

## Community Services Advisory Board Meeting Minutes

Thursday July 14th, 2022

10:00am @ City Hall Council Chambers

612 North Main

Call To Order: Kristi Bitterman called the July 14th, 2022 Community Services Advisory Board Meeting to order at 10:00am.

Members Present: Kristie Bitterman, Jordan Unterbrunner, Cole Morgan, Bonnie Scott, & Al Jacklin

Members Absent: Whitney Kroupa, Tonya Klingaman, & Jan Quenzer

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

### 7/14/2022 - Minutes

#### 1. Approve Minutes From Previous Meeting

Motion was made by Bonnie Scott second by Jordan Unterbrunner to approve the last meeting minutes. All members present voting aye, motion carried.

#### 2. Introductions

Introductions were done with Al Jacklin, our newest board member, and The Community Services Advisory Board Members.

#### 3. Palace Transit Same Day Rides

With the closing of EZ Ride Taxi and limited ride hours for Speedy Taxi and them denying rides, same day rides have been recommended to the board at a rate of \$10 each way. This will comply with the federal regulations. Motion was made by Al Jacklin, second by Cole Morgan to provide same day rides at a rate of \$10 per ride. All members present voting aye, motion carried.

#### 4. Transit Saturday Shopping Times

Walmart trips on Saturdays have greatly increased, and it was recommended that we do shopping times for Walmart on Saturdays. Motion was made by Bonnie Scott, second by Al Jackling to make shopping times on Saturdays to Walmart at 12:30 with a 3:00 return. All members present voting aye, motion carried.

#### 5. Transit Passenger Handbook

The Palace Transit Passenger Handbook has been updated and the board were asked for approval. Motion was made by Bonnie Scott, second by Jordan Unterbrunner to approve all changes to the Transit Passenger Handbook. All members present voting aye, motion carried.

#### 6. Staffing

We have hired an Office Assistant, and she will be working 19 hours a week. A part-time bus driver along with a full-time bus driver have also been hired. We are currently looking for more part-time bus drivers to cover weekends.

## 7. Nutrition Contract

Starting July 1<sup>st</sup>, 2022 the Nutrition Meal Reimbursement rates have increased. The Title III C meals went to \$4.27 and the Waiver and LTSS meals went to \$7.02. The entire increase went to our caterers to cover the rising cost of food.

## 8. Frozen Meals Update

Our current stock of the frozen meals is very low. We placed an order on May 16<sup>th</sup> and have not received it due to supply issues. An order is being filled this week but will still have many out when it is received.

## 9. Budget

The City of Mitchell's Budget Process starts this month, with Mayor Bob Everson, City Administrator Stephanie Ellwein, and Finance Officer Michelle Bathke approving them first and then will go to City Council for approval.

## 10. Citizens Input

No citizens input to record.

## 11. Department Reports And Updates

### 11.I. Palace Transit

The year-to-date Ridership Report for April and May was given to the board members. The report breaks down the rides by special emphasis, elderly riders, handicap riders, medical rides, employment, Nutrition, Social Rec, education, shopping, general public, school age, and total rides. With the rising number of rides we are having issues with enough drivers to cover all the shifts.

### 11.II. Mitchell Volunteer Program

We currently have 224 volunteers enrolled in the MVP Program. Report was given to members of the volunteer opportunities for May - June. We are currently working with the schools putting together packets for back-to-school.

### 11.III. Adult Nutrition

Board members were given the May & June Nutrition reports. May was the end of the fiscal year. We were down 707 meals to our projections for the fiscal year and up 704 meals compare to last year at the same time. We distributed 6,254 second meals and 2,808 Dine Card Meals since June 2021, which is the start of the nutrition fiscal year. Total eligible and non-eligible meals served for the fiscal year was 49,099. The June report is the beginning of the new fiscal year and we are up 138 meals to projection.

### 11.IV. James Valley Community Center

The JVCC Progress Report for May - July was given to the board members. The report shows activities that are going on at the James Valley Community Center. The report also shows fundraisers that were done for JVCC. Kim is in the works of planning a fall bus trip, plus many other activities.

Next Meeting Date: August 11th, 2022

Adjournment: Meeting adjourned at 10:35am

**Respectfully Submitted by:**

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