

Community Services Advisory Board Meeting Minutes
Thursday May 9th, 2019
10:00am @ City Hall Council Chambers
612 North Main St

Call To Order: Kristi Bitterman called the May 8th, 2019 Community Services Advisory Board Meeting to order at 10:06am

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

Members Absent: Bonnie Scott and Sonya Moller

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

Meeting Minutes: Motion made by Mark Limberg, second by Louise Metz to approve the January meeting minutes. All members present voting aye, motion carried.

5/9/2019 - Minutes

1. SD DOT Compliance Review

The State DOT conducted a Compliance Review on Palace Transit on February 26th, 2019. All sectors of Palace Transit were reviewed, including financial and operational. Minimal findings were found, and have been corrected. Findings include Control Environment – Code of Conduct Policy, Financial Management – vendors paid within 30 days, Procurement – plan in place just needed a vote, and Service Provision – routing rules are not to be used.

2. Transit Training

Jessica has attended the Transit Management 1 Training and will attend the Transit Management 2 coming up. She has attended the Invaluable Laws and Growth Meeting and will also to attend Becoming a Person of Influence & Everyone Communicates, Few Connect.

3. Transit Passenger Handbook 2019

The Palace Transit Passenger Handbook has been updated, and is available on the city website or upon request. Motions was made by Mark Limberg, second by Louise Metz to approve the Palace Transit Handbook. All members present voting aye, motion carried.

4. Palace Transit Complaint Form

The Palace Transit Complaint Form has been updated, and is available on line and upon request. Motion was made by Sharon Rehorst, second by Whitney Kroupa to approve the Palace Transit Complaint Form. All members present voting aye, motion carried.

5. Title VI Complaint Form

The Title VI Complaint Form has been update, and is available on line and upon request. Motion was made by Wanda Baker, second by Sharon Rehorst to approve the Title VI Complaint Form. All members present voting aye, motion carried.

6. Nondiscrimination Complaint Procedure

The Nondiscrimination Complaint Procedure has been updated and is available on line and upon request.

Motion made by Sharon Rehorst, second by Wanda Baker to approve the Nondiscrimination Complaint Procedures. All members present voting aye, motion carried.

7. Procurement Plan

The Procurement Plan for the Community Services Department has been updated and is available on line and upon request. The procurement manual applies specifically to purchases of goods and services for Community Services department of the City of Mitchell, SD that are funded by federal and state transit revenues. Motion was made by Mark Limberg, second by Wanda Baker to approve the Procurement Plan. All members present voting aye, motion carried.

8. DOT Capital Grant Application

The DOT Capital Grant Application that is due May 11th, is completed and has been approved by City Council. The grant application is for bus cameras, cost of \$19,056; two office computers, cost of \$750; tablet license annual fees, \$20,000; Shah Software, \$26,000; Optimization Software, \$20,000. The cost is 80% federal funds and 20% local match (\$17,311). Motion made by Sharon Rehorst, second by Louise Metz to approve the DOT Capital Grant Application. All members present voting aye, motion carried.

9. Nutrition Amendment

The State of South Dakota Long Term Services and Supports has amended our grant for an increase of 15 cents per meal. 60,000 meals are funded by the grantee, with a \$3.85 reimbursement per meal. Motion made by Sharon Rehorst, second by Louise Metz to accept the Nutrition Amendment. All members present voting aye, motion carried.

10. Senior Health & Living Fair

On April 18th JVCC held a Senior Health & Living Fair, with an attendance of 133 people. The fair was a fundraiser for JVCC, with profit of \$3,148. Twenty-four vendors participated in the fair. A free lunch was provided to participants over 60, thanks to vendor sponsorship. A survey was sent out to the vendors to get their opinions for the next fair, next year.

11. Citizens Input

No citizens input to record

12. Department Reports And Updates

12.1. 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 February ridership totals were up 21 rides and miles were up 119 and for March ridership was up 1005 and miles were up 1,728. The report breaks down the 5311 rides and the Headstart rides.

12.1.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 256 volunteers and 65 work stations. Board members were also given copies of the "Total Enrollment and Hours" report.

12.1.i.1. Adult Nutrition

The nutrition February and March reports were given to each member. We are down 474 meals to our projections for the month of February and down 501 meals for March. We sold 750 second meals in February and 611 in March and a total of 274 Dine Card Meals in February and 242 in March. We are down 3,913 meals compared to this same time last year.

12.1.i.2. James Valley Community Center

The monthly Activities Coordinator's Report was given to all the members. It shows events, activities, and fundraisers for January thru April. The quilt raffle raised \$1,688 and the May Day basket raised \$650. JVCC is currently asking for donations for a new Technology Sound System, with a goal of \$6,900. The Watertown bus trip was a success, with 36 attendees. DeZarae, JVCC intern from MTI, last day was May 8th.

Next Meeting date: July 11th, 2019 at 10:00am

Adjournment: Kristi adjourned the meeting at 10:34

Respectfully Submitted by:

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