

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA
Held at the HISRA office, 8727 N Pioneer Rd, Peoria, IL 61615

Monday, September 20th 2023
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. August 2023
4. Review of Bills
 - a. August 2023
5. Financial Report
 - a. August 2023
6. Director's Report
7. New Business
 - a. Roof coating options
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: October 18th, 2023, 5:15 PM
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., MONDAY,
AUGUST 16TH, 2023 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION
ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA, IL 61615.**

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

BOARD MEMBERS PRESENT: Emily Cahill, Brian Tibbs, Joel Dickerson,
Kevin Yates, Karen Burnett, Kris Goergen

BOARD MEMBERS ABSENT: Robert Johnson, Lorelei Cox

HISRA STAFF PRESENT: Katie Van Cleve, Karen Rodgers

PRESS PRESENT: None

OTHERS PRESENT: None

REVIEW OF MINUTES: The minutes of the June 2023 meeting were
reviewed.

Motion to approve was made by Trustee
Dickerson, and seconded by Chairman
Yates. Roll call vote.

Result: Ayes: 6, Nays: 0

Motion Approved

REVIEW OF BILLS: Summary of the bills for June and July 2023
were reviewed. Motion to approve as presented was made
by Chairman Yates, and seconded by
Trustee Tibbs.

Result: Ayes: 6, Nays: 0

Motion Approved

FINANCIAL REPORT: Summary of the financial report for
June and July 2023 were reviewed. Motion to approve as
presented was made by Chairman Yates, and Trustee
Cahill.

Result: Ayes: 6, Nays: 0

Motion Approved

DIRECTOR'S REPORT: Director Van Cleve announced that HISRA
attended the WOW! ADA Celebration and
resource Fair that was held at the Civic

center in Peoria on July 26th, 2023. Director Van Cleve met with the Citylink ADA Committee Chair, and hopes that this encounter, along with continued participation in the monthly Citylink ADA Committee meetings will help resolve some of the transportation issues that participants were having with CityLift.

HISRA participated in Sensory Ignite on August 12th at the Civic Center in Peoria, an event that was organized by Arts Partners and the Ignite Peoria Committee. Director Van Cleve reported that this event was largely successful for HISRA's outreach efforts, with over 200 participating in HISRA's make-and-take craft this year, which was a vinyl sensory bag craft.

Director Van Cleve met with Jennifer Hastings, the new Special Education Coordinator at Dunlap School District in July. A tour of Camp Free To Be was given, and the issue of bussing participants during the program was discussed. The topic of bussing will be discussed again with Jennifer at a later date, but Director Van Cleve is hopeful that Dunlap may help out with bussing for next year's camp program.

Director Van Cleve announced that bussing has been a large issue during Camp Free To Be this summer. The bussing bid was given to First Student, which no longer has a hub in Peoria, and was sending out busses from hubs in Champaign, Bloomington and Decatur. There were instances of the busses being inadequate for transportation of participants in wheelchairs, leaving participants and staff during a field trip, as well as some issues pertaining to staff's professionalism. 8/10 busses showed up to HISRA without a lift. Due to these issues, HISRA is currently disputing the bill that was sent from First Student for the cost of bussing for the summer. If Dunlap helps HISRA with bussing next summer, this would reduce the total cost of bussing (First Student tacked on extra fees to cover the cost of

traveling from their hubs to Peoria), and would reduce the overall time spent by staff that was devoted to resolving issues.

Director Van Cleve announced that HISRA was Featured in an interview conducted by WCBU, In which the topic was about the 33rd Anniversary of the Americans with Disabilities Act, and the new accessible playground which is currently under construction at Glen Oak Park In Peoria.

Director Van Cleve reported that staffing this summer has been difficult. Camp Free To Be was fully staffed at the beginning of summer, but since then has had eight staff members resign during the program.

HISRA's Fall programs launched this week, with registration day being August 15th. Director Van Cleve reported that many programs filled up on the first day of registration, and because of the demand, HISRA has added more "bonus" programs, on a slow launch basis.

Director Van Cleve reported that more participants are being added to the FOCUS Adult Day Program, as part of the program's planned expansion. HISRA is currently scheduling participants that are on the FOCUS registration waitlist for trial visits to FOCUS. The trial visits are typically for one to two weeks. For participants who are brand new to HISRA, participant assessments are also being conducted, where staff can talk to parents about the program, and get to know the participant and their family better, so that HISRA knows if FOCUS would be the right fit for the participant.

