

**HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA**  
**Held at the Heart of Illinois Special Recreation Association**  
**8727 N Pioneer Rd, Peoria, IL 61615**

**Tuesday, December 13, 2022**  
**5:15 PM**

**-AGENDA-**

1. Roll Call
2. Introductions
3. Approval of Minutes
  - a. November 21, 2022
4. Review of Bills
  - a. November 2022
5. Financial Report
  - a. November 2022
6. Director's Report
7. New Business
  - a. 2023 Administrative Agreement
  - b. 2023 Board Meeting Schedule
  - c. Consideration of a motion pertaining to discipline or termination of specific employees
8. Pending Business
  - a. NONE
9. Citizen Request to Address the Board
  - a. NONE
10. Correspondence
  - a. NONE
11. Other Business
12. Closed Session
  - Approval of Motion to Convene into Closed Session under the Illinois Open Meetings Act Section 2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of employees
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: TUESDAY, January 17, 5:15 PM held  
at the 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 9:00 AM, MONDAY, NOVEMBER 21, 2022 HELD AT THE PEORIA PARK DISTRICT BONNIE NOBLE CENTER FOR ADMINISTRATION AT 1125 W. LAKE AVENUE, PEORIA IL**

Meeting was called to order at 9:00 am by Chairman Goergen.

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

**BOARD MEMBERS ABSENT:** Robert Johnson

**STAFF PRESENT:** Katie Van Cleve, Shalessie Pie (PPD), and Alicia Woodworth (PPD)

**PRESS PRESENT:** None

**OTHERS PRESENT:** Sara Yager, General Counsel, PDRMA (v)  
Note: (v) = Attended Remotely via Zoom

**REVIEW OF MINUTES:** The minutes of the October 19, 2022 meeting were reviewed. Motion to approve was made by Trustee Yates and seconded by Trustee Cox. Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**CLOSED SESSION:** At 9:03 am Chairman Goergen made a motion to convene into Closed Session under the Illinois Open Meetings Act Section 2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of employees. Motion seconded by Trustee Cahill. Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

At 10:44 am, Trustee Dickerson made a motion to reconvene the HISRA Board meeting. Motion seconded by Trustee Cox. Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

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HISRA Board meeting was called to order at 10:45 am by Chairman Goergen.

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

**BOARD MEMBERS ABSENT:** Robert Johnson

**STAFF PRESENT:** Katie Van Cleve and Alicia Woodworth (PPD)

**PRESS PRESENT:** None

**OTHERS PRESENT:** None

**REVIEW OF BILLS:** Summary of bills for October 2022 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Yates.  
Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**FINANCIAL REPORT:** Summary of the financial report for October 2022 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Cox.  
Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**DIRECTOR'S REPORT:** Director Van Cleve reported that all programming has a little over one month remaining and all programs are full for the remainder of the season. Focus Family Thanksgiving will be held tomorrow, November 22 at 12:00 at HISRA. All are welcome to attend. HISRA will host Special Olympics basketball games with 12 teams on Sunday, December 4 at Lakeview Recreation Center. Management staff are currently working on the winter brochure. The January thru April program brochures should be available online in December and they will also be sent via US Mail. Program unique users will be sent for each member district. Staff is also working on Summer Camp details, finalizing dates, recruitment plans for participants and staff. Work on the capital improvement plan continues. Director Van Cleve met with an HVAC company to obtain estimates. The open Office Manager position has been advertised and applications are being accepted and hope to start interviews after the holidays. Other than this open position, staffing levels are currently acceptable.

**NEW BUSINESS:**

**2023 Administrative Agreement**

In order to allow sufficient time to update the language in the agreement for 2023, Chairman Goergen made a motion to defer. Trustee Cahill stated that the goal would be to present at the HISRA Board meeting on December 13 and the PPD Board meeting on December 14 for approval. If that does not come to pass, we will continue working under the current agreement until the new one has been approved. Motion seconded by Trustee Cahill.

Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**2023 Chair and Vice Chair**

Motion to appoint Kevin Yates as Chair and Emily Cahill as Vice Chair of the HISRA Board effective January 1, 2023 made by Trustee Dickerson and seconded by Trustee Tibbs.

Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

**PENDING BUSINESS:** None at this time.

**CORRESPONDENCE:** None at this time.

**OTHER BUSINESS:** Typically, January is when the Director review process commences. As such, Director Van Cleve was asked to please include a Closed Session item on the agenda for the first meeting in January 2023.

**ADJOURNMENT:** A motion to adjourn was made by Chairman Goergen and seconded by Trustee Cox at 11:05 am.

Roll call vote.  
**Result: Ayes: 7; Nays: 0**  
**Motion Approved**

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Respectfully Submitted by Alicia Woodworth  
Peoria Park District  
Executive Assistant and Secretary to the Board

Starting Vendor: 000001  
Ending Vendor: ZWI001

Starting Date: 11/1/2022  
Ending Date: 11/30/2022

Report #: APD010

Peoria Park District

09-Dec-22 12:47 PM

### 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>								
11/3/2022	502170	005784	PETTY CASH <NONE>	INV1132022	0000103065	REIMBURSE PETTY CASH	AP3783	611.28
<b>Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE</b>								
11/10/2022	502313	WEX001	SHELL-WEX BANK P2245838OCT	84899224	0000103228	FUEL SERVICES - 10/22	AP3804	376.35
<b>Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE</b>								
11/3/2022	501992	GRE003	RNJ DISTRIBUTING 29746OCT22	1524991	0000103140	WATER BOTTLE REFILLS	AP3777	19.55
<b>Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE</b>								
11/10/2022	502321	TRIP002	TRIPLE J'S JANITORIAL P2454186OCT22	380973	0000103235	B/A - JANITORIAL SERVICES - 10/22	AP3804	1,100.00
11/17/2022	502509	HARR001	HARRIS PEST CONTROL P2595761OCT22	119786	0000103302	B/A - MONTHLY PEST MAINTENANCE - 10/22	AP3828	50.00
11/23/2022	502592	B BROAD	B BROADBAND 26840NOV22	2576383-1	0000103358	INTERNET SERVICES - 11/2022	AP3849	199.95
502667	GFL001	GFL ENVIRONMENTAL SERVI	170OCT22	P4000083184	0000103354	B/A-WASTE REMOVAL/RECYCLING OCT 2022	AP3851	143.90
502668	003169	INTERFACE SECURITY SYSTE	62OCT22	20313834	0000103359	B/A - ALARM SVC 10/22	AP3851	61.95
<b>Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE</b>								
11/17/2022	502393	009225	VERIZON WIRELESS-LEHIGH 240594-003	9919300819	0000103336	HISRA IPADS 10/2022	AP3823	120.18
502392	009225	VERIZON WIRELESS-LEHIGH	240594-002	9919300818	0000103336	HISRA IPADS 10/2022	AP3823	130.20
502391	009225	VERIZON WIRELESS-LEHIGH	240594-001	9919300817	0000103336	CELL PHONES & MODEMS 10/2022	AP3823	331.11
<b>Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER</b>								
11/17/2022	502425	003003	ILLINOIS AMERICAN WATER 240584-1311	30705-10/22	0000103307	WATER 1025-210041530705 ACTUAL READ 10/05/22-11/02	AP3826	231.03
502426	003003	ILLINOIS AMERICAN WATER	240584-1312	73189-10/22	0000103307	WATER 1025-210045273189 FIRE SVC 10/08/22-11/07/22	AP3826	65.57
<b>Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA</b>								
11/3/2022	502157	004427	NAPA AUTO PARTS P2855442	027657	0000103124	CAULKING STRIPS - UNIT# 173V	AP3781	27.03
502158	004427	NAPA AUTO PARTS	P2855442B1	027783	0000103124	AIR FILTER - UNIT# 173V	AP3781	8.25
11/10/2022	502332	005621	PEORIA TIRE & VULCANIZING P2756642	179311	0000103216	FLAT TIRE REPAIR	AP3804	42.50
11/23/2022	502664	005867	P/PCO COMPANIES, LTD P2971581X	59344	0000103369	PIPE REPLACEMENT	AP3850	1,305.61

### Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
Account #:	R-6-R83-5110-2101	CAMP FTB - PROGRAM SUPPLIES						
11/3/2022	502096 002277	FIRST STUDENT	P2762143	2022-CAMPS 11/1/2022	0000103098	2022 SUMMER CAMP BUS SERVICES	AP3779	2,304.00
Account #:	R-6-R83-5210-3711	CAMP FTB - REFUNDS						
11/10/2022	502367 EAM001	MEDINA, ELIZABETH	<NONE>	INV11102022 11/10/2022	0000103249	REFUND CAMP FEES	AP3812	320.00
<b>Section Total Expense :</b>								<b>7,448.46</b>

HISRA Board meetings will be held the 3<sup>rd</sup> Wednesday of each month at HISRA, 8727 North Pioneer Road, Peoria, at 5:15 pm, and/or on line via ZOOM. Noted meetings have been moved to the 3<sup>rd</sup> Tuesday of the month due to a conflict with the Peoria Park District Board Meeting schedule. When meetings are held via ZOOM, the meeting is broadcast on YouTube Live.

**2023 meeting dates are as follows:**

- 3<sup>rd</sup> Wednesday of each month except where noted, 5:15 P.M.
- LOCATION: HISRA 8727 N Pioneer Rd, Peoria, 61615 or scheduled digitally when noted.

\*January 17 - Tuesday  
 February 15-Digital Meeting  
 March 15-Digital meeting  
 April 19  
 May 17-Digital Meeting  
 June 21-Digital meeting  
 July 19  
 August 16-Digital Meeting  
 September 20-Digital Meeting  
 October 18  
 \*November 14 – Tuesday  
 \*December 12 – Tuesday

\*Rescheduled to TUESDAY due to Peoria Park District Board meeting schedule and/or holiday schedules.

HISRA Offices are closed May 30-June 2 for Annual Staff Training.  
 HISRA offices will be closed for the following holidays:

<u>Holiday</u>	<u>Date of Holiday</u>	<u>Date Observed</u>
New Year's Eve	Saturday, December 31, 2022	Friday, December 30, 2022
New Year's Day	Sunday, January 01, 2023	Monday, January 02, 2023
Martin Luther King Jr. Day	Monday, January 16, 2023	Monday, January 16, 2023
Memorial Day	Monday, May 29, 2023	Monday, May 29, 2023
Independence Day	Tuesday, July 04, 2023	Tuesday, July 04, 2023
Labor Day	Monday, September 04, 2023	Monday, September 04, 2023
Veterans Day	Saturday, November 11, 2023	Friday, November 10, 2023
Thanksgiving	Thursday, November 23, 2023	Thursday, November 23, 2023
Thanksgiving Day After	Friday, November 24, 2023	Friday, November 24, 2023
Christmas Eve	Sunday, December 24, 2023	Monday, December 25, 2023
Christmas Day	Monday, December 25, 2023	Tuesday, December 26, 2023
New Year's Eve	Sunday, December 31, 2023	Monday, January 01, 2024
New Year's Day	Monday, January 01, 2024	Tuesday, January 02, 2024



**Heart of Illinois  
Special Recreation  
Association**

## Heart of Illinois Special Recreation Association

8727 North Pioneer Road, Peoria, IL 61615

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### HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEMBERS

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### STAFF

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OPEN, Office Manager

MCPW  
Updated 1/2023

Chair: Yates

Vice Chair: Cahill