

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

Call To Order: Kristi Bitterman called the September 10th, 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

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

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

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1. Staffing Updates

The Transit Operation Supervisor position has been filled by Andrea Groves. Interviews have been completed for the two full time bus driver positions, and Andrea is currently checking their references.

2. Headstart Contract

The board was given a copy of the Agreement Between Palace Transit and South Central Child Development, Inc. The agreement was approved by the Mitchell City Council and went into effect on August 31<sup>st</sup>.

3. Summer Bus Pass

Board members were given a report of the Summer Bus Passes sold in the last seven years. This year we only sold 4 passes, due to COVID-19.

4. SD Department Of Transportation Updates

Jessica attended the online Transportation Providers meeting a couple of weeks ago. DOT went over the 5311 funding, which is an operating grant that we apply for every year. This year we are using the Cares Act Funding first, which pays 100% and should take us through the calendar year.

5. Tripp Nutrition Site

Jessica was approached by a couple in Tripp who started a new restaurant there, about becoming a Nutrition site in Tripp. She explained to him how we already have a restaurant we contract with & have worked with for many years. The gentleman got upset with Jessica and took it further to the state. The state also explained how we already have a site in Tripp. Jessica informed him that she would look into it further before any action was taken. Jessica sent a survey for the participants in Tripp and looked in to the new restaurants health inspections and licenses.

6. Nutrition Survey

A Tripp Nutrition Survey was mailed to all the participants that eat at the Tripp Dugout nutrition site. We have received 25% of the surveys back and they were all very positive. The survey asked if the meals look appetizing and tasted good. It also asked them to rate their overall service and cleanliness. It asked if the

establishment is friendly and courteous, and also asked what they enjoyed most about the program. The survey also gave participants the opportunity to suggest foods to add and if there was any way we could serve them better. Motion was made by Louise Metz, second by Bonnie Scott to stay with the Tripp Dugout for the Nutrition Site in Tripp. All members present voting aye, motion carried.

7. Nutrition Software

In May the nutrition software was switched from SAMS to Therap by the state. Since then there has been many issues with the Therap Program. The state is now looking into to a software program that is currently being used by the Montana nutrition sites, and would include features that are needed that Therap cannot provide.

8. School Masks

The Mitchell Volunteer Program volunteers have made three boxes of masks for the Mitchell School District, due to masks be mandated in the schools. Included in the packet is a letter of thanks from Joseph Graves, the Mitchell Schools Superintendent.

9. Reopening Plan

We are currently in Phase 3 of the Reopening Plan, and the board was asked if any action should be taken at this time. The board said we should stay with the current phase and keep monitoring the COVID cases in the area.

10. Citizens Input

No citizens input to record.

11. Department Reports And Updates

11.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 August ridership totals were down 3,369 rides and miles were down 6,806. The report breaks down the 5311 rides and the Headstart rides. The handicap riders are down the most compared to last year.

11.II. Adult Nutrition

We are up 297 meals to our projections for the month of July. We sold 509 second meals in July and had a total of 215 Dine Card Meals. We are up 420 meals compared to this same time last year. We are currently not furnishing coffee at any of our nutrition site and all products are disposable.

11.III. Mitchell Volunteer Program

Volunteers have been continuing to bring in face masks for the Mitchell schools. Other volunteer opportunities have been minimal due to the COVID-19.

11.IV. James Valley Community Center

Included in the packet is the JVCC Newsletter with more activities scheduled. Members have been coming in for exercise, playing cards, quilting, and Mah Jongg. Jacki is currently pricing TVs' to replace the one in the TV Room.

Next Meeting Date: October 8th, 2020

Adjournment: Meeting adjourned at 10:33 am

Respectfully Submitted by:

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