

MINUTES
TOWN OF QUARTZSITE
HEALTH & DEVELOPMENT SERVICES MUNICIPAL BOARD
REGULAR MEETING
TUESDAY, MAY 14, 2013 at 4:00 PM

CALL TO ORDER: 3:59 PM by Vice Chairperson Sally Ford.

ROLL CALL:

Chairperson, vacant
Board Member Denise Florian, present
Board Member Suzan Fonda, present by telephone
Vice Chairperson Sally Ford, present
Board Member Carolyn Guthrie, present
Guests: Council Member Norma Crooks, Shanana Rain GoldenBear and Monica Timberlake
Staff: Steve Henrichs, Director of Community Development Services and Tina Abriani, Secretary

APPROVAL OF MINUTES:

April 9, 2013

Board Member Carolyn Guthrie moved to approve the minutes of the last meeting held on April 9, 2013 and Board Member Denise Florian seconded the motion. Call for vote. Motion Passed.

CALL TO THE PUBLIC:

Shanana "Rain" GoldenBear expressed disappointment that four of the five Items on the Agenda are not *Open for Public Discussion*. Rain also announced that the Grand Gathering will take place March 6 -9, 2014. In June of 2013, Rain will approach the Council and ask for emotional and volunteerism support from all the boards.

Monica Timberlake expressed interest in being considered for a position on the Health and Development Services Board. A Volunteer Interest Statement was turned in prior to this meeting.

NEW BUSINESS:

1. Discussion and possible action to appoint a Chairperson.

Board Member Carolyn Guthrie moved to table this until the October meeting. Board Member Denise Florian seconded the motion. The vote was called for and all were in favor. Motion Passed.

Chairperson Sally Ford asked if a meeting could be called during the summer so that they could gather applications and vote on them and then present the Board's recommendations to the Town Council so that the Board would have members by the meeting in September 2013.

The Community Development Services Director, Steve Henrichs, stated that the Town has been advised by its attorneys that appointments to the boards are a council function only.

The Director of Community Development Services, Steve Henrichs, advised the Board that this Item must be removed as this is a Council matter only.

Board Member Denise Florian moved to remove this Item from the Agenda. Board Member Suzan Fonda seconded the motion. The vote was called for and one Board Member was a Nay vote. Motion Passed.

3. Discussion and possible action regarding the financial quarterly reports required by the Board.

The Board reviewed all three submissions and discussed them. Chairperson Sally Ford stated that she was not real happy with the Quartzsite Business Chamber's report. She said the Senior Center did a really good job compared to what they have done before. The Historical Society did a great job, as usual. The Quartzsite Business Chamber submitted a report covering nine months of reporting in one report. Board Member Denise Florian stated that reporting is not the way it should be.

Staff was directed to check to see if there is a form recommended or developed by the Town Council for the quarterly reporting from the recipients.

Board Member Carolyn Guthrie moved to accept the Senior Center and the Historical Society and not the Chamber. Board Member Denise Florian seconded the motion. The vote was called for and all were in agreement. Motion Passed.

4. Discussion and possible action regarding advertising for new board members.

Board Member Carolyn Guthrie reviewed her idea about a club meeting to interest new board members.

Chairperson Sally Ford suggested that the club fair be put on the next agenda.

Board Member Suzan Fonda suggested that the Town keep advertising for volunteers.

Chairperson Sally Ford directed staff to pull all applicants interested in serving on the Health and Development Services Board and find out if they are still interested. If someone is interested, they should be asked to fill out a new one if the one the Town has is old. She directed that the Volunteer Interest Statements of the interested applicants be forwarded on to the Town Council for their review and selected appointments.

Board Member Carolyn Guthrie moved to send this off to the Council. Board Member Suzan Fonda seconded the motion. The vote was called for and all were in favor. Motion Passed.

5. Review discussion and approval of settlement terms with the Office of the Arizona Attorney General regarding the failure to post meeting minutes for the Town Council Advisory Boards and Committees within required timelines.

Steve Henrichs, Community Development Services Director, read the letter from the Office of the Arizona Attorney General, dated August 9, 2012, stating the settlement terms between the Town's Advisory Bodies and the Office of the Arizona Attorney General in response to Open Meeting Law violation complaints.

The settlement states that the timely posting of minutes is three working days after a meeting, except for subcommittees and advisory committees. The Town must post on its website, either a statement describing the legal action taken by the body or any recording of the meeting. Further, within two working days following approval of the minutes, the Town must post approved minutes of Town Council meetings on its website. For advisory committee or subcommittee meetings, the requirement is within ten working days

Steve Henrichs advised that the Administrative Liaison to the Health and Development Services Municipal Board is the Director of Community Development. The Director is responsible to ensure that a recording is kept for each Health & Development Services meeting and that the recording for each meeting will be posted to the Town's website within ten days after each meeting.

Board Member Suzan Fonda moved that the Board accept the way of doing this meaning the minutes get posted to the website in the timeframe acceptable by the A.G.'s Office and Board Member Carolyn Guthrie seconded the motion. The vote was all in favor. Motion Passed.

Each Board Member signed the agreement with the Office of the Arizona Attorney General, except Suzan Fonda, who appeared by phone and signed before the meeting was held.

ADJOURNMENT: 4:47 PM

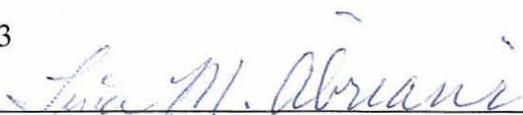
Board Member Carolyn Guthrie moved to adjourn and Board Member Denise Florian seconded the motion. The vote was all in favor. Motion Passed.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting held on May 14, 2013, of the Health & Development Services Municipal Board of Quartzsite, Arizona.

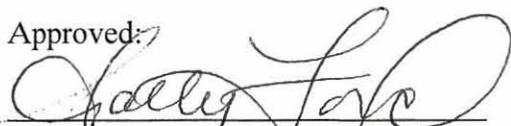
I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 10th day of September 2013



Tina M. Abriani, Secretary

On behalf of the Board

Approved:


Sally Ford, Vice Chairperson