Finally, Director Van Cleve mentioned that HISRA's Inclusion Staff held a wheelchair basketball demo day at Peoria Park District's Lakeview Summer Camp. The event was organized by HISRA's Inclusion Specialist, Avery Robinson. Staff put Lakeview Camp's participants in wheelchairs, and they were able to play a game of wheelchair basketball. It was a great success - the kids loved it and were asking staff a lot of great questions.

NEW BUSINESS:

Trustee Dickerson asked about the capital expenses involved for the maintenance and repair of the building, such as roof repairs, HVAC, etc. Trustee Tibbs asked if there were any estimates that were made already for the roof repair, and suggested that an engineer come out and do an analysis of the structure and systems, to see if there are any further issues. Trustee Dickerson asked Chairman Yates when Chillicothe Park District can raise their levee to cover some of these costs, to which Chairman Yates answered that it was going before the board in October. Trustee Dickerson asked Director Van Cleve if she had contacted an attorney that he had suggested earlier. Furthering the discussion about the cost of repairing the building's roof, Trustee Tibbs mentioned an increase of taxes from 0.2% to 0.3% would allow the cost of repairs through increased money in the budget. Trustee Cahill asked if it was worth rebuilding/repairing the current building, or if the building's suitability should be assessed. Trustee Cahill cites the area becoming more industrial as a reason to consider moving the HISRA building to another area. Trustee Tibbs asked if there was any Peoria Park District building that would be suitable for HISRA to move into, because PPD has a lot of property. Trustee Cahill replied to this question and said that there is nowhere suitable currently for HISRA yet, but to see what capital numbers are like first before continuing this discussion. Trustee Dickerson added that they should wait and see what the numbers are like for selling the current HISRA building and take that into account.

Trustee Cahill mentioned that HISRA is eligible to become a United Way Agency, but that in order to become a United Way Agency, the PPD Foundation would need a 990. The agency is granted on a 3 year basis, which is as part of a 3 year grant cycle. HISRA would be provided with 3 years of funding through the United Way, which would be passed down to the HISRA budget.

Trustee Tibbs mentioned that Washington Park District is opening up accessible pickle ball courts.

A motion to approve New Business as presented was approved by Trustee Dickerson, and seconded by Trustee Tibbs.

Result: Ayes: 6; Nays: 0
Motion Approved

PENDING BUSINESS: None

CORRESPONDENCE: None

OTHER BUSINESS: None

ADJOURNMENT: A motion to adjourn was made by Trustee Dickerson at 5:56pm, and was seconded by Trustee Tibbs. The next board meeting will be held at the HISRA building on Wednesday, September 20th, 2023.

Result: Ayes: 6, Nays: 0
Motion Approved

Submitted by:

