

**HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION
BOARD MEETING**

8727 N. Pioneer Road, Peoria, IL, 61615

**Wednesday, March 20th, 2024
5:15 PM**

-AGENDA-

1. Roll Call
2. Introductions
3. Approval of Minutes
 - a. Approval of the February 21st, 2024 Board Meeting Minutes
4. Review of Bills
 - a. February 2024
5. Financial Report
 - a. February 2024
6. Director's Report
7. New Business
8. Pending Business
9. Citizen Request to Address the Board
11. Correspondence
12. Other Business
13. Adjournment

NOTICE

**If special accommodation is needed to attend or participate in a HISRA Board Meeting,
please contact HISRA at (309) 691-1929**

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, FEBRUARY 21ST, 2024 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA, IL 61615.

Meeting was called to order at 5:17 PM by Chairman Yates.

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

BOARD MEMBERS ABSENT: Robert Johnson, Karen Burnett, Lorelei Cox

STAFF PRESENT: Katie Van Cleve, Karen Rodgers, Shelby Martin, Carla Bouvier

PRESS PRESENT: None

OTHERS PRESENT: Attorney Bill Streator

INTRODUCTIONS: Director Van Cleve introduced the HISRA staff who were present at the meeting, Shelby Martin, Program Coordinator of HISRA, and Carla Bouvier, HISRA Administrative Assistant, to the board.

MOTION TO CONVENE INTO EXECUTIVE SESSION: Consideration of a motion to convene into Executive Session under the Illinois Open Meetings Act Section 2(c)(1); The Appointment, Employment, Compensation, Discipline, Performance, or Dismissal or Specific Employees of the Public Body; AND; 2c(11): Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when HISRA finds that an action is probable or imminent, in which case the basis for the finding must be recorded and entered into the minutes of the closed meeting. A motion to convene into Executive Session was made by Trustee Dickerson, and seconded by Trustee Tibbs at 5:20pm. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

Director Van Cleve, Shelby Martin, and Carla Bouvier leave the meeting at 5:20pm.

Director Van Cleve joins the closed session meeting at 5:44pm.

A motion was made by Chairman Yates to adjourn the closed session at 5:54pm.

Trustee Tibbs seconded this motion. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

A motion was made to reconvene the regular board meeting session by Trustee Goergen at 5:55pm. The motion was seconded by Trustee Tibbs. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

Shelby Martin and Carla Bouvier joins the regular board meeting session at 5:55pm.

**DISCUSSION UPON
RECONVENING MEETING:**

Upon reconvening the regular board meeting session, a discussion was had between HISRA staff and the HISRA Board of Trustees pertaining to the HISRA visitor policy, administrative procedures, and waitlist and registration policies.

REVIEW OF MINUTES:

The minutes of the November 2023 meeting were reviewed. Motion to approve was made by Trustee Tibbs and seconded by Trustee Cahill. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

REVIEW OF BILLS:

Summary of bills for November 2023, December 2023, and January 2024 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Goergen. Roll call vote.

Result: Ayes: 5; Nays: 0
Motion Approved

FINANCIAL REPORT:

Summary of the financial report for November 2023, December 2023, and January 2024 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Goergen. Roll call vote.

Result: Ayes: 5; Nays: 0
Motion Approved

DIRECTOR'S REPORT:

- Director Van Cleve announced that Winter/ Spring programming opened up for registration on December 15th, and that Camp registration opened up for HISRA residents on February 6th, and HISRA non-residents on February 13th. A camp parent information night was held at the end of January for new families to attend to find out more about HISRA camps. HISRA is continuing to assess camp waitlists and serve as many residents as possible.

Trustee Dickerson asked if the week of priority registration for HISRA residents created more work than normal, to which Director Van Cleve replied that there were a few glitches on RecTrac, but registration otherwise went well.

