

Terrebonne ARC  
Board of Directors Meeting  
Tuesday, March 12, 2019

Larry Pete, 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: Larry Pete, Mike Allemand, Della Hotard, Karen Chauvin, Donell Donaldson, and Don Price, Client Representative. Those absent was Richard Watkins, Dr. Ruthanne Gallagher, Tanner Magee and Tracy Schwab. A **quorum was present**. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Herb Ledet, Kristy Harson, Tiffany Brunet, Rodger Shelton and Cindy Naquin. Others present was: Barbara Price, Houston Lirette and Alred Hotard.

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

**Approval of the Agenda**-Karen Chauvin moved, to add Financial Statement for the period of January 31, 2019, review of the Flood Insurance, Organizational Chart changes, the Building and Sites Committee report of February 26, 2019 and the purchase of a new truck to the agenda. Roll call vote: Larry Pete-yes, Mike Allemand-yes, Della Hotard-yes, Karen Chauvin-yes, and Donell Donaldson-yes. The roll call vote was unanimous.

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

Houston Lirette presented site plans for the Bayou Country Café and the estimated construction cost. He should be going out on bid for the project in May, 2019.

**Secretary's Report**-Della Hotard presented the Board of Directors report of February 12, 2019.

Karen Chauvin moved, seconded by Donell Donaldson, to accept the Board of Directors report of February 12, 2019. Motion carried.

Tiffany Brunet presented two changes to the **Organizational Chart** for an additional staff at Cajun Confections and a Bayouland Yard Crew worker.

Karen Chauvin moved, seconded by Della Hotard, to accept the changes to the Organizational Chart. Motion carried.

Rodger Shelton presented information to **justify additional Maintenance staff**. He is requesting overtime for the current Maintenance staff for a few months before hiring another staff.

**President's Report:**

**Board Development**-Larry Pete offered Donell Donaldson the opportunity to attend the ARC of the United States National Convention.

A **General Membership meeting** was scheduled for April 4, 2019 at 6:00 p.m.

Deanna Zeringue presented the **Financial Statements** for the period ending January 31, 2019.

Donell Donaldson moved, seconded by Della Hotard, to accept the Financial Statements, for the period ending January 31, 2019. Motion carried.

Deanna Zeringue presented **flood insurance** premiums on TARC properties for informational purposes.

**Board of Directors Meeting**  
**March 12, 2019**  
**Page #2**

The **Building & Sites Committee meeting report** of February 26, 2019 was presented.

Karen Chauvin moved, seconded by Della Hotard, to accept the Building & Sites Committee meeting Report of February 26, 2019. Motion carried.

Rodger Shelton presented a quote to **purchase a new truck**. We currently don't have a spare truck in TARC's fleet, if needed. The quote for a F-350 Crew Cab on State Contract is \$29,280.00

Karen Chauvin moved, seconded by Donell Donaldson, to approve \$33,000.00 for the purchase of a new truck. Motion carried.

**Executive Directors Report**-Mary L. Bisland reported that TARC are participating in a pilot program for our Region. TARC has to be in compliance with the CMS Rule by March 2020. A Consultant has been hired by the State for technology assistance. She will be meeting with us on March 25, 2019. We are in the process of completing a self-assessment of what TARC is doing to comply with the CMS Rule. She will be working with us to let us know how we can improve, as a Provider, to comply with the rule. We will then share with other Providers in the state how to comply.

Department Directors present reported on their Departments.

**Committee Reports:**

The Executive Committee Report was presented.

Karen Chauvin moved, seconded by Della Hotard, to accept the Executive Committee Report of February 26, 2019. Motion carried.

Don Price presented the **Client Representative Report of March 12, 2019**.

Karen Chauvin moved, seconded by Donell Donaldson, to accept the Client Representative Report of March 12, 2019. Motion carried.

Mike Allemand moved, to go into **Executive Session** to review the Executive Directors evaluation.

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

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

Della Hotard moved, seconded by Donell Donaldson, to go back into regular session.

Mike Allemand moved, seconded by Donell Donaldson to increase the salary cap of the Executive Director to \$175,000.00, per year. Motion carried.

Karen Chauvin moved, seconded by Mike Allemand that the Executive Director's increase will match the maximum increase of the allowable of all other employees. Motion carried.

Karen Chauvin moved, seconded by Della Hotard, to accept the Executive Director's Succession Plan. Motion carried.

Mike Allemand moved, seconded by Karen Chauvin, to **adjourn**. Motion carried. The meeting adjourned at 8:00 p.m.

Respectfully Submitted,

  
Della Hotard, Secretary

**Board of Directors Meeting**

**March 12, 2019**

**Page #3**

Patricia Chauvin

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

Larry Pete  
Approved: Larry Pete, President