

HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING AGENDA
Held at the HISRA office, 8727 N Pioneer Rd, Peoria, IL 6165

Wednesday, October 18th, 2023
5:15 PM

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. September 2023
4. Review of Bills
 - a. September 2023
5. Financial Report
 - a. September 2023
6. Director's Report
7. New Business
 - a. 2024 Budget
8. Pending Business
 - a. Roof repair bid status
 - b. Administrative agreement
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: November 14th, 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., Wednesday, September 20th, 2023 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA IL 61615 and via Zoom.

Meeting was called to order at 5:16 PM by Chairman Yates.

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

BOARD MEMBERS ABSENT: Robert Johnson

STAFF PRESENT: Katie Van Cleve, Karen Rodgers

PRESS PRESENT: NONE

OTHERS PRESENT: NONE

REVIEW OF MINUTES: The minutes of the August 2023 meeting were reviewed. Motion to approve was made by Trustee Dickerson and seconded by Trustee Cox. Roll call vote.
Result: Ayes: 7; Nays: 0
Motion Approved

REVIEW OF BILLS: Summary of bills for August 2023 were reviewed. Motion to approve as presented was made by Chairman Yates and seconded by Trustee Tibbs and Trustee Cahill. Roll call vote.
Result: Ayes: 7; Nays: 0
Motion Approved

FINANCIAL REPORT: Summary of the financial report for August 2023 were reviewed. Director Van Cleve noted that HISRA received a \$25,000 check from Dunlap School District, and it was showing up as an overage in the financial report. HISRA received late payment due to a change in Dunlap School District's administration. Trustee Cox asked if the

payment was for HISRA's summer camp, to which Director Van Cleve replied yes, that the payment was for Camp Free to Be and Summer Daze. Trustee Dickerson asked Director Van Cleve if funds in the memorial reserves at the bottom of the report were for HISRA in general, or for something specific within HISRA. Director Van Cleve responded that the funds are for *HISRA in general*. Trustee Dickerson asked Director Van Cleve what HISRA would use undesignated funds within memorial reserves for. Director Van Cleve replied that the undesignated funds would be reserved for vehicles and repairs. Motion to approve as presented was made by Trustee Goergen and seconded by Trustee Dickerson. Roll call vote.

Result: Ayes: 7; Nays: 0
Motion Approved

DIRECTOR'S REPORT:

Director Van Cleve reported that there was an influx of new participants for fall programming, which has increased the demand for more programs. Due to this increased demand, HISRA has offered staggered registration to bonus programming for participants who were not able to sign up for the programs that were published in the original brochure.

Director Van Cleve announced that the annual Special Olympics Banquet will be held on Tuesday, September 26th, at Raber Packing Co, and the emcee for this event will be 25 News morning anchor, Jon Schoenheider. Special Olympics athletes and their families, volunteers, coaches and the HISRA board have been invited. During this event, HISRA will be celebrating our athlete's achievements by giving them a certificate, a water bottle and a hat. Volunteers and coaches will also be

celebrated during the banquet, and they will be given thank you cards with gift cards inside.

Director Van Cleve noted that the FOCUS Adult Day Program is still in the process of expanding. HISRA staff will meet with waitlisted participants and their families to determine schedule and to discuss the program with them. HISRA will then schedule the new participant to take part in an assessment, and trial visit to the FOCUS program.

Director Van Cleve reported that several HISRA athletes have advanced to the Special Olympics Bowling Regionals, which will be held on Saturday, October 7th at Landmark Lanes in Peoria. Five athletes advanced to the State Golf Championships in Decatur, and everyone who participated received a medal. Director Van Cleve announced that HISRA is gearing up to launch a Special Olympics Training Program sponsorship in the near future.

Director Van Cleve stated that HISRA's full time staff are currently exploring strategies to expand HISRA's summer camp offerings next year.

Director Van Cleve was pleased to reveal HISRA's brand new promotional video, which was filmed and edited by photographer and videographer, Mike Rundell. The video was then shown to all present at the board meeting.

NEW BUSINESS:

Director Van Cleve discovered a new roof coating option that HISRA is potentially eligible for. It is a spray coating which Peoria and Chillicothe Park Districts had utilized on some of their buildings.

Director Van Cleve noted that she had notified the planning department of Peoria Park District a few weeks ago on the matter, but did not get a response back. Director Van Cleve had reached out to a roofing company based out of Chillicothe to discuss roof coating options. Chairman Yates noted that Chillicothe Park District used the same company five years ago to coat the roof of their clubhouse, which costed approximately \$75,000. Chairman Yates said that their work was very satisfactory, and that the company repaired scratches free of charge.

