

Community Services Advisory Board Meeting Minutes  
Thursday November 8th, 2018  
10:00am @ City Hall Council Chambers  
612 North Main St.

Call to Order: Kristi Bitterman called the November 8th, 2018 Community Services Advisory Board Meeting to order at 10:00am

Members Present: Kristi Bitterman, Bonnie Scott, Louise Metz, Sharon Rehorst, and Mark Limberg

Members Absent: Sonya Moller

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

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

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1. Transit Reporting Requirements

A list of all the Transit reports due to the State DOT throughout the year was given to the board members to review. Included in the list is the Coordination Plan that the board reviews every year.

2. DOT 5339 Funds

The DOT 5339 Funds have been awarded, approved by City Council, and signed by City of Mitchell Mayor Bob Everson. The following was awarded: facility - garage doors / controllers -federal \$5,000 - local \$1,250; drive up window - federal \$40,000 -local \$10,000; hardware - federal \$4,800 - local \$1,200; radios - federal \$4,500 - local \$1,125; security cameras - federal \$2,400 - local \$600; shop equipment - federal \$17,400 - local \$4,350. Awarded funds are 80% federal and 20% local funds.

3. Senior Health & Living Fair

The board received a registration form in the packet for the April 18<sup>th</sup>, 2019 Senior Health & Living Fair. Booths will be sold to business who would like to participate. A meal will also be served that day at a reduced cost or possibly free depending on sponsorships. Motion was made by Louise Metz, second by Sharon Rehorst to go ahead with the 2019 Senior Health & Living Fair. All members present voting aye, motion carried.

4. Blizzard Meals

Blizzard meal are being offered through the nutrition program again this year. The meals are shelf stable for up to one year and can be eaten without electricity. The meals are \$2.00 a piece with a limit of 4 meals per person. The meals must be reserved by November 15<sup>th</sup>, and will be available for delivery on November 30<sup>th</sup>.

5. Nutrition Serving Times

Board members were informed at a previous meeting about other nutrition sites increasing their numbers by eliminating the reservations and expanding the serving times. We have checked with the caterer and eliminating reservations will not work, but expanding the serving time will. We would like to open the serving time to 11:30 to 12:30, giving those working individuals' time to come on their lunch break. They will also be free to sit where ever they want including the dining room, the deli, or the sun room. Motion was made by Sharon Rehorst, second by Louise Metz to change the serving times starting January 1<sup>st</sup>. All members present voting aye, motion carried.

## 6. Farmers Market Wrap-Up

A report from Maria about the Farmers Market, was read to the board members. The market wrapped up on Thursday September 27<sup>th</sup>. Moving the market to Thursday evenings instead of Saturday mornings, and also moving to the Corn Palace Plaza, was a great change.

## 7. JVCC Corporate & City Memberships

Included in the packet was a brochure to encourage businesses to purchase a corporate membership, which would give their employees a \$5.00 discount on a JVCC Membership. The brochure shows all the benefits of being a member. Jessica asked if we should have a flat rate for business or a rate per number of employees. Motion was made by Sharon Rehorst, second by Louise Metz to proceed with the corporate memberships with a flat \$50.00 fee. All members present voting aye, motion carried.

## 8. JVCC City Discount

We would like to offer the City of Mitchell employees a \$5.00 discount on a JVCC Membership. With the discount the fee would be \$35.00 per person, or \$60.00 per couple. Motion was made by Bonnie Scott, second by Sharon Rehorst to proceed with the JVCC City Discount. All members present voting aye, motion carried.

## 9. Citizens Input

No citizen input to record

## 10. Department Reports And Updates

### 10.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, miles, and Headstart. The September report was the end of the fiscal year and the October report was the beginning of a new fiscal year. For September we are up 362 rides and down 108 on miles. We ended the fiscal year behind on rides by 5,714 and miles are ahead by 2,924. For October the start of the new fiscal year rides were up 1,106 and miles were up 1,008. The report breaks down the 5311 rides and the Headstart rides. We are in the processes of hiring a part-time driver for the Headstart position and a part-time Palace Transit driver.

### 10.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 September & October. We currently have 252 volunteers and 65 work stations. Board members were also given copies of the "Total Enrollment and Hours" report. Three new members were recruited in September & October. November 10<sup>th</sup> is the MVP Vendor Show at the James Valley Community Center. Board members were encouraged to attend and donate baked goods to the JVCC Bake Sale. It was suggested using Mitchell Volunteer Program instead of MVP.

### 10.I.i.1. Adult Nutrition

The nutrition September and October report was given to each member. We are down 417 meals to our projections for the month of September and up 481 meals for October. We sold 642 second meals for the month of September and 813 second meals for October. Coborn's Deli Dine Card had 164 meals for September & 147 for October. County Fair Deli had 108 meals for September and 121 for October. We are down 401 meals compared to this same time last year. We will have the Hunger Tree for Nutrition again this year. The tree and names will be available starting this Saturday at the vendor show.

### 10.I.i.1.1. JVCC

The monthly Activities Coordinator's Report was given to all the members. It shows events, activities, and fundraisers for September thru October. The JVCC Fall Bus Trip was a huge success. A Holiday Bus Tour is in the works for December. A Veteran's Day Event is planned for Monday November 12<sup>th</sup>.

Next Meeting Date: December 13th, 2018 at 10:00am

Adjournment: Kristi adjourned the meeting at 10:45

Respectfully Submitted by:

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