



Community Services Board  
City Council Chambers, City Hall, 612 N. Main Street  
January 11, 2024

**1. Call To Order**

Al Jacklin called the January 11th, 2024 Community Services Advisory Board Meeting to order at 10:04am.

**2. Roll Call**

**Members Present:** Cole Morgan, Sarah Beckstrom, Al Jacklin, Jan Quenzer, and Jay Larson (via phone)

**Members Absent:** Tonya Klingaman, Wendy Linke, and Whitney Kroupa

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

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

**3. Approval of Agenda**

A motion was made by Jan Quenzer second by Cole Morgan to approve the agenda. All members present voting aye, motion carried.

**4. Approve Minutes From Previous Meeting**

A motion was made by Sarah Beckstrom second by Jan Quenzer to approve the last meeting minutes. All members present voting aye, motion carried.

**5. Election of Officers**

The board was asked for volunteers for the Chairman and Vice-Chairman positions on the board. A motion was made by Jan Quenzer second by Al Jacklin to nominate Jay Larson as the Chairman of the Community Services Advisory Board. All members present voting aye, motion carried. Jay accepted the Chairman of the Board position. A motion was made by Jan Quenzer second by Al Jacklin to nominate Sarah Beckstrom as the Vice-Chairman of the Community Services Advisory Board. All members present voting aye, motion carried. Sara accepted the Vice-Chairman position. .

**6. Palace Transit Capital Improvement Plan**

Jessica was on the committee for the SD DOT Capital Improvement Plan. The Capital Investment Improvement Plan is a five-year plan and will be used by all transit agencies. The plan identifies the rolling stock needs, the facility needs, equipment needs, and the budgets for the needs. The plan was submitted to the state and approved.

**7. Palace Transit 5311 Audit**

The 5311 audit conducted in October 2023 was finalized by SD DOT. The audit did not have any errors, and showed that Palace Transit was compliant with all Federal and State regulations.

### **8. New Palace Transit Bus**

One of the buses that was ordered three years ago is supposed to be here this month. The bus will be added to the fleet and will not replace a bus due to the increased ride volume & lack of spare bus ratio.

### **9. RTAP Conference**

Jessica attended the Rural Transit Assistance Program (RTAP) Conference in December in South Carolina. She attended many useful seminars, with one being about Van-Pooling. This is something that we are working on with the State and the Chamber to start up in Mitchell utilizing additional grant funding.

### **10. Transit Coordination Plan**

The Transit Coordination Plan is due for complete recreation this year to meet the needs of the community. Most Transit Agencies hire someone to do this for them. Jessica will be doing Palace Transits this year. She will be gathering information from the community, staff, and board.

### **11. Title III B Grant Funding**

New this year to the Adult Nutrition Program is a Competitive Grant for Title III C1 and C2 meals. The applications are due by the end of the month. The application must include a Letter of Intent, Current Certificate of Insurance, confirmation of registration, most current 990, Conflict of Interest Policy, Accounting Policy, Travel Policy, Procurement Policy, Organizational Structure, Abuse, Neglect, and Exploitation Policy, and Grievance Policy. A motion was made by Sarah Beckstrom second by Cole Morgan to apply for the Nutrition Funding. All members present voting aye, motion carried.

### **12. Abuse, Neglect, & Exploitation Policy**

We have constructed a new Abuse, Neglect & Exploitation Policy for the Adult Nutrition Program. Jessica asked for the board's approval of the policy. A motion was made by Jan Quenzer second by Sarah Beckstrom to approve the Abuse, Neglect & Exploitation Policy. All members present voting aye, motion carried.

### **13. Office Staff Changes**

Due to the increased ridership of Police Transit, grant funding was used for a part-time dispatcher. Cori Goldammer accepted the position of Part-Time Transit & Activity Coordinator. Pam VanOverschild accepted the Part-Time Office Assistant.

### **14. Citizens Input**

No citizens input to record

### **15. Department Reports & Updates**

### **A. Palace Transit**

The year-to-date Ridership Report for October and November was given to the board members. The report breaks down the rides by special emphasis on elderly riders, handicap riders, school-age riders, and general public riders. The results are then compared to last year's ridership results. We have increased both on rides and miles. The Palace Transit fiscal year starts in October and ends in September.

### **B. Adult Nutrition**

Board members were given the November & December Nutrition reports. We are up 1186 meals to our projections for the fiscal year and up 674 meals compared to last year at this time. We have distributed 3,965 second meals & 2209 Dine Card meals since June. The total eligible & non-eligible meals served for this fiscal year is 27,300. The Adult Nutrition fiscal year runs from June to May. The total amount of donations that were given for the Seniors in Need Snowflakes was \$8,872.00.

### **C. Mitchell Volunteer Program**

We currently have 215 volunteers enrolled in the MVP Program. The report given to the board members show the non-profits in the community that the volunteers helped with in October - December 2023.

### **D. James Valley Community Center**

The JVCC Progress Report for November - December 2023 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Membership renewals for the James Valley Community Center are currently in progress.

### **16. Next Meeting**

The next meeting will be Thursday March 14th, 10:00am at City Hall council Chambers.

### **17. Adjournment**

The meeting was adjourned by Jay Larson at 10:33 am.