

To Terrebonne Council on Aging, Inc.
BOARD OF DIRECTORS
Thursday, November 17, 2022 – 12:00 noon
995 West Tunnel Blvd, Houma, LA 70360

- I. Call to Order – Kirby Verret @ 12:00 noon**
- II. Invocation – Kirby Verret**
- III. Pledge of Allegiance – Michael Boquet**
- IV. Roll Call**

Present	Absent	Guests and Staff
Kirby Verret	Carla Chaisson	Michel Claudet
Raymonda Guidroz	Larry Daigle	Dave Kane
Janet Hickman	Kurt Charpentier	Jean LeBoeuf
Michael Boquet		Jess Bergeron
Jerome Boykin		Marsha Naquin
Cyrus Pitre		Karen Becnel
Roland Aucoin		Jada Ledet
Melvin Malbrough		Amanda Hebert
		Randy Manning
		Kayla Dardar
		Jane Walker
		Brandie Breaux
		Natalie Breaux
		Shantell Johnson
		Sherry Liner

MINUTES

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

There were no public comments.

Roland Aucoin made the motion “To close public comments” Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier

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 October 20, 2022.**

Raymonda Guidroz made the motion “To Adopt the Minutes of Board of Directors Meeting on October 20, 2022” Seconded by Roland Aucoin.

Yeas: Kirby Verret, Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier

The Chairman declared the motion adopted.

3. Adoption of the Four-Year Area Plan July 1, 2023 - June 30, 2027 Review (emailed to Board Members Previously)

Michael Boquet made the motion “To adopt the Four-Year Area Plan for July 1, 2023 – June 30, 2027”. Seconded by Cyrus Pitre.

Yeas: Kirby Verret, Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier

The Chairman declared the motion adopted.

4. Update on Parking Lot – Discussion

Randy Manning stated that the Parking Lot’s final cost was \$206,500.00, which was less than initially quoted. It took only 23 days verses 30 days to complete the project.

5. Progress on the adjacent lot for Parking

Mr. Michel explained that the parking lot would be bus parking, vans will still park around the building. The small spot will be for the drivers to park their cars. He also explained that the canopy will be added at the same time as the canopies are done at the warehouse.

Kayla stated that the parking lot will be fenced in and hopefully will eliminate theft and increase the safety for drivers coming in and out from 3:00am to 6:00/7:00pm. It will be well lit up and once the canopy is done the drivers will be able to pre-trip out of the weather.

Mr. Michel also added that Gene Milford estimated \$221,000.00 and TCOA will not have to go through the parish. Mr. Milford said he will be able to get us three bids from local contractors on this. And after Mr. Michel is also asking the board for permission to get Mr. Milford to prepare blueprints for the canopies for the parking lot and the warehouse.

Michael Boquet made the motion “To allow TCOA to put the future bus parking lot out to bid and when the bids come in, TCOA will be able to accept the lowest acceptable bid recommended by the Engineer, Mr. Gene Milford and to allow TCOA to have Gene Milford prepare the drawings for the warehouse and the parking lot canopies”. Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier

The Chairman declared the motion adopted.

6. Insurance claims on COA buildings - Updated

Mr. Michel explained that Alex with Haik Ins. out of Lafayette, is working with Belfor and the insurance company to resolve charges and payments.

7. Elderly Housing

Mr. Michel explained that he received a call from Mr. Casey Guidry with Start Corp. Mr. Guidry would like to partner with TCOA on a 202 grant. Mr. Guidry idea is to purchase some lots from the Ellender property around Mechanicville on the East Side. He would like for TCOA to pay for the property at \$18,000 each lot. Mr. Michel is asking for approval to spend about \$300,000. TCOA would probably have to enter in some kind of agreement and organization with Start.

Jerome Boykin made the motion "To approve Mr. Michel to spend about \$300,000 to partnership with Casey Guidry with Start Corp". Seconded by Raymonda Guidroz.

Yeas: Kirby Verret, Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier

The Chairman declared the motion adopted.

Mr. Kirby left the meeting.

8. Farmer's Market Cards

Mr. Michel explained that due to the issue that Terrebonne Parish farmers do not accept the cards. Farmers from other areas that accept the Farmer's Market Cards will be setting up in the parking lot by Shady Lanes Apt. for those who have a card to be able to use it.

9. Waiting list for Services

Shantell Johnson explained that for HDM there were 170 on the waiting list, and now the list is down to 30 and all of the people are being re-accessed. We are also receiving request for Home Maker Services, Respite Care and Personal Care. These services are contracted through the Medical Team, which Shantell sent in the paperwork for over 80 people but the Medical Team has not started services yet.

10. Uniforms

Brandie explained that she found a person in Chauvin, Amanda Pellegrin who provides a uniform service. They were looking at a polo style shirt for standard uniform for everyone. For TCOA to purchase five uniform shirts for every employee. The cost would run approximately \$9000 and the purchase would be every two years. This would a savings for about a year on TCOA's cost and it would eliminate the cost for employees. Mr. Michel explained that it would not be happening soon because we are in a contract with Cintas.

11. Warehouse Items

Mr. Michel explained that some of the things would be held until the next disaster. TCOA received a letter from Catholic Charities for asked for about 150 kitchen sets.

12. Change to Job Description

Michael Boquet made the motion "To approve the change in Cheryl Washington's job description". Seconded by Roland Aucoin.

Yeas: Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier, Kirby Verret

The Chairman declared the motion adopted.

13. LA Compliance Questionnaire

a. Approve Questionnaire

b. Adopt Resolution

Jerome Boykin made the motion "To approve the LA Compliance Questionnaire and adopt the Resolution". Seconded by Roland Aucoin.

Yeas: Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier, Kirby Verret

Abstain: Melvin Malbrough

The Chairman declared the motion adopted.

14. TCOA By-Laws

a. Required Change per GOEA

Mrs. Jane made the first announcement to make a change to the TCOA By-Laws. She will have to make the announcement in December and January also, and it will be voted on in January.

15. Website

Showed the new pictures of different representatives supporting the Council on Aging for the website.

16. Telephone

Mr. Michel explained that he will be changing the message on the phone when calling into TCOA.

- **Chairman's Report – no report (Kirby Verret left the meeting)**
- **Director's Report – no report**

17. Adjournment

Jerome Boykin made the motion "To adjourn". Seconded by Roland Aucoin.

Yeas: Raymonda Guidroz, Janet Hickman, Michael Boquet, Jerome Boykin, Cyrus Pitre, Roland Aucoin, Melvin Malbrough

Nays: None

Absent: Carla Chaisson, Larry Daigle, Kurt Charpentier, Kirby Verret

The Chairman declared the motion adopted.



Kirby Verret – Chairman

1.5.2023

DATE