

Terrebonne ARC
Board of Directors Meeting
Wednesday, July 17, 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, Richard Watkins, Karen Chauvin, Donell Donaldson, Dr. Ruthanne Gallagher, Tracy Schwab and Lindsay Ocker, Client Representative. Those absent was Tanner Magee. A **quorum was present**. Staff present were Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Tiffany Brunet, Rodger Shelton, Herb Ledet, and Kristy Harson.

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

Mary L. Bisland installed Mike Allemand as Vice-President of the Board of Directors.

Approval of the Agenda-Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to accept the agenda, as presented. Motion carried.

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

Secretary's Report-Della Hotard presented the Secretary's report of June 11, 2019.

Tracy Schwab moved, seconded by Karen Chauvin, to approve the Secretary's report of June 11, 2019. Motion carried.

President's Report:

Board Development- As per the by-laws, the attendance requirements, which states, if any Board Member misses more than three (3) regular Board meetings (total per fiscal year), the Board Member shall be dismissed from the Board. The requirement begins again on July 1, 2019.

Organizational Chart Changes-Erica Pellegrin requested that one of the DSW I positions in Houma Grown change to a Project Coordinator.

Richard Watkins moved, seconded by Donell Donaldson, to change the Houma Grown DSW I position to a Project Coordinator. Motion carried.

Tiffany Brunet requested that one of the Candy Maker/Baker positions at Cajun Confections change to a Project Coordinator.

Richard Watkins moved, seconded by Dr. Ruthanne Gallagher, to accept the Candy Maker/Baker change to a Project Coordinator. Motion carried.

Capital Budget Amendments-Budget amendments were requested for the fifty cent per hour increase, for all staff, that the Finance Committee approved at the meeting last month, at a cost of \$177,073.58. Also, for the purchase of a Chevrolet Equinox, from State Contract, at a cost of \$20,674.87. This vehicle is be used for the Cedar Chest Boutiques. And, to install Solar Shades on the windows at the Cedar Chest South Boutique, for a cost of \$3,052.89., also, to purchase a fifteen-passenger Chevrolet Express van, on State Contract, for \$30,000. The van will be used for the Janitorial Crews.

Tracy Schwab moved, seconded by Karen Chauvin, to accept the Capital Budget amendments, as presented. Motion carried.

Mary Lynn Bisland presented revisions to **Policy #II-13, Title VI of the Civil Rights Act Policy**. The change was made to name Herb Ledet, HR Director, as the contact person, for Title VI complaints,

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ADA and other languages, and forms.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the revisions to Policy #II-14, Title VI of the Civil Rights Act Policy. Motion carried.

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

Committee Reports:

Deanna Zeringue presented the **Finance Committee Report** of July 17, 2019.

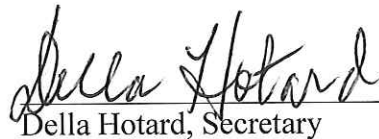
Karen Chauvin moved, seconded by Donell Donaldson, to accept the Finance Committee report of July 17, 2019. Motion carried.


Lindsay Ocker presented the **Client Representative Report** of July 17, 2019.

Tracy Schwab moved, seconded by Karen Chauvin, to accept the Client Representative Report of July 17, 2019. Motion carried.

Dr. Ruthanne Gallagher moved, seconded by Donell Donaldson, to **adjourn**. Motion carried. The meeting adjourned at 7:15 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: Larry Pete, President