

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA
Held on Zoom at the Heart of Illinois Special Recreation Association
For more information on how to access digitally, please see hisra.org
8727 N Pioneer Rd, Peoria, IL 61615

Tuesday, January 17, 2022
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. December 13, 2022
4. Review of Bills
 - a. December 2022
5. Financial Report
 - a. December 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. PDRMA
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: Wednesday, February 15, 2023, 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 5:15 PM HELD AT THE HEART OF ILLINOIS SPECIAL
RECREATION ASSOCIATION, 8727 N PIONEER RD, 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,
Joel Dickerson, Kris Goergen

BOARD MEMBERS ABSENT: Lorelei Cox

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: None

OTHERS PRESENT:

REVIEW OF MINUTES: The minutes of the November 21, 2022 meeting were reviewed.
Motion to approve was made by Trustee Yates and seconded by Trustee Tibbs.
Result: Ayes: 7; Nays: 0
Motion Approved

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

FINANCIAL REPORT: Summary of the financial report for November 2022 were reviewed.
Motion to approve as presented was made by Trustee Yates and seconded by Trustee Dickerson.
Result: Ayes: 7; Nays: 0
Motion Approved

DIRECTOR'S REPORT: Director Van Cleve reported that winter spring programs are available
for viewing on the HISRA website and open for registration on
December 13, 2022. We have pushed promotion on social media
including a video for out to set up an account for online registration:
screencast that includes how to access one;s accout. This brochure will
mail soon. HISRA will be welcoming an Occupational Therapy intern
from January to April to explore wellness programming with our
participants. Offic Manager interviews are ongoing and summer hiring
is set to launch January. Volunteers from OSF's Innovation Team
worked with HISRA's FOCUS program recently to prepare the building
for the holidays.

NEW BUSINESS:

2023 Administrative Agreement

Trustee Cahill made a motion to extend the terms of the 2022 Administrative Agreement month-to-month until such time as we have a new draft prepared by legal counsel. The motion was seconded by Trustee Dickerson.

Result: Ayes: 7; Nays: 0

Motion Approved

2023 Meeting Dates

2023 meeting dates were reviewed. A motion was made by Trustee Dickerson to approve presented meeting dates. The motion was seconded by Trustee Placher.

Result: Ayes: 7; Nays: 0

Motion Approved

CLOSED SESSION:

At 5:35 pm Chairman Goergen made a motion to adjourn into executive Session for the purpose of consideration of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to section 2(c)(1) of the Open Meetings Act.

Result: Ayes: 7; Nays: 0

Motion Approved

At 5:57 pm, Trustee Dickerson made a motion to reconvene the HISRA Board meeting. Motion seconded by Trustee Cahill.

Result: Ayes: 7; Nays: 0

Motion Approved

HISRA Board meeting was reconvened at 5:57pm by Chairman Goergen.

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

BOARD MEMBERS ABSENT: Lorelei Cox

STAFF PRESENT: Katie Van Cleve

PRESS PRESENT: None

OTHERS PRESENT: None

Trustee Goergen made a motion to issue discipline as to Executive Director, Katie Van Cleve in a form to be drafted by district legal counsel. The motion was seconded by Trustee Cahill.

Result: Ayes: 7; Nays: 0

Motion Approved

PENDING BUSINESS: None at this time.

CORRESPONDENCE: None at this time.

OTHER BUSINESS: Trustee Johnson reported that the Peoria Park District Board had discussions in board meeting regarding minority hiring. He would like to see a conscious effort made. The board discussed minority hiring efforts. Board members indicated that this issue was discussed in previous meetings. Trustee Johnson suggested that thought should be given to succession planning. This was discussed by the Board.

ADJOURNMENT: A motion to adjourn was made by Chairman Dickerson and seconded by Trustee Placher at 6:19 pm.

Roll call vote.

