

Community Services Advisory Board Meeting Minute Agenda

Thursday July 14th, 2022

10:00am City Hall Council Chambers

612 North Main

Call To Order

Approve Agenda

1. Approve Minutes From Previous Meeting

Documents:

[COMMUNITY SERVICES MAY ADVISORY BOARD MEETING MINUTES.PDF](#)

2. Introductions

3. Palace Transit Same Day Rides

4. Transit Saturday Shopping Times

5. Transit Passenger Handbook

Documents:

[TRANSIT PASSENGER HANDBOOK - UPDATING 2022.PDF](#)

6. Staffing

7. Nutrition Contract

Documents:

[CITY OF MITCHELL NUTRITION RATE LETTER SFY23.PDF](#)

8. Frozen Meals Update

9. Budget

10. Citizens Input

11. Department Reports And Updates

11.I. Palace Transit

Documents:

[PALACE TRANSIT RIDERSHIP APRIL 2022.PDF](#)
[PALACE TRANSIT RIDERSHIP MAY 2022.PDF](#)

11.II. Mitchell Volunteer Program

Documents:

[MVP MAY - JUNE 2022 MONTHLY REPORT.PDF](#)

11.III. Adult Nutrition

Documents:

[MAY 2021-2022 NUTRITION RESULTS.PDF](#)
[JUNE 2022-2023 NUTRITION RESULTS.PDF](#)

11.IV. James Valley Community Center

Documents:

[JVCC MAY - JULY 2022 REPORT.PDF](#)

Next Meeting Date

Adjournment

Community Services Advisory Board Meeting Minutes

Thursday May 12th, 2022

10:00am City Hall Council Chambers

612 North Main

Call To Order: Kristi Bitterman called the May 12th, 2022 Community Services Advisory Board Meeting to order at 10:02am

Members Present: Kristi Bitterman, Jordan Unterbrunner, Cole Morgan, Bonnie Scott, Tonya Klingaman, & Jan Quenzer

Members Absent: Whitney Kroupa

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion was made by Bonnie Scott, second by Jordan Unterbrunner to approve the agenda. All members present voting aye, motion carried.

5/12/2022 - Minutes

1. Approve Minutes From Previous Meeting

Motion was made by Bonnie Scott second by Cole Morgan to approve the last meeting minutes. All members present voting aye, motion carried.

2. Transit 5311 Grant

On May 2nd City Council approved a request to apply for Section 5311 and Title IIIB Grant Funds. The grant is an annual Administrative and Operating grant through the South Dakota Department of Transportation. The transit funding fiscal year is October 1st through September 30th.

3. Transit Contracts

Palace Transit Contracts that are due were discussed by the board. Motion was made by Jan Quenzer, second by Bonnie Scott to approve all contracts. All members present voting aye, motion carried.

4. Transit Review

SD Department of Transportation did its three-year review last month for Palace Transit. The review goes over all areas of the program. There was only one finding to take care of and that dealt with the Drug & Alcohol Program. Human Resources is the administrator for that program.

5. Palace Transit Shopping Hours

Board members were asked to approve new shopping hours for Walmart. The new hours would give shoppers a little more time and would save on miles for Palace Transit. The new hours would be a 10:00am pickup with a 12:00pm return and a 11:30am pickup with a 2:30pm return. Motion was made by Bonnie Scott, second by Jan Quenzer to change the shopping hours for Walmart. All members present voting aye, motion carried.

6. CDL Training Requirements

As of February 7th, 2022 the federal requirement to receive a CDL have changed. The SD DOT purchased an online program for the transits to use to train the drivers. We are the first transit to go through the process and have discovered there is more training still needed. All training materials have been ordered and Andrea is now a registered FMCSA ELDT CDL Training Instructor.

7. Staffing

We have hired a full-time bus driver, but are still in need of part-time drivers. Jessica is going to submit a request for funds for another full-time driver due to the increase of rides and lack of part-time applicants. We are also utilizing Career Connection's clients to help out with office duties.

