

To Terrebonne Council on Aging, Inc.
Emergency BOARD OF DIRECTORS
Thursday, November 4, 2021 - 10:30
6512 West Main Street, Houma, LA 70360

- I. Call to Order – Kirby Verret**
- II. Invocation – Kirby Verret**
- III. Pledge of Allegiance – Louis Pitre**
- IV. Roll Call**

Present	Absent	Guests and Staff
Kirby Verret	Janet Hickman	Diana Edmonson
Louis Pitre	Bert LeBoeuf	Jane Walker
Raymonda Guidroz	Jerome Boykin	Amanda Hebert
Michael Boquet		
Carla Chaisson		
Larry Daigle		
Cyrus Pitre		

MINUTES

- 1. Public Comments (Limit 5 minutes per speaker)**

There were no public comments.

Louis Pitre made the motion “To close public comments” Seconded by Carla Chaisson.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

- 2. Minutes, Committee Reports, Resolutions, and other items needing to be adopted.**

- a. Adopt the Minutes of Board of Directors Meeting on August 19, 2021.**

Raymonda Guidroz made the motion “To Adopt the Minutes of Board of Directors Meeting on August 19, 2021” Seconded by Louis Pitre.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

b. Adopt the Minutes of Board of Directors Meeting on August 26, 2021.

Carla Chaisson made the motion “To Adopt the Minutes of Board of Directors Meeting on August 26, 2021” Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

c. Adopt the Minutes of Board of Directors Meeting on September 16, 2021.

Raymonda Guidroz made the motion “To Adopt the Minutes of Board of Directors Meeting on September 16, 2021” Seconded by Carla Chaisson.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

d. Adopt the Minutes of Executive Committee Meeting on August 26, 2021.

Louis Pitre made the motion “To Adopt the Minutes of Executive Committee Meeting on August 26, 2021” Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

e. Adopt the Minutes of Executive Committee Meeting on September 22, 2021.

Carla Chaisson made the motion “To Adopt the Minutes of Executive Committee Meeting on September 22, 2021” Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

3. Organization Chart Revision (addition of FEMA Community Advisor).

Carla Chaisson made the motion “To Accept the Revision of the Organization Chart”. Seconded by Louis Pitre.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

4. Personnel Policy Revisions/Addendums.

a. 408 – Performance Evaluations/Job Descriptions.

Louis Pitre made the motion “To accept Revisions/Addendums - 408 – Performance Evaluations/Job Descriptions to the Personnel Policy” Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

b. 601 – Holiday schedule (Juneteenth).

Carla Chaisson made the motion “To accept Revisions/Addendums - 601 – Holiday schedule (Juneteenth) to the Personnel Policy” Seconded by Louis Pitre.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

c. 705 - Emergency Day (adopt TPCG policy).

Raymonda Guidroz made the motion “To accept Revisions/Addendums - 705 - Emergency Day (adopt TPCG policy) to the Personnel Policy” Seconded by Carla Chaisson.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

d. Table of Contents Revision

Carla Chaisson made the motion “To accept the Table of Contents Revision to the Personnel Policy” Seconded by Larry Daigle.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

5. Pay Scale Revision

Carla Chaisson made the motion “To accept the Revision to the Pay Scale”. Seconded by Larry Daigle.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

6. Belfor – choice of flooring

Louis Pitre made the motion “To stay with Belfor for repairs”. Seconded by Carla Chaisson

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.

Louis Pitre amended the motion “To give Diana Edmonson the authority to make any decision pertaining to repairs of the Operation Office”.

- **Chairman’s Report – talked about all the damage still from Hurricane Ida**
- **Director’s Report**
 - **Bayou Community Foundation Grant – TCOA received \$1,000,000.00 grant money from BCF. Will use \$5,000 for a battery-operated pallet jack.**
 - **Leah Talbot – St. George property – wants to buy a piece of St. George property behind her house. Board agrees if we sell it should sell as a whole.**

- **Open Board of Director Seats for 2022 year** – board members are looking for representatives.

District 5 – Montegut

District 7 – Dulac

District 6 – Dularge

May have to have a meeting again on November 18, due to the van bids being due and have to be opened. Also, will discuss the lot on the side of the building and leaving the vans at the warehouse.

6. Adjournment

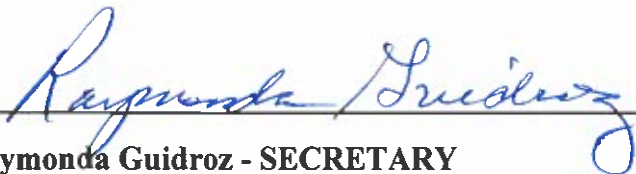
Louis Pitre made the motion “To adjourn”. Seconded by Michael Boquet.

Yeas: Kirby Verret, Louis Pitre, Raymonda Guidroz, Michael Boquet, Carla Chaisson, Larry Daigle, Cyrus Pitre

Nays: None

Absent: Bert LeBoeuf, Janet Hickman, Jerome Boykin

The Chairman declared the motion adopted.



Raymonda Guidroz - SECRETARY



DATE