

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA

Wednesday April 27, 2022
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. March 2022
4. Review of Bills
 - a. March 2022
5. Financial Report
 - a. March 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
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: May18, 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, March 16, 2022 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615.

Meeting was called to order at 5:19 PM by Chairman Goergen.

BOARD MEMBERS PRESENT: Emily Cahill, Shane Placher, Brian Tibbs, Joel Dickerson, Kris Goergen

BOARD MEMBERS ABSENT: Robert Johnson and Kevin Yates

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES:

The minutes of the February 2022 meeting were reviewed. Motion to approve with correction of date in heading to 2022 was made by Trustee Dickerson and seconded by Trustee Tibbs. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

REVIEW OF BILLS:

Summary of bills for February 2022 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Cahill. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

FINANCIAL REPORT:

Summary of the financial report for February 2022 were reviewed. Motion to approve as presented was made by Trustee Dickerson and seconded by Trustee Placher. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

DIRECTOR'S REPORT:

Director Van Cleve reported camp registration has launched. Summer programs are in development and will be released at a later time. HISRA is preparing to advertise a Full-time office manager and Program Coordinator. We are looking forward to a summer with less COVID restrictions. Camp Free to Be and FOCUS will operate out of the HISRA building and Summer Daze will again operate out of the Safety Town facility. Summer hiring is going slower than typical and HISRA is using social media to push this as well as an employee referral bonus program.

Director Van Cleve reviewed the Diversity report and virtual and in person job recruitment efforts made. Discussion was held regarding the presented diversity report. The Board agreed to the following statement regarding a diversity hiring initiative: HISRA strives to hire the best candidates we can that most closely represent the community we serve.

NEW BUSINESS:

NONE

PENDING BUSINESS:

NONE

CORRESPONDENCE:

NONE

OTHER BUSINESS:

Discussion was held to reschedule the April meeting to April 27 to be held virtually. The Board agreed to strive to meet approximately quarterly in person with the remaining meeting held virtually.

ADJOURNMENT:

A motion to adjourn to executive session was made by Trustee Goergon and seconded by Trustee Dickerson at 5:37 PM.

Result: Ayes: 5; Nays: 0

Motion Approved, Roll call vote

The board returned from Executive Session. A motion to adjourn the open meeting was made by Trustee Tibes and seconded by Trustee Placher.

Result: Ayes: 5; Nays: 0

Motion Approved, Roll call vote

Submitted by: _____

Katie Van Cleve, Secretary

Starting Vendor: 000001
Ending Vendor: ZWI001

Starting Date: 3/1/2022
Ending Date: 3/31/2022

Report #: APD010

Peoria Park District

08-Apr-22 11:57 AM

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
Distribution Type: Expense Distributions In Detail								
Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI								
3/10/2022	493391	SAU001 SAUDER SPORTS	P2859657	5691	3/1/2022	0000099332	SHIRTS	304.50
								Date Total 3/10/2022 :
3/17/2022	493497	OFF002 OFFICE DEPOT	P2924846	232274542001	3/9/2022	0000099398	ENVELOPES, PAPER, DIVIDERS, PENS	4.55
3/17/2022	493544	006071 THE COOKERY INC	<NONE>	03/09/2022	3/17/2022	0000099361	FOCUS COOKING CLASS 3/9/22	600.00
								Date Total 3/17/2022 :
							Account Total R-6-R81-5110-2101 :	604.55
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
3/24/2022	493867	WEX001 SHELL-WEX BANK	P2245838FEB	030622	3/6/2022	0000099518	FUEL - DEC 2021 AND FEB 2022	770.89
								Date Total 3/24/2022 :
							Account Total R-6-R81-5110-2112 :	770.89
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
3/10/2022	493351	GRE003 RNJ DISTRIBUTING	29746MAR22	1458672	3/3/2022	0000099330	BOTTLED WATER 03/22	33.10
								Date Total 3/10/2022 :
							Account Total R-6-R81-5110-2121 :	33.10
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
3/3/2022	493166	HARR001 HARRIS PEST CONTROL	P7562944FEB22	115885	2/11/2022	0000099213	B/A - PEST CONTROL SVC. FEB22	45.00
3/10/2022	493172	13 BROAD	26840MAR22	2325747-1	2/1/2022	0000099217	INTERNET SVC. - MAR22	199.95
								Date Total 3/3/2022 :
							Account Total R-6-R81-5210-2205 :	244.95
3/10/2022	493274	000137 PDC SERVICES, INC.	160JAN22	5187111	2/1/2022	0000099321	B/A-WASTE REMOVAL/RECYCLING SVCS 01/22	123.00
3/10/2022	493283	003169 INTERFACE SECURITY SYSTE	62-FEB22	20152644	2/1/2022	0000099309	B/A - ALARM SVC 02/22	61.95
								Date Total 3/10/2022 :
							Account Total R-6-R81-5210-2205 :	184.95
3/24/2022	493689	003169 INTERFACE SECURITY SYSTE	62-MAR22	20173019	3/1/2022	0000099485	B/A - ALARM SVC 03/22	61.95
3/24/2022	493839	TRIP002 TRIPLE J'S JANITORIAL	P9283334FEB22	180961	3/4/2022	0000099515	B/A - JANITORIAL SVC. FEB22	900.00

