

**Community Services Advisory Board Agenda**  
**Thursday August 13th, 2020**  
**10:00 am City Hall Council Chambers**  
**612 North Main**

Call To Order

Approve Agenda

Approve Minutes From Previous Meeting

1. Staffing Updates
2. Nutrition Funding

Documents:

[COVID FUNDING.PDF](#)

3. JVCC Building Repairs
4. Reopening Plan

Documents:

[COVID OPERATION PLAN - JVCC NUTRITION.PDF](#)

5. JVCC Rentals
6. Citizens Input
7. Department Reports And Updates

7.I. Palace Transit

Documents:

[PALACE TRANSIT RIDERSHIP JULY 2020 \(003\).PDF](#)

- 7.II. Adult Nutrition
- 7.III. Mitchell Volunteer Program
- 7.IV. James Valley Community Center

Next Meeting Date

Adjournment

**South Dakota COVID Response Funding Survey**  
**Older Americans Act Title III Programs**  
**Senior Nutrition**

The Department recognizes the impact of the COVID-19 Pandemic on providers of services. If your agency is in need of financial support to maintain viability of your program during this time, please complete the below application and submit to Long Term Services and Supports, Department of Human Services, 3800 E Highway 34, c/o 500 E Capitol, Pierre, SD 57501 or by email to Samantha.Dewell@state.sd.us.

1. Is the program in need of financial assistance?  Yes/ No
  
2. For January – December, 2019 please report:
  - a. Average monthly unduplicated persons served: 730
  - b. Average monthly number of congregate meals provided: 4047
  - c. Average monthly number of home-delivered meals provided: 0
  - d. Average monthly number of frozen or shelf stable meals provided: 535
  - e. Miles traveled for home delivery: 0
  - f. Number of volunteers: 25
  
3. Are any of your program sites currently closed or were they closed due to COVID-19?  Yes/ No If no, skip to question 5. If yes, choose the reason that best describes the closure:
  - a. Could no longer financially remain open and want to reopen
  - b. Closed temporarily for cleaning; length of time? \_\_\_\_\_
  - c. Closed long term, have a plan in place to reopen:
    - i. Date of re-opening: \_\_\_\_\_ (date) OR undetermined
  - d. Closed in compliance with social distancing guidelines.
  - e. Closed indefinitely, no date for reopening at this time.
  - f. Other: Site served at the school + schools closed
  
4. What is/was the status of your staff while site(s) are/were closed? (Choose response that best describes the status):
  - a. All staff were terminated
  - b. Some staff were terminated, some are still employed
  - c. Some staff were terminated, some were furloughed
  - d. All staff were furloughed
  - e. Some staff were furloughed, some are still employed
  - f. All staff are still employed
  - g. Other, describe:  
\_\_\_\_\_
  
5. Is your program operating on a limited basis?  Yes/ No

6. What precautions have you implemented due to coronavirus?

All meals are take out, disposable products used, staff face masks + gloves worn, extra cleaning

7. Complete below:

	March 2020	April 2020	May 2020
a. Unduplicated persons served:	<u>711</u>	<u>574</u>	<u>603</u>
b. New Unduplicated persons served:	<u>10</u>	<u>20</u>	<u>3</u>
c. Congregate meals provided:	<u>1743</u>	<u>0</u>	<u>0</u>
d. Home-delivered meals provided:	<u>2002</u>	<u>3570</u>	<u>3900</u>
e. Number of frozen/ shelf stable meals provided:	<u>914</u>	<u>622</u>	<u>638</u>
f. Miles traveled for home delivery:	<u>0</u>	<u>0</u>	<u>0</u>
g. Number of volunteers:	<u>0</u>	<u>0</u>	<u>0</u>

8. Total Meals provided since January 2020: 26591

a. How does this compare to 2019: Same/Increased/Decreased

b. Please explain reason for change: Fewer clients due to COVID-19

9. Provide detail on additional expenses incurred specifically related to COVID-19; examples might include special cleaning supplies, personal protective equipment, disposable supplies, equipment, lost revenue:

Expense Description:	Amount:
<u>Cleaning Supplies</u>	<u>\$ 53.52</u>
<u>PPE</u>	<u>\$ 185.02</u>
<u>Disposables</u>	<u>\$ 3728.<sup>00</sup></u>
<u>Lost Revenue</u>	<u>\$ 1842.30</u>
Total	<u>\$ 5808.84</u>

Have you received any funding for COVID-19 related expenses? Yes/No. If Yes, indicate amount of funding received: \$ # 36,600.70 # 3,774.00 SD Community Foundation  
# 32,886.70 CARES Act (April + May meal increase)

Check the boxes indicating your understanding of the following funding requirements:

- The information provided in this application are true and correct.
- I understand the funds must be expended as outlined in the application.
- I understand it is my responsibility to submit the Report of Expenditures to Department of Human Services as expended with a final report due prior to December 31, 2020.
- I understand if I receive funds as a result of providing incorrect information, I must repay 100% of the funds.