Trustee Dickerson then asked if there were any calls/ complaints about camp priority registration, and Director Van Cleve mentioned that there was one parent of a long-time participant from Metamora who has worried about her son not getting in to camp, as they are non-residents. This parent is advocating for Metamora Park District to become a

HISRA Member Park District. Trustee Dickerson mentioned that it is a similar situation to Dunlap – as many of HISRA’s participants live in the Dunlap area. Director Van Cleve noted that since HISRA does not provide Member District Transportation to camps, Metamora would be the only district without paratransit – something which many HISRA participants rely on to get to programming and camps.

- Director Van Cleve reported that FOCUS participants have begun their production of merchandise to sell at the Picket Fence in Chillicothe and the Moonlight Coalition Store in the airport. Items will have a QR code on them so that FOCUS participants and staff can see where in the world their merchandise has travelled. The items were made using a sublimation printer, heat press, Cricut and original artwork by participants. The income made by selling merchandise at these stores will help fund some of the costs associated with the FOCUS program. Director Van Cleve gave her thanks to Shelby Martin and Ginger West for making this project happen.
- Special Olympics Basketball advanced to state, with Team Lightning and a Basketball Skills athlete competing in the State Championships in March. Special Olympics Aquatics and Track and Field commenced training this month.
- HISRA is seeking to hire for a number of seasonal and year-round positions, due to camp starting in a few months.

Trustee Dickerson asked if there were any new updates on the roof repair of the HISRA building. Director Van Cleve responded that the roofing company is waiting for drier, warmer weather before beginning the project, but is otherwise on schedule.

Trustee Dickerson mentioned that he is helping HISRA write a grant for the Morton County Board to fund equipment for HISRA's Special Olympics training program.

NEW BUSINESS:

2024 Meeting Calendar

A calendar of dates for regular HISRA board meetings was presented to the board for review.

A motion to approve the 2024 Meeting Calendar as outlined was made by Trustee Dickerson and seconded by Chairman Yates. Roll call vote.

Result: Ayes: 5; Nays: 0

Motion Approved

HISRA Board Chair

A review of HISRA's board chairperson and vice-chairperson for 2024 was made. Emily Cahill was made Chairperson of the HISRA Board of Trustees, and Brian Tibbs was made the Vice-Chair of the HISRA Board of Trustees.

A motion to approve the Chairperson and Vice-Chairperson of the HISRA Board of Trustees as presented was made by Trustee Dickerson, and seconded by Trustee Yates. Roll call vote.

Result: Ayes: 5; Nays: 0
Motion Approved

PENDING BUSINESS: None

CORRESPONDENCE: None

OTHER BUSINESS: None

ADJOURNMENT: A motion to adjourn was made by Vice-Chairman Tibbs and seconded by Trustee Yates at 6:34 PM. Roll call vote.
Result: Ayes: 5; Nays: 0
Motion Approved