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
3/31/2022	493886	002563	GETZ FIRE EQUIPMENT CO. 2073HSR	I2-569908 3/4/2022	0000099550	SPRINKLER INSPECTION	AP2923	80.00
	493885	GFL001	GFL ENVIRONMENTAL SERVI 160MAR22	P40000015821 3/18/2022	0000099551	B/A-WASTE REMOVAL/RECYCLING SVCS 03/22	AP2923	130.62
Account #: R-6-R81-5210-2603 HRT OF IL SRA - TRAINING & CON								
3/17/2022	493531	CR1002	CRISIS PREVENTION INSTITUT <NONE>	1856758 3/17/2022	0000099350	CPI LEARNING PAYMENT	AP2884	200.00
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
3/24/2022	493573	001527	AMEREN ILLINOIS 240929-2046	65019-02/22 3/3/2022	0000099444	GAS 2203065019 ACTUAL READ 02/01/22-03/01/22	AP2893	242.55
	493683	CNE002	CONSTELLATION NEW ENER 240929-2154	3409346 2/17/2022	0000099457	BG-11583 NATURAL GAS THERMS USED- JANUARY 2022	AP2899	703.13
	493684	CNE002	CONSTELLATION NEW ENER 240929-2155	3426345 3/10/2022	0000099457	BG-11583 NATURAL GAS THERMS USED- FEBRUARY 2022	AP2899	599.55
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY								
3/10/2022	493273	ILLPOWER	ILLINOIS POWER MARKETING 240929-2001	173162922021 2/25/2022	0000099307	ELECTRIC GMCPPDP1000 01/20-02/17	AP2860	176.56
3/24/2022	493641	001527	AMEREN ILLINOIS 240929-2152	51531-01/22X 2/11/2022	0000099444	ELECTRIC 8157351531 ACTUAL READ 01/11/22-02/09/22	AP2895	180.72
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE								
3/17/2022	493515	009225	VERIZON WIRELESS-LEHIGH 240083-001	9900616242 2/28/2022	0000099407	CELL PHONES & MODEMS 03/2022	AP2882	382.57
Date Total 3/24/2022 :								961.95
Account Total R-6-R81-5210-2205 :								1,602.47
Date Total 3/31/2022 :								210.62
Account Total R-6-R81-5210-2603 :								200.00
Account Total R-6-R81-5210-2603 :								200.00
Date Total 3/24/2022 :								1,545.23
Account Total R-6-R81-5210-3100 :								1,545.23
Date Total 3/10/2022 :								176.56
Account Total R-6-R81-5210-3101 :								180.72
Date Total 3/24/2022 :								180.72
Account Total R-6-R81-5210-3101 :								357.28

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
3/17/2022	493516	009225	240083-002	9900616243	0000099407	HISRA IPADS 03/2022	AP2882	130.20
			VERIZON WIRELESS-LEHIGH	2/28/2022				
	493517	009225	240083-003	9900616244	0000099407	HISRA IPADS 03/2022	AP2882	120.18
			VERIZON WIRELESS-LEHIGH	2/28/2022				
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER								632.95
			ILLINOIS AMERICAN WATER	3/1/2022	0000099483	WATER 1025- 210041530699 ACTUAL READ/FIRE SVC 02/2	AP2900	327.76
3/24/2022	493685	003003	240929-2158	30699-03/22				
Account #: R-6-R81-5210-3105 HRT OF IL SRA - SEWER								327.76
			GREATER PEORIA SANITARY	3/17/2022	0000099554	SEWER 1400358.02 11/29/21-02/25/22	AP2922	117.69
3/31/2022	493884	002704	240929-2178	0358.02-02/22				
Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT								589.94
			DELL MARKETING L.P.	3/11/2022	0000099461	MICROSOFT OFFICE LICENSES	AP2903	589.94
3/24/2022	493736	001925	P2784798	10567822205				
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA								5.35
			NAPA AUTO PARTS	2/22/2022	0000099500	LICENSE PLATE LIGHT - UNIT #170	AP2905	5.35
3/24/2022	493818	004427	P2358648	002170				
Section Total Expense :								7,091.71

**Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending March 31, 2022**

	2021 <u>Actuals</u>	2021 <u>Budget</u>	% of <u>Budget</u>	2022 <u>Actuals</u>	2022 <u>Budget</u>	% of <u>Budget</u>
Administration Revenues:						
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	-	\$0.10	\$0.00	-
VSI AR Over/Short	(\$27,259.05)	\$0.00	-	(\$3,828.25)	\$0.00	-
Class Fees	\$18,654.50	\$140,000.00	13.32%	\$29,706.77	\$135,000.00	22.01%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Donations	\$2,413.00	\$2,000.00	120.65%	\$785.00	\$20,000.00	3.93%
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>(\$3,997.16)</u>	<u>\$0.00</u>	-	<u>\$0.00</u>	<u>\$5,000.00</u>	0.00%
Total Revenues:	(\$8,634.23)	\$798,598.00	-1.08%	\$26,663.62	\$823,950.00	3.24%
Administration Expenditures:						
Full Time Payroll	\$33,238.28	\$180,000.00	18.47%	\$34,522.08	\$215,000.00	16.06%
Part Time Payroll	\$18,177.02	\$150,000.00	12.12%	\$23,331.46	\$125,000.00	18.67%
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	\$6,643.15	\$58,000.00	11.45%	\$5,754.17	\$66,700.00	8.63%
Postage	\$10.59	\$1,510.00	0.70%	\$0.00	\$1,500.00	0.00%
Gasoline	\$147.67	\$6,000.00	2.46%	\$1,127.88	\$6,000.00	18.80%
Office Supplies	\$909.76	\$7,000.00	13.00%	\$2,679.05	\$7,000.00	38.27%
Printing	\$0.00	\$5,000.00	0.00%	\$0.00	\$10,025.00	0.00%
Administrative Expense	\$5,326.21	\$61,110.00	8.72%	\$5,281.85	\$64,293.00	8.22%
Payroll Maintenance	\$987.98	\$10,000.00	9.88%	\$1,367.05	\$10,000.00	13.67%
Health & Dental	\$10,968.73	\$55,442.00	19.78%	\$10,938.63	\$58,825.00	18.60%
Contractual Services	\$3,355.45	\$25,000.00	13.42%	\$4,141.81	\$25,000.00	16.57%
Training & Conferences	\$9,508.42	\$10,000.00	95.08%	\$1,502.10	\$10,250.00	14.65%
Natural Gas	\$918.48	\$4,000.00	22.96%	\$1,841.22	\$4,100.00	44.91%
Electricity	\$534.99	\$7,500.00	7.13%	\$701.16	\$7,200.00	9.74%
Telephone	\$1,169.36	\$9,000.00	12.99%	\$1,215.76	\$9,000.00	13.51%
Water	\$638.02	\$3,700.00	17.24%	\$715.18	\$3,700.00	19.33%
Sewer	\$35.46	\$350.00	10.13%	\$117.69	\$350.00	33.63%
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	\$2,333.23	\$25,245.00	9.24%	\$2,420.80	\$26,010.00	9.31%
IMRF	\$2,151.92	\$9,501.00	22.65%	\$733.91	\$5,319.00	13.80%
Refunds	\$0.00	\$500.00	0.00%	\$0.00	\$500.00	0.00%
Scholarships	\$128.00	\$3,000.00	4.27%	\$591.00	\$5,000.00	11.82%
Equipment	\$3,009.42	\$16,000.00	18.81%	\$805.79	\$26,000.00	3.10%
Equipment Repair	<u>\$173.01</u>	<u>\$8,000.00</u>	2.16%	<u>\$441.59</u>	<u>\$6,000.00</u>	7.36%
Total Expenditures:	\$100,365.15	\$672,208.00	14.93%	\$100,230.18	\$707,222.00	14.17%
Camp Free to Be Revenues:						
Camp Fees	\$24,180.90	\$70,000.00	34.54%	\$33,026.20	\$75,150.00	43.95%
VSI AR Over/Short	(\$16,023.60)	\$0.00	-	(\$28,653.70)	\$0.00	-
Donations	\$0.00	\$1,000.00	0.00%	\$0.00	\$6,000.00	0.00%
Grants	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$0.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$8,157.30	\$71,000.00	11.49%	\$4,372.50	\$81,150.00	5.39%
Camp Free to Be Expenditures:						
Part Time Payroll	\$40.00	\$130,000.00	0.03%	\$162.00	\$136,541.00	0.12%
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	\$1,602.50	\$5,000.00	32.05%	\$0.00	\$2,000.00	0.00%
Scholarships	<u>\$1,046.25</u>	<u>\$15,000.00</u>	6.98%	<u>\$0.00</u>	<u>\$10,000.00</u>	0.00%
Total Expenditures:	\$2,688.75	\$197,390.00	1.36%	\$162.00	\$194,685.00	0.08%
Revenues:						
Administration	(\$8,634.23)	\$798,598.00	-1.08%	\$26,663.62	\$823,950.00	3.24%
Camp Free to Be	<u>\$8,157.30</u>	<u>\$71,000.00</u>	11.49%	<u>\$4,372.50</u>	<u>\$81,150.00</u>	5.39%
Total Revenues	(\$476.93)	\$869,598.00	-0.05%	\$31,036.12	\$905,100.00	3.43%
Expenditures:						
Administration	\$100,365.15	\$672,208.00	14.93%	\$100,230.18	\$707,222.00	14.17%
Camp Free to Be	<u>\$2,688.75</u>	<u>\$197,390.00</u>	1.36%	<u>\$162.00</u>	<u>\$194,685.00</u>	0.08%
Total Expenditures	\$103,053.90	\$869,598.00	11.85%	\$100,392.18	\$901,907.00	11.13%

Memorial Reserves in PPD Foundation as of 12/31/2021: \$27,963
Memorial Reserves in PPD as of 12/31/2021: \$6,644
Undesignated Reserves as of 12/31/2021: \$444,401