

Community Services Advisory Board Meeting Minutes
Thursday July 16th, 2020
10:00 am @ City Hall Council Chambers
612 North Main

Call To Order: Kristi Bitterman called the July 16th, 2020 Community Services Advisory Board Meeting to order at 10:00 am.

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

Members Absent: None

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion was made by Sharon Rehorst, second by Bonnie Scott to approve the agenda. All members present voting aye, motion carried.

Meeting Minutes: Motion was made by Mark Limberg, second by Sharon Rehorst to approve the June meeting minutes. All members present voting aye, motion carried.

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1. Palace Transit Contracts

Palace Transit Contracts that are due next month were discussed. Motion was made by Sharon Rehorst, second by Louise Metz to approve all contracts. All members present voting aye, motion carried.

2. Transit Asset Maintenance Plan

Jessica updated the Transit Asset Maintenance Plan by taking out names and adding titles. Motion was made by Bonnie Scott, second by Louise Metz to approve the Transit Asset Maintenance Plan with the changes. All members present voting aye, motion carried.

3. Transit Operations

Our current Transit operations includes a dialysis only bus, cleaning after each passenger, deep cleaning daily, clear shower curtains around the driver, staff wears a mask, and passengers are encouraged to wear a mask. If a passenger is getting tested for COVID, the driver is quarantined till after the results are back. We do not transfer clients that have tested positive for COVID. School pickups will not be intermixed between schools, one bus per school.

4. Frozen Meals

With the high demand of the Second Meals, we are having issues with our orders due to lack of meals available at Traditions. Orders have been taking longer and have been shorted. The Second Meals can now be picked up at the drive thru window.

5. Cares Act - Nutrition

March and April reimbursement amounts were double to help the cost due to COVID. The Nutrition fiscal year started in June, but our 2% increase does not start until July. The South Dakota Nutrition Directors are questioning what is happening with the left over federal funding for COVID. The directors will be contacting the State Department of Human Services Secretary & Deputy Secretary to discuss where the money went. We have received a South Dakota COVID Response Funding Survey for Older Americans Act Title III Programs for Senior Nutrition to be filled out if we are in need of financial support. Motion was made by Sharon Rehorst, second by Whitney Kroupa to apply for the financial support for the Nutrition program. All members present voting aye,

motion carried.

6. Reopening Plan

The Board was presented with the JVCC Reopening Plan again, and discussed when to reopen & what phase to reopen with. Motion by Bonnie Scott, second by Louise Metz to amend Phase 2 by adding screening questions and temperature checks. All members present voting aye, motion carried. Motion was made by Louise Metz, second by Bonnie Scott to open with Phase 2 on Monday July 20th. All members present voting aye, motion carried.

7. Citizens Input

No citizens input to record.

8. Department Reports And Updates

8.I. Palace Transit

The year to date Ridership Report was 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 June ridership totals were down 3,950 rides and miles were down 8,205. The report breaks down the 5311 rides and the Headstart rides.

8.II. Mitchell Volunteer Program

Volunteer opportunities have been starting back up slowly. Some stations have had a few opportunities, but required masks

8.III. Adult Nutrition

The June Nutrition report was given to each member. We are up 8 meals to our projections for the month of June. We sold 453 second meals in June and had a total of 190 Dine Card Meals. We are up 159 meals compared to this same time last year. Our total projection for the new fiscal year is 54,000 meals.

8.IV. James Valley Community Center

Nothing to report for JVCC.

Next Meeting Date: August 13th, 2020

Adjournment: Motion was made by Sharon Rehorst, second by Bonnie Scott to adjourn the meeting at 10:46 am.

Respectfully Submitted by:

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