

Terrebonne ARC  
Board of Directors Meeting  
Tuesday, December 14, 2021

Richard Watkins, President, called the meeting **to order**, at 6:30 p.m. in TARC's Bayou Country Café.

Upon roll call, the Board of Directors recorded as present were: Richard Watkins-President, Tracy Schwab, Mike Allemand, Larry Pete, Logan Aldridge, Karen Chauvin, Donell Donaldson, Dr. Ruthanne Gallagher, Teresa King and Lyndsay Ocker, Client Representative. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Kristy Harson, Rodger Shelton, and Tiffany Brunet. Others present were: Mary Wayne and Eddie Callais

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 Phone System Upgrade and Change Order #5. Roll Call vote to amend the agenda: Richard Watkins-yes, Tracy Schwab-yes, Mike Allemand-yes, Larry Pete-yes, Logan Aldridge-yes, Karen Chauvin-yes, Donell Donaldson-yes, Dr. Ruthanne Gallagher-yes and Teresa King-yes. The roll call vote was unanimous.

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

**Phone System Upgrade**-Rodger Shelton presented a synopsis on replacing the phone system. Eddie Callais and Mary Wayne with EATEL was here to discuss and answer any questions on their phone system.

Dr. Ruthanne Gallagher moved, seconded by Larry Pete, to proceed with EATEL bringing our phone system online. Motion carried.

Mike Allemand moved, seconded by Tracy Schwab, to investigate the cost of installing fiber optic throughout campus. Motion carried.

Mike Allemand presented the **Secretary's report of November 9, 2021**.

Dr. Ruthanne Gallagher moved, seconded by Karen Chauvin, to accept the Secretary's report of November 9, 2021. Motion carried.

Tiffany Brunet presented **Organizational Chart changes** to add two part-time Café workers to Bayou Country Café, change the Tarc Enterprises Division I Supervisor to an Adult Service Manager, rename the Bayou Country Café part-time cashier to a part-time café worker, and move a DSW position from Janitorial to Buy-U-Beads.

Karen Chauvin moved, seconded by Mike Allemand, to accept the Organizational Chart changes. Motion carried.

Tiffany Brunet presented one push mower to dispose of. Kristy Harson presented two washing machines, one clothes dryer, and one water heater to dispose of. Erica Pellegrin presented a cookie cutter machine to **surplus**.

Karen Chauvin moved, seconded by Mike Allemand, to dispose of the push mower, two washing machines, one clothes dryer and one water heater. In addition, surplus the cookie machine with a minimum bid of \$5,000.00. Motion carried.

Deanna Zeringue presented TARC's **403(b) Retirement Plan 2020 Post Audit Communication**, for discussion.

**Tiffany Brunet** presented Change Order #5 for Buy-U-Beads, to change the substantial completion to December 31, 2021, due to Hurricane Ida and delay of materials.

Larry Pete moved, seconded by Mike Allemand, to accept Change Order #5. Motion carried.

Tiffany Brunet presented information on the **Janitorial and Yard Crew Contracts**. There is a shortage of individuals to do the work on the Janitorial and Yard Crews. Letters to cancel the contracts were sent out. We are dropping sixteen-yard crew contracts and going from three crews to one. In Janitorial, we are going from four crews to one. Janitorial will be maintain TARC properties.

The **Client/Family Handbook** was presented for review.

Tracy Schwab moved, seconded by Dr. Ruthanne Gallagher, to accept the revised Client/Family Handbook. Motion carried.

**Hurricane Ida Update-** Roger Shelton and Herb Ledet reported they are getting quotes on other repairs. The vinyl and gutter work on the various building will begin in January. All asphalt roofs are done. The Administration building is scheduled to be done.

**Presidents Report:** Board members attendance was reviewed.

**Executive Directors Report:** Mary L. Bisland reported that TARC's CARF survey will be from January 26<sup>th</sup> to 28<sup>th</sup>. Strategic Planning is scheduled for March 30<sup>th</sup> and 31<sup>st</sup>. All of the Salary Study information has been gathered.

**Committee Reports:**

Mike Allemand presented the **Finance Committee report** of December 14, 2021.

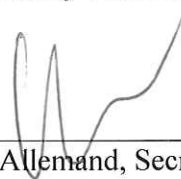
Tracy Schwab moved, seconded by Donell Donaldson, to accept the Finance Committee report of December 14, 2021. Motion carried.

Lindsay Ocker presented the **Client Representative report** of December 14, 2021.

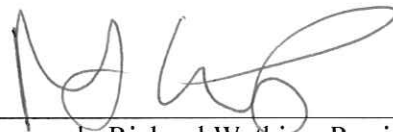
Karen Chauvin moved, seconded by Mike Allemand, to accept the Client Representative report of December 14, 2021. Motion carried.

Mike Allemand moved, seconded by Tracy Schwab, to **adjourn**. Motion carried. The meeting adjourned at 8:05 p.m.

Respectfully Submitted,



Mike Allemand, Secretary



Approved: Richard Watkins, President



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