

Terrebonne ARC
Board of Directors Meeting
Tuesday, November 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, Richard Watkins, Karen Chauvin, Dr. Ruthanne Gallagher and Lindsay Ocker, Client Representative. Those absent were Donell Donaldson, Tanner Magee and Tracy Schwab. A **quorum was present**. Staff present were Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Tiffany Brunet and Alison Filce. Committee member present was Kay Stone. Others present were Houston Lirette, Robert Utley, Jim Goodwin, and Patrick with Thompson Construction.

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

Approval of the Agenda-Dr. Ruthanne Gallagher moved, to amend the agenda to add the bid amount of the 2005 Impala that was previously set at \$1,500.00.

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

There was no public to be heard on the amendment of the agenda.

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

Richard Watkins presented a request from CDX Construction, LLC., to **withdraw their bid for the Bayou Country Café**, due to obvious mathematical and errors of unintentional omission of the compilation of the bid.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the bid withdrawal. Motion carried.

Bayou Country Café-Houston Lirette presented value-engineering options to negotiate some of the cost of the construction of the Bayou Country Café. Every option was reviewed and a decision was made to accept or decline the option.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, that we accept the amended bid for the Bayou Country Café and authorize Mary L. Bisland to sign the contract. Motion carried.

Mary L. Bisland requested that the December 2019 Board meeting time change to 6:00 p.m. to allow the Staff Longevity Awards to begin at 6:30 p.m.

Della Hotard moved, seconded by Mike Allemand, to **change the time** of the December 2019 Board meeting to 6:00 p.m. Motion carried.

Deanna Zeringue presented the **403-B Audit report** for the year ending December 31, 2018. There were no findings in the report.

Karen Chauvin moved, seconded by Della Hotard, to accept the 403-B Audit report as of December 31, 2018. Motion carried.

Alison Filce present the 2019 3rd **quarter Outcomes** report.

Karen Chauvin moved, seconded by Della Hotard, to accept the 3rd Quarter Outcomes report. Motion carried.

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Mary L. Bisland presented an **Organizational Chart Change** to add a new position for a Customized Employment Specialist who would be responsible for training in discovery, job development and systemic instruction to place individuals in independent or customized employment.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Organizational Chart Change, as recommended by the Finance Committee. Motion carried.

Secretary's Report-Della Hotard presented the Secretary's report of October 8, 2019.

Mike Allemand moved, seconded by Karen Chauvin, to approve the Secretary's report of October 8, 2019. Motion carried.

President's Report: Larry Pete reminded some Board members that their annual Ethics Training is due. Karen Chauvin reported on the ARC National Convention that she and Larry Pete attended.

Deanna Zeringue presented the **Employee Insurance Proposals for 2020**. The recommendation from Administration is to approve keeping employee medical insurance with Blue Cross at a six percent increase and changing the Dental insurance from MetLife to Standard insurance company with a fourteen percent decrease in premiums. TARC will assume the cost of increase. Employee paid premiums per paycheck will remain the same. The vision plan will change from United Healthcare to Standard insurance company with a twenty percent decrease in rates. We were under a cost guarantee for Life and Disability. The premiums for Life Insurance is paid by TARC and employees pay their own Disability Insurance.

Karen Chauvin moved, seconded by Mike Allemand, to accept the insurance proposals, as presented by Administration. Motion carried.

Executive Directors Report- Mary L. Bisland reported that The ARC of La., hired two specialist to do a presentation for Executive Directors and Board members, specifically on how Boards need to govern, and the relationships between Board and Executive Directors. Department Directors present reported on their departments.

Surplus Bid for 2005 Impala-Richard Watkins moved, seconded by Mike Allemand to accept the highest bid received on GovDeals, for the Impala. Motion carried.

Committee Reports:

Larry Pete presented the **Programs Committee report** of October 29, 2019.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the Programs Committee Report of October 29, 2019. Motion carried.

Della Hotard presented the **Policy Committee report** of November 1, 2019.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Policy Committee report of November 1, 2019. Motion carried.

Deanna Zeringue presented the **Finance Committee report** of November 12, 2019.

Karen Chauvin moved, seconded by Della Hotard, to accept the **Finance Committee report of November 12, 2019**. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of November 12, 2019.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Client Representative Report of November 12, 2019. Motion carried.

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Mike Allemand moved, to go into **Executive Session** regarding the course of action of a security plan.

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


Della Hotard moved, seconded by Richard Watkins to go back into regular session. Motion carried.

Richard Watkins moved, seconded by Karen Chauvin, to close TARC's operating, payroll and individual served banking accounts at Regions Bank and open accounts at Pedestal Bank. Motion carried.

Della Hotard moved, seconded by Richard Watkins, to **adjourn**. Motion carried. The meeting adjourned at 7:52 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