

**MINUTES**  
TOWN OF QUARTZSITE  
REGULAR MEETING OF THE  
**HEALTH & DEVELOPMENT SERVICES BOARD**  
465 NORTH PLYMOUTH AVENUE  
**THURSDAY, NOVEMBER 17, 2016, 3:00 PM**

**CALL TO ORDER** 3:09 p.m.

Chairperson Monica Timberlake called the meeting to order at 3:09 p.m.

**INVOCATION**

Board Member Suellen Pennington said the invocation.

**PLEDGE OF ALLEGIANCE**

Vice Chairperson Dave Collier led the Pledge of Allegiance.

**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: James "Bubba" White - Present  
Board Member: Vacant  
Board Member: Vacant

Staff Present: Janet Collier, Transit Manager; William Ponce, Chief of Police; Miguel Castellanos, Deputy Town Clerk.

*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**

Vice Chairperson Dave Collier motioned to approve the minutes for the meeting of October 20, 2016 and Board Member Suellen Pennington seconded the motion. The motion passed unanimously.

**BUSINESS**

**1.** Presentation and discussion regarding emergency preparation with Dana Dyer.

Dana Dyer, spoke to the Board about having a Community Emergency Expo in which the public could ask questions and be informed. He also gave examples of potential emergencies that could happen to the Town.

Chairperson Monica Timberlake said she had been asking for a meeting to develop an emergency action plan. She also would like to add a fire plan to the emergency action plan.

Dana Dyer said that could be included as well.

Chairperson Monica Timberlake would like to have a work session on December 8 2016 at 2:00 p.m. held in the Town Hall Council Chamber.

**2.** Discussion and possible action to recommend to Council the purchase of a plaque for the Volunteer of the Year recipients.

Miguel Castellanos, Deputy Town Clerk, said the Board had wanted to have a plaque for the Volunteer of the Year recipients.

Vice Chairperson Dave Collier reviewed the costs of the different wooden boards for plaques.

Chairperson Monica Timberlake motioned to recommend to Council to purchase a Volunteer of the Year plaque choosing from the options offered to them from staff and Vice Chairperson Dave Collier seconded the motion. The motion passed unanimously.

### **REPORTS FROM BOARD**

Reports only.

None.

### **REPORTS FROM STAFF**

Reports only.

Jan Collier, Transit Coordinator, read the transit report to the Board.

Chairperson Monica Timberlake asked if the Transit Service could call people to confirm that they still wanted their transit appointment. Janet Collier answered that calling all the people back would require a lot of time and most of the riders do not answer their phones.

### **CALL TO THE PUBLIC**

None.

### **ADJOURNMENT** 3:58 p.m.

Vice Chairperson Dave Collier motioned to adjourn the meeting at 3:58 p.m. and Board Member Suellen Pennington 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 November 17, 2016, of the Health & Development Services Board of the Town of Quartzsite, Arizona, held on November 17, 2016.

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Miguel Castellanos, Deputy Town Clerk

On behalf of the Board,

Approved:

\_\_\_\_\_  
Chairperson Timberlake