8. Nutrition Equipment

All the kitchen equipment that has been ordered through the Nutrition Equipment Title III Grant is here and installed. We still need to order the washer and dryer and purchase the nutrition supplies. We will then file an amendment to the grant due to different costs.

9. Nutrition Contracts

Nutrition contracts are due for the upcoming fiscal year for the nutrition sites. A list of the contracts due was given to the board members. Motion was made by Jan Quenzer, second by Bonnie Scott to approve all contracts. All members present voting aye, motion carried.

10. Nutrition Review

On February 17th, 2022 a nutrition program site assessment was performed at the James Valley Community Center. The site did very well, and the staff was very helpful with any questions asked throughout the interview. There were only a couple minor issues and they have all been resolved.

11. United Way Application

Board members were asked for approval to apply for United Way Funding for JVCC, Nutrition, and MVP. The following amounts were applied for: JVCC -\$10,000, Nutrition - \$5,000, and MVP - \$10,000. Motion was made by Bonnie Scott, second by Jan Quenzer to apply for United Way Funding. All members present voting aye, motion carried.

12. Citizens Input

No citizens input to record.

13. Department Reports And Updates

13.I. Palace Transit

The year-to-date Ridership Report for December thru March was given to the board members. The report breaks down the rides by special emphasis, elderly riders, handicap riders, medical rides, employment, Nutrition, Social Rec, education, shopping, general public, school age, and total rides. The ridership was presented for all four months.

13.II. Mitchell Volunteer Program

We currently have 222 volunteers enrolled in the MVP Program. Report was given to members of the volunteer opportunities for March - April.

13.III. Adult Nutrition

Board members were given the March & April Nutrition reports. We are down 692 meals to our projections for the fiscal year. We distributed 5954 second meals and 2,571 Dine Card Meals since June 2021, which is the start of the nutrition fiscal year. We are up 388 meals compared to last year. Total eligible and non-eligible meals served so far; this fiscal year is 44,985.

13.III.i. James Valley Community Center

The JVCC Progress Report for March thru May was given the board members. The report shows activities that are going on at the James Valley Community Center. The report also shows fundraisers that were done for JVCC.

Next Meeting Date: June 9th, 2022

Adjournment: Meeting adjourned at 10:28am

Respectfully Submitted by:

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



300 W 1st Ave
Mitchell, SD 57301
Office: (605) 995-8440
Fax: (605) 995-8439
Evening & Weekends: (605) 999-8440
www.cityofmitchell.org
www.facebook.com/PalaceTransit

Passenger Handbook

Palace Transit is pleased to serve the City of Mitchell and Davison County with public transportation service.

This service has a set of policies that passengers must follow. This handbook provides the policies pertaining to passenger responsibilities for our service.

It is for the benefit of all passengers and the long-term survival of the transit system itself that policies regarding passenger responsibilities are adhered to. The policies in the handbook are simple to follow, and critical to the efficiency and effectiveness of our system.

All passenger policies will be enforced in a consistent, fair manner. If you feel you have been dealt with unfairly, an appeals process and telephone comment number is also included in this handbook.

Following our guidelines will help your trip be pleasant, relaxing, and trouble-free.

For questions or clarification, please contact the Palace Transit Office.

Adopted by the Community Services Advisory Board on 7/14/22.

This transit agency is committed to providing non-discriminatory service.

To request more information or to file a discrimination complaint, contact this transit agency or the South Dakota Department of Transportation at (605) 773-3574.

