# HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION BOARD MEETING

8727 N. Pioneer Road, Peoria, IL, 61615

Wednesday, May 15th, 2024 5:15 PM

## -AGENDA-

- 1. Roll Call
- 2. Introductions
- 3. Approval of Minutes
  - a. Approval of the April 17th, 2024 Board Meeting Minutes
- 4. Review of Bills
  - a. April 2024
- 5. Financial Report
  - a. April 2024
- 6. Director's Report
- 7. New Business
- 8. Pending Business
- 9. Citizen Request to Address the Board
- 11. Correspondence
- 12. Other Business
- 13. 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 of Specific Employees of the Public Body.
- 14. Adjournment

## NOTICE

If a 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, APRIL 17TH, 2024 HELD AT THE HEART OF ILLINOIS SPECIAL RECREATION ASSOCIATION OFFICE, 8727 NORTH PIONEER ROAD, PEORIA, IL 61615.

Meeting was called to order at 5:15 PM by Chairperson Cahill.

**BOARD MEMBERS PRESENT:** 

Kris Goergen, Lorelei Cox, Joel Dickerson, Emily Cahill, Karen Burnett, Kevin Yates.

Brian Tibbs

**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 March 2024 meeting were reviewed. Motion to approve was made by Trustee Yates and seconded by

Trustee Cox. Roll call vote. Result: Ayes: 7; Nays: 0

**Motion Approved** 

**REVIEW OF BILLS:** 

Summary of bills for March 2024 were reviewed. Director Van Cleve commented that HISRA has made the first payment for the roof repair coating, and that the repair will begin once overnight temperatures has to be consistently over 55F overnight. Director Van Cleve also directed attention to the landfill waste removal portion of the bill, which was the removal of waste from a dumpster at Bicycle Safety Town. HISRA is using the facility at Bicycle Safety Town for its Bicycle Brews and Summer Daze

summer camps.

Motion to approve as presented was made by Trustee Dickerson and seconded by Trustee Tibbs, Roll call vote.

VOLUMES/SHARED/HISRA BOARD/2024/MINUTES/APRIL 2024 MINUTES.DOCX

Result: Ayes: 7; Nays: 0

**Motion Approved** 

FINANCIAL REPORT:

Director Van Cleve noted that FOCUS now has its own account line - R82. This will help track the program and staff expenses for grant reviews. The revised budget will become available for review around mid-luly.

Summary of the financial report for March 2024 were reviewed. Motion to approve as presented was made by Trustee Tibbs and seconded by Trustee Yates. Roll call vote.

Result: Ayes: 7; Nays: 0

**Motion Approved** 

# **DIRECTOR'S REPORT:**

Director Van Cleve reported that HISRA pitched their grant application to the United Way this morning, and it went well.

HISRA Summer registration launches on Monday, the 22<sup>nd</sup> of April.

HISRA is currently hiring for seasonal positions in its summer camps and inclusion services. Hiring has been slow, but staff have interviewed great candidates last week and have a Specialist hired for Camp Free To Be. Trustee Dickerson asked if any key roles were still vacant, to which Director Van Cleve replied that a number of Camp Leader and Inclusion roles were still unfilled, and that HISRA has done numerous pushes for hiring, including sending out 75 emails to local universities, including ICC and Bradley.

Special Olympics athletes won 17 gold medals, 11 silver medals, and one bronze medal at the swimming

sectionals. The athletes who have advanced will go to Summer Games in Normal.

Director Van Cleve mentioned that tonight is the final night of Young Athletes at HISRA. Lorelei Cox asked what the age of the participants were, to which Director Van Cleve responded that we had athletes in this program that were anywhere between 2-8 years of age. Young Athletes have been focused on developing gross motor skills in young participants. Each athlete that participated in the program will get a chance to take part with their families in Special Olympics Summer Games.

HISRA's FOCUS program is currently making products to sell at the Picket Fence Farm in Chillicothe and the Moonlight Giftshop in the airport. FOCUS will also be selling their products at the Luthy Botanical Garden vendor fair at the beginning of May participants have prepared disco plant pots, garden flags and plant stakes. and are very excited for the event. FOCUS' Program Specialist, Ginger West, had a key role in this new venture - which the County Board Care and Treatment Grant helped facilitate the cost of Ginger as a full-time staff member.

NEW BUSINESS: None

PENDING BUSINESS: None

CORRESPONDENCE: None

## **OTHER BUSINESS:**

Chairperson Cahill noted that she will be emailing the board to complete Director Van Cleve's evaluation.

