

Community Services Advisory Board Meeting Minutes
Thursday June 14th, 2018
10:00am @ JVCC Board Room
300 West 1st

Call To Order: Allan Olson called the June 14th, 2018 Community Services Advisory Board Meeting to order at 10:00am

Members Present: Kristi Bitterman, Mark Limberg, Allan Olson, and Sharon Rehorst

Members Absent: Whitney Bruinsma, Louise Metz, and 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 Kristi Bitterman to approve the May meeting minutes. All members present voting aye, motion carried.

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1. United Way Funding Request

The United Way Applications have been completed. We have applied for \$10,000 for MVP, \$5,000 for Nutrition, and \$7,500 for JVCC. Board members were asked for permission to apply for the funding. Motion was made by Sharon Rehorst, second by Kristi Bitterman to request funding from United Way for all three departments. All members present voting aye, motion carried.

2. FY 19 Section 5311 & III-B Application

The 5311 Grant is a Federal Grant from the SD DOT, which we are a sub recipient. The grant pays for 80% of administrative and 50% of operating for Palace Transit. Funds for a full time Human Resource Assistant will also be included in the 5311 grant. The III-B grant is from the Older American Act. The board was asked for approval to apply for the funding. Motion was made by Sharon Rehorst, second by Allan Olson to apply for the 5311 and III-B Grants. All members present voting aye, motion carried.

3. Head Start Bus Contract

The Palace Transit Head Start Bus is officially out of operations and is no longer repairable. In order to continue to transport the Head Start, we have been working on an agreement with the Head Start program. We will be using their bus to transport the kids, and they will pay for our driver, insurance, and any maintenance issues with the bus. We will no longer be able to report those rides for our Transit Grant, but can use for all other reporting. Through Head Start they will pay the full cost of the employee compared to the state paying 50% of the cost.

4. Nutrition Contract FY19

We are still waiting for our contract from the state that started June 1st, 2018. We did receive a seven cent increase per meal served, which went into effect April 1st. We will include it in our next meeting packet.

5. Vendor Show

The MVP Summer Outdoor Vendor & Craft Show is scheduled for Saturday, July 28th at the Corn Palace Plaza. It was schedule to be at the JVCC parking lot, but due to poor vendor response it was moved. The move has brought in more vendors and coincides with Crazy Days. The vendor show is a fundraising project for the Mitchell Volunteer Program. The JVCC will still do their bake sale fundraiser.

6. Frozen Meal Update

We are having issues getting our food truck in a timely matter. It has come anywhere from 1 week to 6 weeks from the ordering date. Jessica has contacted Traditions, and they are looking into it. They said the main issue is the shipping company, Frozen Food Express. It is missing its connecting truck to get it to South Dakota. This has caused us to run out of meals before we get our next truck. Amy reported the end of fiscal total for the Second meals was 14,158 meals. This would be from July 2017 when the program started to the end of May 2018.

7. Nutrition One Time Payment

The South Dakota Legislature finalized the SFY19 budget in March and in addition to adopting the SFY19 recommended budget, the legislature also appropriated funding for a one-time payment to service providers for SFY18. A one-time payment of \$2,743.00 was made to the Nutrition Program. The funding is to be used for direct care and support staff workforce. It will be used for the Site Coordinators salaries.

8. Budgets

We are currently working on the city budgets which are due on June 22nd. The board was asked if there was anything that we should add to the budget. The James Valley Community Center's \$40,000 roof replacement will be added to the budget. All the Capital Grant items will also be added.

9. Department Reports And Updates

9.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 and miles. For May we are down 459 rides and are up 622 on miles. For the year we are ahead on rides by 9 and miles are ahead by 5,269. With all the road construction in town, the drivers put on more miles getting the clients. We did not get the Kids Club rides this summer. They went with another bus company. Also included in the packet was a list of Palace Transit Contracts due in the next few months. The board was asked for approve all contracts. Motion was made by Allan Olson, second by Sharon Rehorst to approve all contracts. All members present voting aye, motion carried.

9.II. MVP

Copies were given out to the members of the MVP Monthly Coordinators Report. The monthly coordinators report shows the volunteer opportunities for May. We currently have 247 volunteers and 64 work stations. Board members were also given copies of the "Total Enrollment and Hours" report. Four new members were recruited in May.

9.III. Nutrition

The nutrition May report was given to each member. May was the end of the Nutrition fiscal year. We are up 1431 meals to our projections for the month of May. We sold 995 second meals for the month of May. Coborn's Deli Dine Card had 168 meals for May and County Fair Deli had 92 meals. For the fiscal year nutrition overall was up 14,677 meals to projection and up 10,183 meals compared to last year.

9.III.i. JVCC

The monthly Activities Coordinator's Report was given to all the members. It shows events and activities for the months of May thru June. The bus trip to the Tulip Festival in Orange City was a huge success. Some of the upcoming activities include the Farmers Market and the Senior Games.

Next Meeting Date: June 12th, 2018 at 10:00am - there will be no August meeting

Adjournment: Kristi adjourned the meeting at 10:45

Respectfully Submitted by:

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