

Terrebonne ARC  
Board of Directors Meeting  
Tuesday, February 11, 2020

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, Donell Donaldson, Dr. Ruthanne Gallagher, Karen Chauvin, Dale Norred, Tracy Schwab and Lindsay Ocker, Client Representative. Board member absent was Richard Watkins. A **quorum was present**. Staff present were Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Herb Ledet, Kristy Harson, Rodger Shelton and Tiffany Brunet. Mary L. Bisland led the group in **prayer**, followed by the **pledge by** Lindsay Ocker.

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

Mary L. Bisland **installed** newly appointed Board Member, Dale Norred.

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

The following **revisions** were made to the Board Committees: Tracy Schwab was removed from the Finance Committee and Della Hotard was added. Della Hotard was removed from the Programs Committee. Dale Norred was added to the Policy, Building & Sites, and Program Committee.

Dr. Ruthanne Gallagher moved, seconded by Tracy Schwab, to accept the revisions to the 2019-2020 Committees. Motion carried.

Alison Filce presented the **4<sup>th</sup> Quarter Outcomes Reports**.

Karen Chauvin moved, seconded by Della Hotard, to accept the 4<sup>th</sup> quarter outcomes reports. Motion carried.

Larry Pete presented TARC's **Mission Statement** for annual review.

Della Hotard moved, seconded by Dr. Ruthanne Gallagher, to accept the Mission Statement, as presented. Motion carried.

Tiffany Brunet presented an **Organizational Chart** change to add two full time non-DSW positions to the Organizational Chart.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to accept the Organizational Chart change. Motion carried.

Deanna Zeringue presented an updated **hourly pay scale**. The starting ranges will be increased fifty cents.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to increase the minimum ranges for hourly positions by fifty cents. Motion carried.

Deanna Zeringue presented revisions to **Policy #2-05, Probationary Period**.

Karen Chauvin moved, seconded by Della Hotard, to accept policy #2-05 Probationary Period. Motion carried.

**Board of Directors Meeting**  
**February 11, 2020**  
**Page #2**

Deanna Zeringue presented revisions to the **Policy #III-09, Annual Budget Process**.

Karen Chauvin moved, seconded by Donell Donaldson, to accept the revision to Policy #III-09, Annual Budget Process. Motion carried.

Deanna Zeringue presented an updated time line of TARC's Capital expenditures for the period of July 2012 to January 2020.

The date of the **December Board and Finance Committee meeting** was requested to be changed from December 8th to the 16<sup>th</sup>, 2020.

Karen Chauvin moved, seconded by Dr. Ruthanne Gallagher, to change the date of the Board of Directors and Finance Committee meetings to December 16, 2020. Motion carried.

**Secretary's Report**-Della Hotard presented the Secretary's report of January 14, 2020. Dr. Ruthanne Gallagher moved, seconded by Mike Allemand, to dispense with the reading of the Secretary's report of January 14, 2020. Motion carried.

**President's Report: Board Development**-Larry Pete presented a list of definitions from Robert's Rules of Order and the Open Meetings Laws.

Beginning in March 2020, the **Board meeting assessments** will be updated.

The Board of Directors will develop a **Disaster Recovery Plan Policy**, by April 2020, designed to recover from disasters that may cause a major outage.

The Board of Directors, was given an updated orientation manual from Terrebonne Parish Consolidated Government, to review.

The **Executive Directors evaluation** is due by February 18, 2020.

An **Executive Committee meeting** is scheduled for March 5, 2020 at 7:30 a.m., to review the Executive Directors evaluation.

The **General Membership meeting** is scheduled for March 26, 2020 at 6:30 p.m.

**Executive Directors Report**- Directors present reported on their Departments.

**Committee Reports:**

Mike Allemand presented the **Finance Committee report** of February 11, 2020.

Karen Chauvin moved, seconded by Della Hotard, to accept the Finance Committee report of February 11, 2020. Motion carried.

Lindsay Ocker presented the **Client Representative Report** of February 11, 2020.

Karen Chauvin moved, seconded by Della Hotard, to accept the Client Representative Report of February 11, 2020. Motion carried.

Dr. Ruthanne Gallagher moved, seconded by Della Hotard, to **adjourn**. Motion carried. The meeting adjourned at 7:27 p.m.

Respectfully Submitted,

  
Della Hotard, Secretary

**Board of Directors Meeting**  
**February 11, 2020**  
**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