

**Community Services Advisory Board Meeting Minutes**  
**Thursday July 20<sup>th</sup>, 2017**  
**10:00am @ JVCC Board Room**  
**300 West 1<sup>st</sup>**

**Call To Order:** Kristi Bitterman called the July 20<sup>th</sup>, 2017 Community Services Advisory Board Meeting to order at 10:00am.

**Members Present:** Kristi Bitterman, Sonya Moller, Allan Olson, Sharon Rehorst, and Louise Metz

**Members Absent:** Whitney Bruinsma, Lisha Vandersteen, and Mark Limberg

**Ex-Officio Member Absent:** 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 by Sharon Rehorst second by Allan Olson to approve June meeting minutes. All members present voting aye, motion carried.

**City Budgets:** The City Budgets were due on June 23<sup>rd</sup>, 2017 for all departments. The Mayor, City Administrator, and the City Finance will then review each budget with the department heads next week. Revisions will be done and then the budgets will be reviewed by City Council on August 7<sup>th</sup> & 21<sup>st</sup>. The Farmers Market Sign is included in the budget.

**RSVP Vendor Show:** July 29<sup>th</sup>, RSVP will be having a vendor show in the parking lot of the James Valley Community Center. This will coincide with Crazy Days on Main Street. As of right now twenty eight vendors are signed up. Todd will have his food truck on site along with picnic tables to sit at. Booths and tables will be charged to the vendors as a fundraiser for RSVP. JVCC will also be having a bake sale as a fundraiser.

**RSVP Structure:** The South Central SD RSVP serves four counties: Bon Homme, Clay, Davison, and Yankton, which we receive \$71,579 in federal grant funds. The current grant is in the talks of being relinquished. This would mean we would no longer be RSVP volunteer program, but we would now have a local volunteer program that will be open to any age. This would eliminate the expenses of running the Yankton RSVP site, which unfortunately eliminates that position in Yankton that is currently being paid by the City of Mitchell. The City of Mitchell is

going over the options during the City Budget Hearings. Board members stressed that they wanted their tax dollars spent here, and not in Yankton. Motion was made by Allan, second by Louise Metz to eliminate RSVP and go with a local volunteer program. All members present voting aye, motion carried.

**Second Meals:** The Second Meals have arrived and are in the new freezer. A full pallet was too many boxes for our freezer so we have over stock in Todd's freezer and the Corn Palace Freezer. The Second Meals can be purchased at \$2.00 a piece or a punch for two meals. If under 60 they will be \$3.00 per meal. We will deliver the meals to the sites on Fridays. A flyer was sent to all the nutrition sites and nutrition clients.

**Operation Round Up:** The board was asked if we should apply for funding from the Central Electric Operation Round Up program. It was suggested maybe for another freezer for the second meals.

**Central Electric Co-op Connection Card:** The board was asked if we should participate in the Central Electric Co-op Connection Card program. The board decided there is not enough people in this area that use Central Electric to participate in the program.

**Title VI Audit:** Title VI is the Civil Rights Act of 1964 that prohibits discrimination based on race, color or national origin in programs or activities which receive federal financial assistance. We have submitted the required documents and will have a State audit next Thursday.

#### **Department Reports and Updates:**

**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 up 490 rides and are even on miles. The Summer Bus Pass has been very good this year.

**RSVP:** Copies were given out to the members of the RSVP Monthly Coordinators Report and the Total Enrolment and Hours report for June. We currently have 269 volunteers and 65 work stations.

**Nutrition:** The nutrition June reports were given to each member. We are up 284.7 meals to our projections. We have started the Second Meals today. Coborn's had a great first month start to the Dine Card.

**JVCC:** The monthly Activities Coordinator's Report was given to all the members. It showed all the activities that are going on at the center. Also the 15<sup>th</sup> Annual Mitchell Area Senior Games results and marketing strategies were also given to the board members.

**Next Meeting Date:** Thursday August 10<sup>th</sup>, 2017 at 10:00am

**Adjournment:** Kristi adjourned the meeting at 11:00am

Respectfully Submitted by:

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