

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

**Tuesday, March 15, 2023**  
**5:15 PM**

**-AGENDA-**

1. Roll Call
2. Introductions
3. Approval of Minutes
  - a. February 15, 2023
4. Review of Bills
  - a. February 2023
5. Financial Report
  - a. February 2023
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
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, April 19, 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, WEDNESDAY, FEBRUARY 15, 2023 HELD AT  
THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION, PEORIA IL**

Meeting was called to order at 5:20 PM am by Chairman Yates.

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

**BOARD MEMBERS ABSENT:** Robert Johnson, Lorelei Cox, Shane Placher

**STAFF PRESENT:** Katie Van Cleve

**PRESS PRESENT:** None

**OTHERS PRESENT:** None

**REVIEW OF MINUTES:** The minutes of the January 2023 meeting were reviewed. Motion to approve was made by Trustee Cahill and seconded by Trustee Tibbs.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**REVIEW OF BILLS:** Summary of bills for February were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Cahill.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**FINANCIAL REPORT:** Summary of the financial report for February 2023 were reviewed. Motion to approve as presented was made by Trustee Goergen and seconded by Trustee Tibbs.  
**Result: Ayes: 5; Nays: 0**  
**Motion Approved**

**DIRECTOR'S REPORT:** HISRA staff held a new parent and participant meeting for day camp participants to help families with paperwork and registration as well as general questions about camp. Camp registration launched February 6 for camp Free to Be and Summer Daze. HISRA's winter spring programs are going well and mostly full. HISRA hired an Office Manager, Karen Rodgers and development and outreach staff Karen Haney. Seasonal program hiring is underway and on track for the time of year.

**NEW BUSINESS:**  
**None**

**CLOSED SESSION:** At 5:26 PM am Trustee Tibbs 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 Goergen  
Roll call vote.

**Result: Ayes: 5; Nays: 0**

**Motion Approved**

At 5:55 pm, Trustee Tibbs made a motion to reconvene the HISRA Board meeting. Motion seconded by Trustee Cahill.

Roll call vote.

**Result: Ayes: 5; Nays: 0**

**Motion Approved**

A motion was made by Director Tibbs to provide Director Van Cleve a 4% raise retroactive to January 1, 2023. The motion was seconded by Trustee Cahill.

**Result: Ayes: 5; Nays: 0**

**Motion Approved**

**ADJOURNMENT:**

A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Cahill at 5:57 pm.

Roll call vote.

**Result: Ayes: 5; Nays: 0**

**Motion Approved**

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Respectfully Submitted by Katie Van Cleve  
Executive Director

Starting Vendor: 000001  
Ending Vendor: ZWI001

Starting Date: 2/1/2023  
Ending Date: 2/28/2023

Report #: APD010

Peoria Park District

10-Mar-23 1:44 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>								
12/30/2022	505185	005784	PETTY CASH	<NONE>	02162022	12/30/2022	0000104405	PETTY CASH REIMBURSEMENT-HISRA AP4222 347.68
	505186	005784	PETTY CASH	<NONE>	2162023	12/30/2022	0000104406	REIMBURSE PETTY CASH AP4222 866.69
	505027	010750	PERFECT MELODY, LLC	<NONE>	0000001	12/30/2022	0000104314	MUSIC PROGRAM JUNE 2022-DEC2022 AP4196 9,920.00
2/16/2023	505222	005784	PETTY CASH	<NONE>	02162023	2/16/2023	0000104434	REIMBURSE PETTY CASH AP4227 62.10
	505226	CBH002	BOUVIER, CARLA	<NONE>	02162023	2/16/2023	Unpaid	REIMBURSEMENT FROM PETTY CASH AP4227 121.24
	505231	005784	PETTY CASH	<NONE>	02072023	2/16/2023	0000104445	PETTY CASH REIMBURSEMENT AP4235 121.24
<b>Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE</b>								
2/16/2023	505184	WEX001	SHELL-WEX BANK	P3673534JAN	87104569	2/6/2023	0000104523	FUEL CHARGES 01/23 AP4220 215.59
<b>Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE</b>								
2/2/2023	504806	GRE003	RNJ DISTRIBUTING	39746JAN23	1550774	1/18/2023	0000104299	BOTTLED WATER DELIVERY SERVICES - 01/2023 AP4154 34.85
<b>Account #: R-6-R81-5110-2201 HRT OF IL SRA - PRINTING</b>								
2/23/2023	505303	200017	COLEMAN PRINTING COMPAN	90577	54939	1/31/2023	0000104577	HISRA CAMP BOOKLET AP4244 1,023.24
<b>Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE</b>								
2/2/2023	504794	GFL001	GFL ENVIRONMENTAL SERVI	170JAN23	P40000106190	1/20/2023	0000104270	B/A-WASTE REMOVAL/RECYCLING SVCS 01/23 AP4152 151.49
2/9/2023	504892	I3 BROAD	I3 BROADBAND	36840FEB23	2681025-1	1/1/2023	0000104367	MONTHLY INTERNET SERVICES - 02/2023 AP4176 199.95
	504905	CEN010	CENTRAL STATES MEDIA	P3298356	23048	1/16/2023	0000104349	BROCHURE DESIGN & PRINTING SERVICES - WINTER/SPRIN AP4176 2,850.00
2/16/2023	505211	TINA01	CANNON, TINA	<NONE>	02162023	2/16/2023	0000104417	REIMBURSE FOR SIGN LANGUAGE INTERPRETATION AP4227 120.00
	505114	HARR001	HARRIS PEST CONTROL	P2595761JAN23	121128	1/13/2023	0000104485	B/A - MONTHLY PEST MAINTENANCE SERVICES - 01/2023 AP4208 50.00
2/23/2023	505302	003169	INTERFACE SECURITY SYSTE	62JAN23	20386818	1/1/2023	0000104600	B/A - ALARM SVC 01/23 AP4244 61.95
<b>Account #: R-6-R81-5210-2603 HRT OF IL SRA - TRAINING &amp; CON</b>								

## Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount	
2/2/2023	504877	CR1002	CRISIS PREVENTION INSTITUT <NONE>	0320497	2/2/2023	0000104233	CPI RENEWAL- SABRINA MEYER	AP4164 1,949.00	
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS									
12/30/2022	505171	CNE002	CONSTELLATION NEW ENER	240584-1975	3666877	12/30/2022	0000104448	BG-11583 NATURAL GAS THERMS USED- DECEMBER 2022	AP4214 718.38
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY									
12/30/2022	505001	ILLPOWER	ILLINOIS POWER MARKETING	240584-1969	173162923011	12/30/2022	0000104335	ELECTRIC GMC/PDP1000 12/09/22- 01/11/23	AP4185 431.24
	505315	001527	AMEREN ILLINOIS	240584-2031	51531-12/22	12/30/2022	0000104558	ELECTRIC 8157351531 ACTUAL READ 12/08/22-01/11/23	AP4249 215.31
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE									
2/16/2023	505172	009225	VERIZON WIRELESS-LEHIGH	240114-001	9926439286	1/28/2023	0000104534	CELL PHONES & MODEMS 01/2023	AP4215 390.64
	505173	009225	VERIZON WIRELESS-LEHIGH	240114-002	9926439287	1/28/2023	0000104534	HISRA IPADS 01/2023	AP4215 130.20
	505174	009225	VERIZON WIRELESS-LEHIGH	240114-003	9926439288	1/28/2023	0000104534	HISRA IPADS 01/2023	AP4215 120.18
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER									
12/30/2022	504739	003003	ILLINOIS AMERICAN WATER	240584-1959	30705-12/22	12/30/2022	0000104246	WATER 1025- 210041530705 ACTUAL READ 12/03/22-01/04	AP4149 234.80
2/16/2023	505166	003003	ILLINOIS AMERICAN WATER	240598-010	73189-01/23	2/2/2023	0000104856	WATER 1025- 210045273189 FIRE SVC 01/10/23-02/07/23	AP4212 61.69
Account #: R-6-R81-5210-3201 HRT OF IL SRA - SERVICE CONTRA									
2/16/2023	505207	000679	OSF OCCUPATIONAL HEALTH <NONE>	167723-00	2/16/2023	0000104431	JANUARY 2023 OCC HEALTH	AP4227 94.00	
Account #: R-6-R81-5210-3305 HRT OF IL SRA - INSURANCE									
12/30/2022	505028	005039	PARK DISTRICT RISK MANAG <NONE>	SH22049	12/30/2022	0000104312	HISRA INSURANCE	AP4196 4,741.72	
Account #: R-6-R81-5210-3711 HRT OF IL SRA - REFUNDS									
2/23/2023	505495	110658	OHNEMUS, TONIA <NONE>	02232023	2/23/2023	0000104547	REFUND	AP4267 20.00	
Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT									
12/30/2022	504869	HP1001	HP INC <NONE>	1608904968	1/5/2021	0000104245	CREDIT PO# P0374584	AP4158 (304.45)	
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA									
2/16/2023	505249	004427	NAPA AUTO PARTS	P3387532	037334	1/30/2023	0000104507	OXYGEN SENSORS - UNIT# 170	AP4238 119.40
2/23/2023	505349	002625	GRAINGER	P3452247	9591552386	1/31/2023	0000104591	SUCTION CUP LIFTERS	AP4250 174.54
Section Total Expense :								25,242.67	