Submitted by: _____
Karen Rodgers, Secretary

**Heart of Illinois Special Recreation Association
Comparative Income Statement
Month Ending February 29, 2024**

	<u>2023</u> <u>Actuals</u>	<u>2023</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>2024</u> <u>Actuals</u>	<u>2024</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Administration Revenues:						
Peoria Taxes	\$0.00	\$427,000.00	0.00%	\$0.00	\$455,000.00	0.00%
Morton Reimbursement	\$0.00	\$130,700.00	0.00%	\$0.00	\$143,848.00	0.00%
Chillicothe Reimbursement	\$0.00	\$62,000.00	0.00%	\$0.00	\$68,000.00	0.00%
Washington Taxes	\$0.00	\$74,500.00	0.00%	\$0.00	\$80,460.00	0.00%
Cash Over/Short			-			-
VSI AR Over/Short	(\$841.00)	\$0.00	-	(\$2,333.69)	\$0.00	-
Class Fees	\$28,172.00	\$156,000.00	18.06%	\$31,726.40	\$190,912.00	16.62%
Inclusion Fees			-			-
Vending			-			-
Donations	\$400.00	\$30,000.00	1.33%	\$115.00	\$10,000.00	1.15%
Interest Income	\$0.00	\$0.00	-	\$0.00	\$3,000.00	0.00%
Reimbursement	\$282.00	\$0.00	-	\$500.00	\$1,500.00	33.33%
Grants	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$5,000.00</u>	<u>\$125,000.00</u>	4.00%
Total Revenues:	\$28,013.00	\$880,200.00	3.18%	\$35,007.71	\$1,077,720.00	3.25%
Administration Expenditures:						
Full Time Payroll	\$25,116.65	\$230,000.00	10.92%	\$29,984.09	\$235,093.00	12.75%
Part Time Payroll	\$15,703.39	\$165,000.00	9.52%	\$16,527.18	\$201,690.00	8.19%
Longevity	\$0.00	\$600.00	0.00%	\$0.00	\$725.00	0.00%
Wellness	\$0.00	\$800.00	0.00%	\$0.00	\$900.00	0.00%
Program Supplies	\$4,450.82	\$58,000.00	7.67%	\$2,074.52	\$75,500.00	2.75%
Postage	\$34.74	\$1,500.00	2.32%	\$0.00	\$1,500.00	0.00%
Gasoline	\$303.44	\$9,500.00	3.19%	\$185.97	\$9,500.00	1.96%
Office Supplies	\$158.34	\$7,500.00	2.11%	\$5,100.62	\$8,000.00	63.76%
Printing	\$1,023.24	\$2,500.00	40.93%	\$2,234.37	\$7,500.00	29.79%
Administrative Expense	\$7,134.58	\$68,629.00	10.40%	\$2,355.18	\$91,058.00	2.59%
Payroll Maintenance	\$0.00	\$9,000.00	0.00%	\$0.00	\$9,000.00	0.00%
Health & Dental	\$5,938.06	\$54,870.00	10.82%	\$10,511.18	\$77,663.00	13.53%
Contractual Services	\$5,353.93	\$32,989.00	16.23%	\$4,275.71	\$32,989.00	12.96%
Training & Conferences	\$7,160.06	\$10,250.00	69.85%	\$2,168.91	\$10,250.00	21.16%
Natural Gas	\$0.00	\$4,981.00	0.00%	\$330.23	\$4,000.00	8.26%
Electricity	\$0.00	\$7,200.00	0.00%	\$576.34	\$7,200.00	8.00%
Telephone	\$641.02	\$9,000.00	7.12%	\$625.13	\$9,000.00	6.95%
Water	\$61.69	\$3,241.50	1.90%	\$193.95	\$3,840.00	5.05%
Sewer	\$0.00	\$800.00	0.00%	\$0.00	\$426.00	0.00%
Service Contra	\$94.00	\$0.00	-	\$0.00		-
Insurance	\$0.00	\$10,550.00	0.00%	\$0.00	\$12,554.00	0.00%
Advertising	\$150.00	\$500.00	30.00%	\$0.00	\$1,000.00	0.00%
Attorney Fees	\$0.00	\$250.00	0.00%	\$2,916.00	\$1,000.00	291.60%