Result: Ayes: 7; Nays: 0

Motion Approved

Respectfully Submitted by Katie Van Cleve
Secretary Pro Tem

Starting Vendor: 000001
Ending Vendor: ZWI001

Starting Date: 12/1/2022
Ending Date: 12/31/2022

Report #: APD010

Peoria Park District

12-Jan-23 2:40 PM

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								
12/8/2022	503149	006633	SAM'S CLUB PAYMENTS	P2888424				
	503167	003602	LANDMARK RECREATION CE	<NONE>				
	503127	006633	SAM'S CLUB PAYMENTS	P2377565				
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
12/22/2022	503381	WEX001	SHELL-WEX BANK	P2245838NOV				
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
12/15/2022	503303	GRE003	RNJ DISTRIBUTING	29746NOV22				
12/29/2022	503770	OFF002	OFFICE DEPOT	P2273952				
	503771	OFF002	OFFICE DEPOT	P2273952B1				
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
12/1/2022	502930	GFL001	GFL ENVIRONMENTAL SERVI	170NOV22				
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
12/15/2022	502938	003169	INTERFACE SECURITY SYSTE	62NOV22				
	503261	I3 BROAD	I3 BROADBAND	26840DEC22				
	503285	HARR001	HARRIS PEST CONTROL	P2595761NOV22				
	503311	TRIP002	TRIPLE J'S JANITORIAL	P2454186NOV22				
12/22/2022	503379	003169	INTERFACE SECURITY SYSTE	62DEC22				
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
12/1/2022	502697	CNE002	CONSTELLATION NEW ENER	240584-1371				
12/8/2022	502991	001527	AMEREN ILLINOIS	240584-1477				
12/29/2022	503719	001527	AMEREN ILLINOIS	240584-1647				
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY								
12/1/2022	502767	001527	AMEREN ILLINOIS	240584-1439				

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
12/15/2022	503198	ILLPOWER	ILLINOIS POWER MARKETING 240584-1479	173162922111	0000103647	ELECTRIC GMC PDP1000 10/10/22-11/07/22	AP3946	154.49
	503199	ILLPOWER	ILLINOIS POWER MARKETING 240584-1480	173162922101	0000103647	ELECTRIC GMC PDP1000 09/09/22-10/09/22	AP3946	231.74
12/22/2022	503551	001527	AMEREN ILLINOIS 240584-1601	51531-10/22	0000103671	ELECTRIC 8157351531 ACTUAL READ 10/09/22-11/07/22	AP3983	163.45
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE								
12/8/2022	503000	009225	VERIZON WIRELESS-LEHIGH 240595-001	9921681912	0000103569	CELL PHONES & MODEMS 11/2022	AP3909	331.11
	503001	009225	VERIZON WIRELESS-LEHIGH 240595-002	9921681913	0000103569	HISRA IPADS 11/2022	AP3909	130.20
	503002	009225	VERIZON WIRELESS-LEHIGH 240595-003	9921681914	0000103569	HISRA IPADS 11/2022	AP3909	120.18
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER								
12/22/2022	503463	003003	ILLINOIS AMERICAN WATER 240584-1606	73189-11/22	0000103694	WATER 1025- 210045273189 FIRE SVC 11/08/22-12/07/22	AP3980	65.57
	503464	003003	ILLINOIS AMERICAN WATER 240584-1607	30705-11/22	0000103694	WATER 1025- 210041530705 ACTUAL READ 11/03/22-12/02	AP3980	229.52
Account #: R-6-R81-5210-3105 HRT OF IL SRA - SEWER								
12/29/2022	503692	002704	GREATER PEORIA SANITARY 240584-1620	0358.02-11/22	0000103794	SEWER 1400358.02 08/30/22-11/29/22	AP4003	55.04
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA								
12/8/2022	503075	004427	NAPA AUTO PARTS P2256515	030278	0000103541	WIPER BLADE - UNIT# 24V	AP3912	6.93
12/15/2022	503318	004035	MENARDS- PEORIA P2614996	87485	0000103657	DRYWALL PANEL, DRYWALL SUPPLIES, PRIMER	AP3954	88.80
12/22/2022	503579	009070	O'BRIEN FORD OF PEORIA P2143662	6156	0000103715	WIRE ASSEMBLY - UNIT# 170V	AP3985	46.63
Section Total Expense :								6,321.49