Chairperson Cahill reported that a request via email was made today to record HISRA's monthly board meetings via livestream. The board then held a discussion that the meetings are held at a convenient time and at an accessible location, and thus declined the request to record HISRA's monthly board meetings via livestream.

Chairperson Cahill proposed that the board come up with a strategy to discuss the tax levy during the summer instead of September/ October, and the possibility of bringing in a fifth member district. Trustee Dickerson mentioned that he would be interested in discussing the possibility of having school districts join as member districts. Chairperson Cahill asked Director Van Cleve if she knew of any Special Recreation Associations that had school districts as member districts, to which Director Van Cleve responded that she knew of at least one in the Chicagoland area, and that she would sent emails to gather more information.

Trustee Dickerson noted that he has a grant to present to HISRA from the Morton Community Foundation, for a PA system for HISRA.

# **ADJOURNMENT:**

A motion to adjourn was made by Trustee Tibbs and seconded by Trustee Cox at 5:36 PM. Roll call vote.

Result: Ayes: 7; Nays: 0

**Motion Approved** 

Submitted	by:		_
	102 <b>6</b>	Karen Rodgers, Secretary	

### Heart of Illinois Special Recreation Association Comparative Income Statement Month Ending April 30, 2024

http://www.p	2023 <u>Actuals</u>	2023 Budget	% of Budget	2024 <u>Actuals</u>	2024 Budget	% of Budget
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 Washington Taxes	\$0.00 \$0.00	\$62,000.00 \$74,500.00	0.00% 0.00%	\$0.00	\$68,000.00	0.00%
Cash Over/Short	\$0.00	\$0.00	0.00%	\$0.00 \$0.00	\$80,460.00 \$0.00	0.00%
VSI AR Over/Short	(\$1,096.60)	\$0.00	380	(\$3,449.89)	\$0.00	848
Class Fees	\$49,939.60	\$156,000.00	32.01%	\$30,304.40	\$190,912.00	15.87%
Inclusion Fees Vending	\$0.00 \$0.00	\$0.00 \$0.00	3#3 (20	\$0.00 \$0.00	\$0.00 \$0.00	120
Donations	\$405.00	\$30,000.00	1.35%	\$265.00	\$10,000.00	2.65%
Interest Income	\$0.00	\$0.00		\$4,086.12	\$3,000.00	136.20%
Reimbursement Grants	\$282.00 \$0.00	\$0.00 \$0.00	453 780	\$500.00 \$5,000.00	\$1,500.00 \$125,000.00	33.33% 4.00%
Total Revenues:	\$49,530.00	\$880,200.00	5.63%	\$36,705.63	\$1,077,720.00	3.41%
Administration Expenditures:	SERVICE AND ADMINISTRATION OF THE SERVIC					
Full Time Payroll Part Time Payroll	\$69,991.58 \$48,985.02	\$230,000.00 \$165,000.00	30.43% 29.69%	\$83,822.85	\$235,093.00	35.66%
Longevity	\$0.00	\$600.00	0.00%	\$48,340.83 \$0.00	\$201,690.00 \$725.00	23.97% 0.00%
Wellness	\$0.00	\$800.00	0.00%	\$0.00	\$900.00	0.00%
Program Supplies	\$13,732.19	\$58,000.00	23.68%	\$7,136.22	\$75,500.00	9.45%
Postage Gasoline	\$351.94 \$1,037.44	\$1,500.00 \$9,500.00	23.46% 10.92%	\$342,35 \$736,76	\$1,500.00 \$9,500.00	22.82% 7.76%
Office Supplies	\$1,366.85	\$7,500.00	18.22%	\$6,299.92	\$8,000.00	78.75%
Printing	\$1,023.24	\$2,500.00	40.93%	\$2,574.44	\$7,500.00	34.33%
Administrative Expense Payroll Maintenance	\$20,416.81	\$68,629.00	29.75%	\$19,376.54	\$91,058.00	21.28%
Health & Dental	\$0.00 \$13,567.12	\$9,000.00 \$54,870.00	0.00% 24.73%	\$3,457.62 \$21,022.36	\$9,000.00 \$77,663.00	38.42% 27.07%
Contractual Services	\$12,166.87	\$32,989.00	36.88%	\$8,665.91	\$32,989.00	26.27%
Training & Conferences	\$7,638,68	\$10,250.00	74.52%	\$2,456.91	\$10,250.00	23.97%
