

Terrebonne ARC
Board of Directors Meeting
Tuesday, August 9, 2022

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, Logan Aldridge, Ronald Chaisson, Donell Donaldson, Teresa King and Lindsay Ocker, Client Representative. A quorum was present. Board members absent were: Mike Allemand, Larry Pete and Dr. Ruthanne Gallagher. Staff present were: Mary L. Bisland, Patricia Chauvin, Deanna Zeringue, Erica Pellegrin, Herb Ledet, Kristy Harson, Tiffany Brunet and Rodger Shelton. Mary L. Bisland led the group in **prayer** followed by the **pledge** by Lindsay Ocker.

Approval of the Agenda-Tracy Schwab moved, to amend the agenda to add the Financial Statements for the year ending June 30, 2022, 403-B Audit Engagement Letter, Technology Plan, and Policy #IV-01, Admissions Policy. Roll Call vote to amend the agenda: Richard Watkins-yes, Tracy Schwab-yes, Logan Aldridge-yes, Ronald Chaisson-yes, Donell Donaldson-yes, and Teresa King-yes. The roll call vote was unanimous.

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

Richard Watkins presented the **Secretary's report of July 12, 2022**.

Tracy Schwab moved, seconded by Logan Aldridge, to accept the Secretary's report of July 12, 2022, as presented. Motion carried.

Danielle Domangue presented the **2nd Quarter Outcomes Report**.

Tracy Schwab moved, seconded by Donell Donaldson, to accept the 2nd Quarter Outcomes report. Motion carried.

Mary L. Bisland presented the **Risk Management Plan** for fiscal year 2022-2023.

Ronald Chaisson moved, seconded by Teresa King, to accept the 2022-2023 Risk Management Plan. Motion carried.

Richard Watkins presented the **resignation** of Board Member, Dr. Ruthanne Gallagher. Also, to appoint her as an ex-officio member of the Policy and Program Committees.

Donell Donaldson moved, seconded by Tracy Schwab, to accept the resignation of Dr. Ruthanne Gallagher and appoint her as an ex-officio member on the Policy and Program Committees. Motion carried.

Deanna Zeringue presented the **403-B Audit Engagement Letter**.

Tracy Schwab moved, seconded by Teresa King, to accept the 403-B Audit Engagement Letter and authorize Deanna Zeringue to sign the document, as plan Administrator. Motion carried.

Deanna Zeringue presented the **2022 Technology and Systems Plan**.

Donell Donaldson moved, seconded by Ronald Chaisson, to accept the 2022 Technology and Systems Plan. Motion carried.

Mary L. Bisland presented revisions to the **Admissions Procedure Policy**.

Tracy Schwab moved, seconded by Ronald Chaisson, to accept Policy #IV-01, Admissions Procedures. Motion carried.

Mary L. Bisland **installed** Lindsay Ocker, Client Representative, as a voting member of TARC's Board of Directors. She will serve on the Building & Sites and Programs Committee.

Tracy Schwab moved, seconded by Ronald Chaisson, to add Lindsay Ocker, to the Building & Sites and Programs Committees. Motion carried.

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Mary L. Bisland presented a revision to **Vacation Policy #3-07**, in the Employee Handbook.

Donell Donaldson moved, seconded by Ronald Chaisson, to accept the revisions to Vacation Policy #3-07. Motion carried.

Mary L. Bisland and Kristy Harson presented an **ICF/IDD Covid-19 Contingency Plan** to add to Policy #V-10, Covid-19 Vaccination Mandate Policy.

Donell Donaldson moved, seconded by Tracy Schwab, to accept the ICF/IDD Covid-19 Contingency Plan. Motion carried.

Erica Pellegrin presented a change to the **Organizational Chart** to change the Options Plus Project Coordinator I to a Project Coordinator II.

Kristy Harson presented a change to the Organizational Chart to change the Full-Time LPN position to a Full-Time LPN/Residential Program Coordinator and add a Part-Time LPN.

Teresa King moved, seconded by Donell Donaldson, to accept the changes to the Organizational Chart. Motion carried.

Deanna Zeringue presented the **Financial Statements** for the period ending June 30, 2022.

Ronald Chaisson moved, seconded by Donell Donaldson, to accept the Financial Statements, for the period ending June 30, 2022. Motion carried.

Rodger Shelton presented the **Transportation Departments Procedure Manuals**. This is a requirement of LaDotd.

Donell Donaldson moved, seconded by Ronald Chaisson, to approve the Transportation Procedure Manuals. Motion carried.

Deanna Zeringue presented **Agreed Upon Procedures**, for TARC's 403(b) Retirement Plan for the year ended December 31, 2021, from Bourgeois Bennett.

Logan Aldridge moved, seconded by Tracy Schwab, to accept the Agreed Upon Procedures and authorize Mary L. Bisland to sign them. Motion carried.

Presidents Report:

Richard Watkins reviewed the Board members attendance.

Executive Directors Report-Mary L. Bisland and Directors present reported on their Departments.

Committee Reports:

Tracy Schwab presented the **Policy Committee Report** of July 15, 2022.

Donell Donaldson moved, seconded by Ronald Chaisson, to accept the Policy Committee report of July 15, 2022. Motion carried.


There was no **Finance Committee Report** of August 9, 2022.

Lyndsay Ocker presented the **Client Representative report** of August 9, 2022.

Tracy Schwab moved, seconded by Donell Donaldson, to accept the Client Representative report of August 9, 2022. Motion carried.

Teresa King moved, seconded by Donell Donaldson, to **adjourn**. Motion carried. The meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Mike Allemand, Secretary

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Patricia Chauvin

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

Richard Watkins

Approved: Richard Watkins, President