Service Hours & Fares

	Pre-Scheduled Rides	
Monday-Friday		
5:30am-7:00am	\$3 per one-way trip	
7:00am-5:00pm	\$2 per one-way trip	
5:00pm-6:00pm	\$3 per one-way trip	Last pickup is at 5:30pm
Saturday		
7:00am-4:00pm	\$3 per one-way trip	Last pickup is at 3:30pm
Sunday		
7:00am-1:15pm		
2:15pm-3:00pm	\$3 per one-way trip	Last pickup is at 2:30pm

Same Day Rides \$10 per one-way trip

No Service will be provided on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas Eve – Close at 12:00pm
- Christmas Day

Limited services will be provided on the following holidays:

- Juneteenth
- Veterans Day

All passengers are required to pay fare for each ride unless previous arrangements have been made with the office. Fares may be paid with token, cash or check to the bus operator while boarding the bus. If paying cash or check, the correct amount is required. **If the exact amount is not paid, overpayment will be applied to program donations.** Children under the age of 3 may ride for free with a paying adult.

If an individual over the age of 60 is unable to afford transportation service, arrangements for bus fares can be made at the Palace Transit office.

If an item is left on the bus, that item can either be picked up at the Palace Transit office at the end of that bus drivers shift or will be delivered to that person for a \$5 transportation fee.

Wait Time – \$1.00 for the bus operator to wait 3 minutes after dropping off. Bus Operators will NOT wait longer than 3 minutes as this causes a schedule delay for others. Wait time must be scheduled with the office when scheduling the trip.

Any rides beyond the City of Mitchell's city limits will be charged mileage of \$2.50 per mile plus regular fare (minimum of 1 mile fee if outside city limits).

Tokens may be purchased at the Palace Transit office located in the James Valley Community Center at 300 West 1st Avenue in Mitchell, SD.

Palace Transit is a Medicaid provider. The Palace Transit office will need to verify that travel expenses will be covered by Medicaid before the ride is scheduled.

General Palace Transit Policies

1. Stay properly seated and buckled while on the bus. Do not put your feet on the seats or back of seats and do not lie down on the seats.
2. Aisle must be always kept clear of all loose objects. All carry-on items must be able to be properly secured so that they do not pose a threat to others.
3. You must limit packages and bags to no more than one seat of space and area on the floor in front of the seat out of consideration to all customers, so please plan your shopping accordingly. Time and space do not permit more than this limit.
4. We do NOT transport furniture or larger items.
5. It is the NOT the responsibility of the bus operator to assist you with your bags and packages. An excessive amount of packages causes delays and the driver to run late.
6. Smoking, chewing tobacco, e-cigarettes, vaping, marijuana (including medical) and illegal drugs are not allowed.
7. Keep noise level to a minimum. The bus operator needs to be able to hear traffic and emergency vehicles.
8. Children under the age of three must ride with a parent or responsible guardian.
9. Car seats are required for passengers under the age of 3. All car seats must be provided and installed by the parent or responsible guardian.
10. Passengers and/or care providers are responsible for ensuring that passengers are properly dressed for their ride. Bus operators will NOT assist a passenger with any article of clothing. Passengers who are not adequately dressed for the weather conditions will be refused service.
11. Palace Transit is NOT an ambulance service and will not take any passenger to the Emergency Room. If you require medical attention, please call 911. If a medical emergency occurs while onboard the transit vehicle, the bus operator will contact the office and medical personnel will be notified. If you have a medical condition, you feel Palace Transit should be aware of, let the office know prior to scheduling services.
12. Palace Transit will not be held responsible for items that are damaged during transport.
13. Animals are allowed only if in a pet carrier (excluding service animals). Animals must stay by the passenger at all times.
14. Palace Transit has a no backing policy. Due to this policy, drivers will NOT pull into residential driveways or put themselves in a position which require backing up.
15. At the end of each shift the bus operator will bring in any items that have been left in the vehicles. Lost and found items will be retained in the Palace Transit office for 30 days.
16. Bus Operators will attempt to notify passenger of arrival by sounding horn.
17. Bus Operators will NOT assist any passenger in getting ready for their trip.
18. Please offer the seats closest to the door to the elderly and those who have a more difficult time moving about.