FICA	\$3,122.74	\$30,217.50	10.33%	\$1,132.23	\$33,414.00	3.39%
IMRF	\$321.57	\$1,800.00	17.87%	\$189.59	\$2,436.00	7.78%
Refunds	\$20.00	\$250.00	8.00%	\$0.00	\$2,000.00	0.00%
Scholarships	\$1,195.68	\$4,000.00	29.89%	\$0.00	\$3,500.00	0.00%
Capital Improvement	\$0.00	\$0.00	-	\$0.00	\$50,000.00	0.00%
Equipment	\$1,260.40	\$25,000.00	5.12%	\$111.73	\$99,900.00	0.11%
Equipment Repair	<u>\$411.75</u>	<u>\$6,000.00</u>	6.86%	<u>\$3,394.54</u>	<u>\$10,000.00</u>	33.95%
Total Expenditures:	\$79,676.10	\$754,928.00	10.55%	\$84,887.47	\$1,001,638.00	8.47%
Focus Program Revenue:						
Program Fee	\$0.00	\$0.00	-	\$135.00	\$0.00	-
Donations	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$1,250.00</u>	<u>\$0.00</u>	-
Total Revenue:	\$0.00	\$0.00	-	\$1,385.00	\$0.00	-
Focus Program Expenditures:						
Program Supply	<u>\$0.00</u>	<u>\$0.00</u>	-	<u>\$3,000.00</u>	<u>\$0.00</u>	-
Total Expenditures:	\$0.00	\$0.00	-	\$3,000.00	\$0.00	-
	<u>2023</u> <u>Actuals</u>	<u>2023</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>	<u>2024</u> <u>Actuals</u>	<u>2024</u> <u>Budget</u>	<u>% of</u> <u>Budget</u>
Camp Free to Be Revenues:						
Camp Fees	\$61,836.00	\$100,000.00	61.84%	\$73,129.90	\$153,000.00	47.80%
VSI AR Over/Short	(\$49,657.70)	\$0.00	-	(\$54,901.00)	\$0.00	-
Donations	\$100.00	\$5,000.00	2.00%	\$0.00	\$100.00	0.00%
Grants	\$0.00	\$0.00	-	\$0.00	\$20,000.00	0.00%
Reimbursement		<u>\$0.00</u>	-		<u>\$0.00</u>	-
Total Revenues:	\$12,278.30	\$105,000.00	11.69%	\$18,228.90	\$173,100.00	10.53%
Camp Free to Be Expenditures:						
Part Time Payroll	\$0.00	\$170,124.00	0.00%	\$0.00	\$234,554.00	0.00%
Program Supplies	\$0.00	\$18,000.00	0.00%	\$0.00	\$29,610.00	0.00%
Administrative Expense	\$0.00	\$20,934.00	0.00%	\$0.00	\$29,441.00	0.00%
FICA	\$0.00	\$13,014.00	0.00%	\$0.00	\$17,943.00	0.00%
Refunds	\$0.00	\$200.00	0.00%	\$0.00	\$300.00	0.00%
Scholarships	<u>\$0.00</u>	<u>\$8,000.00</u>	0.00%	<u>\$2,457.00</u>	<u>\$12,000.00</u>	20.48%
Total Expenditures:	\$0.00	\$230,272.00	0.00%	\$2,457.00	\$323,848.00	0.76%
Revenues:						
Administration	\$28,013.00	\$880,200.00	3.18%	\$35,007.71	\$1,077,720.00	3.25%
Focus Program	\$0.00	\$0.00	-	\$1,385.00	\$0.00	-
Camp Free to Be	<u>\$12,278.30</u>	<u>\$105,000.00</u>	11.69%	<u>\$18,228.90</u>	<u>\$173,100.00</u>	10.53%
Total Revenues	\$40,291.30	\$985,200.00	4.09%	\$54,621.61	\$1,250,820.00	4.37%
Expenditures:						
Administration	\$79,676.10	\$754,928.00	10.55%	\$84,887.47	\$1,001,638.00	8.47%
Focus Program	\$0.00	\$0.00	-	\$3,000.00	\$0.00	-
Camp Free to Be	<u>\$0.00</u>	<u>\$230,272.00</u>	0.00%	<u>\$2,457.00</u>	<u>\$323,848.00</u>	0.76%
Total Expenditures	\$79,676.10	\$985,200.00	8.09%	\$90,344.47	\$1,325,486.00	6.82%