Natural Gas Electricity	\$2,177.59 \$1,137.99	\$4,981.00 \$7,200.00	43.72% 15.81%	\$1,456.38	\$4,000.00	36,41%
Telephone	\$1,657.97	\$9,000.00	18.42%	\$1,729.02 \$2,862.51	\$7,200.00 \$9,000.00	24.01% 31.81%
Water	\$560.33	\$3,241.50	17.29%	\$531.99	\$3,840.00	13.85%
Sewer	\$38.53	\$800.00	4.82%	\$86.74	\$426.00	20.36%
Service Contra Insurance	\$94.00 \$0.00	\$0.00 \$10,550.00	0.00%	\$0.00 \$0.00	\$0.00 \$12,554.00	0.00%
Advertising	\$163.96	\$500.00	32.79%	\$0.00	\$1,000.00	0.00%
Attomey Fees	\$0.00	\$250.00	0.00%	\$7,087.50	\$1,000.00	708.75%
FICA IMRF	\$9,101.72 \$775.26	\$30,217.50 \$1,800.00	30.12%	\$7,469.28	\$33,414.00	22.35%
Refunds	\$20.00	\$250.00	43.07% 8.00%	\$943.24 \$0.00	\$2,436.00 \$2,000.00	38.72% 0.00%
Scholarships	\$2,258.18	\$4,000.00	56.45%	\$2,108.90	\$3,500.00	60.25%
Capital Improvement	\$0.00	\$0.00	-	\$0.00	\$50,000.00	0.00%
Equipment Equipment Repair	\$15,110.79 \$3.468.99	\$25,000.00 \$6,000.00	60.44% 57.82%	\$5,821.09 \$39.653.84	\$99,900.00 \$10,000.00	5.83% 396.54%
Total Expenditures:	\$226,843.05	\$754,928.00	30.05%	\$273,983.20	\$1,001,638.00	27.35%
Focus Program Revenue:						
VSI AR Over/Short	\$0.00	\$0.00	_	(\$495.00)	\$0.00	2
Program Fee	\$0.00	\$0.00		\$37,764.00	\$0.00	
Non-Tax Merch/Consign	\$0.00	\$0.00		\$308.00	\$0.00	
Donations Total Revenue:	\$0.00 \$0.00	\$0.00 \$0.00		\$1,356.00 \$38,933.00	\$0.00 \$0.00	
Focus Program Expenditures:						
Full Time Payroll	\$0.00	\$0.00	•	\$10,913.01	\$0.00	<b>E</b>
Program Supply	\$0.00	\$0.00		\$5,861.23	\$0.00	ē.
Administrative Expense Contractual Services	\$0.00 \$0.00	\$0.00 \$0.00	•	\$999.37	\$0.00	
FICA	\$0.00	\$0.00	•	\$600.00 <b>\$4</b> 67.13	\$0.00 \$0.00	
Total Expenditures:	\$0.00	\$0.00		\$18,840.74	\$0.00	
	2023 Actuals	2023 <u>Budget</u>	% of Budget	2024 <u>Actuals</u>	2024 Budget	% of Budget
Camp Free to Be Revenues: Camp Fees	#01c0v0x000x0		, <del>10</del>	91	65 30 364	
VSI AR Over/Short	\$62,731.00 (\$37,340.10)	\$100,000.00 \$0.00	62.73%	\$85,735.00 (\$47,144.77)	\$153,000.00 \$0.00	56.04%
Merchandise Sales	\$0.00	\$0.00	-	\$1,000.00	\$0.00	950
Donations	\$100.00	\$5,000.00	2.00%	\$475.00	\$100.00	475.00%
Grants Reimbursement	\$5,000.00 <u>\$500.00</u>	\$0.00 <u>\$0.00</u>	£	\$0.00 \$0.00	\$20,000.00	0.00%
Total Revenues:	\$30,990.90	\$105,000.00	29.52%	\$0.00 \$40,065.23	\$0.00 \$173,100.00	23.15%
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%	\$357.00	\$29,610.00	1.21%
Administrative Expense FICA	\$0.00	\$20,934.00	0.00%	(\$112.20)	\$29,441.00	-0.38%
Refunds	\$0.00 \$0.00	\$13,014.00 \$200.00	0.00% 0.00%	\$0.00 (\$1,122.00)	\$17,943.00 \$300.00	0.00%
Scholarships	\$6,670.60	\$8,000.00	83.38%	\$11,229.08	\$12,000.00	-374.00% 93.58%
Total Expenditures:	\$6,670.60	\$230,272.00	2.90%	\$10,351.88	\$323,848.00	3.20%
Revenues:	<u>⊈</u> 23370 >240	W				
Administration	\$49,530.00	\$880,200.00	5.63%	\$36,705.63	\$1,077,720.00	3.41%
Focus Program Camp Free to Be	\$0.00 \$30,990.90	\$0.00 - \$105,000.00	29.52%	\$38,933.00 \$40,065.23	\$0.00 \$173,100.00	
Total Revenues	\$80,520.90	\$985,200.00	8.17%	\$115,703.86	\$1,250,820.00	23.15% 9.25%
Expenditures:			2500			
Expenditures: Administration	\$226,843.05	\$754,928.00	30.05%	\$273,983.20	\$1,001,638.00	27.35%
Focus Program	\$0.00	\$0.00		\$18,840.74	\$0.00	21.00%
Camp Free to Be Total Expenditures	\$6.670.60	\$230,272.00	2.90%	\$10,351,88	\$323,848.00	3.20%
	\$233,513.65	\$985,200.00	23.70%	\$303,175.82	\$1,325,486.00	22.87%

