

Community Services Advisory Board Agenda
Thursday January 10th, 2019
10:00am @ City Hall Council Chambers
612 North Main

Call To Order

Approve Agenda

Approve Minutes from Previous Meeting

1. Transit Fare Structure
2. Transit Holidays
3. SD DOT Program Review
4. Internship
5. Nutrition Desk Audit

Documents:

[NUTRITION PROGRAM DESK AUDIT TEMPLATE.PDF](#)

6. Nutrition Hunger Tree Results
7. Citizens Input
8. Department Reports And Updates
- 8.I. Palace Transit

Documents:

[PALACE TRANSIT RIDERSHIP DECEMBER 2018.PDF](#)

- 8.I.i. Mitchell Volunteer Program

Documents:

[MVP DECEMBER 2018 MONTHLY REPORT.PDF](#)
[MVP TOTAL ENROLLMENT AND HOURS.PDF](#)

- 8.I.i.1. Adult Nutrition

Documents:

[DECEMBER NUTRITION RESULTS 2018-2019.PDF](#)

- 8.I.i.1.1. James Valley Community Center

Documents:

[JVCC MID NOV - DEC 2018 REPORT.PDF](#)

Next Meeting Date

Adjournment



DEPARTMENT OF HUMAN SERVICES

Division of Long Term Services & Supports

Hillsview Plaza, 3800 East Highway 34

C/o 500 East Capitol Avenue

Pierre, SD 57501

PHONE: 605-773-3656 or

1-866-854-5465

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Desk Audit Tool for Title-III C Funded DOH Surveyed Meal Sites

Grantee:	
Site:	
Address:	
Address:	
Date:	
Assessor:	
Staff Present:	

**1. Department of Health – Food Service Inspection:
(Please attach copy of most recent Inspection Report)**

Inspection Date	Inspection Type	Score
General Comments:		

2. Menu of the Day: (list actual food served-indicate in the comments if the food matches the menu for the month. Please submit monthly menu as documentation.)

	ITEM	PORTION	COMMENTS
	Entrée		
	Entrée		
	Vegetable		
	Potato		
	Fruit		
	Bread		
	Milk		
	Dessert		
	Butter		
	Other		
	Number of meals served this date:		
General Comments:			

Adult Nutrition Program Desk Audit Tool-001

3. Program indicators:

Average for the current week: Dates:

Time Meal is Served	Congregate:		Home-Delivered:		
Explain the reservation system used:					
				YES	NO
Menu reflects My Plate guidelines?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in color?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in flavor?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in texture?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in shape?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in size?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in temperature?				<input type="checkbox"/>	<input type="checkbox"/>
Menu has variety in appeal?				<input type="checkbox"/>	<input type="checkbox"/>
Eligible Meals:		Averages		Days of Operation	
Congregate meals					
Home delivered meals					
Under 60 meals					
Total meals					
National Aging Program Information System (NAPIS):				YES	NO
Are assessments (NAPIS) completed on all qualifying nutrition participants?				<input type="checkbox"/>	<input type="checkbox"/>
Do assessments on each home-delivered participant show home-bound qualifications?				<input type="checkbox"/>	<input type="checkbox"/>
Are reassessments completed every 6 months?				<input type="checkbox"/>	<input type="checkbox"/>
Who completes assessments?					
Donations				YES	NO
Are participants provided the opportunity to make a confidential donation?				<input type="checkbox"/>	<input type="checkbox"/>
Donations are obtained in what manner? Please explain:					
Is there documentation of each day's donations?				<input type="checkbox"/>	<input type="checkbox"/>
Are there two people who count the cash onsite? (count and sign cash slip)				<input type="checkbox"/>	<input type="checkbox"/>
Are cash donations deposited daily?				<input type="checkbox"/>	<input type="checkbox"/>
If donations are not deposited daily, are they kept in a locked location?				<input type="checkbox"/>	<input type="checkbox"/>
Who counts the donations?					
Amount received for the month?					
Nutrition Education					
Explain the process in which nutrition education is presented to participants on a monthly basis:					
Outreach					
List the methods of outreach used to encourage community members to attend the nutrition site:					
Who conducts outreach?					
General comments: (list all comments or concerns below)					

