

**Community Services Advisory Board Meeting Minutes**  
**Thursday November 10<sup>th</sup>, 2016**  
**10:00am @ JVCC Board Room**  
**300 West 1<sup>st</sup>**

**Call To Order:** Kristi Bitterman called the November 10<sup>th</sup>, 2016 Community Services Advisory Board meeting to order at 10:00am.

**Members Present:** Kristi Bitterman, Whitney Bruinsma, Lisha Vandersteen, Mark Limberg, Sharon Rehorst, Louise Metz, and Allan Olson

**Members Absent:** Sonya Moeller

**Ex-Officio Member Present:** Bev Robinson

**Staff Present:** Jessica Pickett and Amy Hurt

**Agenda:** Motion by Mark Limberg, second by Whitney Bruinsma to approve the agenda as presented. All members present voting aye, motion carried.

**Meeting Minutes:** Motion by Sharon Rehorst, second by Louise Metz to approve the previous meeting minutes. All members present voting aye, motion carried.

**Department Staffing:** Transit is in need a one full time bus driver and two part time drivers. JVCC is need of a part time Activities Coordinator. Wages for the JVCC coordinator is being increased in order to retain and add coordinators. The position for nutrition driver has been filled.

**Transit State Management Review:** The SDDOT Transit informed all transits of an upcoming Transit State Management Review. The review will encompass two Transit Provider's processes, documentation, and programmatic compliance of FTA guidelines, and will conducted by SDDOT, FTA, and FTA consultants. The review will help FTA determine SDDPT's administration and oversight of the FTA funds. It has not been finalized who we will be the two transits chosen.

**Transit Coordination Plan:** The Palace Transit Coordination Plan is completed and has been approved. The Coordination Plan covers completed goals, new goals, any changes with the agency or service, and any goal that did not work. The plan is done on a yearly basis.

**Five Year Plan:** The five year plan shows what is budgeted for the next five years for the Community Services Department. It covers building improvements, infrastructure, technology,

vehicles, equipment, and employee requests. Many of the plans budgeted are either completed or in progress. Plans will be updated when doing the new budgets for the next year.

**Vendor Show:** The RSVP Vendor and Craft show is Saturday November 12<sup>th</sup> at the James Valley Community Center. There are 34 vendors participating in the show with booth and table rentals going towards RSVP. JVCC will also be doing a bake sale and concession stand. The Giving Tree To Fight Hunger will be up with a volunteer to collect donations, along with the JVCC quilt raffle.

**JVCC Open House:** On Tuesday November 15<sup>th</sup> the JVCC and Big Daddy's Catering are having an open house from 4:00pm-6:00pm, at the James Valley Community Center. Ribbon cutting will be held at 4:00pm, followed with hors d'oeuvres made by Big Daddy's Catering.

#### **Department Reports and Updates:**

**Palace Transit:** Went over the ridership report for this fiscal year, along with the FTA Charter Exception Outreach Report. Transit is currently working on quotes and pictures for the Transit brochure. Jefferson Bus Lines approached Palace Transit to see if they would be willing to sell tickets for the Jefferson Line. Transit would get a 10% commission on the tickets sold. There would be two departure times; 1:50pm to go west and 6:10pm to go east. The board thought it would be a good partnership.

**RSVP:** Copies were given out of the six month Federal Financial Report, the Progress Report Light, Total Enrollment and Hours Report, and the RSVP Monthly Coordinators Report.

**Nutrition:** Nutrition is currently up 4,604 meals to their projection so far for this fiscal year. Parkston having a phenomenal year with the change of caterer. Blizzard Meals were made available to the board to see if this is something the nutrition program should pursue. We are going to try and find a sponsor to purchase the meals at \$2.10 a meal and then give each participant one to take home for emergencies. Also freezer meals were made available to the board to see if this is something the nutrition program should invest in. This would be a frozen meal that the nutrition participants could purchase at a lower cost and take home for supper or the weekend. We would have to purchase a freezer in order to store the minimum of 42 cases per order. The meals are supplied through Elixir, with 65 meal options available.

**JVCC:** The activities calendar was given out to the members.

**Next Meeting Date:** Thursday December 8<sup>th</sup>, 2016 at 10:00am

**Adjournment:** Kristi adjourned the meeting at 11:00am

Respectfully Submitted by:

Amy Hurt - Senior Services Coordinator / City of Mitchell Community Services Department