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
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Report Total : 6,321.49

-- End of Report --

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending December 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	\$410,460.93	\$407,000.00	100.85%	\$409,972.27	\$411,000.00	99.75%
Morton Reimbursement	\$123,000.00	\$124,000.00	99.19%	\$123,500.00	\$124,000.00	99.60%
Chillicothe Reimbursement	\$57,986.20	\$55,719.00	104.07%	\$58,223.45	\$59,600.00	97.69%
Washington Taxes	\$74,961.00	\$72,500.00	103.39%	\$72,858.94	\$72,500.00	100.50%
Cash Over/Short	\$5.00	\$0.00	-	\$5.60	\$0.00	-
VSI AR Over/Short	\$0.00	\$0.00	-	(\$4,242.68)	\$0.00	-
Class Fees	\$94,977.87	\$96,708.00	98.21%	\$109,203.02	\$132,000.00	82.73%
Inclusion Fees			-			-
Vending			-			-
Donations	\$10,764.14	\$8,000.00	134.55%	\$6,283.25	\$10,000.00	62.83%
Interest Income	\$62.10	\$3,400.00	1.83%	\$160.12	\$0.00	-
Reimbursement	\$4,739.15	\$753.00	629.37%	\$2,984.90	\$500.00	596.98%
Grants	<u>(\$280.11)</u>	<u>\$0.00</u>	-	<u>\$0.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$776,676.28	\$768,080.00	101.12%	\$778,948.87	\$809,600.00	96.21%
Administration Expenditures:						
Full Time Payroll	\$170,101.79	\$180,102.00	94.45%	\$163,680.67	\$190,697.00	85.83%
Part Time Payroll	\$114,706.49	\$106,400.00	107.81%	\$134,932.49	\$129,450.00	104.24%
Longevity	\$500.00	\$500.00	100.00%	\$600.00	\$600.00	100.00%
Wellness	\$600.00	\$400.00	150.00%	\$200.00	\$400.00	50.00%
Program Supplies	\$44,240.21	\$43,556.00	101.57%	\$43,022.99	\$52,610.00	81.78%
Postage	\$84.59	\$400.00	21.15%	\$763.62	\$550.00	138.84%
Gasoline	\$3,213.34	\$4,000.00	80.33%	\$7,557.58	\$7,972.00	94.80%
Office Supplies	\$10,248.29	\$8,038.00	127.50%	\$6,505.91	\$7,000.00	92.94%
Printing	\$0.00	\$2,000.00	0.00%	\$2,258.52	\$1,000.00	225.85%
Administrative Expense	\$52,186.21	\$52,822.00	98.80%	\$45,670.94	\$55,557.00	82.21%
Payroll Maintenance	\$11,122.33	\$10,000.00	111.22%	\$5,725.39	\$6,500.00	88.08%
Health & Dental	\$43,993.27	\$43,667.00	100.75%	\$35,606.90	\$35,607.00	100.00%
Contractual Services	\$25,963.48	\$28,670.00	90.56%	\$25,598.07	\$27,289.00	93.80%
Training & Conferences	\$14,785.76	\$15,000.00	98.57%	\$4,924.44	\$6,100.00	80.73%
Natural Gas	\$3,874.45	\$3,728.00	103.93%	\$3,898.99	\$4,880.00	79.90%
Electricity	\$5,895.52	\$5,823.00	101.25%	\$6,158.00	\$6,000.00	102.63%
Telephone	\$7,233.97	\$7,274.00	99.45%	\$7,169.05	\$7,213.00	99.39%
Water	\$3,788.91	\$3,400.00	111.44%	\$3,640.40	\$3,035.00	119.95%
Sewer	\$498.53	\$350.00	142.44%	\$405.05	\$519.00	78.04%
Insurance	\$9,575.64	\$8,988.00	106.54%	\$5,274.72	\$10,549.00	50.00%
Advertising	\$0.00	\$0.00	-	\$0.00	\$250.00	0.00%
Attorney Fees	\$0.00	\$0.00	-	\$0.00	\$500.00	0.00%