Memorial Reserves in PPD Foundation as of 12/31/2023: \$55,317
Memorial Reserves in PPD as of 12/31/2023: \$6,694
Undesignated Reserves as of 12/31/2023: \$608,438

Starting Vendor: 000001
Ending Vendor: ZYNN001

Starting Date: 2/1/2024
Ending Date: 2/29/2024

Report #: APD010

Peoria Park District

14-Mar-24 3:52 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								
12/31/2023	516764	005784	PETTY CASH	122023	2/1/2024	0000109963	REIMBURSE PETTY CASH	866.52
2/8/2024	516864	006633	SAM'S CLUB PAYMENTS	60472716	1/22/2024	0000110164	BEVERAGES	71.52
2/29/2024	517528	LOST001	LOST ART DESIGN & PRINT LT	5633	2/15/2024	0000110404	B/A - HISRA POLAR PLUNGE SHIRTS	159.88
Account #: R-6-R81-5110-2112 HRT OF IL SRA - GASOLINE								
2/15/2024	517013	WEX001	SHELL-WEX BANK	95026244	2/6/2024	0000110256	FUEL 01/2024	173.84
Account #: R-6-R81-5110-2121 HRT OF IL SRA - OFFICE SUPPLIE								
2/8/2024	516834	GRE003	RNJ DISTRIBUTION INC	1661007	1/25/2024	0000110163	MONTHLY BOTTLED WATER DELIVERY	58.95
2/22/2024	517322	ULI001	ULINE	173905463	2/1/2024	0000110343	FILE CABINETS, FILE CABINET DOLLIES, ROOM DIVIDER	2,662.43
2/29/2024	517323	ULI001	ULINE	174061588	2/6/2024	0000110343	FILE CABINETS	1,792.71
	517338	ULI001	ULINE	174103385	2/6/2024	0000110343	CREDIT PO# P4577427	(1,792.71)
2/29/2024	517437	OFF002	OFFICE DEPOT	354942444001	2/13/2024	0000110412	TONERS	738.06
	517438	OFF002	OFFICE DEPOT	354942443001	2/14/2024	0000110412	TONERS	492.04
	517439	OFF002	OFFICE DEPOT	354939992001	2/14/2024	0000110412	TONERS	890.38
Account #: R-6-R81-5110-2201 HRT OF IL SRA - PRINTING								
2/29/2024	517476	PPGD01	PEORIA PRINTS & GRAPHIC D	3003	1/12/2024	0000110416	BROCHURES	2,234.37
Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE								
2/1/2024	516649	HARR001	HARRIS PEST CONTROL	126718	1/12/2024	0000110010	B/A - MONTHLY PEST MAINTENANCE SERVICES - 01/2024	50.00
2/8/2024	516833	I3 BROAD	I3 BROADBAND	3204068-1	1/1/2024	0000110141	INTERNET SERVICES - 02/2024	199.95
2/15/2024	517004	GFL001	GFL ENVIRONMENTAL SERVI	P400000197891	1/19/2024	0000110224	B/A-WASTE REMOVAL/RECYCLING SVCS 01/2024	148.08
	517070	TRIP002	TRIPLE JS JANITORIAL	978571	2/2/2024	0000110262	B/A - JANITORIAL SERVICES - 01/2024	1,100.00
2/29/2024	517474	003169	INTERFACE SECURITY SYSTE	20625734	2/1/2024	0000110399	B/A - ALARM SVC 02/2024	61.95
Account #: R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS								

