
TERREBONNE PARISH COUNCIL

POLICY, PROCEDURE, AND LEGAL COMMITTEE

Mr. Darrin W. Guidry,	
Sr.	Chairman
Mr. John Navy	Vice-Chairman
Ms. Arlanda Williams	Member
Mr. Gerald Michel	Member
Mr. Scotty Dryden	Member
Ms. Christa Duplantis-	Member
Prather	Member
Mr. Al Marmande	Member
Mr. Dirk Guidry	Member
Mr. Steve Trosclair	



In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Venita H. Chauvin, Council Clerk, at (985) 873-6519 describing the assistance that is necessary.

AGENDA

June 11, 2018
5:45 PM

Parish Council Meeting Room

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. Individuals addressing the council should be respectful of others in their choice of words and actions. Thank you.

**ALL CELL PHONES, PAGERS AND ELECTRONIC DEVICES USED FOR COMMUNICATION
SHOULD BE SILENCED FOR THE DURATION OF THE MEETING**

INVOCATION

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER

ROLL CALL

1. **RESOLUTION:** Authorizing the Parish President to re-new and execute a Contractual Agreement for Professional Medical Services between the Terrebonne Parish Consolidated Government ("TPCG") and William K. LO, M.D., for psychiatrist services to be rendered to the Terrebonne Parish Criminal Justice Complex as the Facilities Psychiatrist.
2. **RESOLUTION:** Changing the location of the polling place for Precincts 019-A and 019-K within Terrebonne Parish, from the Church of Christ Office Building at 6958 Alma Street, Houma, to the Shady Acres Senior Center, located at 6512 Main Street, Houma.

3. RESOLUTION: Changing the location of the Polling Place for Precincts 029 and 103, within Terrebonne Parish, from the East Houma Elementary School, located at 222 Connely St.. Houma, to the West Park Recreation Center at 800 Williams Avenue, Houma.
4. Adjourn

Category Number:
Item Number:



Monday, June 11, 2018

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, June 11, 2018

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, June 11, 2018

Item Title:

Contract Agreement, Professional Medical Services, William K. Lo., M.D. Psychiatrist, Jail

Item Summary:

RESOLUTION: Authorizing the Parish President to re-new and execute a Contractual Agreement for Professional Medical Services between the Terrebonne Parish Consolidated Government ("TPCG") and William K. LO, M.D., for psychiatrist services to be rendered to the Terrebonne Parish Criminal Justice Complex as the Facilities Psychiatrist.

ATTACHMENTS:

Description	Upload Date	Type
Resolution	5/31/2018	Resolution
Agreement	5/31/2018	Backup Material

OFFERED BY:

SECONDED BY:

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT RE-NEW AND EXECUTE A CONTRACTUAL AGREEMENT FOR PROFESSIONAL MEDICAL SERVICES BETWEEN THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT ("TPCG") AND WILLIAM K. LO, M.D., FOR PSYCHIATRIST SERVICES TO BE RENDERED TO THE TERREBONNE PARISH CRIMINAL JUSTICE COMPLEX AS THE FACILITIES PSYCHIATRIST

WHEREAS, the Terrebonne Parish Consolidated Government and William K. Lo, M.D. desire to continue the contractual agreement and execute an agreement for the period beginning on May 1, 2018 and ending April 30, 2020, for professional medical services to be rendered to the Terrebonne Criminal Justice Complex as the facilities' psychiatrist; and

WHEREAS, the Terrebonne Parish Consolidated Government desires to renew and enter into the said agreement for professional medical services; and

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the Parish President, Gordon E. Dove, is hereby authorized to sign and to execute all documents necessary to renew and execute an agreement for professional medical services between Terrebonne Parish Consolidated Government and William K. Lo, M.D.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared the resolution adopted on this, the ____ day of _____, 2018.

* * * * *

I, Venita Chauvin, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance Committee on _____, 2018 and subsequently ratified by the Terrebonne Parish Council in Regular Session on October _____, 2018 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____TH DAY OF _____, 2018.

