

Community Services Advisory Board Meeting Minutes
Thursday May 13th, 2021
10:00am @ City Hall Council Chambers
612 North Main

Call To Order: Kristi Bitterman called the May 13th, 2021 Community Services Advisory Board Meeting to order at 10:00am.

Members Present: Kristi Bitterman, Whitney Kroupa, Bonnie Scott, Louise Metz, Sharon Rehorst, Jordan Unterbrunner, and Cole Morgan

Members Absent: Wanda Baker

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

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

Meeting Minutes: Motion was made by Sharon Rehorst, second by Jordan Unterbrunner to approve the last meeting minutes. All members present voting aye, motion carried.

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1. New Board Members

New board members Cole Morgan and Jordan Unterbrunner introduced themselves to the board. Each member then introduced themselves to Cole & Jordan.

2. DOT Inspection

South Dakota DOT inspected the vehicles, bus barn and the drive-up window. All findings were corrected by May 11th.

3. Palace Transit Contracts

Palace Transit Contracts that are due in the next two months, along with a new contract was discussed. Motions was made by Louise Metz, second by Sharon Rehorst to approve all contracts. All members present voting aye, motion carried.

4. Bus Garage Cameras

Palace Transit will be utilizing a SD DOT approved Capital Grant to get more cameras for the exterior and interior of the bus barn, to cover more area.

5. Nutrition Staff

We have hired James Higgs to deliver the food to the Mitchell sites and to serve at the James Valley Community Center

6. Nutrition Reimbursement Rates

The South Dakota Legislature finalized the SFY22 budget in March, to include a 2.4% increase for our meal reimbursement rate. The rate increase will go into effect on July 1st, 2021. This is a 10 cent increase from our current reimbursement amount.

7. United Way Grant

Board members were given a copy of the United Way Application for JVCC, Nutrition, and MVP. The board discussed how much each department should apply for FY22. Motion was made by Sharon Rehorst, second by Bonnie Scott to apply for the same amounts as last fiscal year. All members present voting aye, motion carried.

8. Citizens Input

No citizens input to record.

9. Department Reports And Updates

9.I. Palace Transit

The year to date Ridership Report for March & April was 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 March & April ridership totals were both down on rides and miles. The report breaks down the 5311 rides and the Headstart rides. Compare to other Transits in South Dakota we are doing good. We are down 31%, where many of the others Transits are down 50-70%. Rides have been pickup as people get vaccinated.

9.II. Mitchell Volunteer Program

Volunteer opportunities have been minimal due to the COVID-19, but have started to pick up in the last couple of weeks. We currently have 245 volunteer enrolled in the MVP Program. Stations have been slowly requesting volunteers again. We currently have a new station in the works. have been minimal due to the COVID-19, but have started to pick up in the last couple of weeks. We currently have 245 volunteer enrolled in the MVP Program. Stations have been slowly requesting volunteers again. We currently have a new station in the works.

9.III. Adult Nutrition

Board members were given the April Nutrition report. We are down 6030 meals to our projections for this fiscal year. We distributed 5468 second meals this fiscal year and had a total of 2182 Dine Card Meals. We are down 4903 meals compared to this same time last year. May is the end of this fiscal year and the new FY starts June 1st.

9.IV. James Valley Community Center

JVCC Activities Report was included in the packet. The May Day Basket Fundraiser raised \$423 dollars.

Dances will continue to be the 4th Thursday of the month with a DJ. Bingo is now every Thursday night and the 1st & 3rd Tuesday afternoon. June 2nd there will be a Local Bus Spring Bus Trip.

Next Meeting Date: June 10th, 2021

Adjournment: Meeting adjourned at 10:18 am

Respectfully Submitted by:

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