

Community Services Advisory Board Agenda
Thursday June 14th, 2018
10:00am @ JVCC Board Room
300 West 1st Ave

Call to Order

Approve Agenda

Approve Minutes from Previous Meeting

1. United Way Funding Request
2. FY 19 Section 5311 & III-B Application
3. Head Start Bus Contract
4. Nutrition Contract FY19
5. Vendor Show
6. Frozen Meal Update
7. Nutrition One Time Payment

Documents:

[NUTRITION ONE TIME PAYMENT 2018.PDF](#)

8. Budgets
9. Department Reports And Updates
 - 9.I. Palace Transit

Documents:

[TRANSIT CONTRACT LISTING FOR BOARD MEETING.XLSX](#)
[TOTAL RIDER\(CITY HALL\) MAY 2018.XLSX](#)

- 9.II. MVP

Documents:

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

- 9.III. Nutrition

Documents:

[NUTRITION RESULTS FOR YEAR 2017-2018 MAY.PDF](#)

9.III.i. JVCC

Documents:

[MAY 11- JUNE 28 REPORT.PDF](#)

Next Meeting Date

Adjournment



DIVISION OF LONG TERM SERVICES & SUPPORTS

Hillsview Plaza, 3800 East Highway 34

c/o 500 East Capitol Avenue

Pierre, South Dakota 57501-5070

Phone: (605) 773-3656 | Toll Free: 866-854-5465

FAX: (605)773-4085

Website: dhs.sd.gov

May 14, 2018

City Of Mitchell
Attn: Jessica Pickett
300 W 1st Ave
Mitchell,SD, 57301-2512

Dear Jessica:

As you know, the South Dakota Legislature finalized the SFY19 budget in March. In addition to adopting the SFY19 recommended budget, the Legislature also appropriated funding for a one-time payment to certain service providers for SFY18. The attached Joint Appropriations Committee's Letter of Intent provides more specific details relative to the one-time payments. The Letter of Intent can also be found online at <http://sdlegislature.gov/docs/budget/lofintent/LetterofIntentMAG03262018.pdf>

SFY18 One-Time Payment

The SFY18 budget includes a one-time payment to City Of Mitchell, to be paid in SFY18. A one-time payment to your facility of \$2,743 will be made before June 30, 2018. According to the Letter of Intent, the funding is to be used for direct care and support staff workforce (excluding any administrative positions).

Please contact me if you have any questions. Thank you for the services provided and for the continued partnership with the Department.

Sincerely,

A handwritten signature in blue ink that reads "Yvette Thomas".

Yvette Thomas
Division Director
Long Term Services and Supports

CONTRACT

CONTRACT AMOUNTS

DUE DATE

CONTRACT	CONTRACT AMOUNTS	DUE DATE	
	SENIOR MEALS	\$10,500.00 PER YEAR	May 31, 2019
	ZION LUTHERN CHURCH	\$10.00 EXPRESS R-TRIP; \$5.00 EXP 1-WAY	March 31, 2019
*	COLLEEN HUNT/MITCHELL REALTY	\$100 PER MONTH BACK OF #748	July 1, 2018
	AVERA CANCER INSTITUTE	\$2.00 EACH WAY	April 30, 2019
	MACPD	\$20.00 PER BUS	May 31, 2019
	INDEPENDENT LIVING	\$20.00 PER BUS	May 31, 2019
	PALACE CITY PRESCHOOL	\$20.00 PER BUS	June 1, 2019 ****
	YWCA KIDS KLUB	\$20.00 PER VEHICLE (EITHER 1-WAY OR R-TRIP)	June 30, 2018
*	DAKOTA PHYSICAL THERAPY	\$250.00 PER MONTH #96	January 1, 2019
*	HEARING PLUS	\$300.00 PER MONTH #747 (OUTSIDE)	May 1, 2019 ****
*	TRUE FITNESS	\$300.00 PER MONTH #701 (OUTSIDE)	May 5, 2019 ***
*	DAILEY DENTAL	\$300.00 PER MONTH #750 (OUTSIDE)	July 1, 2018
*	AVERA QUEEN OF PEACE	\$450.00 PER MONTH, #97	January 1, 2019
	ROSEWOOD COURT	\$5.00 EITHER 1-WAY OR R-TRIP; \$10.00 EXP R-TRIP & \$5.00 EXP 1-WAY	March 1, 2019
	CRYSTAL MANOR	\$5.00 EITHER 1-WAY OR R-TRIP; \$10.00 EXPRESS R-TRIP; \$5.00 EXP 1-WAY	March 31, 2019
*	MONTGOMERY FURNITURE	\$750.00 PER MONTH #79, #81, #89 (NO CHARGE), #749	January 6, 2019
**	New in 2015	*** new in 2016	**** new 2017
*	Outside Advertsing		