PALACE TRANSIT**TOTAL RIDERSHIP**

Fiscal Year October 1, 2018 to September 30, 2019

SPECIAL EMPHASIS	ACTUAL		CUMULATIVE	
	December FY 2017	December FY 2018	December FY 2017	December FY 2018
ELDERLY RIDERS	1,411	1,324	4,116	4,131
HANDICAP RIDERS	2,393	2,323	7,831	7,926
GENERAL PUBLIC	716	351	1,920	1,091
SCHOOL-AGE	2,336	2,497	7,016	6,948
HEADSTART		380		2084
UNDUPLICATE 59 & under	55	92	542	379
ELDERLY UNDUPLICATE 60 & over	46	36	248	208
TOTAL 5311 RIDES	6,856	6,495	20,883	20,096
TOTAL RIDES	6,856	6,875	20,883	22,180
5311 MILES	13,287	13,224	27,751	27,692
HEADSTART MILES		428		2,262
TOTAL MILES		13,652		29,954
		MONTHLY	YEARLY	
TOTAL 5311 RIDE DIFFERENCE		-361	-787	
TOTAL RIDE DIFFERENCE		19	1,297	
TOTAL 5311 MILEAGE DIFFERENCE		-63	-59	
TOTAL MILEAGE DIFFERENCE		365	2,203	

MVP Monthly Volunteer Coordinator Report

Month: December

1. Volunteers

New Volunteers - 3

Total Volunteers– 254

2. Stations:

Total Stations– 65

3. Volunteer Placements

1. 4 Volunteers helped at the Chamber with stuffing bags
2. 5 Volunteers helped with the Kids Shopping event at the Masonic for Mitchell Main Street and Beyond. The volunteers helped the kids pick our presents for their family.
3. 15 Volunteers helped with the Corn Palace Final Hoop City Classic Basketball Games, with scanning and checking tickets.
4. Volunteer helped at the Abbott House with data entry
5. 4 volunteers helped with JVCC Newsletter
6. 3 Volunteers with projects at the Carnegie
7. 2 Volunteers mentored children with the Big Friend Little Friend Program
8. 3 Volunteers helped at the Dakota Discovery Museum
9. 1 Volunteer helped at the United Blood Center
10. 8 volunteers on the RSVP Safety Patrol
11. Volunteers help daily with activities at JVCC
12. Volunteers helped at the Salvation Army with food pantry
13. Volunteers help daily with Congregate Meals
14. Volunteers help with Meals on Wheels Daily
15. Volunteers help with Lovefeast
16. Volunteers help at hospital & nursing homes daily
17. Volunteers helping shut ins and helping with transportation

4. Events/Projects

- Community Service Advisory Board Meeting & Special Meeting

Total Enrollment and Hours

January - December 2018

01/04/2019

10:03:06 AM

Key Numbers

These are probably the most important numbers on this report grouped here for your convenience.			
1	Number of current volunteers	254	A count of volunteers who started before, and were not terminated by, the end of the period, 12/31/2018,
2	Net gain of volunteers during the period	- 13	A count of volunteers we gained during the period. A negative number indicates a net loss of volunteers.
3	Number of volunteers who served hours during the period	207	This includes all volunteers who served hours during the period whether they are currently active or terminated.
4	Number of hours served during the period	34,431.17	The total of all hours served during the period of time.

Details

By comparing the number of volunteers enrolled at the end of the period with the number enrolled at the beginning, we can determine how many volunteers we gained during the period.

5	Volunteers enrolled at the end	254	A count of non-terminated volunteers on the last day of the period, 12/31/2018.
6	Volunteers enrolled at the beginning	- 267	A count of non-terminated volunteers on the first day of the period, 01/01/2018.
7	Net gain of volunteers	= - 13	By subtracting we arrive at the number of volunteers gained during the period. A negative number indicates a net loss.

As a check, here's a second method to determine the number of volunteers gained during the period.

8	New volunteers who started	21	A count of new volunteers with a starting date during the period. To see a list of them, use the "New Volunteers" report.
9	Volunteers who restarted	+ 1	A count of volunteers who restarted during the period.
10	Volunteers who were terminated	- 35	A count of volunteers with a termination date during the period. To see a list of them, use the "Terminated Volunteers" report.
11	Net gain of volunteers	= - 13	This is another way of arriving at the same number of volunteers gained during the period.

Looking at just non-terminated volunteers, how many are placed at jobs and how many aren't? If you have people in your data set who aren't real volunteers like VIP's or media representatives, they'll be counted here as not having any placements.

12	Volunteers with placements	247	A count of volunteers with valid placements at the end of the period, 12/31/2018.
13	Volunteers without any placements	+ 7	A count of volunteers without any valid placements at the end of the period, 12/31/2018. To see a list of these volunteers, use the "Inactive Volunteers, Without Placements as of a Single Date" report.
14	Total enrolled volunteers	= 254	As a check, these two numbers equal the number of enrolled volunteers at the end of the period, 12/31/2018.

Of the volunteers who served hours during the period, how many are current and how many are terminated?

