

Community Services Advisory Board Meeting Minutes
Thursday May 10th, 2018
10:00am @ JVCC Board Room
300 West 1st

Call To Order: Whitney Bruinsma called Community Services Board Meeting to order at 10:00am

Members Present: Whitney Bruinsma, Mark Limberg, Allan Olson, Sharon Rehorst, and Louise Metz

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

Meeting Minutes: Motion made by Sharon Rehorst, second by Louise Metz to approve the February meeting minutes. All members present voting aye, motion carried.

5/10/2018 - Minutes

1. Agenda Center

Our meeting agendas are now done through the City of Mitchell's "Agenda Center" located on the city website. Any handouts will now be attachments on the Agenda that will go out to the board members and get posted on the City Web Site. Documents will no longer be printed for members unless requested.

2. Transit Discretionary Grant

The Discretionary Grant that we applied for has granted us two new busses for the coming year. However we did not receive funds for the other items that were requested in the grant. We have now applied for the Transit Capital Grant which includes the items we did not receive in the Discretionary Grant.

3. Transit Aide

Jessica attended a state meeting where they addressed requiring aides for certain passengers. It is against Federal Regulations to require riders to have an aide in order to ride. Palace Transit is the only transit in South Dakota that is currently compliant. We do have a few passengers that we have issues with and have sent letters to try and resolve them. We will continue to work with the nursing homes to come up with solutions to make riding safe for all passengers and drivers. Whitney suggested checking with Medicaid, they have a program where they pay for companions for clients in need.

4. Nutrition Contract Amendment

We were told by the state that we needed to amend our current contract because we have exceeded our projections. The contract went from 45,000 meals to 60,000 meals for this fiscal year. The board was asked for permission to amend our contract. Motion was made by Allan Olson, second by Sharon Rehorst to amend the nutrition contract. All members present voting aye, motion carried.

5. Active Shooter Emergency & Evacuation Plan

Board members each received a copy of our Active Shooter Emergency & Evacuation Plan that is now required for all city entities. The Community Service Department was the first department to complete their plan. All employees were given a copy of the plan. Also Bleeding Control Kits have been put together and hung around the building. Glass breaking hammers were also purchased for the office workers in case of an emergency. Motion was made by Louise Metz, second by Mark Limberg to approve the plan. All members

present voting aye, motion carried.

6. Annual Report

Board members were given a copy of the Community Services Annual Report for the City of Mitchell. The report show information for Palace Transit, Senior Meals, RSVP, and the James Valley Community Center for 2017. Motion was made by Allan Olson, second by Sharon Rehorst to approve the Annual Report. All members present voting aye, motion carried.

7. Department Reports And Updates

7.1. 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 and miles. For April we are up 463 rides and are up 2,332 on miles. For the year we are ahead on rides by 468 and miles are ahead by 4,374. The Summer Bus Pass has went from 5 days a week to 7 days a week. We will be getting two new busses in the next couple of weeks. The two busses that will be replaced will go to surplus.

7.1.i. MVP

Copies were given out to the members of the MVP Monthly Coordinators Report. The monthly coordinators report shows the volunteer opportunities for the last three months. We currently have 249 volunteers and 62 work stations. Board members were also given copies of the "Total Enrollment and Hours" report. Each board member was encouraged to sign up as a volunteer.

7.1.i.1. Nutrition

The nutrition April report was given to each member. We are up 1100 meals to our projections for the month of April. We sold 986 second meals for the month of April. Coborn's Deli Dine Card had 187 meals for April and County Fair Deli had 88 meals. For this fiscal year nutrition overall is up 13,245 meals to projection and up 9,174 meals compared to last year.

7.1.ii. JVCC

The monthly Activities Coordinator's Report was given to all the members. It shows events and activities for the month of February thru May. Upcoming events include a "Hot Dogs, Horseshoes & Horsepower" event, Military Family Movie Night, Farmers Market, and a bus trip to the Tulip Festival in Orange City, Iowa.

Next Meeting Date: June 14th, 2018 at 10:00am

Adjournment: Whitney adjourned the meeting at 10:40am

Respectfully Submitted by:

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