FICA	\$21,871.97	\$21,917.00	99.79%	\$21,047.72	\$24,437.93	86.13%
IMRF	\$9,830.42	\$8,405.00	116.96%	\$3,173.61	\$3,971.00	79.92%
Refunds	\$200.00	\$100.00	200.00%	\$132.00	\$0.00	-
Scholarships	\$2,644.50	\$3,000.00	88.15%	\$1,996.82	\$2,500.00	79.87%
Equipment	\$13,970.63	\$16,000.00	87.32%	\$14,335.62	\$20,250.00	70.79%
Equipment Repair	<u>\$8,691.86</u>	<u>\$6,500.00</u>	133.72%	<u>\$9,041.93</u>	<u>\$6,000.00</u>	150.70%
Total Expenditures:	\$579,822.16	\$581,040.00	99.79%	\$553,321.43	\$611,436.93	90.50%
Camp Free to Be Revenues:						
Camp Fees	\$58,970.00	\$60,000.00	98.28%	\$73,824.20	\$73,824.00	100.00%
VSI AR Over/Short	\$0.00	\$0.00	-	(\$713.90)	\$0.00	-
Donations	\$0.00	\$0.00	-	\$0.00	\$2,000.00	0.00%
Grants	\$110.64	\$0.00	0.00%	\$0.00	0.00%	-
Reimbursement			-			-
Total Revenues:	\$59,080.64	\$60,000.00	98.47%	\$73,110.30	\$75,824.00	96.42%
Camp Free to Be Expenditures:						
Part Time Payroll	\$136,541.68	\$136,541.00	100.00%	\$136,752.30	\$136,500.00	100.18%
Program Supplies	\$16,993.43	\$16,063.00	105.79%	\$9,469.15	\$13,165.00	71.93%
Administrative Expense	\$16,680.90	\$17,311.00	96.36%	\$18,823.98	\$15,488.00	121.54%
Contractual Services			-			-
FICA	\$10,445.44	\$10,445.00	100.00%	\$12,585.35	\$10,442.00	120.53%
Refunds	\$2,717.14	\$2,717.00	100.01%	\$320.00	\$0.00	-
Scholarships	<u>\$7,341.90</u>	<u>\$7,341.00</u>	100.01%	<u>\$7,848.50</u>	<u>\$7,738.00</u>	101.43%
Total Expenditures:	\$190,720.49	\$190,418.00	100.16%	\$185,799.28	\$183,333.00	101.35%
Revenues:						
Administration	\$776,676.28	\$768,080.00	101.12%	\$778,948.87	\$809,600.00	96.21%
Camp Free to Be	<u>\$59,080.64</u>	<u>\$60,000.00</u>	98.47%	<u>\$73,110.30</u>	<u>\$75,824.00</u>	96.42%
Total Revenues	\$835,756.92	\$828,080.00	100.93%	\$852,059.17	\$885,424.00	96.23%
Expenditures:						
Administration	\$579,822.16	\$581,040.00	99.79%	\$553,321.43	\$611,436.93	90.50%
Camp Free to Be	<u>\$190,720.49</u>	<u>\$190,418.00</u>	100.16%	<u>\$185,799.28</u>	<u>\$183,333.00</u>	101.35%
Total Expenditures	\$770,542.65	\$771,458.00	99.88%	\$739,120.71	\$794,769.93	93.00%

December 12, 2022

Katie Hogan Van Cleve
Heart of Illinois Special Recreation Association
8727 N. Pioneer Rd.
Peoria, IL 61615

Re: 2022 Risk Management Review Incentive

Dear Katie,

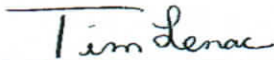
I am pleased to inform you that your Agency's loss prevention efforts for meeting the established criteria of the 2022 risk management review continue to be acknowledged with a **\$1,500 cash incentive**.

Enclosed is your agency's incentive check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Tim Lenac, ARM-P, CPO, CPSI, AINS, CEAS-1
Risk Management Services Supervisor

PRIVILEGED AND CONFIDENTIAL INFORMATION

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