Karen Rodgers, Secretary

Starting Vendor: 000001
Ending Vendor: ZWM001

Starting Date: 8/1/2023
Ending Date: 8/31/2023

Report #: APD010

Peoria Park District

11-Sep-23 12:58 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 SUPPL								
8/10/2023	511278	006071 THE COOKERY INC	<NONE>	1185 8/10/2023	0000107183	COOKING CLASSES FOR FOCUS JULY, SEPT-DEC	AP4960	3,000.00
8/24/2023	511154	LOST001 LOST ART DESIGN & PRINT LT	P335348	5282 7/24/2023	0000107236	B/A - SPECIAL OLYMPIC GOLF POLOS	AP4953	618.00
8/24/2023	511741	006071 THE COOKERY INC	<NONE>	1097 8/24/2023	0000107456	JUNE/AUGUST COOKING LESSONS	AP5020	1,200.00
8/31/2023	511996	005571 PEORIA PRO SPORTS, LLC	<NONE>	RIVERMEN 8/31/2023	0000107570	PEORIA RIVERMEN BUSINESS MEMBERSHIP	AP5062	1,050.00
	512279	2023RUNDLE RUNDLE, MIKE	<NONE>	0823 8/31/2023	CASH23/129	PHO AND VIDEO SERVICES	AP5123	400.00
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
8/10/2023	511128	WEX001 SHELL-WEX BANK	P3673334UL	91017022 8/6/2023	0000107256	FUEL- JULY 2023	AP4952	1,011.77
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
8/24/2023	511705	GRE003 RNJ DISTRIBUTION INC	39746AUG23	1609857 8/7/2023	0000107531	MONTHLY BOTTLED WATER DELIVERY SERVICES - 08/2023	AP5017	29.50
	511761	005784 PETTY CASH	<NONE>	HISRA 8/24/2023	0000107446	REIMBURSE PETTY CASH	AP5020	1,099.14
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
8/3/2023	510792	13 BROAD 13 BROADBAND	36840AUG23	2916035-1 7/1/2023	0000107107	MONTHLY INTERNET SERVICES - 08/2023	AP4915	199.95
	510907	GFL001 GFL ENVIRONMENTAL SERVI	170JUN23	P40000143460 6/20/2023	0000107096	B/A-WASTE REMOVAL/RECYCLING 06/2023	AP4920	149.77
	510911	003169 INTERFACE SECURITY SYSTE	62JUL23	20493757 7/1/2023	0000107109	B/A - ALARM SVC 07/2023	AP4920	61.95
8/10/2023	511103	TRIP002 TRIPLE JS JANITORIAL	P2454186JUL23	380961 8/1/2023	0000107262	B/A - JANITORIAL SVC 07/01/23-07/31/23	AP4952	1,100.00
	511205	HARR001 HARRIS PEST CONTROL	P2395761JUL23	123857 7/14/2023	0000107223	B/A - MONTHLY PEST MAINTENANCE SERVICES - 07/2023	AP4954	50.00
8/17/2023	511299	002634 MARTIN ONE SOURCE	90604	426879 7/31/2023	0000107384	HISRA FALL BOOKLET& ENVELOPES	AP4978	2,323.96
	511290	GFL001 GFL ENVIRONMENTAL SERVI	170JUL23	P40000152291 7/20/2023	0000107366	B/A-WASTE REMOVAL/RECYCLING SVCS 07/2023	AP4978	151.60

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount		
8/24/2023	511600	CEN010	CENTRAL STATES MEDIA	P3715746	24415	8/1/2023	0000107481	PRINTING SERVICES - BROCHURES	AP5014	1,425.00
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS										
8/24/2023	511703	001527	AMEREN ILLINOIS	240599-427	65019-07/23	8/3/2023	0000107472	GAS 2203065019 ACTUAL READ 07/01/23-08/01/23	AP5016	60.66
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY										
8/10/2023	511016	ILLPOWER	ILLINOIS POWER MARKETING	240599-400	173162923071	7/26/2023	0000107228	ELECTRIC GMCPCDP1000 06/19/23- 07/18/23	AP4947	1,497.25
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE										
8/17/2023	511455	009225	VERIZON WIRELESS-LEHIGH	240120-001	9940745422	7/28/2023	0000107417	CELL PHONES & MODEMS 07/2023	AP4984	386.58
	511456	009225	VERIZON WIRELESS-LEHIGH	240120-002	9940745423	7/28/2023	0000107417	HISRA IPADS 07/2023	AP4984	130.20
	511457	009225	VERIZON WIRELESS-LEHIGH	240120-003	9940745424	7/28/2023	0000107417	HISRA IPADS 07/2023	AP4984	120.18
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER										
8/3/2023	510898	003003	ILLINOIS AMERICAN WATER	240599-396	30705-06/23	8/1/2023	0000107108	WATER 1025- 210041530705 ACTUAL READ 06/03/23-07/05	AP4918	493.35
	510899	003003	ILLINOIS AMERICAN WATER	240599-397	73189-07/23	8/1/2023	0000107108	WATER 1025- 210045273189 07/11/23- 08/07/23	AP4918	63.58
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA										
8/3/2023	510875	004427	NAPA AUTO PARTS	P3819946	052153	6/28/2023	0000107126	FUEL FILLER NECK - UNIT# 24	AP4916	90.13
8/10/2023	511112	007392	SHERIDAN ROAD LUMBER CO	P3341348	2306-090181	6/20/2023	0000107257	LUMBER	AP4952	571.20
8/17/2023	511396	004427	NAPA AUTO PARTS	P3659887	054669	7/25/2023	0000107388	BRAKE PADS, BRAKE ROTORS - UNIT# 24	AP4982	185.74
	511397	004427	NAPA AUTO PARTS	P3659887B1	054757	7/25/2023	0000107388	WINDOW SWITCH - UNIT #24	AP4982	94.99
Account #: R-6-R83-5110-2101 CAMP FTB - PROGRAM SUPPLIES										
8/10/2023	511124	006633	SAMS CLUB PAYMENTS	P3553388	0794	7/28/2023	0000107254	BEVERAGES, CLEANING SUPPLIES	AP4952	96.34
Account #: R-6-R83-5110-2121 CAMP FTB - OFFICE SUPPLIES										
8/24/2023	511761	005784	PETTY CASH	<NONE>	HISRA	8/24/2023	0000107446	REIMBURSE PETTY CASH	AP5020	282.11
Section Total Expense :										17,942.95