**Heart of Illinois Special Recreation Association**  
**Comparative Income Statement**  
**Month Ending February 28, 2023**

	<b>2022</b>	<b>2022</b>	<b>% of</b>	<b>2023</b>	<b>2023</b>	<b>% of</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
<b>Administration Revenues:</b>						
Peoria Taxes	\$0.00	\$407,000.00	0.00%	\$0.00	\$427,000.00	0.00%
Morton Reimbursement	\$0.00	\$124,000.00	0.00%	\$0.00	\$130,700.00	0.00%
Chillicothe Reimbursement	\$0.00	\$56,800.00	0.00%	\$0.00	\$62,000.00	0.00%
Washington Taxes	\$0.00	\$72,500.00	0.00%	\$0.00	\$74,500.00	0.00%
Cash Over/Short	\$0.00	\$0.00	-	\$0.00	\$0.00	-
VSI AR Over/Short	(\$2,188.25)	\$0.00	-	(\$841.00)	\$0.00	-
Class Fees	\$20,974.77	\$135,000.00	15.54%	\$28,172.00	\$156,000.00	18.06%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Donations	\$785.00	\$20,000.00	3.93%	\$400.00	\$30,000.00	1.33%
Interest Income	\$0.00	\$3,400.00	0.00%	\$0.00	\$0.00	-
Reimbursement	\$0.00	\$250.00	0.00%	\$282.00	\$0.00	-
Grants	<u>(\$423.88)</u>	<u>\$5,000.00</u>	-8.48%	<u>\$0.00</u>	<u>\$0.00</u>	-
<b>Total Revenues:</b>	<b>\$19,147.64</b>	<b>\$823,950.00</b>	<b>2.32%</b>	<b>\$28,013.00</b>	<b>\$880,200.00</b>	<b>3.18%</b>

<b>Administration Expenditures:</b>						
Full Time Payroll	\$19,551.93	\$215,000.00	9.09%	\$25,116.65	\$230,000.00	10.92%
Part Time Payroll	\$12,092.52	\$125,000.00	9.67%	\$15,703.39	\$165,000.00	9.52%
Longevity	\$0.00	\$600.00	0.00%	\$0.00	\$600.00	0.00%
Wellness	\$0.00	\$600.00	0.00%	\$0.00	\$800.00	0.00%
Program Supplies	\$3,726.64	\$66,700.00	5.59%	\$4,450.82	\$58,000.00	7.67%
Postage	\$0.00	\$1,500.00	0.00%	\$34.74	\$1,500.00	2.32%
Gasoline	\$291.15	\$6,000.00	4.85%	\$303.44	\$9,500.00	3.19%
Office Supplies	\$1,695.67	\$7,000.00	24.22%	\$158.34	\$7,500.00	2.11%
Printing	\$0.00	\$10,025.00	0.00%	\$1,023.24	\$2,500.00	40.93%
Administrative Expense	\$1,924.16	\$64,293.00	2.99%	\$1,684.30	\$68,629.00	2.45%
Payroll Maintenance	\$0.00	\$10,000.00	0.00%	\$0.00	\$9,000.00	0.00%
Health & Dental	\$7,292.42	\$58,825.00	12.40%	\$2,969.03	\$54,870.00	5.41%
Contractual Services	\$2,123.56	\$25,000.00	8.49%	\$5,353.93	\$32,989.00	16.23%
Training & Conferences	\$1,131.09	\$10,250.00	11.04%	\$7,160.06	\$10,250.00	69.85%
Natural Gas	\$295.99	\$4,100.00	7.22%	\$0.00	\$4,981.00	0.00%
Electricity	\$343.88	\$7,200.00	4.78%	\$0.00	\$7,200.00	0.00%
Telephone	\$582.81	\$9,000.00	6.48%	\$641.02	\$9,000.00	7.12%
Water	\$387.42	\$3,700.00	10.47%	\$61.69	\$3,241.50	1.90%
Sewer	\$0.00	\$350.00	0.00%	\$0.00	\$800.00	0.00%
Service Contra	\$0.00	\$0.00	-	\$94.00	\$0.00	-
Insurance	\$0.00	\$12,500.00	0.00%	\$0.00	\$10,550.00	0.00%
Advertising	\$0.00	\$500.00	0.00%	\$150.00	\$500.00	30.00%
Attorney Fees	\$0.00	\$250.00	0.00%	\$0.00	\$250.00	0.00%
FICA	\$816.41	\$26,010.00	3.14%	\$927.17	\$30,217.50	3.07%
IMRF	\$452.66	\$5,319.00	8.51%	\$321.57	\$1,800.00	17.87%
Refunds	\$0.00	\$500.00	0.00%	\$20.00	\$250.00	8.00%
Scholarships	\$0.00	\$5,000.00	0.00%	\$1,195.68	\$4,000.00	29.89%
Equipment	\$0.00	\$26,000.00	0.00%	\$1,280.40	\$25,000.00	5.12%
Equipment Repair	<u>\$429.92</u>	<u>\$6,000.00</u>	7.17%	<u>\$411.75</u>	<u>\$6,000.00</u>	6.86%
<b>Total Expenditures:</b>	<b>\$53,138.23</b>	<b>\$707,222.00</b>	<b>7.51%</b>	<b>\$69,061.22</b>	<b>\$754,928.00</b>	<b>9.15%</b>

