

**Community Services Advisory Board Meeting Minutes**  
**Thursday July 12th, 2018**  
**10:00am @ JVCC Board Room**  
**300 West 1st**

Call To Order: Kristi Bitterman called the July 12th, 2018 Community Services Advisory Board Meeting to order at 10:00am

Members Present: Kristi Bitterman, Whitney Bruinsma, Allan Olson, and Sonya Moller

Members Absent: Sharon Rehorst, Louise Metz, and Mark Limberg

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

Meeting Minutes: Motion made by Allan Olson, second by Whitney Bruinsma to approve the June meeting minutes. All Members present voting aye, motion carried.

7/12/2018 - Minutes

1. Title VI Transit Reasonable Modification Policy

The State sent us a template as a guide to create a Title VI Transit Reasonable Modification Policy for Palace Transit. The policy provides equal access and opportunity to qualified individuals with disabilities in all programs, services, and activities. In order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modifications to policies and procedures, which are addressed in the policy. Motion was made by Allan Olson, second by Sonya Moller to approve the Transit Reasonable Modification Policy. All members present voting aye, motion carried.

2. Head Start Bus Contract

The contract for the use of the Head Start Bus has been sent to Palace Transit. We will be using their bus to transport the kids, and they will pay for our driver, insurance, and any maintenance issues with the bus. We will no longer be able to report those rides for our SD DOT Transit Grant, but can use the rides for all other reporting. Through Head Start they will pay the full cost of the employee compared to the state paying 50% of the cost. Motion was made by Whitney Bruinsma, second by Allan Olson to approve the Head Start Bus Contract. All members present voting aye, motion carried.

3. Transit Capital Grant Awarded

Palace Transit was awarded funding for everything that was applied for through the 5339 and 5310 Grant, except a computer and new office furniture. We received funding for mechanical equipment, new tablets, software, hand held radios, garage doors, and a drive up window. City Match Funds will be available in the 2019 Budget.

4. KORN Radio Auction

Board members were asked if we should participate in the Q107 Radio auction. Palace Transit Tokens, Meal Tickets, and JVCC Memberships were all possible auction items. The full value of the items would be paid thru advertising with the radio station. Board members questioned if this would help the program out or not. They asked Jessica to contact the station and see what kind of PR we would get during the radio auction.

5. Nutrition Contract FY19

We received the FY19 Nutrition Contract this week. It went into effect as of June 1<sup>st</sup>. The Board was asked for approval for the new contract. Motion was made by Allan Olson, second by Sonya Moller to approve the FY19

Nutrition Contract. All members present voting aye, motion carried.

6. Vendor Show

The MVP Summer Outdoor Vendor & Craft Show is scheduled for Saturday, July 28<sup>th</sup> at the Corn Palace Plaza. There is currently 21 vendors signed up. We would have room for a total of 40 vendors.

7. Citizens Input

No citizens input to report

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 and miles. For June we are down 3,053 rides and down 1608 on miles. For the year we are behind on rides by 3,044 and miles are ahead by 3,391. With all the road construction in town, the drivers put on more miles getting the clients. We did not get the Kids Club rides this summer. Kids Club went with another bus company. To offset the cost of being down, we have not filled the full time driver position that is open.

8.I.i. MVP

Copies were given out to the members of the MVP Monthly Coordinators Report. The monthly coordinators report shows the volunteer opportunities for June. We currently have 249 volunteers and 64 work stations. Board members were also given copies of the "Total Enrollment and Hours" report. Two new members were recruited in June.

8.I.ii. Nutrition

The nutrition June report was given to each member. We are down 313 meals to our projections for the month of June, which is the start of the new fiscal year. We sold 714 second meals for the month of June. Coborn's Deli Dine Card had 135 meals for June and County Fair Deli had 96 meals. We are up 519 meals compared to this same time last year.

8.II. JVCC

The monthly Activities Coordinator's Report was given to all the members. It shows events and activities for the months of June thru July. Jammers Night went over great with a variety of musician coming together for a fun night of entertainment. On July 25<sup>th</sup> the JVCC is hosting a Military Family Night from 5:00pm-8:00pm in coordination with Davison County Veterans Service Office, Family Assistance Center Specialist, Coborn's, VFW, Helping With Horsepower, Mitchell Pepsi, & 301 RODZ Car Club.

Next Meeting Date: September 13th, 2018 at 10:00am - there will be no August meeting

Adjournment: Kristi adjourned the meeting at 10:35am

Respectfully Submitted by:

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