Scheduling/Canceling Rides

If you need to schedule a ride, cancel a ride, or make changes to an existing ride, you must contact dispatch in the Palace Transit office. Bus operators CANNOT take ride information.

Pre-Scheduled rides must be scheduled Monday-Friday by 4:00pm at least one **business** day prior to your ride (if you need a ride on Monday, you must call by 4:00pm on the Friday before). ~~Same day rides CANNOT be accepted per Federal Regulations.~~ Any rides scheduled outside of that time will be considered same day ride reservations and will be charged at a rate of \$10 per ride.

Will call rides may be set up in advance when a passenger is unsure of the time of a return trip or unsure if they will need a ride on a certain day. We will do our best to accommodate will call rides, but priority will go to those who have scheduled a time for their rides in advance.

If you are planning on making more than one stop, those arrangements must be made with the transit office when scheduling your ride. Extra trips will ~~NOT be made~~ be charged at the same day rate of \$10 per ride if they have not been previously scheduled with the transit office.

To cancel a ride, passengers must call the Palace Transit office at least 30 minutes before scheduled pickup time. If you do not call 30 minutes in advance, you will be charged the full fare per our No-Show Policy. Please be sure to cancel your rides as far in advance as possible so other passenger needs can be met.

If you anticipate being late for your scheduled pickup, please call the Palace Transit office.

Transportation for ages 3-18

~~All passengers age 3-18 must have a rider registration form on file at the Palace Transit office. We ask that you visit with your children about our basic bus riding rules:~~

- ~~• Remain seated and buckled at all times.~~
- ~~• Use inside voices.~~
- ~~• Have your tokens ready for the bus driver upon pick up.~~
- ~~• No eating, drinking, or chewing gum on the bus.~~
- ~~• No Bullying!~~

Scheduled Trips

Palace Transit is public transportation, and you will have to share rides. ~~Routes are determined and based on routing software.~~ You may not be taken directly to and from your destination. Passengers may remain onboard the Palace Transit bus for up to and possibly more than 1 hour depending on road conditions and schedules.

- Palace Transit makes every effort to arrive as close to the scheduled pick-up time as possible. Due to the nature of the service, arrival times may vary.
- A 10-minute window has been established for everyone’s benefit. All passengers should anticipate an early arrival of up to 10 minutes or the possibility of a 10-minute delay.
Example: If you schedule a 9:30am pickup, the bus may arrive as early as 9:20am or as late as 9:40am.
- Passengers must be waiting at a designated pickup point at least 10 minutes before their pickup time. The No Show policy will apply if the passenger is not there when the bus arrives.
- All bus operators will wait only 3 minutes after arriving at the pickup location before leaving without the passenger. Waiting any longer can cause unnecessary delays. The No Show Policy will apply.
- In the event an appointment is completed prior to the scheduled return time, passengers are encouraged to notify the Palace Transit office that they are available for an early return. Every effort will be made to pick up the passenger as soon as possible, but if the demand for service does not allow, passengers will be picked up at their scheduled return time.
- Same day call-ins, including unscheduled requests for a return trip, will **NOT be accepted** **be charged at the same day rate of \$10 per ride.** **You must have a return ride scheduled to be brought to a location.**
- Although Palace Transit cannot assure any specific pickup time unless scheduled, the passenger shall be held financially responsible for any will call trips missed per the No Show Policy, unless they notified the Palace Transit office 30 minutes prior to the bus arrival.

No Show Policy

Any passenger who is not at their designated pickup point within 3 minutes after the bus has arrived will be considered a “No Show” and the bus operator will continue with the daily schedule.

Passengers will pay the full fare for any no shows before they will be allowed to ride Palace Transit again.

If no show fees are not paid within 30 days, fare will be invoiced at **an additional** \$5.00 per ride.

Curb to Curb Service

Palace Transit provides curb to curb service. The following policies explain the meaning and intent of curb to curb.

