

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