

**MINUTES**  
**TOWN OF QUARTZSITE**  
**REGULAR MEETING OF THE**  
**HEALTH & DEVELOPMENT**  
**SERVICES BOARD**  
**465 NORTH PLYMOUTH AVENUE**  
**THURSDAY, NOVEMBER 20, 2014, 3:00 PM**

**CALL TO ORDER:** 3:02 p.m.

**PRAYER:** Given by Board Member Suellen Pennington.

**PLEDGE OF ALLEGIANCE:** Led by Vice Chairman Elmer London.

**ROLL CALL OF THE BOARD:**

Chairman: Sally Ford, present

Board Member: Sue MacCracken, present

Board Member: Rita Wilson, present

Board Member: vacant

Vice Chairman: Elmer London, present

Board Member: Suellen Pennington, present

Board Member: vacant

**GUESTS:** Shanana Rain GoldenBear, Jean Blitz and Council Member Carol Kelley

**STAFF:** Skylor Miller, Town Manager; Janet Collier, Town Transit Coordinator; Tina Abriani, Town Clerk

**READING & APPROVAL OF MINUTES:**

**October 16, 2014**

Board Member Rita Wilson moved to approve the minutes as written and Vice Chairman Elmer London seconded the motion. The vote was unanimous. Motion passed.

**BUSINESS**

- 1. Discussion and possible action to standardize a process by which non-profit organizations in the Town of Quartzsite may become aware of and apply for financial assistance from the Town's Economic Outreach Fund.**

Chairman Sally Ford suggested that the form state that it must be completely filled out in order to be considered.

Town Manager Miller commented that points can be deducted for incompleteness. He advised that since the Board will be serving in an advisory capacity to Council, each application should be kept listing the scores and the reasons for any low scores.

Chairman Sally Ford asked that it be stated somewhere on the application that it must be completed before submission for consideration.

Town Manager Miller stated he doesn't see the process moving forward without the Town Code being changed regarding the reporting requirements. He advised it would be important to see what was accomplished with the Town funds; he doesn't want to see the financial statements for an entire year.

Ideas regarding requiring reports or budgets in order to justify need and Town funds usage were discussed. There was discussion regarding a new application and proof of 501(3)c status being required each year to apply for Town funds.

Town Manager Miller advised that a Town Code discussion needs to take place regarding a reporting process.

Chairman Sally Ford asked about reporting by the organizations regarding what was done with the money. Town Manager Miller said that would be determined by Town Code.

Chairman Sally Ford advised time is short before the advertising should begin. She asked Town Manager Miller if the applications would be available by February 2015 and due to be returned to the Town by August 2015.

Town Manager Miller advised the advertising should begin in February 2015.

Board Member Rita Wilson moved to open the item to public discussion and Board Member Suellen Pennington seconded the motion. The vote was all in favor. Motion passed.

Shanana Rain GoldenBear with Proud Neighbors of Quartzsite stated that a few years ago, the organization did receive a letter regarding Town funds. She said the quarterly reporting requirements prevented the organization from applying because it only provided yearly reports to the IRS and had no accountants to help.

Rain stated the funds should be used to promote the Town and that she would like to see 'promotion of the Town' defined better in the future. She asked that the purpose of the funds be stated in the advertising of their availability.

Vice Chairman Elmer London noted that some organizations that grant funds ask for goals and objectives and then later, status updates as well.

Jean Blitz, winter visitor, asked if the non-profit organizations had been polled to see if there is some reason they have not applied.

Rain announced there will be Q.I.A. (Quartzsite Improvement Association) luncheon on Tuesday, November 25, and all the non-profits are invited to attend. She advised that some non-profits, such as the Q.I.A., are not 501(3)c non-profit organizations.

Town Manager Miller advised that more work needs to be done regarding the development of the grant process.

Chairman Sally Ford reminded everyone that the December Health and Development Services Board Meeting will be devoted to transit matters. Town Manager Miller advised that something more could be added to the December agenda.

Town Manager Miller said the Board can have working discussions regarding non-profit status and other ways to report, rather than with quarterly reports.

