

Terrebonne ARC  
BOARD OF DIRECTORS MEETING  
Tuesday, August 8, 2017

Tracy Schwab, President, called the meeting **to order**, at 6:30 p.m. in TARC's Administration Building, Conference Room #3.

Upon roll call, the Board of Directors recorded as present were: Tracy Schwab, Karen Chauvin, Della Hotard, Mike Allemand, Donell Donaldson, Marie LeBlanc, Larry Pete and Phillip Bourgeois, Client Representative. Board members recorded as absent were: Dr. Ruthanne Gallagher and Richard Watkins. **A quorum was present.** Staff present were: Patricia Chauvin, Deanna Zeringue, Tiffany Brunet, Bobby Roddy, Erica Pellegrin, Rodger Shelton, and Ericka Wolfe.

Marie LeBlanc led the group in **prayer**, followed by the **pledge** by Philip Bourgeois.

Marie LeBlanc moved, seconded by Karen Chauvin, to **accept the agenda.** Motion carried.  
**Public to be Heard-** There was no public to be heard.

**Secretary's Report-**Karen Chauvin presented the Board of Directors report of July 11, 2017.

Mike Allemand moved, seconded by Larry Pete, to accept the Board of Directors report of June 13, 2017. Motion carried.

**President's Report:** Tracy Schwab reported that Erica Pellegrin spoke at the Rotary Club about TARC's and its mission.

Tracy Schwab reviewed the six essential ingredients for effective governance and the attendance policy from TARC's By-Laws, for this month's Board Development.

Tiffany Brunet presented TARC's **2016-2017 Accessibility plan.**

Karen Chauvin moved, seconded by Della Hotard, to accept the accessibility plan, as presented. Motion carried.

Karen Chauvin presented the **LaDotd Authorizing Resolution** for Operational assistance.

**AUTHORIZING RESOLUTION**

WHEREAS, Terrebonne ARC hereinafter referred to as the "Applicant", has requested assistance from the Louisiana Department of Transportation and Development for the purpose of Operational assistance; and

WHEREAS, this project is considered to be important and necessary to transportation in Houma, Terrebonne Parish; And

WHEREAS, the Applicant has the legal, fiscal, and managerial capacity to carry out the project.

NOW THEREFORE BE IT RESOLVED that the Applicant requests funding for the project from the Louisiana Department of Transportation and Development; and

That the Applicant, while making application to or receiving grants from the Federal Transit Administration, will comply with the Federal Statutes, regulations, executive orders and administrative requirements as listed in Appendix 1 (copied from FTA Circular 9070.1G) of the 2017 Application Procedures Manual.

That the Applicant has or will make available the required non-federal funds to meet local share requirements.

That Tracy Schwab, President, Terrebonne ARC Board of Director, is empowered to sign a contract on behalf of the Applicant; and

That the above named official may sign on behalf of the Applicant any assurance, certification, or other documentation that may be required as part of the application submitted; and

That this resolution is applicable for a period of one year unless revoked by the Board and copy of such revocation shall be furnished to the Louisiana Department of Transportation and Development.

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CERTIFICATE

The undersigned duly qualified and acting Secretary of the Terrebonne ARC certifies that the foregoing is a true and correct copy of a resolution, adopted at a legally convened meeting of the Terrebonne ARC Board of Directors held on August 8, 2017. (Valid for one year from date)

Della Hotard moved, seconded by Donell Donaldson, to accept the Authorizing Resolution, as presented. Motion carried.

Deanna Zeringue presented **new procedures for the 2017-2018 Engagement Letter** with Bourgeois Bennett.

Karen Chauvin moved, seconded by Marie LeBlanc, to authorize Mary Lynn to sign the new Engagement Letter Bourgeois Bennett. Motion carried.

**Executive Directors Report-** The Department Directors present reported on their departments.

**Committee Reports:**

Tracy Schwab, presented the Executive Committee Report of July 11, 2017.

Della Hotard moved, seconded by Karen Chauvin, to accept the **Executive Committee Report** of July 11, 2017. Motion carried.

Tracy Schwab presented the **Policy Committee Report** of July 11, 2017.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Policy Committee Report of July 11, 2017. Motion carried.

Tracy Schwab presented the **Programs Committee Report** of July 11, 2017.

Mike Allemand moved, seconded by Karen Chauvin, to accept the Programs Committee Report of July 11, 2017. Motion carried.

Tracy Schwab presented the **Family & Client Grievance Committee Report** of July 11, 2017.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Family & Client Grievance Committee Report of July 11, 2017. Motion carried.

Deanna Zeringue presented the **Finance Committee Report** of August 8, 2017.

Mike Allemand moved, seconded by Larry Pete, to accept the Finance Committee Report of August 8, 2017. Motion carried.

Philip Bourgeois presented the **Client Representative Report** of August 8, 2017.

Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of August 8, 2017. Motion carried.

Mike Allemand moved, to go into **Executive Session** to discuss Civil Action No: 17-00041.

Roll Call Vote to go into Executive Session: Tracy Schwab-yes, Karen Chauvin-yes, Della Hotard-yes, Mike Allemand-yes, Donell Donaldson-yes, Marie LeBlanc-yes, and Larry Pete-yes.

Let the record show that the roll call vote to go into Executive Session was unanimous. Motion carried.

Marie LeBlanc moved, seconded by Karen Chauvin, to go back into regular session. Motion carried.

Karen Chauvin moved, seconded by Della Hotard, to **adjourn**. Motion carried. The meeting adjourned at 7:20 p.m.

Respectfully Submitted,



Karen Chauvin, Secretary



Patricia Chauvin, Custodian of TARC records  
Meeting tapes will be kept on file for six (6) years



Approved: Tracy Schwab, President