May-18

PALACE TRANSIT

TOTAL RIDERSHIP

Fiscal Year October 1, 2017 to September 30, 2018

SPECIAL EMPHASIS	ACTUAL		CUMULATIVE	
	May FY 2017	May FY 2018	May FY 2017	May FY 2018
ELDERLY RIDERS	1,325	1,555	10,598	11,424
HANDICAP RIDERS	2,536	2,780	20,568	22,099
GENERAL PUBLIC	542	516	4,414	4,609
SCHOOL-AGE	3,245	2,338	21,787	19,244
UNDUPLICATE 59 & under	212	119	988	791
ELDERLY UNDUPLICATE 60 & over	25	30	350	406
TOTAL RIDES	7,648	7,189	57,367	57,376
MILES	13,224	13,846	107,585	112,854
		MONTHLY	YEARLY	
TOTAL RIDES AHEAD		-459	9	
TOTAL MILES AHEAD		622	5,269	

MVP Monthly Volunteer Coordinator Report

Month: May

1. New Volunteers

New- 4

Terminated-6

Total Volunteers– 247

2. New Stations:

Total Stations– 64

3. Volunteer Placements

1. 5 Volunteers helped at First Circuit CASA with a mailing
2. 4 Volunteers helped with Big Friend Little Friend mailing
3. 3 Volunteers helped with Big Friend Little Friend fundraiser
4. Volunteer helped at the Abbott House with data entry
5. 5 volunteers helped with JVCC Newsletter
6. 5 Volunteers helped at the Carnegie Resource Center
7. 3 Volunteers mentored children with the Big Friend Little Friend Program
8. 5 Volunteers helped at the Dakota Discovery Museum
9. 1 Volunteer helped at the United Blood Center
10. 9 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

Total Enrollment and Hours

January - December 2018

06/12/2018

2:19:33 PM

Key Numbers

These are probably the most important numbers on this report grouped here for your convenience.			
1	Number of current volunteers	247	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	- 20	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	174	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	12,528.00	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	247	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	= - 20	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	9	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	- 30	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	= - 20	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	240	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	= 247	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

15	Current volunteers who served hours		174	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	+	0	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	=	174	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		174	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	+	66	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	=	247	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		12,528.00	All hours served during the period.
23	Average number of hours served per volunteer		72.00	The total hours served divided by the number of volunteers who served hours.
24	Greatest number of hours served by a single volunteer		337.00	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		\$ 260,645.25	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.

At how many different jobs did the volunteers serve?				
27	Total number of jobs served		98	The number of unique jobs served by volunteers.
28	Average number of jobs served per volunteer		3	On average, most volunteers served at this many jobs.
29	Greatest number of jobs served by a single volunteer		18	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 2017 - May 2018 Eligible Nutrition Meals

Site	YTD	LY	Year Projection	Monthly Goal	Quarter Goal	YTD Projection	Diff to Pro
*Mt. Vernon	904	1089	1050	87.5	262.5	1050	-146
Tripp	5092	5003	4800	400	1200	4800	292
Parkston	18472	17669	13000	1083.3	3250	13000	5472
Cathedral Squares	4206	3698	3800	316.7	950	3800	406
Meadowlawn	3457	3431	3500	291.7	875	3500	-43
Wesley Acres	6053	5269	5500	458.3	1375	5500	553
JVCC/Dine Card	18055	10410	10500	875	2625	10500	7555
Greenridge	2038	1525	1450	120.8	362.5	1450	588
Total	58277	48094	43600	3633.3	10900	43600	14677
Site	May		Monthly Goal		Difference		
Mt. Vernon	81		87.5		-6.5		
Tripp	442		400		42		
Parkston	1828		1083.3		744.7		
Cathedral Squares	329		316.7		12.3		
Meadowlawn	285		291.7		-6.7		
Wesley Acres	478		458.3		19.7		
JVCC/Dine Card	1444		875		569		
Greenridge	178		120.8		57.2		
Total	5065		3633.3		1431.7		
County Fair - 92							
Coborns - 168							
JVCC Cong. - 530							
JVCC Breakfast-0							
JVCC 2nd Meals-654							
W.A. 2nd Meals -9		Greenridge Ineligible - 42					
C.S. 2nd Meals- 40		Cathedral Squares Ineligible - 27					
Mead. 2nd Meals-65		JVCC Ineligible - 170					
Green. 2nd Meals - 64		Total 2nd meals Eligible - 832					
Ineligible 2nd Meals- 163		Total 2nd meals sold - 995					