- Bus operators will NOT enter a private home, residential building, business, medical facility, or public building for any reason including an attempt to find a passenger.

- Bus operators may assist passenger boarding and exiting the bus only.
- Bus operators may assist passengers into and from the outside door only at businesses, medical facilities, or public buildings. Bus operators will NOT assist passenger past this point.
- It is the individual's personal care attendant or care providers responsibility to ensure that passengers are waiting at the door for their ride.
- If you have a cart for groceries, you must have it outside and ready. Bus operators will NOT go and get the cart or wait for you to retrieve the cart.

Seatbelt Policy

All passengers of Palace Transit are required to wear a seatbelt. Passengers who refuse to wear a seatbelt will be denied service (unless a written notice has been filed and approved with the Palace Transit office).

Do not remove your seatbelt until the bus has made a complete stop at your destination.

If a car seat is used, it is the passenger's responsibility to make sure that the car seat is properly secured.

In accordance with the City of Mitchell policy, all Palace Transit Bus Operators are required to wear seatbelts while the vehicle is in motion.

Wheelchair/Special Service

Palace Transit vehicles are equipped with wheelchair lifts. **All wheelchairs must fit within the dimensions and weight restrictions of the lift and bus securement area.**

If a rider is unable to complete travel by his/herself an attendant/escort will be required to assist the rider.

Palace Transit does not furnish wheelchairs.

If a passenger is unable to board a Palace Transit vehicle because of steps, the passenger may use the wheelchair lift to board the bus and must use the handrails if standing.

All passengers riding in wheelchairs must allow the driver to properly secure the wheelchair per the manufacturer's recommendations.

Bus operators will NOT assist any passenger in or out of a wheelchair at any time. If such a condition exists, passengers are responsible for arranging assistance from someone other than Palace Transit staff.

Under no circumstances will a bus operator be allowed to assist a person in a wheelchair up or down any steps or ramp.

Only Palace Transit Bus Operators are allowed to operate the lift.

Aide/Companion Riders

For medical trips, a single personal care attendant/aide who is directly involved in the mobility assistance of their attendee will be allowed to ride free of charge. All non-medical trips will require attendant to pay for their bus fare.

Aides must be picked up and dropped off at the same address as the client and must be scheduled with the Palace Transit office at the same time the trip is scheduled.

Any other person riding with a passenger will be considered a companion and will be required to pay the full fare.

Oxygen Dependent Passengers

Palace Transit will provide transportation to passengers who are dependent upon portable oxygen, consistent with their needs and care planning.

Reasonable efforts will be made to accommodate these passengers consistent with good safety practices.

All drivers and others who assist in transportation will be aware of the features and problems associated with portable oxygen.

The following general procedures apply:

- All oxygen containers must be secured during transportation.
- Containers, which are normally secured to a wheelchair, may stay in those securements.
- Containers, which are attached to mobility aides such as a wheeled walker, must be separately secured to the vehicle.
- Unless special approval is received, only one portable tank may be carried per oxygen dependent passenger.
- Requests for special approval must be made to the Transportation Operations Supervisor prior to scheduled ride.

Service Animals

Service animals are defined as follows: *Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or mental health disability.*

Control of the service animal is the responsibility of the caretaker. Palace Transit is not required to provide care or food for a service animal or provide a special location for it to relieve itself.

Palace Transit employees may ask if the animal is required because of a disability and what work or task the animal has been trained to perform.

Service animals may be removed from the transit vehicle if:

1. The animal is out of control and the animal's owner does not take effective action to control it (for example, a dog that barks repeatedly).
2. The animal poses a direct threat to the health or safety of others.

Food & Drinks

Food may be transported in a Palace Transit vehicle but must remain in its original package or a sealed container and may not be opened or consumed onboard. Gum is not allowed to be chewed on board the bus.

Beverages must be always kept in a sealable container and must remain unopened. Fast food restaurant cups or cans are not allowed.

Do not leave trash on the floor or between seats.

