

Terrebonne ARC  
BOARD OF DIRECTORS MEETING  
Tuesday, June 13, 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, Della Hotard, Karen Chauvin, Mike Allemand, Donell Donaldson, Dr. Ruthanne Gallagher, Larry Pete, Richard Watkins and Phillip Bourgeois, Client Representative. One Board member was recorded as absent: Marie LeBlanc. **A quorum was present.** Staff present were: Patricia Chauvin, Deanna Zeringue, Tiffany Brunet, Bobby Roddy, Rodger Shelton, Ericka Wolfe and Erica Pellegrin.

Della Hotard led the group in **prayer**, followed by the **pledge** by Philip Bourgeois.

**Election of Officers**-Tracy Schwab called for nominations of Vice-President for 2017-2018.

Mike Allemand moved, seconded by Dr. Ruthanne Gallagher, to nominate Richard Watkins for Vice-President. Richard Watkins declined the nomination.

Mike Allemand moved, seconded by Richard Watkins, to nominate Dr. Ruthanne Gallagher for Vice-President. Motion carried. There were no other nominations.

Tracy Schwab called for nominations of President for 2017-2018.

Mike Allemand moved, seconded by Karen Chauvin, to nominate Tracy Schwab for President. Motion carried. There were no other nominations.

Tracy Schwab called for nominations of Treasurer for 2017-2018.

Donell Donaldson moved, seconded by Mike Allemand, to nominate Della Hotard for Treasurer. Motion carried. There were no other nominations.

Tracy Schwab called for nominations of Secretary for 2017-2018.

Mike Allemand moved, seconded by Richard Watkins, to nominate Karen Chauvin for Secretary. Motion carried. There were no other nominations.

**Installation of Officers and Board Members**-Mike Allemand installed the following Officers and Board members: Tracy Schwab-President, Dr. Ruthanne Gallagher-Vice President, Karen Chauvin-Secretary, Della Hotard-Treasurer, Donell Donaldson-Director and Philip Bourgeois-Client Representative.

**Approval of the Agenda**-Karen Chauvin moved to amend the agenda to the Policy Committee Report of June 8, 2017 and the Accessibility Plan from the agenda.

Roll call vote: Tracy Schwab-yes, Della Hotard-yes, Karen Chauvin-yes, Mike Allemand-yes, Donell Donaldson-yes, Dr. Gallagher-yes, Larry Pete-yes and Richard Watkins-yes. The roll call vote was unanimous.

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

The **2017-2018 Committee members** were updated.

Della Hotard moved, seconded by Mike Allemand, to accept the changes to the 2017-2018 Board of Directors Committee members, as presented. Motion carried.

The Committee meetings to review the **Goals and Objectives** will be scheduled for August.

**Secretary's Report**-Karen Chauvin presented the Board of Directors report of May 9, 2017.

Della Hotard moved, seconded by Mike Allemand, to accept the Board of Directors report of May 9, 2017. Motion carried.

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**President's Report:** Tracy Schwab presented information from the Non Profit Board report for **Board Development**.

Tracy Schwab requested that all Board members turn in their annual compliance paperwork.

Goals and Objectives for the Board Committees will be done before and after the Board and Finance Committee meetings in July.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to excuse the absences of Marie LeBlanc. Motion carried.

Erica Pellegrin presented **TARC's 2016 Annual Report**.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to approve the 2016 Annual Report. Motion carried.

The **Board meeting surveys** for 2016-2017 were reviewed.

Della Hotard moved, seconded by Richard Watkins, to accept the surveys for 2016-2017. Motion carried.

Bobby Roddy presented an **Organizational Chart** change to switch the Executive Assistant from an hourly to an exempt position.

Dr. Ruthanne Gallagher moved, seconded by Richard Watkins, to approve the Organizational Chart change to make the Executive Assistant a salaried exempt position. Motion carried.

Tiffany Brunet requested a change to the Organizational Chart for an additional part-time seasonal Candy Maker/Baker position.

Richard Watkins moved, seconded by Dr. Ruthanne Gallagher, to approve the addition to the Organizational Chart for a part-time seasonal Candy Maker/Baker position. Motion carried.

The 2017-2018 **Risk Management Plan** was presented for review.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, to accept the Risk Management Plan for 2017-2018. Motion carried.

The 2017 **Technology and System Plan** for 2017 was presented for review.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, to accept the 2017 Technology and Systems Plan. Motion carried.

Karen Chauvin presented the following **Authorizing Resolution for Capital Assistance** from the La. Department of Transportation and Development for Capital 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 capital 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.

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That Tracy Schwab, President, Terrebonne ARC Board of Directors 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.

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 held on June 13, 2017.

Dr. Ruthanne Gallagher moved, seconded by Della Hotard, to accept the resolution. Motion carried.

Rodger Shelton presented an explanation of and updates to the **comprehensive emergency management plan (CEMP), system safety program plan (SSPP), and system security plan (SSP).**

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to accept the CEMP, SSPP and SSP. Motion carried.

**Executive Directors Report**-In the absence of Mary L. Bisland, Karen Chauvin, presented her written report to the Board.

Della Hotard moved, seconded by Dr. Ruthanne Gallagher, to accept the Executive Directors report of June 13, 2017. Motion carried.

The Department Directors present reported on their departments.

**Committee Reports:**

Deanna Zeringue presented the **Finance Committee Report** of June 13, 2017.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to accept the Finance Committee Report of June 13, 2017. Motion carried.


Philip Bourgeois presented the **Client Representative Report** of June 13, 2017.

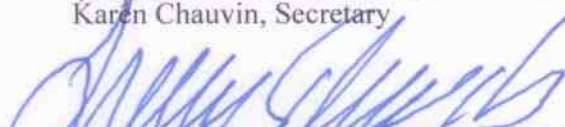
Karen Chauvin moved, seconded by Donell Donaldson, to accept the Client Representative Report of June 13, 2017. Motion carried.

Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to **adjourn**. Motion carried. The meeting adjourned at 7:40 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