

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, September 13, 2016

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, Della Hotard, Donell Donaldson, Dr. Ruthanne Gallagher, Marie LeBlanc, Richard Watkins and Lindsay Ocker, Client Representative. Board members reported as absent were: Karen Chauvin, Mike Allemand and Larry Pete. **A quorum was present.** Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Tiffany Brunet, Bobby Roddy, Erica Pellegrin, and Ericka Wolfe.

Let the record show that Richard Watkins left the meeting at 6:50 p.m.

Mary L. Bisland led the group in prayer, followed by the pledge by Lindsay Ocker.

Approval of the Agenda-Marie LeBlanc moved, to add policy #7-17 Workplace Bullying to the agenda. The roll call vote to amend the agenda was as follows: Tracy Schwab-yes, Della Hotard-yes, Donell Donaldson-yes, Dr. Ruthanne Gallagher-yes, Marie LeBlanc-yes, and Richard Watkins-yes. The roll call vote was unanimous. There was no public to be heard on the amendment.

Public to be Heard- There was no public to be heard.

Secretary's Report-Donell Donaldson presented the Board of Directors report of August 9, 2016.

Dr. Ruthanne Gallagher moved, seconded by Marie LeBlanc, to accept the Board of Directors report of August 9, 2016. Motion carried.

Mary L. Bisland presented the following **Board Resolution** for the donated property at 920 Savage Drive:

RESOLUTION

Resolved by the Board of Directors of Terrebonne ARC (the "Corporation") that the Corporation acquire by donation from Lawrence Morello and Katherine Morello the following described property (the "Property") See Exhibit "A".

Resolved, that Mary Lynn Bisland, Executive Director, is authorized, directed and empowered for and on behalf of the Corporation to perform such acts and to execute such documents as she deems necessary to effectuate the donation. The donation is approved and ratified.

SECRETARY'S CERTIFICATE

I, Secretary of Terrebonne ARC, certify that the foregoing Resolution was lawfully adopted at a meeting of the Board of Directors held on September 13th, 2016. I further certify that the resolution remains in effect. Secretary, September 13, 2016.

EXHIBIT "A"

1. "Lot Nineteen (19), Block Fifteen (15) of Addendum No. One (1), Bayou Gardens, a subdivision of property belonging to Gulf South Realty and Development Company, located in Section 1, T17S, R17E, and Section 9, T16S, R17E, Terrebonne Parish, Louisiana, and being more particularly described according to a plat thereof made by Defraites Associates, Inc., Bernard B. Davis, Land Surveyors, dated October 17, 1972, of record in the conveyance records of the Parish of Terrebonne, Louisiana, under Entry No. 438519, Map No. 3467. For title see Judgment of Possession in Succession of Jake J. Morello recorded in COB 1636, page 59, Entry Number 1038851; sale by Jake J. Morello, Jr. to Lawrence and Katherine Morello recorded in COB 2283, page 32, Entry Number 1397733, records of Terrebonne Parish, Louisiana, Municipal address: 920 Savage Drive, Houma, Louisiana 70364

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2. All corporeal movable property located in or on the above property on the date of this Donation.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the resolution for the donated property. Motion carried.

President's Report- Della Hotard moved, seconded by Dr. Ruthanne Gallagher, to excuse the absence of Larry Pete, Mike Allemand and Karen Chauvin. Motion carried.

Tracy Schwab presented information from the Nonprofit Board Report for Board development.

Deanna Zeringue presented the **Technology and System Plan**.

Della Hotard moved, seconded by Dr. Ruthanne Gallagher, to accept the Technology and Systems plan for 2016, as presented. Motion carried.

Tiffany Brunet presented the **1st and 2nd quarter Outcomes** reports.

Dr. Ruthanne Gallagher moved, seconded by Marie LeBlanc, to accept the 1st and 2nd quarter Outcomes reports. Motion carried.

Organizational Chart Changes- Ericka Wolfe presented an Organizational Chart change to the Residential Department. The position of Residential Supervisor will change to a Residential Manager and the position of Program Coordinator will change to a Residential QDDP.

Della Hotard moved, seconded by Donell Donaldson, to accept the changes to the organizational chart. Motion carried.

Bobby Roddy presented the **Workplace Bullying policy #7-17**.

Marie LeBlanc moved, seconded by Dr. Ruthanne Gallagher, to accept the Workplace Bullying policy as amended, to replace the word roster to schedule. Motion carried.

Executive Director's Report- Mary L. Bisland scheduled a Programs Committee meeting for September 29, 2016. A Policy Committee meeting was scheduled for October 6, 2016. The Directors presented reported on their Departments.

Committee Reports:

Deanna Zeringue presented the **Finance Committee Report** of September 13, 2016.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the Finance Committee Report of September 13, 2016. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of September 13, 2016.

Della Hotard moved, seconded by Donell Donaldson, to accept the Client Representative Report of September 13, 2016. Motion carried.

Donell Donaldson moved, seconded by Della Hotard to **adjourn**. Motion carried. The meeting adjourned at 7:30 p.m.

Respectfully Submitted,


Karen Chauvin, Secretary

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

Tracy Schwab
Approved: Tracy Schwab, President