

## **Community Services Advisory Board Meeting Minutes**

**Thursday August 12th, 2021**

**10:00am @ City Hall Council Chambers**

**612 North Main**

**Call To Order:** No Quorum

**Members Present:** Bonnie Scott, Jan Quenzer, Cole Morgan, and Jordan Unterbrunner

**Members Absent:** Kristi Bitterman, Whitney Kroupa, Tanya Klingaman, and Wanda Baker

**Ex-Officio Member Absent:** John Doescher

**Staff Present:** Jessica Pickett and Amy Hurt

**Agenda:** No quorum

**Meeting Minutes:** No quorum

8/12/2021 - Minutes

### 1. New Member Introductions

Introductions of new and old board members were done.

### 2. Election Of Officers

No election due to lack of quorum.

### 3. Community Services Staff

There has been many staff changes in the last two months. Jacki Larson went to Public Safety as their Administrative Coordinator, Wanda Graves took Jacki's position as the Community Services Administrative Assistant, Jacque High took Wanda's position as the Palace Transit Dispatcher, and we are looking for a full time driver to replace her. Maria Payne the JVCC Activities Coordinator gave her notice, so we are also looking to hire for her position. We are also hiring part-time bus drivers.

### 4. Head Start Transportation Agreement

Jessica received a call yesterday afternoon that they would like to pull the Head Start Contract. There is such a high demand for Head Start in the Mitchell area that they needed to add to more classes and we did not have the drivers or the larger buses that meet Head start requirements to accommodate the extra routes. They went with Foreman Bus Services because Foreman's can meet their increased needs.

### 5. Nutrition Contracts

Nutrition Contracts will be moved to the next meeting due to no quorum present. We may be adding another congregate site in Freeman, South Dakota.

### 6. United Way Special Funding

United Way offered special funding this year due to a successful campaign last fall. The Adult Nutrition Program received \$6,500.00 to give our Mitchell caterer an extra twenty-five cents per meal increase to offset the rising cost of food. The James Valley Community Center received \$5,700.00 to put towards an overhead permanently mounted projector, fixing the smart board screen, wireless headset, transmitter, and

microphone, and an Apple Lightening to HDMI Adapter.

7. United Way Day Of Caring

Two volunteers from James Valley Drug Court cleaned the sunroom, bathrooms, and interior windows yesterday at the James Valley Community Center.

8. COVID-19 Vaccine Grant

The James Valley Community Center has applied for the COVID-19 Vaccine Access Grant. The purpose of the grant is to reach unvaccinated South Dakotans and provide a place for them to get factual information and assistance scheduling their vaccination appointments. We requested funds for a part-time office assistant, laptop computer, desktop computer, and advertising.

9. Citizens Input

No citizens input to record.

10. Department Reports And Updates

10.I. Palace Transit

The year to date Ridership Report for June 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 June ridership totals were both up on rides and miles. The report breaks down the 5311 rides and the Head Start rides. With not getting the Head Start contract this year, the report will change.

10.II. Mitchell Volunteer Program

A monthly report was given to the members which shows placements of the volunteers for the last couple of months. We did sign up two new volunteer stations this month, Helping With Horse Power and The Caring Closet of Mitchell.

10.III. Adult Nutrition

We are up 41 meals to our projections for the month of June and down 309 meals for the month of July. We distributed 695 second meals in June and 491 in July, and had a total of 210 Dine Card Meals in June and 275 for July. We are down 1465 meals compared to this same time last year.

10.IV. James Valley Community Center

The JVCC Activities Calendar was given to the board members, to show the scheduled activities for the month of August. With Maria giving her notice no report was given.

**Next Meeting Date:** September 9th, 2021

**Adjournment:** No adjournment was done due to lack of quorum.

Respectfully Submitted by:

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