**2. Discussion and possible action regarding the Town's Transit Service and advertising the availability of free passes for income qualifying elderly and disabled citizens.**

Janet Collier, Transit Coordinator, spoke regarding passes. She advised there are currently 18 people using passes right now. She said approximately eighty letters advertising the availability of the passes have gone out. Advertisements have been placed in the newspaper, in all the senior food boxes, the Food Bank and the Senior Center, as well as a notice being listed on the monthly transit calendar.

Board Member Rita Wilson asked about how disabled and or elderly citizens could be advised of the passes.

Janet Collier advised the Town has posting boxes for general information that contain the advertisements for the passes.

Vice Chairman Elmer London asked for clarification of the income requirement.

Janet Collier advised that the Town uses the WACOG (Western Arizona Council of Governments) income qualifier, which is the same as that used by the Food Bank.

Chairman Sally Ford suggested the passes be advertised in doctors' offices.

Board Member Sue MacCracken moved to open the discussion to the public and Board Member Suellen Pennington seconded the motion. The vote was unanimous. Motion passed.

Rain, of the Desert Messenger, suggested postcards, business cards, a graphic, the word 'free' and the radio to advertise the availability of the passes.

Janet Collier advised a public service announcement was made on the radio, free of charge.

Council Member Carol Kelley said the citizens need to be educated regarding how the passes work. She suggested magnets for refrigerators.

Board Member Sue MacCracken asked if there is a budget for advertisements and Janet advised that there is money in the transit budget that could be used for that.

Rain will advertise the December Health and Development meeting regarding transit in her newspaper and on Facebook. It will be held on Thursday, December 18, 2015 at 3:00 p.m.

### **3. Discussion regarding the Town Transit Service's buses, vans and drivers' training.**

Janet Collier reviewed lifts, vehicles, the ADOT mileage requirement – four years or one hundred thousand miles before they can be replaced - and vehicles lasting longer before they are replaced.

Vice Chairman Elmer London asked what role ADOT plays in the transit funding.

Janet Collier explained ADOT provides the funding and WACOG manages how it is dispersed.

Vice Chairman Elmer London asked if the grants are for the purchase or operation of the vehicles.

Janet Collier answered there are two portions to the grant: capital is for the purchase of vehicles and operating is funding.

Janet Collier advised that she applied for funding as opposed to capital because the Town has vehicles that are not qualified for replacement.

Chairman Sally Ford asked if the grant governs how many hours the buses run.

Janet Collier replied that the payroll budget governs how many hours the buses run.

Janet Collier stated there is a Driver Training Program. All drivers must participate in PASS training; attend CPR and first aid trainings, as well as monthly safety meetings.

Janet Collier advised there are three drivers currently and the Town is advertising for another driver. This driver will be hired in anticipation of approval by ADOT for a different type of transportation program. The first step to the new program will be to interview for a transit planner. The transit planner will perform a study that will advise as to what a sustainable public transportation system for the Town of Quartzsite would look like.

Vice Chairman Elmer London asked if the drivers' driving records are checked.

Janet Collier replied that every six months the drivers provide their driver vehicle report.

### **REPORTS:**

#### **Monthly Transit System Ridership Report for September and October.**

Janet Collier did not have the transit report. She handed out transit surveys and asked for

independent feedback at a later time. She advised that she will place them in various locations around Town and look for feedback before the December Health and Development Services meeting.

**CALL TO THE PUBLIC:**

Council Member Carol Kelley had a meeting with Alex Taft and learned that according to WACOG, Quartzsite is officially the poorest Town in La Paz County. She advised this may be the twenty-first year in a row.

Rain advised that she gave Town Manager Miller three presentations regarding why municipalities need to get involved with social media. She hopes he will pass that onto the Council.

Rain spoke of building Quartzsite up and noted that development is part of the Board's name.

Vice Chairman Elmer London moved to adjourn and Board Member Suellen Pennington seconded the motion. The vote was all in favor. Motion passed.

**ADJOURNMENT:** 4:24 p.m.

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of November 20, 2014, of the Health & Development Services Board of the Town of Quartzsite, Arizona, held on November 20, 2014.

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

DATED this 18<sup>th</sup> day of DECEMBER 2014.

  
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Tina M. Abriani, Town Clerk

On behalf of the Board,

Approved:

  
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Sally Ford, Chairperson

*Next meeting to be held December 18, 2014 at 3:00 p.m. in Council Chambers.*