Refusing Service

Palace Transit reserves the right to refuse service to any passenger who (but not limited to):

- Intoxicated
- Disruptive
- Belligerent/Rude
- Poses a safety threat or health threat to themselves or others
- Unreasonable personal hygiene
- Profane/Inappropriate language and/or actions
- Has a contagious illness/infection
- Excessive No-Shows
- Not following Palace Transit's policies
- **Bullying**

If any inappropriate behavior occurs or policies are not followed, Palace Transit reserves the right to enforce the following steps:

1. First offense: A warning letter will be sent.

2. Second offense: A second letter will be sent which will result in rides being discontinued for 1 week.
3. Third offense: A third and final letter will be sent, and rides will be discontinued indefinitely.

Weather

As a Palace Transit passenger, you must keep abreast of weather conditions that may affect service. Additional travel time may be required for certain weather-related road conditions.

We ask that all passengers help avoid any delays by being on time and having the correct fare ready. Please clean your footwear of snow and slush before boarding so it does not gather on the steps or floor of the bus, causing danger to others.

All passengers must wait until the bus comes to a complete stop before boarding and before leaving your seat. Be prepared for sudden stops while riding the bus.

At all times, watch your step, wear your seatbelt, and wear appropriate winter clothing.

Passengers are responsible for snow removal to make their homes accessible to the Palace Transit bus operators. Bus operators are NOT allowed to assist passengers through snow or across ice.

If a passenger schedules service knowing that a path has not been cleared to their homes, the trip will be considered a no show and that policy will apply.

Severe weather can affect Palace Transit service. The following service reductions may occur any time hazardous road conditions exist:

- Time intervals will increase.
- Some routes may be shortened or canceled.
- Bus service on less traveled streets, especially those not plowed or sanded may be canceled.
- Absolutely NO alley travel allowed.
- In severe weather, all passengers will be taken home immediately.

Palace Transit will make every effort to provide service whenever scheduled. In the event extreme weather conditions exists which makes travel unsafe, Palace Transit reserves the right to discontinue service until conditions are favorable.

During severe weather, service may only be available to necessary rides based on Palace Transit's discretion. We do not consider routine medical appointments, hair appointments, or shopping a necessary ride based on weather.

If service is temporarily discontinued, all rides, regardless of purpose will be cancelled.

Appeal Process

If a passenger disagrees with any penalty resulting from the enforcement of the policies, a written request for appeal may be submitted to:

Palace Transit
300 W 1st Ave
Mitchell, SD 57301

Appeals must be presented in writing or in person. If you prefer a hearing, please indicate this in your written request for appeal. Also indicate if special accommodations or requirements are needed.



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

FAX: 605-773-4085

WEB: dhs.sd.gov

May 10, 2022

City of Mitchell
Jessica Pickett, Executive Director
300 W 1st Ave
Mitchell, SD 57301-2512

RE: SFY 2023 Meal Reimbursement Rates

To City of Mitchell,

The South Dakota Legislature finalized the SFY23 budget in March, to include a 6% increase to your meal reimbursement rate. This inflation rate increase will take effect on July 1, 2022.

Your reimbursement rate for Title III C meals is \$4.27 and for Waiver and LTSS meals is \$7.02.

We appreciate the care you provide to individuals served under the SD Medicaid program. If you have questions regarding your rate calculation, please contact Greg Evans at 605-773-6316.

Sincerely,

A handwritten signature in blue ink that reads "Samantha Dewell".