	<b>2022</b>	<b>2022</b>	<b>% of</b>	<b>2023</b>	<b>2023</b>	<b>% of</b>
	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>	<b>Actuals</b>	<b>Budget</b>	<b>Budget</b>
<b>Camp Free to Be Revenues:</b>						
Camp Fees	\$0.00	\$75,150.00	0.00%	\$61,836.00	\$100,000.00	61.84%
VSI AR Over/Short	(\$169.00)	\$0.00	-	(\$49,657.70)	\$0.00	-
Donations	\$0.00	\$6,000.00	0.00%	\$100.00	\$5,000.00	2.00%
Grants	\$0.00	\$0.00	-	-	\$0.00	-
Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	-	-	\$0.00	-
<b>Total Revenues:</b>	<b>(\$169.00)</b>	<b>\$81,150.00</b>	<b>-0.21%</b>	<b>\$12,278.30</b>	<b>\$105,000.00</b>	<b>11.69%</b>

<b>Camp Free to Be Expenditures:</b>						
Part Time Payroll	\$0.00	\$136,541.00	0.00%	\$0.00	\$170,124.00	0.00%
Program Supplies	\$0.00	\$18,000.00	0.00%	\$0.00	\$18,000.00	0.00%
Administrative Expense	\$0.00	\$17,699.00	0.00%	\$0.00	\$20,934.00	0.00%
Contractual Services	\$0.00	\$0.00	-	\$0.00	\$0.00	-
FICA	\$0.00	\$10,445.00	0.00%	\$0.00	\$13,014.00	0.00%
Refunds	\$0.00	\$2,000.00	0.00%	\$0.00	\$200.00	0.00%
Scholarships	<u>\$0.00</u>	<u>\$10,000.00</u>	0.00%	<u>\$0.00</u>	<u>\$8,000.00</u>	0.00%
<b>Total Expenditures:</b>	<b>\$0.00</b>	<b>\$194,685.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$230,272.00</b>	<b>0.00%</b>

<b>Revenues:</b>						
Administration	\$19,147.64	\$823,950.00	2.32%	\$28,013.00	\$880,200.00	3.18%
Camp Free to Be	<u>(\$169.00)</u>	<u>\$81,150.00</u>	-0.21%	<u>\$12,278.30</u>	<u>\$105,000.00</u>	11.69%
<b>Total Revenues</b>	<b>\$18,978.64</b>	<b>\$905,100.00</b>	<b>2.10%</b>	<b>\$40,291.30</b>	<b>\$985,200.00</b>	<b>4.09%</b>

<b>Expenditures:</b>						
Administration	\$53,138.23	\$707,222.00	7.51%	\$69,061.22	\$754,928.00	9.15%
Camp Free to Be	<u>\$0.00</u>	<u>\$194,685.00</u>	0.00%	<u>\$0.00</u>	<u>\$230,272.00</u>	0.00%
<b>Total Expenditures</b>	<b>\$53,138.23</b>	<b>\$901,907.00</b>	<b>5.89%</b>	<b>\$69,061.22</b>	<b>\$985,200.00</b>	<b>7.01%</b>

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