



Community Services Board
City Council Chambers, City Hall, 612 N. Main Street
September 12, 2024

1. Call To Order

Jay Larson called the September 12th, 2024 Community Services Advisory Board Meeting to order at 10:05am.

2. Roll Call

Members Present: Jay Larson, Penny Virchow, Cole Morgan, Sarah Beckstrom, Kristi Bitterman, and Jan Quenzer

Members Absent: Wendy Linke and Al Jacklin

Ex-Officio Members Present: John Doescher

Staff Present: Jessica Pickett and Amy Hurt

3. Approval of Agenda

A motion was made by Sarah Beckstrom second by Kristi Bitterman to approve the agenda. All members present voting aye, motion carried

4. Approval Minutes From Previous Meeting

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

5. Transit Subrecipient Risk Assessment

The Transit Subrecipient Risk Assessment was completed on Palace Transit. The assessment results show that they are low-risk. No issues were found.

6. Transit Software Update

On August 14th Spare, the new Palace Transit software, was launched. The developers are currently editing the program to match our needs and regulations, and work out all the bugs. A few changes to the program are scheduling rides by the arrival time or the leave by time and not 30 minutes before the appointment. There is also an App where clients can schedule or cancel a ride.

7. Palace Transit Shopping Hours

The shopping hours for the grocery stores and Walmart have been removed due to the new software. The software is constantly optimizing the trips for a more efficient route.

8. Transit Passenger Handbook

With the launch of the new Transit Software, we need to make some revisions to the Transit Passenger Handbook. We did away with the 7:30 last pickup time, changed the Sunday hours from 7:00am-2:00pm, put a \$15 same day fee for Saturdays and Sundays, updated the holidays, updated children under 3 policy, transportation fees for items left on the bus, mileage fares, walkers/wheelchair policies, package policies, smoking policies, children under 3 policies, shoe policy, honking horn procedure, scheduling and canceling rides procedures, eliminated the 10-minute window either way, no show policy, seatbelt policy, oxygen procedures, service animal policies, past due fares policy, and added the weather closure policy. The board went through the suggested changes and made a few minor adjustments. A motion was made by Jan Quenzer second by Penny Virchow to approve all the updates to the Palace Transit Passenger Handbook. All members present voting aye, motion carried.

9. SD Statewide Coordinated Public Transit - Human Service Transportation Plan

The State developed a Statewide Coordination Transit Plan, instead of all the transit agencies doing their own this year. The 287-page plan was emailed to all the board members for them to read. The coordination plan breaks down the transit regions, talks about van-pooling, strategies, priorities, challenges, and much more.

10. South Dakota State Plan on Aging

The plan is updated every 4 years for entities that receive Older American's Act Federal funding. The plan covers nutrition, adult aging programs, learning programs, volunteering, and home programs for seniors. Jessica attended a meeting this week in Sioux Falls for more insight on the plan.

11. Nutrition Software

An update to the current Nutrition Software Program is in progress. A barcode will be assigned to all clients, along with a card with a barcode. The barcodes will be used in recording meals that the clients eat daily. All nutrition sites will receive a scanner and a tablet in order to scan the cards daily.

12. United Way

Jessica participated in three separate Facebook live interviews for The Mitchell United Way, featuring the James Vally Community Center, Adult Nutrition Program, and Mitchell Volunteer Program. A portion of United Ways funds contributes to all three of these programs.

13. Citizens Input

City Administrator Stephanie Ellwein, did a presentation on the impact the Grocery Tax Reduction would have on the community and the city departments, if it passes in November.

14. Department Reports and Updates

A. Palace Transit

The year-to-date Ridership Report for July 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. Palace Transit is currently up on rides and miles.

B. Adult Nutrition

Board members were given the July and August Nutrition Reports. For this fiscal year we are down compared to last year and to our projections. Meal counts are down due to Parkston serving meals 3 days a week instead of its normal 5 days a week.

C. Mitchell Volunteer Program

We currently have 159 volunteers enrolled in the Mitchell Volunteer Program. The report given to the board members shows the non-profits in the community that the volunteers helped with in July and August.

D. James Valley Community Center

The JVCC Progress Report for July – August 2024 was given to the board members. The report shows activities, events, and fundraisers that are going on at the James Valley Community Center. Some of the activities were Rusty Rierson Concert, Wellness Wednesdays, Pool Tournament, and bingo. An upcoming 6-week National Chronic Disease Day Workshop is coming up starting in September.

15. Next Meeting

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

16. Adjournment

The meeting was adjourned by Jay Larson at 11:08am.