

Terrebonne ARC
BOARD OF DIRECTORS MEETING
Tuesday, June 12, 2018

Mike Allemand, Vice-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: Mike Allemand, Della Hotard, Richard Watkins, Karen Chauvin, Marie LeBlanc, Tracy Schwab and Don Price, Client Representative. Board members recorded as absent were: Larry Pete, Donell Donaldson and Dr. Ruthanne Gallagher. 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** by Don Price.

Mary L. Bisland **installed the following Officers**: Mike Allemand as Vice-President, Della Hotard as Secretary and Richard Watkins as Treasurer. Board members installed were: Tracy Schwab and Don Price, Client Representative.

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.

The **2018-2019 Committee members** were updated.

Della Hotard moved, seconded by Tracy Schwab, to accept the changes to the 2018-2019 Board of Directors Committee members, as presented. Motion carried.

The Committee meetings to review the **Goals and Objectives** will be scheduled for July 2019

Secretary's Report-Della Hotard presented the Board of Directors report of May 8, 2018.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Board of Directors report of May 8, 2018. Motion carried.

President's Report:

Board Development-Our CARF Survey is Wednesday, June 20, 2018. They will start at 8:30 a.m. and will meet with Board members following their welcome.

Annual Compliance documents need to be turned in tonight.

Erica Pellegrin presented the **2017 Annual Report**.

Karen Chauvin moved, seconded by Marie LeBlanc, to approve the 2017 Annual Report. Motion carried.

The **Board meeting surveys and Board members Self-Assessment** for the fiscal year 2017-2018 were reviewed.

Della Hotard moved, seconded by Karen Chauvin, to accept the Board meeting surveys and self-assessments. Motion carried.

Mary L. Bisland presented an Organizational Chart change to change the title of the Residential Director to RN/Director of Residential Services.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Organizational Chart change. Motion carried.

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Review of the **Risk Management, Accessibility and Technology Plans.**

Deanna Zeringue presented the Technology Plan.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the 2018 Technology Plan. Motion carried.

Rodger Shelton presented the Accessibility Plan for 2018. The items on the plan will be prioritized and brought back to the July Board meeting.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Accessibility Plan. Motion carried.

Bobby Roddy presented the 2018 Risk Management Plan.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Risk Management Plan. Motion carried.

The **By-Laws** were presented for approval.

Della Hotard moved, seconded by Tracy Schwab, to accept the Terrebonne ARC By-Laws. Motion carried.

Rodger Shelton presented the annual review and approval of the **CEMP, SSP AND SSPP**. These plans are required by LaDOTD.

Della Hotard moved, seconded by Karen Chauvin, to accept the CEMP, SSP, and SSPP. Motion carried.

Deanna Zeringue presented an **amendment to the 2017-2018 budget** for moving the donation processing center to the location on the bayou side. Amendments to the 2018-2019 budget are for a security system, a van for the Cedar Chest Donation processing crew, two LaDotd shuttles and a 15-passenger van.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the budget amendments. Motion carried.

403-B Retirement Plan Discussion- Deanna Zeringue presented an estimated analysis for the 403-B retirement plan. Surrender fees to change plans from Security Benefits to Voya are allowable for TARC to pay.

Richard Watkins moved, seconded by Karen Chauvin, to change the 403-B plan to Voya and pay the \$47,000. surrender fees. Motion carried.

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

Committee Reports:

Della Hotard presented **the Policy Committee Report** of June 1, 2018.

Tracy Schwab moved, seconded by Marie LeBlanc to accept the Policy Committee Report of June 1, 2018. Motion carried.

Deanna Zeringue presented the **Finance Committee Report** of June 12, 2018.

Karen Chauvin moved, seconded by Tracy Schwab, to accept the Finance Committee report of June 12, 2018. Motion carried.


Don Price presented the **Client Representative Report** of June 12, 2018.


Karen Chauvin moved, seconded by Tracy Schwab, to accept the Client Representative Report of June 12, 2018. Motion carried.

Tracy Schwab moved, seconded by Karen Chauvin, to **adjourn**. Motion carried. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,


Della Hotard, Secretary


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


Approved: Mike Allemand, Vice-President