

**MINUTES
TOWN OF QUARTZSITE
REGULAR MEETING OF THE
HEALTH & DEVELOPMENT SERVICES BOARD
465 NORTH PLYMOUTH AVENUE
THURSDAY, AUGUST 18, 2016, 3:00 PM**

CALL TO ORDER 3:05 p.m.

Chairperson Monica Timberlake called the meeting to order at 3:05 p.m.

INVOCATION

Board Member Suellen Pennington said the invocation.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairperson Monica Timberlake.

ROLL CALL OF THE BOARD

Chairperson: Monica Timberlake – Present

Vice Chairperson: Dave Collier – Present

Board Member: Sue MacCracken – Absent

Board Member: Suellen Pennington – Present

Board Member: Hank Ayers – Present

Board Member: Vacant

Board Member: Vacant

Staff Present: Janet Collier, Transit Manager; Miguel Castellanos, Deputy Town Clerk; Jim Ferguson, Interim Town Manager.

All Business Items are open to public discussion when the Chairperson calls for it for each item after the Board has had an opportunity to discuss and possibly act on each item.

APPROVAL OF MINUTES

Board Member Hank Ayers motioned to approve the minutes for the meeting of July 21, 2016 and Board Member Suellen Pennington seconded the motion. The motion passed unanimously.

BUSINESS

1. Discussion and possible action on a work session to develop an emergency plan for Town of Quartzsite.

Vice Chairperson Dave Collier declared developing an emergency action plan for the Town is not in the scope of responsibilities for the Board.

Jim Ferguson, Interim Town Manager said having a work session to bring forth concerns and possibilities to the Council is in the scope of the Health and Development Services Board.

Board Member Hank Ayers suggested inviting the Fire and Police Departments so they are involved and know what the emergency plan would be.

Vice Chairperson Dave Collier directed staff to schedule and invite the necessary people and agencies to a work session to discuss concerns and ideas for the Town's emergency action plan.

Shanana Rain BearCat notified the Board that September is National Preparedness Month and has committed herself to advertise the work session in social media and the desert messenger.

2. Discussion and possible action to support or participate in the Quartzsite 150th Celebration.

Chairperson Monica Timberlake said the Board had approved to support the Quartzsite 150th Celebration.

3. Review and discussion of Town Promotional funds availability, advertising and timeline, and possible action to make a recommendation to the Town Council.

Chairperson Monica Timberlake asked if August 31, 2016 would be enough time for organizations to turn in their applications for the Town Promotional funds. Jim Ferguson answered the deadline could be extended as needed.

Chairperson Monica Timberlake asked if September 9 would give organizations enough time.

4. Discussion regarding the Volunteer of the Year Program.

Chairperson Monica Timberlake recommended following the same process as last year.

The Board Decided to have nominations due by September 14 and then vote thereafter by October 14, have a special meeting on October 15 to accept qualified nominees. The votes would be tallied on October 20 and be ready for the council meeting October 25.

REPORTS FROM BOARD

Reports only.

Chairperson Monica Timberlake announced the official resignation of Rita Wilson.

REPORTS FROM STAFF

Monthly Transit updates and statistical reports.

Janet Collier, Transit Coordinator, told the Board there will be a potluck at the Senior Apartments and she would present the transit service to them.

Janet Collier updated the Board of the new changes to the Rider's Guide. She also read the transit report for July which included fleet mileage of 2, 628 miles. One vehicle had preventative maintenance, 9 cancelations and one no show.

Vice Chairperson Dave Collier suggested using better quality paper to make the information easier to read.

Shanana Rain BearCat recommended the using gotprint.com and Vistaprint for printing on better quality paper.

CALL TO THE PUBLIC

None

ADJOURNMENT 4:06 p.m.

Board Member Hank Ayers motioned to adjourn the meeting at 4:06 p.m. and Vice Chairperson Dave Collier seconded the motion. The motion passed unanimously.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of August 18, 2016, of the Health & Development Services Board of the Town of Quartzsite, Arizona, held on August 18, 2016.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 22 day of September 2016.

Miguel A Castellanos
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

Maryann Timberlake
Chairperson Timberlake