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
12/30/2023	516820	001527 AMEREN ILLINOIS	240599-1025	65019-12/23	0000110078	12/30/2023 GAS 2203065019 ACTUAL READ	AP5818	211.61
	516588	CNE002 CONSTELLATION NEW ENER	240599-904	3931226	0000109979	12/30/2023 BG-11583 NATURAL GAS THERMS USED- DECEMBER 2023	AP5770	257.64
2/29/2024	517389	001527 AMEREN ILLINOIS	240600-056	65019-01/24	0000110366	2/5/2024 GAS 2203065019 ACTUAL READ	AP5893	330.23
	517157	ILLPOWER HRT OF IL SRA - ELECTRICITY	240600-028	173162924011	0000110310	1/29/2024 ELECTRIC GMC PDP1000 12/18/23- 01/18/24	AP5863	576.34
	516823	009225 HRT OF IL SRA - TELEPHONE	240138-001	9955372828	0000110170	1/28/2024 CELL PHONES & MODEMS 01/2024	AP5820	374.75
	516824	009225 VERIZON WIRELESS-LEHIGH	240138-002	9955372829	0000110170	1/28/2024 HISRA IPADS 01/2024	AP5820	130.20
	516825	009225 VERIZON WIRELESS-LEHIGH	240138-003	9955372830	0000110170	1/28/2024 HISRA IPADS 01/2024	AP5820	120.18
	516822	003003 HRT OF IL SRA - WATER	240600-007	73189-01/24	0000110142	2/2/2024 WATER 1025- 210045273189 ACTUAL READ 01/09/24-02/07	AP5819	61.61
2/29/2024	517392	003003 ILLINOIS AMERICAN WATER	240600-029	30705-01/24	0000110396	2/6/2024 WATER 1025- 210041530705 ACTUAL READ 12/05/23-01/04	AP5894	132.34
	516975	HASS001 HRT OF IL SRA - ATTORNEY FEES	<NONE>	85/86	0000110047	2/8/2024 ATTORNEY'S FEES FOR DECEMBER 2023	AP5827	2,889.00
2/22/2024	517352	HASS001 HASSELBERG GREBE SNODGR	<NONE>	86/88/1	0000110278	2/22/2024 ATTORNEYS FEES FOR JANUARY 2024	AP5878	2,916.00
	517074	005867 HRT OF IL SRA - EQUIPMENT REPA	P4145529	67593	0000110250	2/1/2024 SPRINKLER REPAIR SERVICES	AP5841	982.81
2/22/2024	517232	004035 MENARDS- PEORIA	P4451282	17460	0000110317	2/5/2024 LED LIGHT	AP5870	69.98
	517251	004035 MENARDS- PEORIA	P4645629	17163	0000110317	1/31/2024 HOSE, UTILITY PUMP, CONDENSATE PUMP, FUNNEL, EXTEN	AP5870	155.55
	517298	004427 NAPA AUTO PARTS	P4121436	072990	0000110322	2/7/2024 EXHAUST GAS RECIRCULATION VALVE, EXHAUST GAS RECIR	AP5871	141.92
2/29/2024	517455	005867 PPCO COMPANIES LTD	P4953423	67788	0000110418	2/16/2024 SPRINKLER REPAIR SERVICES	AP5896	2,025.00

Account #: R-6-R82-5110-2101 FOCUS-PROGRAM SUPPLY

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
2/29/2024	517546	006071 THE COOKERY INC	<NONE>	8002 2/29/2024	Unpaid	5 COOKING SESSIONS FOR FOCUS	AP5900	3,000.00
	517557	THECK001 THE COOKERY	<NONE>	8002 2/29/2024	0000110363	5 COOKING SESSIONS FOR FOCUS	AP5912	3,000.00
Account #: R-6-R83-5210-3711 CAMP FTB - REFUNDS								
12/31/2023	517358	220638 DCFS/CHILDRENS HOME ASSO	<NONE>	384875 2/22/2024	0000110284	REFUND FOR JUNE CAMP FEES	AP5882	1,122.00
	517344	220638 DCFS/CHILDRENS HOME ASSO	<NONE>	384875 2/22/2024	0000110270	REFUND OF JUNE CAMP FEES	AP5874	1,122.00
						Section Total Expense :		29,527.13

Payables Distributions to General Ledger

Date	Vchr #	Vendor #/Name	PO #	Invoice #/Date	Check #	Reference	Jrnl #	Amount
Report Total :								29,527.13

-- End of Report --