Activities Coordinator's Report – May 14, 2018 – June 29, 2018

Kim Burg & Maria Payne

SPECIAL EVENTS/ACTIVITIES:

- ✓ Monthly Movies are going well average 10-12 people
- ✓ Monthly Birthday/Anniversary Celebration/Roadtrip Roundup- We always have a great turn-out — The variety of interesting topics for Round-up is nice for the members to stay & listen to also –upcoming “Minuteman Missile Site” Presentation.
- ✓ Holidays: Memorial Day Program-Special Guest Speaker Veterans Service Officer Craig Bennett-well attended
- ✓ Other special activities(s) celebrated included National Chocolate Chip Day
- ✓ Members enjoyed presentation from the Mitchell Area Garden Club-Special Thanks to the club for donating the amazing planter.
- ✓ Wednesday Wellness – once monthly-continues to be well attended and Kim schedules informative guests
- ✓ Throwback Thursdays – It has been fun discussing topics & reminiscing with members
- ✓ Fine Arts Fridays-1-2 monthly, various guests. Enjoyed lunchtime piano music by Tonya Tiede-Webb (Also original Art on loan to us by local artist Bill Wegleinter for above our Welcome Desk)
- ✓ JVCC Host site for various Senior Games events.

✓ FUNDRAISERS:

- Root Beer Floats June 12, \$2 per person.
- Dances – On average 45 people in attendance.
- Bingo-continues to be very well attended and is a successful fundraiser for JVCC. Monday night average attendance is 40+ and Tuesday is 30+. In May we raised \$1100 ! Thanks to our dedicated volunteers Louise Metz, Jessie Garness, Leona Feiner and our bingo callers.
- Quilters continue to quilt 1-2 quilts per month. Raising on average \$100-\$150 per quilt
- Mitchell Farmers Market – Thursday's 4:30-8 pm – Corn Palace Plaza – June 7-Sept. 27
The MFM Kickoff was very positive. **Many new vendors!** Great response by the public to the location, date and time changes. Featuring 1 non-profit or service group weekly. Scheduled out already through the end of August.

BUS TRIPS:

- Another successful, fun Bus trip! Tulip Festival in Orange City, Iowa Thursday, May 17 – 56 Passenger Bus SOLD OUT! People had a great time. Led by JVCC Activities Coordinator Kim Burg

COMMUNITY OUTREACH AND PARTNERSHIPS:

- ✓ May 12- JVCC Member Jessie Garness, JVCC Activities Coordinator Maria Payne and her daughter and 2 Mitchell High school Art Students set up a booth at Coborns Kickoff to Summer and did face-painting for the children. Gave out info to the public about JVCC and Nutritional Meals Program.
- ✓ Date set Wed July 25-Partnership-Military Families, Veterans, Active Military, etc.. event called “Hot Dogs, Horseshoes & Horsepower”. Coordination with Davison County Veterans Service Office (Craig

Bennett, VSO), Family Assistance Center Specialist (Ruth Ragels), Coborn's, VFW, Helping With Horsepower. We have a planning meeting scheduled with this coordinated team on June 18.

- ✓ Thanks to Modern Woodmen Jr. club #17049-3 for donating the plants for our planters at front door and putting it together.
- ✓ 3 of the Farmers Market Vendors are DWU students-Entrepreneurial Leadership Program. We continue to have an effective relationship with the Dakota Wesleyan.

MEMBERSHIP:

- ✓ 12 New Members in May-June –New Member Meet and Greet tentatively scheduled for July.