

Community Services Advisory Board Meeting Minutes
Thursday January 18th, 2018
10:00am @ JVCC Board Room
300 West 1st

Call To Order: Kristi Bitterman called the January 18th, 2018 Community Services Advisory Board Meeting to order at 10:00am.

Members Present: Kristi Bitterman, Whitney Bruinsma, Sharon Rehorst, Allan Olson, and Louise Metz

Members Absent: Sonya Moller, Lisha Vandersteen, & Mark Limberg

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

Agenda: Motion made by Allan Olson, 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 Allan Olson to approve November meeting minutes. All members present voting aye, motion carried.

Transit Legislation Update: State funding for the transit program has remained the same for several years now across the state. Transit directors met with South Dakota Department of Transportation Secretary, Darin Bergquist to ask for increased funding for the program to meet the increased need. It has now been decided that no additional funding will be asked for and bills will not be pursued. It was the consensus that this is a difficult year to pass a bill. Transit Lobbyist, Myron Rau will meet with the Transit Directors on February 13th and on February 14th in the House & Senate chambers to provide information about public transportation.

Transit Wheel Chair / Nursing Homes: The last two week the bus drivers have been struggling with a Dialysis patient, transporting them from the nursing home to Dialysis. The client is substantially heavier than other passengers, and will not fit on most bus lifts. Transit has been brainstorming ideas to come up with a solution. They were going to require to have a Personal Care Attendant assist for them to ride, but after research it was found that requirement would go against federal regulations. Transit drivers are not required to help with oxygen, medical equipment, medications, or other personal needs, but still cannot require an attendant to ride. The topic will be discussed at a March transit directors meeting in Pierre.

Dialysis Transportation: Dialysis Transportation has become huge nationwide, due to an increase of patients. Many patients are moving to Mitchell to get dialysis due to an overflow and are requiring transportation to and from their appointments. We have changed the driver's schedules around in order to accommodate the extra traffic with the dialysis patients.

Transit Coordination Plan: A new Transit Coordination Plan is required every five years. Each board member was given a copy of the plan to review. The plan is required so services are not duplicated. The Coordination Plan includes the service area, goals, principles, local coordination with existing transportation, and new and potential partners. The plan needs to be submitted by January 19th, 2018. Motion was made by Louise Metz, second by Allan Olson to submit the Transit Coordination Plan as is. All members present voting aye, motion carried.

Open Positions: For the last three years we have had another full time bus driver budgeted, but never filled the position. The City Administrator and the Mayor have approved us to go ahead with the full time position. We will be conducting interviews in the next couple of weeks.

RSVP to MVP Conversion: Board members were given copies of the revised volunteer application forms along with the new volunteer policies, volunteer timesheets, and the station MOU. All current volunteers and stations will be required to fill out the new forms. A question was asked if volunteer hours still need to be tracked. We will still need to track the volunteer hours to show how volunteering is impacting the community. The results will be used for United Way applications, City of Mitchell Annual Report, and any grants that are applied for.

City Wide Naming Policy: City officials will be meeting to come up with a city policy for naming rights. All departments were required to turn in an inventory list of any items that are currently named after someone/something or that could be named after someone/something. A policy will be made with guideline as to who can name things, if there is a donation amount, and the duration of the naming rights.

Hunger Tree Results: Our goal this year was fifty-eight meals, which is \$4,640. We have raised \$8,906 dollars. A few names still have been coming in of those who are in need of meals. That leave some money left to help those in need. A thank you ad was ran in the Daily Republic Newspaper. We will continue to take donations year round for those in need.

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 December we are down 222 rides and are down 210 on miles, due to illnesses. For the year we are ahead on rides by 392 and miles are ahead by 29.

MVP: Copies were given out to the members of the RSVP Monthly Coordinators Report and the Total Enrollment and Hours report. The monthly coordinators report shows the volunteer opportunities for the month of December. We currently have 266 volunteers and 65 work stations. We have submitted the final Progress Report and FFR for RSVP in order to relinquish the grant. New MVP volunteer applications and station MOUs will be sent out to all the RSVP volunteers and stations.

Nutrition: The nutrition December reports were given to each member. We are up 582 meals to our projections for the month of December. We sold 983 second meals for the month of December. Coborn's Deli Dine Card had 111 meals for December and County Fair Deli had 83 meals. For this fiscal year nutrition overall is up 8,760 meals to projection and up 5,148 meals compared to last year.

JVCC: The monthly Activities Coordinator's Report and Calendar was given to all the members. It shows events and activities for the month of December thru January. The after holiday party last week at JVCC was a success. Over 90 members attended. On April 6th JVCC will be hosting a Prom for those 18 and older. The theme will be "Dancing Through The Decades". The community is being encouraged to get involved. JVCC also participated in a Bridal Show with Big Daddy's Catering, to advertise renting the center.

Next Meeting Date: February 8th, 2018 at 10:00am

Adjournment: Kristi adjourned the meeting at 11:05am

Respectfully Submitted by:

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