Total Enrollment and Hours

January - December 2018

01/04/2019

10:03:06 AM

15	Current volunteers who served hours		205	A count of volunteers who served hours during the period and are non-terminated as of the last day of the period, 12/31/2018.
16	Terminated volunteers who served hours	+	2	A count of volunteers who served hours during the period, but are now terminated as of the last day of the period, 12/31/2018.
17	Total volunteers who served hours	=	207	Added together, these equal the total number of volunteers who served hours during the period.

Of the non-terminated volunteers only, how many served hours and how many didn't?

18	Volunteers who served hours		205	A count of non-terminated volunteers (as of 12/31/2018) who served hours during the period.
19	Volunteers without any placements at any time during the period	+	7	Since they have no placements at any time during the period, they can't have served any hours. To see a list of these volunteers, use the "Inactive Volunteers, Without Placements During a Period of Time" report.
20	Volunteers who did not serve any hours	+	42	Non-terminated volunteers (as of 12/31/2018) who did not serve any hours. To see a list of them, use the "Inactive Volunteers, Totally Inactive" report.
21	Total enrolled volunteers	=	254	Totalled together, these equal the number of enrolled volunteers at the end of the period, 12/31/2018.

Here's a breakdown of the hours served during the period. The "Hours Served" reports can give you more details.

22	Total number of hours served		34,431.17	All hours served during the period.
23	Average number of hours served per volunteer		166.33	The total hours served divided by the number of volunteers who served hours.
24	Greatest number of hours served by a single volunteer		1,577.00	The most hours served by any one volunteer.
25	Smallest number of hours served by a single volunteer		1.00	The least hours served by any one volunteer.

Each job can have a "value wage" which is the amount the job would have to pay someone for this work. By multiplying it by the number of hours served at each job, we arrive at a total value wage for all hours served.

26	Value wage for hours served		\$ 715,638.63	The value wage of each job multiplied by the hours served at each job. This will only be meaningful if you've entered a value wage for every job.
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At how many different jobs did the volunteers serve?

27	Total number of jobs served		127	The number of unique jobs served by volunteers.
28	Average number of jobs served per volunteer		4	On average, most volunteers served at this many jobs.
29	Greatest number of jobs served by a single volunteer		26	The most number of jobs served by any one volunteer.
30	Smallest number of jobs served by a single volunteer		1	The least number of jobs served by a single volunteer.

June 2018 - May 2019 Eligible Nutrition Meals

Site	YTD	LY	Year Projection	Monthly Goal	Quarter Goal	YTD Projection	Diff to Pro
*Mt. Vernon	446	478	900	75	225	525	-79
Tripp	2704	3086	5100	425	1275	2975	-271
Parkston	11205	10886	17400	1450	4350	10150	1055
Cathedral Squares	2218	2416	4200	350	1050	2450	-232
Meadowlawn	1855	1943	3300	275	825	1925	-70
Wesley Acres	3363	3430	6000	500	1500	3500	-137
JVCC/Dine Card	8667	10838	18000	1500	4500	10500	-1833
Greenridge	1160	1117	2100	175	525	1225	-65
Total	31618	34194	57000	4750	14250	33250	-1632
*No meals in June or July							
Site	December		Monthly Goal		Difference		
Mt.Vernon	73		75		-2		
Tripp	291		425		-134		
Parkston	1374		1450		-76		
Cathedral Squares	276		350		-74		
Meadowlawn	256		275		-19		
Wesley Acres	478		500		-22		
JVCC/Dine Card	945		1500		-555		
Greenridge	151		175		-24		
Total	3844		4750		-906		

June 2018 - May 2019 Eligible Nutrition Meals

Site	November	Last Year Oct.	Year To Date		
County Fair Dine Ca	111	83	762		
Coborns Dine Card	No Results	111	829		
JVCC Congregate	427	442	3533		
JVCC Breakfast	0	0	0		
JVCC 2nd Meals	407	527	3543		
Wesley Acres 2nd	5	47	51		
Cath. Squares 2nd	0	29	131		
Meadowlawn 2nd	23	45	348		
Greenridge 2nd	0	96	164		
Total 2nd Meals	504	983	4909		
Eligible 2nd Meals	435	744	4216		
Ineligible 2nd Meal	69	239	693		
Greenridge Ineligib	38	56	279		
Cath. Squares Inelig	14	38	191		
JVCC Ineligible	74	230	751		

Activities Coordinator's Report – Mid-November – December 2018

Kim Burg & Maria Payne

SPECIAL EVENTS/ACTIVITIES:

- ✓ Roadtrip Round-up Guest Speaker for December was Mayor Bob Everson. Sergeant John Lord of the SD Highway Patrol and his Police Service Dog will share information about the SD Department of Public Safety for January.
- ✓ Fine Arts Fridays in December featured holiday music by Mitchell Christian band & vocal students. They also featured students of local piano teacher Karen Bishop.
- ✓ Thanks to all the volunteers for decorating the center for the holidays and taking decorations down. The Activities Coordinators appreciate all the assistance.
- ✓ A special thanks to JVCC members, Lilian Marquardt and Laurel Hartwig for their ongoing volunteer time and donations to the center for bulletin boards and decorations.
- ✓ Jessica Pickett, Community Services Director spoke during Wednesday Wellness on December 19th to highlight the Mitchell Adult Nutrition Program including expanded serving times, dining cards, frozen meals, etc.
- ✓ LB William's 3rd & 4th Multi-age Class enjoyed playing games with JVCC members during the month of December on a class visit. They will visit again in February and play nostalgic games as part of "Throwback Thursday".

FUNDRAISERS:

- Dances – 51 Attended the Holiday Dance on Dec. 11th with Happy Memories Playing. Only one held in December. Will only hold one dance in January due to cold & unpredictable weather.
- Bingo-continues to be very well attended and is a successful fundraiser for JVCC. Monday night average attendance is 40+ and Tuesday is 30+. Thanks to our dedicated volunteers & bingo callers.
- Quilters continue to quilt 1-2 quilts per month. Raising on average **\$100-\$150 per quilt**
- JVCC Quilt Raffle – Drawing will take place at After-Holiday Party Jan. 10th – Tickets were distributed to members to help sell
- LBW - Ms Morgan's 3/4 Multiage Class forfeited a class party & raised additional funds. They donated \$470 to our Adult Nutrition Program for its annual Hunger Tree!
- Hunger Tree 2018 - Adult Nutrition Program. The initial goal was to have a meal donated for each of the 51 names on the tree for a 20-meal ticket totaling \$4,080. That goal was met, so it was doubled. Jessica Pickett, Community Services Director is excited to say, "The community has come through and exceeded that goal of \$8,160. We raised **\$9,857**, which will go towards those in need. Thanks to everyone who donated." Last year the amount raised was \$8,906. KDLT TV came to the center on Friday, Dec. 21st to film the story and broadcast it on Sat. Dec. 22 at 6 & 10 pm.
- Staff beginning to approach business and organizations to become vendors and meal sponsors for 2019 Senior Health & Living Fair to be held at JVCC April 18 from 9 am – 3 pm.

BUS TRIPS:

- JVCC Activities Coordinator Kim Burg-Planned Holiday Bus Tour Co-sponsored by MANA. - Wednesday, December 12 @ 1 – 9:30 pm; Fensel's Flower Shop & Greenhouse (Freeman), Steever House Bed & Breakfast (Lennox), The Meadow Barn (Holiday Open House & Market near Harrisburg), Outdoor Holiday Lights & Western Mall Light Show (Sioux Falls). \$30 Members/\$40 Guests – 35 paid, 1 guide, 1 driver; **\$425 Net Income**

COMMUNITY OUTREACH AND PARTNERSHIPS:

- ✓ New partnership formed with LB William's 3rd & 4th Multi-age Class. They reached out to JVCC in December. Their goal was to reach out to the elderly in our community. For Christmas they wanted to join us for lunch. They brought their own sack lunches & enjoyed fellowship with the members. They offered ideas of helping with Christmas wrapping, caroling, sharing Christmas stories, decorating, etc. They also wanted to forgo their class movie, to instead use those funds to pick names off our Hunger Tree. They came in December & will come in again in February. Members really enjoyed their visit.

- ✓ JVCC will hold its After Holiday Party on Thursday, January 10th at 12:30 p.m. Activities Coordinators have sponsorships from AseraCare, Firesteel & Edgewood Senior Living for entertainment, ice cream and door prizes. In turn, each of these organizations will set up booths with information.
- ✓ Reached out to SDSU Extension to confirm 6-week Better Choices, Better Health Chronic Pain Workshop to be held at JVCC on Tuesdays from 9 – 11:30 am from April 2 – May 7, 2019.
- ✓ Reached out to Just Fabulous Boutique to confirm Spring Fashion Show March 27, 2019.

MEMBERSHIP:

- ✓ New 2019 Members: Dean Beedle, Virginia Casey, Dave King, Bob Folkerts, Terry Johnson, Dan Pitts & Janet Weiser
- ✓ Members are giving positive feedback on the \$75 couples' membership rate versus the \$80 as in the past.