Jessica Pickett  
 Printed Name  
Jessica Pickett  
 Signature

Community Services Director  
 Title  
7/24/2020  
 Date



## **Operation Plan During Coronavirus Pandemic**

### **James Valley Community Center & Adult Nutrition Program**

#### **Phase 1: James Valley Community Center closed to the public (current plan)**

- Adult Nutrition Program offering “to-go” drive up meals
- Full time staff inside the building office to answer phones and questions

#### **Phase 2: Limited Operations (7/20/2020)**

##### **Facility Changes**

- Open Main Room, South Activity/Game Room & Deli
- North Activity, Sunroom, Library, Computer Lounge & TV rooms will remain closed (except for rentals)
- Staff will be required to wear facial covering while in public spaces or interacting with the public
- Phones, pens, and pencils will not be provided for public use
- No outside food and/or produce will be allowed inside the building
- No coffee will be available
- Screening questions will be asked and temperatures will be taken

##### **Member Guidelines**

- Members are asked to follow social distancing guidelines (6 feet distance, per CDC guidelines)
- Members are encouraged to wear face masks while in the James Valley Community Center, except while seated to eat a meal, and are asked to follow CDC guidelines for personal hygiene including frequently washing hands
- Members are asked to use hand sanitizer when entering the building
- Members are asked to limit visits to 1 hour to maintain a consistent flow
- No more than 10 members per room
- Tables and chairs in the Main Room will be for Adult Nutrition Program participants only from 10:30am to 1:00pm to allow for proper cleaning and sanitizing
- Anyone under the age of 18 must be accompanied by a parent or guardian and must remain within 6 feet of the parent or guardian
- Members may not enter a staff office except the Nutrition and Transit Dispatch office

### **Adult Nutrition Program**

- Drive up “to-go” meals will continue to be available through the drive up window from 11:30am to 12:00pm for the hot lunch program and 7am to 5pm for the frozen second meals
- Tables will be spaced 6 feet apart with no more than 3 chairs per table
- Time reservations will need to be made to by the participants with no more than 20 people eating within the building at a time
- Meals will be served at approximately 11am and 12pm
- Meals will be dished and delivered to the participants at the tables
- Meals served in the building will be consumed in the Main Room only (not in the Deli or Activity Room)
- Only disposable items will be used and available

### **Programing**

- No group programing/activities will be scheduled for inside the James Valley Community Center
- Activities will be performed in groups of 10 or less

### **Phase 3: Restricted Operations (NA)**

**Same restrictions as listed in Phase 2 with the following changes**

#### **Facility Changes**

- Open all rooms
- Coffee will be available

#### **Member Guidelines**

- No more than 15 members per room side room
- No more than 30 members per main room

### **Adult Nutrition Program**

- Tables will be spaced 6 feet apart with no more than 4 chairs per table
- Time reservations will need to be made to by the participants with no more than 30 people eating within the building at a time

### **Programing**

- Small group programing/activities may be scheduled for inside the James Valley Community Center
- Activities will be performed in groups of 20 or less in side rooms or 30 or less in the main room

**PALACE TRANSIT****TOTAL RIDERSHIP**

Fiscal Year October 1, 2019 to September 30, 2020

SPECIAL EMPHASIS	ACTUAL		CUMULATIVE	
	July FY 2019	July FY 2020	July FY 2019	July FY 2020
ELDERLY RIDERS	1,509	554	14,045	11,053
HANDICAP RIDERS	1,946	311	25,056	15,315
GENERAL PUBLIC	542	372	4,358	2,691
SCHOOL-AGE	1,419	1,575	22,297	15,232
HEADSTART	-	121	5789	5,224
UNDUPLICATE 59 & under	46	57	751	711
ELDERLY UNDUPLICATE 60 & over	25	14	373	321
TOTAL 5311 RIDES	5,416	2,812	65,756	44,291
TOTAL RIDES	5,416	2,933	71,545	49,515
5311 MILES	12,720	5,875	137,142	96,208
HEADSTART MILES	0	217	6,401	5,056
TOTAL MILES	12,720	6,092	143,543	101,264
		MONTHLY	YEARLY	
TOTAL 5311 RIDE DIFFERENCE		-2,604	-21,465	
TOTAL RIDE DIFFERENCE		-2,483	-22,030	
TOTAL 5311 MILEAGE DIFFERENCE		-6,845	-40,934	
TOTAL MILEAGE DIFFERENCE		-6,628	-42,279	