Director Van Cleve then discussed the details of the building's roof repairs. The total cost to replace the roof in its entirety would have costed \$600,000 in total. The Chillicothe roofing company that Director Van Cleve had contacted quoted approximately \$50,000 to spray the roof. The roof would be sprayed in four installments in the fall and in the late spring (due to the coating sealing faster in warmer weather), and the guarantee would be for 12 years.

Trustee Dickerson asked Director Van Cleve if there were any current leaks in the building, to which Director Van Cleve responded yes, that there are a couple of areas in the gym that leak during heavy rain.

Trustee Cahill asked Director Van Cleve if there were any other roofing companies in the area that would be able to do this roof coating. Director Van Cleve responded yes, there are other companies in the area that specialized in this work. Trustee Cahill responded that the contract would have to go out to bid.

Trustee Dickerson asked how HISRA would pay for the roof coating repair, to which Director Van Cleve responded that the money to pay for these repairs would come out of HISRA's reserve funds. Trustee Dickerson then asked if he can put a bid packet together in the next two weeks and have it ready by the beginning of October. Trustee Cahill noted that the planning department would review the packet, and all of the options and go with the lowest bidder, but the bidder would have to be DEIA compliant.

Chairman Yates asked Trustee Cahill to explain the DEIA process with contractors. Trustee Cahill explained that for the contractors to be DEIA compliant, the contractor would have to fill out the required paperwork to give Peoria Park District info about their workforce profile or plan to hire more minorities and women for this work. In order for their bid to be successful, they would need to complete this paperwork on their end. A motion to approve was made by Trustee Tibbs and seconded by Trustee Dickerson.

Result: Ayes: 7; Nays: 0

Motion Approved, Roll call vote

PENDING BUSINESS: NONE

CORRESPONDENCE: NONE

OTHER BUSINESS: NONE

ADJOURNMENT: A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Dickerson at 5:48 PM.

Result: Ayes: 7; Nays: 0

Motion Approved, Roll call vote

Submitted by: _____
Karen Rodgers, Secretary

Starting Vendor: 000001
Ending Vendor: ZWI001

Starting Date: 9/1/2023
Ending Date: 9/30/2023

Report #: APPD010

Peoria Park District

10-Oct-23 1:39 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								
9/1/2023	513062	2023RUNDLE		RUNDLE, MIKE	<NONE>			
				0823	8/31/2023	CASH23/129	AP5227	(400.00)
PHO AND VIDEO SERVICES								
9/1/2023	512468	003602		LANDMARK RECREATION CE	<NONE>			
				HISRA	9/14/2023	0000107800	AP5136	1,237.50
HISRA S/O BOWLING FEES								
9/30/2023	513063	2023RUNDLE		RUNDLE, MIKE	<NONE>			
				230805	9/30/2023	0000108127	AP5229	400.00
PHOTO AND VIDEO SERVICES								
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
9/14/2023	512407	WEXX001		SHELL-WEX BANK				
				91677637	9/6/2023	0000107877	AP5131	502.30
FUEL 08/2023								
9/14/2023	512480	ROBLA001		ROBINSON, AVERY	<NONE>			
				MILEAGE	9/14/2023	0000107810	AP5136	284.93
HISRA MILEAGE REIMBURSEMENT								
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
9/14/2023	512307	OFF002		OFFICE DEPOT				
				P3228616	8/30/2023	0000107864	AP5129	377.90
TONER CARTRIDGES								
9/14/2023	512308	OFF002		OFFICE DEPOT				
				P3228616B1	8/30/2023	0000107864	AP5129	233.39
TONER CARTRIDGE								
9/21/2023	512642	GRE003		RNJ DISTRIBUTION INC				
				39746SEP23	9/5/2023	0000107972	AP5169	28.35
BOTTLED WATER DELIVERY SERVICES - 09/2023								
9/28/2023	512519	OFF002		OFFICE DEPOT				
				P3228616B2	8/30/2023	0000107957	AP5165	933.56
TONERS								
9/28/2023	512936	006633		SAAMS CLUB PAYMENTS				
				P3544674	9/19/2023	0000108113	AP5198	116.86
BEVERAGES, ZIPLC BAGS								
Account #: R-6-R81-5110-2201 HRT OF IL SRA - PRINTING								
9/21/2023	512635	000096		BREWERS DISTRIBUTING CO				
				P3957947	9/8/2023	0000107911	AP5166	52.40
BANNER - STEP & REPEAT								
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
8/31/2023	511867	003169		INTERFACE SECURITY SYSTE				
				62AUG23	8/1/2023	0000107617	AP5054	61.95
B/A - ALARM SVC 08/2023								
9/7/2023	512076	I3 BROAD		I3 BROADBAND				
				36840SEP23	8/1/2023	0000107753	AP5093	199.95
INTERNET SVC 09/2023								
9/21/2023	512080	HARR001		HARRIS PEST CONTROL				
				P2595761AUG23	8/11/2023	0000107747	AP5093	50.00
B/A-PEST CONTROL SERVICES 08/2023								
9/21/2023	512645	TRIP002		TRIPLE JS JANITORIAL				
				P2454186AUG23	9/3/2023	0000107985	AP5169	1,100.00
B/A - JANITORIAL SERVICES - 08/2023								
9/21/2023	512685	GFL001		GFL ENVIRONMENTAL SERVI				
				170AUG23	8/18/2023	0000107931	AP5170	152.07
B/A-WASTE REMOVAL/RECYCLING SVCS 08/2023								
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								
9/28/2023	512758	001527		AMEREN ILLINOIS				
				240599-540	6/5019-08/23	9/6/2023	0000108050	60.55
GAS 2203065019 ACTUAL READ 08/01/23-09/01/23								

