

Community Services Advisory Board Meeting Minutes
Thursday January 10th, 2019
10:00am @ James Valley Community Center
300 West 1st Ave

Call To Order: Kristi Bitterman called the January 10th, 2019 Community Services Advisory Board Meeting to order at 10:00am

Members Present: Kristi Bitterman, Bonnie Scott, Sharon Rehorst, Mark Limberg, Wanda Baker, Whitney Kroupa, and Louise Metz

Members Absent: Sonya Moller

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion made by Bonnie Scott, second by Wanda Baker to approve the agenda as presented. All members present voting aye, motion carried.

Meeting Minutes: Motion made by Sharon Rehorst, second by Bonnie Scott to approve the December meeting minutes. All members present voting aye, motion carried.

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1. Transit Fare Structure

Currently the Palace Transit fares are \$3.00 from 5:30am-7:30am & 4:30pm-8:00pm, and the 7:30am to 4:30pm fares are \$2.00. Jessica proposed that we change the \$3.00 fares time to 5:30 am – 7:00am and 5:00pm- 8:00pm and make the \$2.00 fare time 7:00am to 5:00pm Monday thru Friday. This would help the 7:30 and 4:30 ride schedules be manageable. Motion was made by Wanda Baker, second by Mark Limberg to change the \$2.00 fare time frame to 7:00am to 5:00pm. All members present voting aye, motion carried.

2. Transit Holidays

Palace Transit is currently closed Thanksgiving Day, Christmas Eve closed at 2:00pm, closed Christmas Day and New Year's Day. Jessica proposed that we close at noon on Christmas Eve, there was only 3 rides from noon to 2:00 in 2018. She also proposed to close on Memorial Day, 4th of July, and Labor Day, which averaged about 43 rides a day. Motion was made by Sharon Rehorst, second by Louise Metz to close at noon on Christmas Eve, and to close on Memorial Day, 4th of July, and Labor Day. All members present voting aye, motion carried.

3. SD DOT Program Review

Palace Transit will have a DOT Program Review on February 26th. We will send all requested paperwork in advance when requested. They will then audit the office and inspect the busses and bus barn. These audits are conducted every three years.

4. Internship

March thru May we will have an unpaid intern from Mitchell Tech, helping and learning our programs. She will be helping with the Farmers Market and events at JVCC. She will also help with nutrition and the MVP program. Jessica will work with her on grant writing.

5. Nutrition Desk Audit

During the Nutrition Programs Legislative Audit, questions were raised as to how the program indicators were checked on the catered restaurants. In the past these catered sites were not accessed by the Nutrition Program staff because the Department of Health inspectors were already checking for food safety requirements. However

they do not ask Nutrition Program specific questions in regards to the Older American's Act regulations for Title-III C funding. It has been determined that the catered meal sites need to have a 'Desk Audit' completed once every three years. It will be our responsibility to do a self-assessment at these locations and fill out the Desk Audit Tool along with submitting the most current DOH survey report and monthly menu to the Department of Humans Services' Nutrition Program Specialist, upon request.

6. Nutrition Hunger Tree Results

The goal for the nutrition hunger tree this year was \$4,080.00, 51 seniors in need. With raising \$10,023.00 we have more than doubled that goal. We will now be able to provide those 51 senior with two full meal tickets and help out other who need assistance.

7. Citizens Input

No citizens input to record

8. Department Reports And Updates

8.I. Palace Transit

The year to date Ridership Reports were 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 December ridership totals were up 19 rides and miles were up 365. The report breaks down the 5311 rides and the Headstart rides.

8.I.i. 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. We currently have 254 volunteers and 65 work stations. Board members were also given copies of the "Total Enrollment and Hours" report.

8.I.i.1. Adult Nutrition

The nutrition December report was given to each member. We are down 770 meals to our projections for the month of December. We sold 504 second meals and a total of 247 Dine Card Meals. We are down 2,440 meals compared to this same time last year.

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

The monthly Activities Coordinator's Report was given to all the members. It shows events, activities, and fundraisers for December. The After-Holiday Party is today, with a 50's theme. AseraCare, Firesteel & Edgewood Senior Living are sponsoring the entertainment, ice cream, and door prizes. Kim and Maria are working on staying open till 8:00pm the second Monday of every month. The JVCC has been very busy with rentals.

Next Meeting Date: February 14th, 2019

Adjournment: Kristi adjourned the meeting at 10:37am

Respectfully Submitted by:

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