

Community Services Advisory Board Meeting Minutes
Thursday January 9th, 2020
10:00 am @ City Hall Council Chambers
612 North Main

Call To Order: Kristi Bitterman called the January 9th, 2020 Community Services Advisory Board Meeting to order at 10:03 am.

Members Present: Kristi Bitterman, Sharon Rehorst, Mark Limberg, and Whitney Kroupa

Members Absent: Wanda Baker, Bonnie Scott, and Louise Metz

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion was made by Mark Limberg, second by Sharon Rehorst to approve the agenda. All members present voting aye, motion carried.

Meeting Minutes: Motion was made by Sharon Rehorst, second by Mark Limberg to approve the November meeting minutes. All members present voting eye, motion carried.

1/9/2020 - Minutes

1. Weekend Hours

Avera Dialysis informed us that the riders for Saturday mornings from 5:30am-7:00am would consist of two wheel-chair clients and one ambulatory client, all from Firesteel. Jessica did a cost analysis on the information and came up with a loss of \$43.16, per Saturday. We cannot use the Federal Share because it was not budgeted in the grant for those hours. Firesteel does have their own bus to transport the clients. Motion was made by Sharon Rehorst, second by Mark Limberg to postpone considering to operate the longer hours on Saturdays until the next grant application, which starts October 1st, 2020. All members present voting aye, motion carried.

2. First Net Update

The Push To Talk cellular radios and equipment has been challenging to get installed and working. The City of Mitchell IT Tech, a bus driver, and an AT&T associate have been working on installing the equipment and software. We hope to be up and running by the end of the month.

3. Staffing

We are currently down two full time bus drivers due to illness and injuries. We have been trying to hire part-time drivers, but have not been having much success. Marjorie Novak the Office Aid has retired, and we have hired a replacement. She is starting Monday. Our Maintenance Position has been vacated. We are currently taking applications for a part-time custodian for the James Valley Community Center.

4. Volunteer / Membership Software

We are currently looking for a cloud based software program for the MVP tracking system and the JVCC Members. Jessica has addressed it with the City IT, Administrator, & Mayor. She also talked to Therap about creating a software to be used by both MVP and JVCC. Mark is going to talk to the CEO of Therap to see if this would be possible.

5. Nutrition Tree Results

We raised \$7772.00 for the Nutrition Hunger Tree. The goal was \$4320.00, with 54 names on the tree. 20 meal

punch tickets were given out to the names on the tree. We continue to take donations and help those in need.

6. Citizens Input

No citizens input to record

7. Department Reports And Updates

7.I. Palace Transit

The year to date Ridership Report was 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, miles, and Headstart. The overall November ridership totals were up 87 rides and miles were up 733. The report breaks down the 5311 rides and the Headstart rides.

7.II. Mitchell Volunteer Program

The members of the board were given copies of the MVP Monthly Coordinators Report. The monthly coordinators report shows the volunteer opportunities for November and December. We currently have 260 volunteers and 66 work stations.

7.III. Adult Nutrition

The November and December Nutrition report was given to each member. We are down 447 meals to our projections for the month of November and down 1086 meals for December. We sold 464 second meals in November and 450 in December. We had a total of 246 Dine Card Meals in November and 226 for December. We are down 673 meals compared to this same time last year. The Nutrition tracking program will be switching to Therap in the next couple of months. Jessica and Amy went to Parkston & Tripp and did a Desk Audit, required by the State every three years. There were no findings.

7.IV. James Valley Community Center

The monthly Activities Coordinator's Report was given to all the members. It shows events, activities, and fundraisers for November thru January. JVCC is still asking for donations for a new Technology Sound System, with a goal of \$6,900. As of now they have raised \$5,811. Today is the After Holiday Party at JVCC, where they also draw for the quilt. JVCC will no longer be showing movies. The Mitchell Library is now showing movies on a regular basis, and members are encouraged to attend. The Holiday Bus Trip was a huge success, with 30 members attending.

Next Meeting Date: February 13th, 2020

Adjournment: Kristi adjourned the meeting at 10:35 am

Respectfully Submitted by:

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