Samantha Dewell, OAA Program Specialist

Samantha.Dewell@state.sd.us

605-773-6439

Cc: Greg Evans, Audit Manager, Budget & Finance

PALACE TRANSIT**TOTAL RIDERSHIP**

Fiscal Year October 1, 2021 to September 30, 2022

	ACTUAL		CUMULATIVE	
SPECIAL EMPHASIS	April 2021	April 2022	April 2021	April 2022
ELDERLY RIDERS	952	1,084	5,108	7,491
HANDICAP RIDERS	1,821	1,972	9,823	12,495
GENERAL PUBLIC	314	448	1,675	2,527
SCHOOL-AGE	1,968	2,598	12,644	17,012
HEADSTART	914	0	6,173	0
UNDUPLICATE 59 & under	27	13	513	482
ELDERLY UNDUPLICATE 60 & over	29	17	199	254
TOTAL 5311 RIDES	5,055	6,102	29,250	39,525
TOTAL RIDES	5,969	6,102	35,423	39,525
5311 MILES	12,104	14,316	72,120	56,689
HEADSTART MILES	905	0	5,925	0
TOTAL MILES	13,009	14,316	78,045	56,689
		MONTHLY		YEARLY
TOTAL 5311 RIDE DIFFERENCE		1,047		10,275
TOTAL RIDE DIFFERENCE		133		4,102
TOTAL 5311 MILEAGE DIFFERENCE		2,212		-15,431
TOTAL MILEAGE DIFFERENCE		1,307		-21,356

PALACE TRANSIT**TOTAL RIDERSHIP**

Fiscal Year October 1, 2021 to September 30, 2022

	ACTUAL		CUMULATIVE	
SPECIAL EMPHASIS	May FY 2021	May FY 2022	May FY 2021	May FY 2022
ELDERLY RIDERS	804	1,114	5,912	8,605
HANDICAP RIDERS	1,576	1,746	11,399	14,241
GENERAL PUBLIC	473	541	2,148	3,068
SCHOOL-AGE	1,668	3,103	14,312	20,115
HEADSTART	382	0	6,555	0
UNDUPLICATE 59 & under	88	34	601	516
ELDERLY UNDUPLICATE 60 & over	17	14	216	268
TOTAL 5311 RIDES	4,521	6,504	33,771	46,029
TOTAL RIDES	4,903	6,504	40,326	46,029
5311 MILES	11,006	13,514	83,126	70,203
HEADSTART MILES	380	0	6,305	0
TOTAL MILES	11,386	13,514	89,431	70,203
		MONTHLY	YEARLY	
TOTAL 5311 RIDE DIFFERENCE		1,983	12,258	
TOTAL RIDE DIFFERENCE		1,601	5,703	
TOTAL 5311 MILEAGE DIFFERENCE		2,508	-12,923	
TOTAL MILEAGE DIFFERENCE		2,128	-19,228	

Mitchell Volunteer Program Monthly Volunteer Coordinator Report

Month: May - June 2022

1. Volunteers

Total Volunteers– 224

2. Stations:

Total Stations– 69

3. Volunteer Placements

1. RSVP Patrol
2. Abbott House
3. Safehouse
4. The Caring Closet
5. JVCC
6. Nutrition
7. Mitchell Library
8. Meals on Wheels Daily
9. Salvation Army
10. Hospital
11. Volunteers helping neighbors with home chores & care

June 2021 - May 2022 Eligible Nutrition Meals

Site	May	Last Year May	Year To Date
County Fair Dine Card	135	152	1651
Coborns Dine Card	101	112	1157
JVCC Congregate	348	292	3157
Blizzard Meals	0	0	18
JVCC 2nd Meals	324	327	5028
Wesley Acres 2nd	5	20	98
Cath. Squares 2nd	0	10	218
Meadowlawn 2nd	50	54	595
Greenridge 2nd	0	0	30
Total 2nd Meals	386	466	6254
Eligible 2nd Meals	379	411	5969
Ineligible 2nd Meals	7	55	285
Greenridge Ineligible	42	33	483
Cath. Squares Ineligible	18	2	304
JVCC Ineligible	19	56	419