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
Account #: R-6-R81-5210-3101 HRT OF IL SRA - ELECTRICITY								
9/7/2023	512014	ILLPOWER		173162923081 8/24/2023	0000107755	GMCPDP1000 07/19/23- 08/16/23	AP5079	1,456.50
Account #: R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE								
9/7/2023	512000	009225		9943138054 8/28/2023	0000107774	HISRA IPADS 08/2023	AP5065	130.20
	512001	009225		9943138055 8/28/2023	0000107774	HISRA IPADS 08/2023	AP5065	120.18
	511999	009225		9943138053 8/28/2023	0000107774	CELL PHONES & MODEMS 08/2023	AP5065	372.63
Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER								
9/21/2023	512513	003003		30705-07/23 9/5/2023	0000107937	WATER 1025- 210041530705 ACTUAL READ 07/06/23-08/02	AP5164	146.28
	512514	003003		73189-08/23 9/5/2023	0000107937	WATER 1025- 210045273189 FIRE SVC 08/08/23-09/08/23	AP5164	63.58
Account #: R-6-R81-5210-3105 HRT OF IL SRA - SEWER								
9/28/2023	512774	002704		0358.02-08/23 9/12/2023	0000108076	SEWER 1400358.02 04/27/23-08/30/23	AP5194	266.01
Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA								
8/31/2023	511927	005867		64868 8/14/2023	0000107635	SPRINKLER REPAIR SERVICES	AP5055	383.13
9/14/2023	512355	004427		057768 8/24/2023	0000107860	BLOWER MOTOR UNIT 24	AP5129	93.37
9/28/2023	512926	007939		13112 9/8/2023	0000108118	B/A - HVAC SERVICES	AP5198	2,955.00
Account #: R-6-R83-5110-2101 CAMP FTB - PROGRAM SUPPLIES								
9/28/2023	512811	002277		SF-051623 7/6/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	380.00
	512810	002277		SF-058466 7/18/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	380.00
	512809	002277		SF-064834 7/27/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	380.00
	512808	002277		SF-063359 7/25/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	190.00
	512807	002277		SF-060019 7/20/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	190.00
	512806	002277		SF-047812 6/29/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	323.00
	512804	002277		SF-041214 6/20/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	190.00
	512812	002277		SF-046053 6/27/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	380.00
	512805	002277		SF-042930 6/22/2023	0000108067	B/A - 2023 SUMMER CAMP BUS SERVICES	AP5196	190.00

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
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Section Total Expense : 13,981.59

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
-- End of Report --								
Report Total :								13,981.59

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

	2022	2022	% of	2023	2023	% of
	Actuals	Budget	Budget	Actuals	Budget	Budget
Administration Revenues:						
Peoria Taxes	\$368,726.61	\$407,000.00	90.60%	\$378,274.57	\$427,000.00	88.59%
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%	\$74,604.86	\$74,500.00	100.14%
Cash Over/Short	\$0.60	\$0.00	-	(\$28.00)	\$0.00	-
VSI AR Over/Short	(\$7,664.93)	\$0.00	-	\$3,388.96	\$0.00	-
Class Fees	\$90,594.77	\$135,000.00	67.11%	\$91,908.20	\$156,000.00	58.92%
Inclusion Fees	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Vending	\$0.00	\$0.00	-	\$0.00	\$0.00	-
Donations	\$4,163.25	\$20,000.00	20.82%	\$4,458.21	\$30,000.00	14.86%
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	\$0.00	\$5,000.00	0.00%	\$0.00	\$0.00	-
Total Revenues:	\$553,095.09	\$823,950.00	67.13%	\$618,018.80	\$880,200.00	70.21%

Administration Expenditures:

Full Time Payroll	\$121,583.95	\$215,000.00	56.55%	\$158,165.51	\$230,000.00	68.77%
Part Time Payroll	\$101,315.04	\$125,000.00	81.05%	\$132,059.48	\$165,000.00	80.04%
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	\$32,438.12	\$66,700.00	48.63%	\$41,223.29	\$58,000.00	71.07%
Postage	\$142.00	\$1,500.00	9.47%	\$754.34	\$1,500.00	50.29%
Gasoline	\$5,929.90	\$6,000.00	98.83%	\$4,729.63	\$9,500.00	49.79%
Office Supplies	\$5,292.80	\$7,000.00	75.61%	\$9,234.44	\$7,500.00	123.13%
Printing	\$175.22	\$10,025.00	1.75%	\$4,257.08	\$7,500.00	170.28%
Administrative Expense	\$37,420.99	\$64,293.00	58.20%	\$44,513.12	\$68,629.00	64.86%
Payroll Maintenance	\$4,502.08	\$10,000.00	45.02%	\$6,805.41	\$9,000.00	75.62%
Health & Dental	\$27,186.11	\$58,825.00	46.22%	\$34,234.37	\$54,870.00	62.39%
Contractual Services	\$20,106.25	\$25,000.00	80.43%	\$34,984.84	\$32,989.00	106.05%
Training & Conferences	\$4,194.42	\$10,250.00	40.92%	\$12,117.97	\$10,250.00	118.22%
Natural Gas	\$2,963.91	\$4,100.00	72.29%	\$2,628.05	\$4,981.00	52.76%
Electricity	\$4,285.11	\$7,200.00	59.52%	\$5,946.07	\$7,200.00	82.58%
Telephone	\$4,792.83	\$9,000.00	53.25%	\$4,864.94	\$9,000.00	54.05%
Water	\$2,688.57	\$3,700.00	72.66%	\$1,785.59	\$3,241.50	55.09%
Sewer	\$350.01	\$350.00	100.00%	\$372.22	\$800.00	46.53%
Service Contra	\$0.00	\$0.00	-	\$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	\$17,051.78	\$26,010.00	65.56%	\$18,598.46	\$30,217.50	61.55%
IMRF	\$2,388.41	\$5,319.00	44.90%	\$1,825.62	\$1,800.00	101.42%
Refunds	\$0.00	\$500.00	0.00%	\$1,892.00	\$250.00	756.80%
Scholarships	\$1,505.32	\$5,000.00	30.11%	\$3,182.68	\$4,000.00	79.57%
Equipment	\$8,508.13	\$26,000.00	32.72%	\$19,618.55	\$25,000.00	78.47%
Equipment Repair	\$4,726.48	\$6,000.00	78.77%	\$11,995.87	\$6,000.00	199.93%
Total Expenditures:	\$414,822.15	\$707,222.00	58.66%	\$561,736.06	\$754,928.00	74.41%

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	-	\$390.70	\$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	\$0.00	\$0.00	-	\$500.00	\$0.00	-
Total Revenues:	\$73,000.30	\$81,150.00	89.96%	\$92,078.70	\$105,000.00	87.69%

Camp Free to Be Expenditures:

Part Time Payroll	\$136,582.05	\$136,541.00	100.03%	\$181,226.71	\$170,124.00	106.53%
Program Supplies	\$7,165.15	\$18,000.00	39.81%	\$13,410.84	\$18,000.00	74.50%
Administrative Expense	\$0.00	\$17,699.00	0.00%	\$1,380.59	\$20,934.00	6.59%
Contractual Services	\$18,555.74	\$0.00	-	\$20,727.90	\$0.00	-
FICA	\$12,581.20	\$10,445.00	120.45%	\$13,863.85	\$13,014.00	106.53%
Refunds	\$0.00	\$2,000.00	0.00%	\$0.00	\$200.00	0.00%
Scholarships	\$7,238.50	\$10,000.00	72.39%	\$10,019.60	\$8,000.00	125.25%
Total Expenditures:	\$182,622.64	\$194,685.00	93.80%	\$240,629.49	\$230,272.00	104.50%

Revenues:

Administration	\$553,095.09	\$823,950.00	67.13%	\$618,018.80	\$880,200.00	70.21%
Camp Free to Be	\$23,000.30	\$81,150.00	89.96%	\$92,078.70	\$105,000.00	87.69%
Total Revenues	\$626,095.39	\$905,100.00	69.17%	\$710,097.50	\$985,200.00	72.08%

Expenditures:

Administration	\$414,822.15	\$707,222.00	58.66%	\$561,736.06	\$754,928.00	74.41%
Camp Free to Be	\$182,622.64	\$194,685.00	93.80%	\$240,629.49	\$230,272.00	104.50%
Total Expenditures	\$597,444.79	\$901,907.00	66.24%	\$802,365.55	\$985,200.00	81.44%

Memorial Reserves in PPD Foundation as of 12/31/2022: \$55,317
 Memorial Reserves in PPD as of 12/31/2022: \$6,694
 Undesignated Reserves as of 12/31/2022: \$608,438