

CHAPTER 20 HEALTH AND DEVELOPMENT SERVICES BOARD

(ORD NO. 06-11) (ORD NO. 10-16)

ARTICLE 20-1 HEALTH AND DEVELOPMENT SERVICES BOARD

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Section 20-1-1 Creation

The Health and Development Services Board of the Town of Quartzsite, Arizona, is hereby created. Staff responsibilities shall be assigned through the Town Manager office.

Section 20-1-2 Membership and Terms of Office

- A. The Health and Development Services Board shall consist of seven (7) members who shall be appointed by the Mayor and approved by the Council.
- B. The appointments to this Board shall be for terms of three years each with the terms of members so staggered so that the terms of office of no more than three members shall expire in any one-year. The initial appointments shall be for two members with terms beginning upon the appointment for one year; for two members with terms beginning upon their appointment for two year and three members with terms beginning upon their appointment for three years. Thereafter, upon expiration of their term of office, all new appointments shall be appointed for full three-year terms, except that in the event of death or resignation of a member, the vacancy shall be filled by appointment of the Mayor, subject to the approval of the Council, for the unexpired term.
- C. All members shall be residents of the Town.
- D. No individual shall be appointed to the Board if such individual has received funding from the Town either as an individual or an agency, or if such person is or was a member of an agency or organization within the last twelve months, or has served on the board of any agency or been the employee of any agency that has received funding from the Town at any time during the preceding twelve months.
- E. No former member of the Health and Development Services Board shall make an application to the Town for funding as an individual or an the employee or

representative of any agency within twelve months after they have ceased to be a member of the Board.

Section 20-1-3 Compensation and Expenses

The members of the Health and Development Services Board shall receive no salaries or other remuneration for their services as members of said Board and shall not be entitled to personal expenses incurred by them in the discharge of their official duties, except to the extent, purposes and amount such expenses is first authorized and approved in advance by the Council.

Section 20-1-4 Officers

The Board shall elect a chairman and vice chairman from among its members to serve for a period of one year. The vice chairman shall preside at Board meeting in the absence of the chairman.

Section 20-1-5 Duties

The Health and Development Services Board is hereby charged with the following duties:

- A. To conduct public hearings to determine the needs of Town residents with regard to:
 - 1) Public health needs, including but not exclusive of provision of human services and care of the elderly, handicapped and developmentally disabled, food bank, information and referral, etc;
 - 2) Development of Town, including, but not exclusive of, promotion of Town, historical preservation, community activities (i.e. fireworks, parade), etc.
- B. To enhance the development of the public health and development through public forums, seminars and work with other agencies.
- C. To review requests submitted by non-profit agencies for Town funding and to make recommendations to the Council regarding such funding.
- D. To assist in the development of health care facilities, community services and activities.
- E. To assist in developing recommendations to the Council as it concern the Town's transit system.

Section 20-1-6 Meetings

The Board shall establish a regular meeting date which shall be placed on file in the office of the Town Clerk. Special meetings may be called by the chairman. A quorum shall consist of four members for the transaction of all business.

Section 20-1-7 Vacancies

Vacancies shall be filled in accordance with the provisions of Section 20-1-2 for the unexpired term of the member affected.

Section 20-1-8 Removal of Members

Members of the Board serve at the pleasure of the Council and may be removed from office by the Mayor with the concurrence of the majority of the Council. A member of the board shall not be absent more than three unexplained meetings. If such an absence occurs, the remaining members of the Board shall vote to retain or recommend to the Council that the absentee member be relieved of his duties on the Board.

ARTICLE 20-2 REQUEST FOR FINANCIAL ASSISTANCE (Ord 10-16)

All requests for financial assistance shall comply with the following stipulations and conditions:

- A. All requests shall be filed by or on behalf of a valid, non-profit organization as qualified by the Internal Revenue Service and as registered with the Arizona Secretary of State, Arizona Corporation Commission or other appropriate state office. Such registration shall be provided at the time of the request. This article shall not apply to governmental or quasi-governmental jurisdictions.
- B. All requests shall be submitted to the Town during the month of August of each year in order to be eligible for consideration in conjunction with the current fiscal year budget.
- C. All requests received in accordance with subsection (B) of this article shall be referred to the Health and Development Services Board for purposes of review and recommendation to the Town Council.
- D. In those instances where a request is due to unforeseen circumstances or when the public health, safety and welfare is at risk, the requirements of this Article may be waived by action of the Town Council. It is preferable, however, even in such instances, for the request to receive a review and recommendation from the Health and Development Services Board.

ARTICLE 20-3 DOCUMENTATION AND REPORTING (Ord 10-16)

A. Required Documentation:

Any non-profit agency submitting a request for an allocation or grant of Town funds shall submit to the Town specific documentation including, but not limited to, the following: A copy of the agency's most recent audit report; a certified copy of the agency's most recent financial statement; detailed expenditure statements in order to provide detailed accounting of all funds previously received from the Town of Quartzsite; complete information on the source and amount of funding received from all other sources such as non-governmental agencies, membership fees and dues, and private contribution; client services information as it applies to residents of the Town of Quartzsite, proof of non-profit status as determined by the Internal Revenue Service; proof of corporate status to include copies of by-laws and articles of incorporation; the source and amount of funding received from other governmental agencies; the names and addresses of current board members; and any other documentation as may be deemed necessary by the Town.

B. Reporting Requirements:

Any non-profit agency receiving an allocation or grant of Town funds shall be required to submit to the Town, on a quarterly basis, a detailed accounting of the expenditure of Town funds for the previous quarter, a written report outlining the agency's performance and accomplishments within the scope of work outlined in their contractual agreement with the Town of Quartzsite, and any other documentation as may be deemed necessary by the Town in order to determine the agency's compliance with the provisions of the contract.

C. Contract Required; Procedure For Distribution Of Funds:

1. All Town funds allocated or granted to any non-profit agency shall be by means of a written contract based upon services to be provided to or work to be performed on behalf of the Town of Quartzsite and its residents in compliance with the provisions of Arizona Revised Statutes and Constitutional provisions regarding the use of public funds.
2. All Town funds allocated or granted under the provisions of this ordinance shall be released in equal quarterly installments or quarterly payments based upon a schedule of anticipated expenses which has been approved by the Mayor and Town Council. No subsequent quarterly allocation or grant shall be released until such time that the receiving agency has provided all of the required documentation for the previous quarter and has provided satisfactory evidence of compliance with the scope of work stipulated in their contract with the Town.

D. Submittal of Requests For Funding:

All funding requests submitted by non-profit agencies for the allocation or grant of Town funds shall be submitted to the Town Clerk's office during the month of August of each year. Requests so submitted shall not be subject to Town funding unless approved by the Town Council and only following adoption of a final budget for the current fiscal year.