 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

Report #: APD010

**Starting Date:** 4/1/2024 **Ending Date:** 4/30/2024

Peoria Park District

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# Payables Distributions to General Ledger

	C									3
Date	Vchr#\	Vendor #/Name	me	PO#	Invoice #/Date		Check #	Reference	Jrnl#	Amount
Distribution Type: Account #: R-6-R8	Type:	E 5110-2101 F	Distribution Type: Expense Distributions In Detail  Account #: R-6-R81-5110-2101 HRT OF IL SRA - PROGRAM SUPPLI	SUPPLI						
4/4/2024	518635 006633	06633	SAM'S CLUB PAYMENTS	P4737355	60733585	3/25/2024	0000110933	2024 MEMBERSHIP FEES	AP6049	155.00
4/18/2024	519111 0	005784	PETTY CASH	<none></none>	PETTYCASH	4/18/2024	0000111066	REPLENISH PETTY CASH	AP6091	497.04
Account #: R-6-R81-5110-2112	R-6-R81-		HRT OF IL SRA - GASOLINE							
4/25/2024	519322 WEX001	WEX001	SHELL-WEX BANK	P4419864MAR	96299609	4/6/2024	0000111241	FUEL 03/2024	AP6111	346.23
Account #:	R-6-R81-	R-6-R81-5110-2121 1	HRT OF IL SRA - OFFICE SUPPLIE	PPLIE						
4/4/2024	518594 GRE003	GRE003	RNIS DISTRIBUTION INC	49746MAR24	1679097	3/27/2024	0000110932	MONTHLY BOTTLED WATER DELIVERY SERVICES - 03/2024	AP6049	56.65
Account #:	R-6-R81-	·5210-2205 I	Account #: R-6-R81-5210-2205 HRT OF IL SRA - CONTRACTUAL SE	TUAL SE						
4/4/2024	518465 GFL001	3FL001	GFL ENVIRONMENTAL SERVI 170MAR24	170MAR24	P40000211769	3/20/2024	0000110888	B/A-WASTE REMOVAL/RECYCLING SVCS 03/2024	AP6045	148.68
	518467 (	002563	GETZ FIRE EQUIPMENT CO	24SHISRA	12-580467	3/12/2024	0000110887	SPRINKLER INSPECTION	AP6045	105.00
	518470 (	003169	INTERFACE SECURITY SYSTE 62MAR24	62MAR24	20644509	3/1/2024	0000110904	B/A - ALARM SVC 03/2024	AP6045	61.95
	518532	13 BROAD	i3 BROADBAND	46840APR24	3310766-1	3/1/2024	1060110000	MONTHLY INTERNET SERVICES - 04/2024	AP6048	199.95
	518535 1	HARR001	HARRIS PEST CONTROL	P2595761MAR24	127357	3/8/2024	0000110892	B/A - MONTHLY PEST MAINTENANCE SERVICES - 03/2024	AP6048	50.00
4/11/2024	518754 TRIP002	TRIP002	TRIPLE JS JANITORIAL	P2454186MAR24	978583	4/2/2024	0000111016	B/A - MONTHLY JANITORIAL SERVICES - 03/2024	AP6062	1,100.00
4/25/2024	519312	003169	INTERFACE SECURITY SYSTE	62APR24	20662398	4/1/2024	0000111204	B/A - ALARM SVC 04/2024	AP6104	61.95
Account #: 4/25/2024	R-6-R81-5210 519310 001527	- <b>5210-3100</b>   001527	R-6-R81-5210-3100 HRT OF IL SRA - NATURAL GAS 519310 001527 AMEREN ILLINOIS 2406	GAS 240600-218	65019-03/24	4/3/2024	0000111172	GAS 2203065019 ACTUAL READ 03/01/24-04/01/24	AP6103	217.06
Account #: 4/25/2024	R-6-R81 519179	Account #: R-6-R81-5210-3101 4/25/2024 519179 ILLPOWER	HRT OF IL SRA - ELECTRICITY ILLINOIS POWER MARKETING 240600-192	240600-192	173162924031	3/25/2024	0000111203	ELECTRIC GMCPDP1000 02/19/24- 03/18/24	AP6098	576.34
Account #: 4/4/2024	R-6-R81-5210 518658 009225	- <b>5210-3102</b> 009225	R-6-R81-5210-3102 HRT OF IL SRA - TELEPHONE 518658 009225 VERIZON WIRELESS-LEHIGH 24	<b>VE</b> 240140-001	9960322712	3/28/2024	0000110948	CELL PHONES & MODEMS 03/2024	AP6050	374.75

