

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, May 8, 2018

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, Dr. Ruthanne Gallagher, Karen Chauvin, Della Hotard, Mike Allemand, Donell Donaldson, Larry Pete, and Richard Watkins. Board members recorded as absent were: Marie LeBlanc and Philip Bourgeois, Client Representative. A **quorum was present**. Staff present were: Mary L. Bisland, Patricia Chauvin, Tiffany Brunet, Erica Pellegrin, Bobby Roddy, Rodger Shelton, Kristy Harson and Deanna Zeringue.

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

Approval of the Agenda-Karen Chauvin moved, seconded by Della Hotard, to approve 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 April 10, 2018. Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the Board of Directors report of April 10, 2018. Motion carried.

President's Report:

Board Development-Richard Watkins gave an overview of the Statement of Revenue and Expenditure Comparison.

A **Policy Committee meeting** was scheduled for June 1, 2018 at 1:00 p.m.

The **Self-Evaluations** of the Board are due to be turned in today. The combined evaluations will be reviewed at the June Board meeting.

Election of Officers-Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to nominate Larry Pete, President.

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

Donell Donaldson moved, seconded by Karen Chauvin, to nominate Della Hotard, Secretary.

Dr. Ruthanne Gallagher moved, with a unanimous second, to nominate Richard Watkins, Treasurer. There were no other nominations.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the slate of Officers, as presented. Motion carried.

Organizational Chart Changes-Tiffany Brunet presented an Organizational Chart change to combine the Bakery and Candy department on the Organizational chart. Currently they are two separate entities.

Karen Chauvin moved, seconded by Donell Donaldson to accept the Organizational Chart change to combine the two departments, as presented. Motion carried.

Tiffany Brunet presented an Organizational Chart change, based on business needs, to change certain Project Coordinator 1 positions to Project Coordinator 2 positions. The change will go into effect on July 8, 2018.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to make the Organizational Chart change as proposed, by changing the Project Coordinator 1 positions to Project Coordinator 2 positions. Motion carried.

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Mary Lynn Bisland presented a change to the Organization Chart to change the position of the Residential QDDP to a Community Home Program Coordinator.

Karen Chauvin moved, seconded by Mike Allemand, to accept change to the Organizational Chart, as proposed. Motion carried.

Deanna Zeringue presented the **Capital Budget** for the FYE June 30, 2019. There was an increase in the budget for the new Country Store.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Capital Budget for the FYE June 30, 2019. Motion carried.

Deanna Zeringue presented the **Operating Budget** for the FYE June 30, 2019.

Karen Chauvin moved, seconded by Richard Watkins, to accept the Operating budget for the FYE 6/30/19. Motion carried.

Review of the By-Laws-A correction to the By-Laws will be made on Board member absences (#7 on Page #6) to match what is written in the Self-Governing policies of the Board. The By-Laws will be presented at the June meeting with the corrections made.

Review of the Self-Governing Policies of the Board-An addition is being made to the Self-Policies in reference to hiring Consultants for Professional services.

Karen Chauvin moved, seconded by Mike Allemand to accept the Self-Governing Policies of the Board with the addition. Motion carried.

Review of the Operating Policies-Karen Chauvin moved, seconded by Mike Allemand to accept the Operating Policies. Motion carried.

403-B Retirement Plan Discussion- TARC's 403-B Plan was changed to an advisor with So. La. Financial Services. A sub-committee was formed to meet with Sid Sundbery submitting an Advisory Opinion to the Legislative Auditor.

Karen Chauvin moved, seconded by Mike Allemand, to create an Ad Hoc Committee to meet with Sid Sundbery, and submit an Advisory Opinion to the Legislative Auditor. Motion carried.

Executive Directors Report- Mary Lynn Bisland reported on cuts that are in an Emergency Rule from the State Register. The rule that would affect TARC is the Special Income Level Eligibility Termination. This will affect our Community Home participants that have Medicaid in addition to an income of more than \$750.00 per month. All of this is under the La. Dept. of Hospitals budget. I sent out an email to our House of Representative delegation. I will be sending out a memo, with the email address, and phone numbers, of our delegation, to all of TARC's families with an explanation of what could happen. It's in the rule that they have thirty days to inform individuals that they may not have services effective July 1, 2018. We are hoping that this Rule is rejected.

The Department Directors present reported on their departments.

Committee Reports:

Deanna Zeringue presented the **Finance Committee Report** of May 8, 2018.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Finance Committee report of May 8, 2018. Motion carried.

Karen Chauvin presented the **Client Representative Report** of May 8, 2018.

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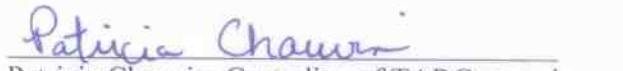
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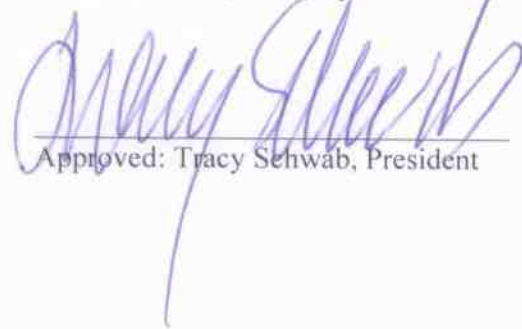
Donell Donaldson moved, seconded by Dr. Ruthanne Gallagher, to accept the Client Representative Report of May 8, 2018. Motion carried.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to **adjourn**. Motion carried. The meeting adjourned at 8:05 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