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
-- End of Report --								
Report Total :								17,942.95

Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending August, 2023

	<u>2022</u> <u>Actuals</u>	<u>2022</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>2023</u> <u>Actuals</u>	<u>2023</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Administration Revenues:						
Peoria Taxes	\$230,047.81	\$407,000.00	56.52%	\$237,468.43	\$427,000.00	55.61%
Morton Reimbursement	\$61,500.00	\$124,000.00	49.60%	\$65,350.00	\$130,700.00	50.00%
Chillicothe Reimbursement	\$35,344.89	\$56,800.00	62.23%	\$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	\$0.60	\$0.00	-	(\$34.00)	\$0.00	-
VSI AR Over/Short	(\$5,482.93)	\$0.00	-	\$1,397.05	\$0.00	-
Class Fees	\$83,009.77	\$135,000.00	61.49%	\$83,536.00	\$156,000.00	53.55%
Inclusion Fees		\$0.00	-		\$0.00	-
Vending		\$0.00	-		\$0.00	-
Donations	\$4,163.25	\$20,000.00	20.82%	\$4,191.21	\$30,000.00	13.97%
Interest Income	\$0.00	\$3,400.00	0.00%	\$0.00	\$0.00	-
Reimbursement	\$449.90	\$250.00	179.96%	\$62.00	\$0.00	-
Grants	<u>\$0.00</u>	<u>\$5,000.00</u>	0.00%	<u>\$0.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$409,033.29	\$823,950.00	49.64%	\$391,970.69	\$880,200.00	44.53%
Administration Expenditures:						
Full Time Payroll	\$100,535.59	\$215,000.00	46.76%	\$136,981.34	\$230,000.00	59.56%
Part Time Payroll	\$84,469.34	\$125,000.00	67.58%	\$106,135.79	\$165,000.00	64.32%
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	\$26,221.49	\$66,700.00	39.31%	\$36,135.68	\$58,000.00	62.30%
Postage	\$118.00	\$1,500.00	7.87%	\$754.34	\$1,500.00	50.29%
Gasoline	\$5,248.45	\$6,000.00	87.47%	\$3,942.40	\$9,500.00	41.50%
Office Supplies	\$4,907.76	\$7,000.00	70.11%	\$7,202.57	\$7,500.00	96.03%
Printing	\$0.00	\$10,025.00	0.00%	\$4,204.68	\$2,500.00	168.19%
Administrative Expense	\$31,708.44	\$64,293.00	49.32%	\$38,365.48	\$68,629.00	55.90%
Payroll Maintenance	\$2,816.15	\$10,000.00	28.16%	\$5,588.33	\$9,000.00	62.09%
Health & Dental	\$24,379.18	\$58,825.00	41.44%	\$29,887.18	\$54,870.00	54.47%
Contractual Services	\$18,193.48	\$25,000.00	72.77%	\$32,761.93	\$32,989.00	99.31%
Training & Conferences	\$4,066.24	\$10,250.00	39.67%	\$11,973.97	\$10,250.00	116.82%
Natural Gas	\$2,906.18	\$4,100.00	70.88%	\$2,567.50	\$4,981.00	51.55%
Electricity	\$2,697.99	\$7,200.00	37.47%	\$4,489.57	\$7,200.00	62.36%
Telephone	\$4,208.78	\$9,000.00	46.76%	\$4,241.93	\$9,000.00	47.13%
Water	\$1,887.44	\$3,700.00	51.01%	\$1,575.73	\$3,241.50	48.61%
Sewer	\$177.40	\$350.00	50.69%	\$106.21	\$800.00	13.28%
Service Contra		\$0.00	-		\$0.00	-
Insurance	\$5,274.72	\$12,500.00	42.20%	\$5,706.60	\$10,550.00	54.09%
Advertising	\$0.00	\$500.00	0.00%	\$239.93	\$500.00	47.99%
Attorney Fees	\$0.00	\$250.00	0.00%	\$0.00	\$250.00	0.00%
FICA	\$14,152.88	\$26,010.00	54.41%	\$16,306.40	\$30,217.50	53.96%
IMRF	\$1,981.15	\$5,319.00	37.25%	\$1,546.58	\$1,800.00	85.92%
Refunds	\$0.00	\$500.00	0.00%	\$1,892.00	\$250.00	756.80%
Scholarships	\$1,505.32	\$5,000.00	30.11%	\$2,656.18	\$4,000.00	66.40%
Equipment	\$8,173.74	\$26,000.00	31.44%	\$19,618.55	\$25,000.00	78.47%
Equipment Repair	<u>\$4,668.43</u>	<u>\$6,000.00</u>	77.81%	<u>\$8,885.78</u>	<u>\$6,000.00</u>	148.10%
Total Expenditures:	\$350,298.15	\$707,222.00	49.53%	\$483,766.65	\$754,928.00	64.08%

