



Community Services Board
City Council Chambers, City Hall, 612 N. Main Street
May 9, 2024

1. Call To Order

Jay Larson called the May 9th, 2024 Community Services Advisory Board Meeting to order at 10:00am.

2. Roll Call

Members Present: Jay Larson, Wendy Linke, Cole Morgan, Sarah Beckstrom, Kristi Bitterman, Al Jacklin, and Jan Quenzer

Members Absent: Tonya Klingaman

Ex-Officio Member Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of Agenda

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

5. Emergency Preparedness

Jessica attended the South Dakota Health Care Coalition Meeting with other health care providers. They discussed ways to prepare the community for any disaster. Jessica shared how we could help with Palace Transit and the Adult Nutrition Program. The process would have to start with a MOU with health care providers in the community.

6. Transit Software Procurement

Palace Transit has been approved for the Dispatch Software Procurement process. We have received the grant for the software, and the budget has been approved. The process will be a Micro Purchase, so we can start to collect bids for the Transit Software Program. The Independent Cost Estimate (ICE) was used to compare software programs that suit our operation. If the lowest bid does not meet our needs, then the RFP process will be used.

7. Transit 5311 Grant Application

The Transit 5311 grant covers operating and administrative expenses. This year the process is

all done online using Black Cat. The grant is due by June 3rd, which is sooner than normal. Motions was made by Al Jacklin second by Kristi Bitterman for approval to apply for the 5311 Grant. All members present voting aye, motion carried.

8. Title III B Update

The Title III B funds are used by the Adult Nutrition Program and Palace Transit. The Older American Act (OAA) final rule compliance will be out October 25th, 2024, which will include new prioritizations.

9. New Hires

Palace Transit is now close to being fully staffed. The full-time, 30-hour, and two part-time driver's positions have been filled. We have also hired a part-time Nutrition Site Coordinator for Cathedral Squares. Palace Transit has been able to go back to pre-COVID hours.

10. United Way Agency Presentation

This year United Way has chosen the Mitchell Volunteer Program (MVP) for an agency interview. The interview is scheduled for May 22nd at DWU. Every year they pick different agencies to interview.

11. Nutrition Amendment

The current Adult Nutrition contract was going to be around \$15,000 short if our counts stayed on the current path. We applied for an amendment to the contract and, \$14,998.84 was awarded to get us through the fiscal year.

12. Nutrition Contract

We received the contract for the Adult Nutrition Program today, and it shows we were awarded \$303,459.20 for the upcoming fiscal year. This is an increase of approximately 11 cents per meal. The upcoming fiscal year will run from June 1st, 2024 to September 30th, 2025, and after that it will run from October to September.

13. Nutrition Meeting

Jessica attended the Adult Nutrition Provider Meeting in Sioux Falls a couple of weeks ago. This is the first one since 2019. They discussed the LTSS Rate Study which suggests a \$3.50 meal rate reimbursement for all sites. The average cost of a meal is \$8.00-\$9.00. Other changes to the contract were also discussed. It was suggested that they get a lobbyist to represent them and push for the 6 million dollars needed to provide full compensation for the meals. A grant would be used to fund the lobbyist. Another discussion point was where the unused contract money goes when the projections were not met.

14. Nutrition Audit

A Subrecipient Monitoring Desk Review of the Adult Nutrition Program records for June 1st, 2023-March 31st, 2024 was conducted by the state. There were no findings during their audit.

15. Parkston Nutrition Site

At the last meeting, the board members were told that there were going to be new owners of the Overtime restaurant in Parkston, and they were still going to continue to do the Adult Nutrition Program. That did not happen and there were some days in April when meals were not provided in Parkston until they could find a new cook. They are now back to serving five days a week.

16. JVCC Bingo Board

The flash board for bingo is not repairable, and was taken down. The bingo computer is temporarily hooked to the TV until we can purchase a new bingo computer. JVCC has \$890.77 in reserve funds and the cost of the computer would be \$2,861.35. We will have to ask for supplemental funds from City Council to purchase the computer. We are in the process of getting quotes for a TV or a projector. Motion was made by Sarah Beckstrom second by Al Jacklin for approval to ask City Council for a Supplemental Appropriation. All members present voting aye, motion carried.

17. Citizens Input

No citizens input to record.

18. Department Reports and Updates

A. Palace Transit

The year-to-date Ridership Report for February and March 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. The ridership has increased on both rides and miles.

B. Adult Nutrition

Board members were given the March and April Nutrition Reports. We are up 2,068 meals to our projections for the fiscal year and up 1,792 meals compared to last year at this time. We have distributed 6,671 second meals and 3,438 Dine Card meals since June 2023. The total of eligible & non-eligible meals served for this fiscal year is 45,763 meals.

C. Mitchell Volunteer Program

We currently have 157 volunteers enrolled in the Mitchell Volunteer Program. The report given to board members shows the non-profits in the community that the volunteers helped with in March and April. We are always looking for more volunteers and volunteer opportunities.

D. James Valley Community Center

The JVCC Progress Report for March - April 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Jessica has been doing some landscaping around the building to spruce things up. The Spring Bus Tour is coming up on June 6th where they are going to the SD State Park in North Sioux City to tour the Adams Homestead & Nature Preserve, along with antique shopping and wine tasting in Sioux Falls. JVCC members held a Mayoral Candidates' Forum on April 24th, with JP Skelly moderating the event and Ruby Pattison was the timer.

There were more than 150 people in attendance for the debate.

19. Next Meeting

The next meeting will be Thursday, July 11th, 10:00am at City Hall Council Chambers.

20. Adjournment

The meeting was adjourned by Jay Larson at 10:31am.