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# **Payables Distributions to General Ledger**

		LESSONS 3/28-5/23							
600.00	AP6054	FOCUS UKULELE	0000110958	4/4/2024	032024	N <none></none>	Account #: R-6-R82-5210-2205 FOCUS-CONTRACT SERVICE 4/4/2024 518672 010743 NOTE BY NOTE MUSIC THERA <none></none>	R-6-R82-5210-2205 518672 010743	Account #: 4/4/2024
94.00	AP6097	FOCUS YARD SIGNS	0000111173	4/12/2024	24S-000075	P4267622	BREWERS DISTRIBUTING CO	519129 000996	4/25/2024
1,282.55	AP6091	REPLENISH PETTY CASH	0000111066	4/18/2024	PETTYCASH	<none></none>	Account #: R-6-R82-5110-2101 FOCUS-PROGRAM SUPPLY 4/18/2024 519111 005784 PETTY CASH	R-6-R82-5110-2101 519111 005784	Account #: 4/18/2024
342.97	AP6085	HVAC SERVICES	0000111154	9/29/2023	SD24071	<b>NT REPA</b> .I P3633688	Account #: R-6-R81-5510-6102 HRT OF IL SRA - EQUIPMENT REPA         4/18/2024       519029 007939       STANDARD HEATING & COOLI P3633688	R-6-R81-5510-6102 519029 007939	Account #: 4/18/2024
37.00	AP6047	VEHICLE INSPECTION - UNIT# 170	0000110867	3/19/2024	104098	<b>NT</b> P4696773	Account #: R-6-R81-5510-6101 HRT OF IL SRA - EQUIPMENT 4/4/2024 518512 001294 CADY OIL COMPANY INC P	R-6-R81-5510-6101 518512 001294	Account #: 4/4/2024
1,620.00	AP6091	ATTORNEY'S FEES FOR MONTH OF MARCH 2024	0000111059	4/18/2024	86/88/1	Y FEES	Account #: R-6-R81-5210-3702 HRT OF IL SRA - ATTORNEY FEES 4/18/2024 519104 HASS001 HASSELBERG GREBE SNODGR <none></none>	R-6-R81-5210-3702 519104 HASS001	Account #: 4/18/2024
61.97	AP6079	WATER 1025- 210045273189 FIRE SVC 02/08/24-04/05/24	00001111117	4/3/2024	73189-02/24	240600-171	ILLINOIS AMERICAN WATER	518862 003003	
137.20	AP6079	WATER 1025- 210041530705 ACTUAL READ 02/03/24-03/04	00001111117	4/3/2024	30705-02/24	240600-169	Account #: R-6-R81-5210-3103 HRT OF IL SRA - WATER 4/18/2024 518860 003003 ILLINOIS AMERICAN WATER	R-6-R81-5210-3103 518860 003003	Account #: 4/18/2024
156.19	AP6050	HISRA IPADS 03/2024	0000110948	3/28/2024	9960322714	240140-003	VERIZON WIRELESS-LEHIGH	518660 009225	
130.20	AP6050	HISRA IPADS 03/2024	0000110948	3/28/2024	9960322713	240140-002	VERIZON WIRELESS-LEHIGH	518659 009225	4/4/2024
Amount	Jrnl#	Reference	Check #	(0	Invoice #/Date	PO#	ame	Vchr # Vendor #/Name	Date

Peoria Park District

10-May-24 1:38 PM

# **Payables Distributions to General Ledger**

10 A	Date
	Vchr # Vendor #/Name
	PO#
	Invoice #/Date
	Check#
Repo	Reference
Report Total:	Jrnl#
8,412.68	Amount

- End of Report --