	2022 <u>Actuals</u>	2022 <u>Budget</u>	% of <u>Budget</u>	2023 <u>Actuals</u>	2023 <u>Budget</u>	% of <u>Budget</u>
Camp Free to Be Revenues:						
Camp Fees	\$73,824.20	\$75,150.00	98.24%	\$86,088.00	\$100,000.00	86.09%
VSI AR Over/Short	(\$823.90)	\$0.00	-	\$25,230.10	\$0.00	-
Donations	\$0.00	\$6,000.00	0.00%	\$100.00	\$5,000.00	2.00%
Grants	\$0.00	\$0.00	-	\$5,000.00	\$0.00	-
Reimbursement	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$500.00</u>	<u>\$0.00</u>	-
Total Revenues:	\$73,000.30	\$81,150.00	89.96%	\$116,918.10	\$105,000.00	111.35%
Camp Free to Be Expenditures:						
Part Time Payroll	\$135,882.05	\$136,541.00	99.52%	\$181,226.71	\$170,124.00	106.53%
Program Supplies	\$5,845.29	\$18,000.00	32.47%	\$10,807.84	\$18,000.00	60.04%
Administrative Expense	\$0.00	\$17,699.00	0.00%	\$1,380.59	\$20,934.00	6.59%
Contractual Services	\$18,348.40	\$0.00	-	\$15,637.41	\$0.00	-
FICA	\$12,527.65	\$10,445.00	119.94%	\$10,500.33	\$13,014.00	80.68%
Refunds	\$0.00	\$2,000.00	0.00%	\$0.00	\$200.00	0.00%
Scholarships	<u>\$7,738.50</u>	<u>\$10,000.00</u>	77.39%	<u>\$10,019.60</u>	<u>\$8,000.00</u>	125.25%
Total Expenditures:	\$180,341.89	\$194,685.00	92.63%	\$229,572.48	\$230,272.00	99.70%
Revenues:						
Administration	\$409,033.29	\$823,950.00	49.64%	\$391,970.69	\$880,200.00	44.53%
Camp Free to Be	<u>\$73,000.30</u>	<u>\$81,150.00</u>	89.96%	<u>\$116,918.10</u>	<u>\$105,000.00</u>	111.35%
Total Revenues	\$482,033.59	\$905,100.00	53.26%	\$508,888.79	\$985,200.00	51.65%
Expenditures:						
Administration	\$350,298.15	\$707,222.00	49.53%	\$483,766.65	\$754,928.00	64.08%
Camp Free to Be	<u>\$180,341.89</u>	<u>\$194,685.00</u>	92.63%	<u>\$229,572.48</u>	<u>\$230,272.00</u>	99.70%
Total Expenditures	\$530,640.04	\$901,907.00	58.84%	\$713,339.13	\$985,200.00	72.41%

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