June 2022 - May 2023 Eligible Nutrition Meals

Site	June	Last Year June	Year To Date
County Fair Dine Card	123	111	123
Coborns Dine Card	126	99	126
JVCC Congregate	273	258	273
Blizzard Meals	0	0	0
JVCC 2nd Meals	362	554	362
Wesley Acres 2nd	10	0	10
Cath. Squares 2nd	0	20	0
Meadowlawn 2nd	60	29	60
Greenridge 2nd	0	0	0
Total 2nd Meals	462	695	462
Eligible 2nd Meals	432	624	432
Ineligible 2nd Meals	30	71	30
Greenridge Ineligible	42	39	42
Cath. Squares Ineligible	21	0	21
JVCC Ineligible	46	72	46

Kim Burg, Activities Coordinator - Progress Report Mid May – Mid July 2022

SPECIAL EVENTS/ACTIVITIES:

Memorial Day Program - Pastor Howard Hart gave an Opening Prayer, followed by a message from Craig Bennett, Davison County Veteran's Service Officer. Veterans were acknowledged by branch of service. Special gifts were given out. Kim Burg, JVCC Activities Coordinator played piano for a Patriotic Sing-Along.



Fine Arts Feature – Cast members from Rogers & Hammerstein's "Cinderella" and Devan Carey, Theatre Manager at Area Community Theatre of Mitchell were our guests during our Fine Arts Feature in June. We enjoyed a sample of the wonderful music and bright costumes that were featured in their musical.

4th of July Fun Day - We enjoyed a 4th of July Fun Day on June 29th at JVCC. Games included "Would You Rather", Name That Tune, Patriotic Frisbee Toss, Red/White/Blue Concentration and 4th of July Trivia.

Wednesday Wellness:

Shannon Sandoval, Fire Marshal from Mitchell Fire & EMS and Jennifer Eckerman, RN Avera@Home for presenting "Slips, Trips & Falls" for our Wednesday Wellness Program in May.

Jennifer O'Connor of Home Instead shared information about personalized care to help you live safely in your home for Wednesday Wellness in June. She and her staff answered questions and handed out material.

Regular Activities - Card games (Cribbage, Pinochle and Pitch) Billiards/pool Tables, Ping Pong, Walking, Exercise and Line Dancing!! We are seeing more people coming to these activities as they are feeling more comfortable.

FREE Blood Pressure Checks by Joy Schley, RN with Dakota Physical Therapy Home Care (4th Wednesdays of the month)

FUNDRAISERS:

DANCES - No Dances in May due to rentals. Rusty Rierson played June 19th (Father's Day). Firesteel Ranch (Burg Family Ranch) was the sponsor. 35 attended (low attendance probably due to people busy on Father's Day & an extremely hot day). Original dance day was a week earlier, but Rusty had to reschedule. Roy King will play July 17th and Home Instead is sponsoring. Sponsors pay \$75 and JVCC pays \$225 to the bands. We were paying \$150 to the bands prior. We increased admission to \$8 JVCC members & \$10 for guests.

- **QUILTS** - Quilters continue to finish one quilt on average per month. Raising on average \$100-\$150 per quilt. They also do the annual quilt raffle.
- **FUTURE BUS TRIP** – Working on details for a Fall bus trip in September.

JUNE INCOME: Games/Cards/Bingo \$346, Copies \$1.55, Newsletter Ads/Brochure Rack \$180, Membership/Daily \$132, Rentals \$890, Fundraising (Quilts/Events/Dance/Donations \$160 = Total of \$1,709.55

COMMUNITY OUTREACH

- **BINGO IS BACK!!** 1st & 3rd Tuesdays @ 1pm and 2nd & 4th Thursdays at 7pm. The evening bingo is well attended. Lifequest has started to attend in the evening again, so that has really helped.
- **RODEO ROUND-UP WITH QUEENS** - I contacted a member of the Corn Palace Rodeo Committee. I lined up an event for the Corn Palace Rodeo Queens to join us on Friday, July 15th to have members to not only meet the Rodeo Queens, but to also participate in some games.

MEMBERSHIP:

As of July 1st, membership is half price (\$20).