

Community Services Advisory Board Meeting Minutes
Thursday March 9th, 2017
10:00am @ JVCC Board Room
300 West 1st

Call To Order: Kristi Bitterman called the March 9th, 2017 Community Services Advisory Board meeting to order at 10:00am.

Members Present: Kristi Bitterman, Whitney Bruinsma, Sonya Moller, Sharon Rehorst, Louise Metz, and Mark Limberg

Members Absent: Allan Olson & Lisha Vandersteen

Ex-Officio Member Absent: Bev Robinson

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion by Sonya Moller, second by Sharon Rehorst 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.

RSVP Compliance Monitoring Closed: All items cited in our feedback letter dated December 28th, 2016 were adequately addressed. The criminal history checks are now part of the city personnel handbook and has been approved by City Council.

RSVP Training: Jessica Pickett and Deb Overseth will be attending a RSVP training April 10th & 11th in Fargo, North Dakota. Jessica will update the board at our next meeting.

RSVP Volunteer Appreciation: This year an open house is planned at the James Valley Community Center, to celebrate the volunteers and all that they do. It will be held in April during Volunteer Appreciation Week.

Kiwanis Presentation: Jessica did a presentation for Kiwanis Club for Senior Meals, RSVP, Palace Transit and the JVCC. She suggested that the group meet at JVCC and have the Nutrition meal for a meeting.

Meals On Wheels: The local Meals on Wheels program is run by Volunteers in Mitchell group and they are looking for someone to take over the program. We met with the Meals on Wheels Board and Avera to come up with a solution. We said we could take over the program but we have to follow government regulations. They decided to see if the hospital would be willing to take it over and use us as their second options. We have not heard back from either entity.

State Nutrition Contact: Dan McGinnis is no longer with the nutrition program in Pierre. Until they find his replacement, Beth Dokken will be our temporary contact.

Medicaid Revalidated: Both Palace Transit and the Senior Meals Program had to revalidate with Medicaid in order to continue services. Palace Transit was audited to make sure they were compliant with all regulations.

Legislative Updates: Jessica has been following the Senate and the House Bills to watch for anything that may affect our programs. So far there has not been nothing that would affect our departments.

Procurement for Transit: Members were given a copy of The Transit Procurement fact sheet. It covers all the requirements for procuring purchases utilizing federal funds.

JVCC Staffing: Maria Payne has been hired as the JVCC's second part time activities coordinator. She introduced herself to the board and told a little about herself.

JVCC Rentals: The JVCC Rental agreement have been updated to include alcohol for rentals. The City Attorney Justin Johnson, revised the rental agreement to include alcohol. The board was asked if we should allow renters to bring their own alcohol, but not sell it or have an outside party get a special event license from the city, where alcohol can be sold & served by the renter. Motion was made by Mark Limberg, second by Louise Metz, to proceed with both options. All member present voting aye, except Sonya Moller, motion carried. The two pop machines would have to be removed from the premises, and the ice machine would have to be locked up for parties, according to the Bottle Club Regulations.

Department Reports and Updates:

Palace Transit: The year to date Ridership Reports were given to the board members to look over. The report breaks down the rides by special emphasis, elderly riders, handicap riders, general public, school-age, unduplicated under 59, elderly unduplicated over 60, total riders and miles. For February we are down 364 rides, due to passenger illnesses.

RSVP: Copies were given out to the members of the RSVP Monthly Coordinators Report and the Total Enrolment and Hours report for January. We currently have 280 volunteers and 65

work stations. Due to cuts from United Way we can't afford the \$7,000 a year for volunteer transportation. As of May 1st RSVP will no longer provide free transportation to and from the volunteer's opportunities. It was brought up that maybe some of the stations would be willing to pay the volunteer rides.

Nutrition: The nutrition January and February reports were given to each member. Year to date we are up 6,044 meals to our projection thanks to Parkston and Greenridge. We are up 6,165 meals compared to this time last year.

JVCC: The monthly Activities Coordinator's Report, the JVCC Activities Calendar, and May Day Basket flyer was given to all the members. The JVCC currently has 356 members and 78 of those are life time members.

Next Meeting Date: Thursday April 13th, 2017 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