        | \$0.00             | -             |
| Donations                        | \$0.00              | \$1,000.00         | 0.00%         | \$0.00            | \$6,000.00         | 0.00%         |
| Grants                           | (\$43.06)           | \$0.00             | -             | \$0.00            | \$0.00             | -             |
| Reimbursement                    | <u>\$0.00</u>       | <u>\$0.00</u>      | -             | <u>\$0.00</u>     | <u>\$0.00</u>      | -             |
| <b>Total Revenues:</b>           | <b>(\$1,002.06)</b> | <b>\$71,000.00</b> | <b>-1.41%</b> | <b>(\$169.00)</b> | <b>\$81,150.00</b> | <b>-0.21%</b> |

|                                      |               |                     |              |               |                     |              |
|--------------------------------------|---------------|---------------------|--------------|---------------|---------------------|--------------|
| <b>Camp Free to Be Expenditures:</b> |               |                     |              |               |                     |              |
| Part Time Payroll                    | \$0.00        | \$130,000.00        | 0.00%        | \$0.00        | \$136,541.00        | 0.00%        |
| Program Supplies                     | \$0.00        | \$19,500.00         | 0.00%        | \$0.00        | \$18,000.00         | 0.00%        |
| Administrative Expense               | \$0.00        | \$17,945.00         | 0.00%        | \$0.00        | \$17,699.00         | 0.00%        |
| Contractual Services                 | \$0.00        | \$0.00              | -            | \$0.00        | \$0.00              | -            |
| FICA                                 | \$0.00        | \$9,945.00          | 0.00%        | \$0.00        | \$10,445.00         | 0.00%        |
| Refunds                              | \$0.00        | \$5,000.00          | 0.00%        | \$0.00        | \$2,000.00          | 0.00%        |
| Scholarships                         | <u>\$0.00</u> | <u>\$15,000.00</u>  | 0.00%        | <u>\$0.00</u> | <u>\$10,000.00</u>  | 0.00%        |
| <b>Total Expenditures:</b>           | <b>\$0.00</b> | <b>\$197,390.00</b> | <b>0.00%</b> | <b>\$0.00</b> | <b>\$194,685.00</b> | <b>0.00%</b> |

|                       |                      |                     |               |                    |                     |               |
|-----------------------|----------------------|---------------------|---------------|--------------------|---------------------|---------------|
| <b>Revenues:</b>      |                      |                     |               |                    |                     |               |
| Administration        | (\$21,570.71)        | \$798,598.00        | -2.70%        | \$19,112.64        | \$823,950.00        | 2.32%         |
| Camp Free to Be       | <u>(\$1,002.06)</u>  | <u>\$71,000.00</u>  | <u>-1.41%</u> | <u>(\$169.00)</u>  | <u>\$81,150.00</u>  | <u>-0.21%</u> |
| <b>Total Revenues</b> | <b>(\$22,572.77)</b> | <b>\$869,598.00</b> | <b>-2.60%</b> | <b>\$18,943.64</b> | <b>\$905,100.00</b> | <b>2.09%</b>  |

|                           |                    |                     |              |                    |                     |              |
|---------------------------|--------------------|---------------------|--------------|--------------------|---------------------|--------------|
| <b>Expenditures:</b>      |                    |                     |              |                    |                     |              |
| Administration            | \$52,397.33        | \$672,208.00        | 7.79%        | \$53,138.23        | \$707,222.00        | 7.51%        |
| Camp Free to Be           | <u>\$0.00</u>      | <u>\$197,390.00</u> | <u>0.00%</u> | <u>\$0.00</u>      | <u>\$194,685.00</u> | <u>0.00%</u> |
| <b>Total Expenditures</b> | <b>\$52,397.33</b> | <b>\$869,598.00</b> | <b>6.03%</b> | <b>\$53,138.23</b> | <b>\$901,907.00</b> | <b>5.89%</b> |