VENITA CHAUVIN
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**AGREEMENT FOR PROFESSIONAL MEDICAL SERVICES
BETWEEN
TERREBONNE PARISH CONSOLIDATED GOVERNMENT
AND
WILLIAM K. LO, M.D.**

STATE OF LOUISIANA

PARISH OF TERREBONNE

BE IT KNOWN, that on the dates referenced hereinbelow, before the undersigned Notary Publics, duly authorized and commissioned in and for the aforesaid parishes, and in the presence of the undersigned competent witnesses, personally came and appeared:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT, a political subdivision of the State of Louisiana, and the governing body of Terrebonne Parish, domiciled in Terrebonne Parish Louisiana, whose present mailing address for purposes herein is 8026 Main Street, Houma, Louisiana 70360, represented herein by Gordon E. Dove, its Parish President, duly authorized by virtue of the Council Resolution No. _____ attached hereto, (hereinafter referred to as “TPCG” or “Owner”); and

WILLIAM K. LO, M.D., a person of the full age of majority, domiciled in Jefferson Parish, Louisiana, whose present mailing address is 8013 Ferrara Drive, Harahan, Louisiana 70123, (hereinafter referred to as “Jail Psychiatrist”);

I. SCOPE OF AGREEMENT

1.1 TPCG requires Jail Psychiatrist to provide, and Jail Psychiatrist agrees to provide, professional consultations, advice and services to TPCG, and to serve as TPCG’s Professional representative for a specific fee, all as more fully set forth hereinbelow.

II. BASIC SERVICES OF JAIL PSYCHIATRIST

2.1 Jail Psychiatrist shall perform the following professional services:

- 2.1.1 Jail Psychiatrist shall provide psychiatric evaluations, diagnosis, and treatment services to inmates incarcerated at the Terrebonne Parish Criminal Justice Complex (TPCJC).
- 2.1.2 Services will include the development of individualized treatment plans adjunctively with the interdisciplinary treatment term in a cost effective yet comprehensive approach.
- 2.1.3 Jail Psychiatrist will provide four (4) hours on-site weekly visits for direct patient care services (propose Wednesday mornings from 8 a.m. to 12 noon) and treatment team consultation with nursing, social services staff, etc.
- 2.1.4 Jail Psychiatrist will also be available for emergencies via pager and/or telephone.

2.2 Additional professional services related to this Agreement will be performed by Jail Psychiatrist on request of TPCG for an additional professional fee as the parties may subsequently agree in writing.

III. TERM

3.1 Jail Psychiatrist shall begin performance of service hereunder on May 1, 2018 and shall continue such service for twenty-four (24) months thereafter and ending on April 30, 2020.

3.2 TPCG shall have an option to renew this Agreement subject to the terms contained herein in two separate one-year increments.

IV. PAYMENT

4.1 TPCG shall pay Jail Psychiatrist or physician-designee for services rendered hereunder at the rate of ONE THOUSAND AND NO/100 (\$1,000.00) DOLLARS per clinical visit.

4.2 Jail Psychiatrist shall submit monthly itemized statements of services rendered.

4.3 Payment is due thirty (30) days from invoice.

V. INDEMNIFICATION

5.1 TPCG shall defend, indemnify and hold harmless Jail Psychiatrist should he be named as a defendant in a civil lawsuit or other civil legal proceeding seeking damages due to injuries or death and/or any other type of relief if the lawsuit or other legal proceeding arises out of or in connection with Jail Psychiatrist's official functions and activities on behalf of the TPCG as Jail Psychiatrist.

5.2 Except as otherwise indicated herein, this Agreement shall be governed in accordance with Title 15 Section 703 of the Louisiana Revised Statutes.

VI. TERMINATION

6.1. TERMINATION OF THE AGREEMENT

6.1.1. Either party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the other to comply with the terms and conditions of the Agreement, provided that the terminating party shall give the breaching party provide the other written notice specifying its failure and a reasonable opportunity to cure the defect.

6.1.2. The obligation to provide further services under this Agreement may be terminated without cause in full or in part by TPCG within thirty (30) days written notice to Jail Psychiatrist. In the event of any termination or partial termination, Jail Psychiatrist will be paid for all services rendered and reimbursable expenses to the date of termination or partial termination.

6.2 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to Jail Psychiatrist of such facts and TPCG's intention to terminate its financial obligation.

6.3 SURVIVING TERMS

In the event this Agreement is terminated for any reason, whatsoever, Articles IV, V, VIII, IX, XI, XII, XIII, and XV, and Sections 17.3, 17.8, and 17.9 of Article of this Agreement shall survive termination.

VII. PHYSICIAN'S LOG

7.1 Jail Psychiatrist shall maintain a daily written log detailing his time spent performing his services hereunder, including visits to the Jail, examination and treatment of prisoners, and other services. This log is to be turned in by Jail Psychiatrist to the appropriate official of the TPCG each month, along with monthly statements for services rendered.

VIII. LITIGATION

8.1 The Jail Psychiatrist acknowledges and has been informed by TPCG that individuals, including inmates, prior inmates, and those who are temporarily placed in the custody of the Terrebonne Parish Criminal Justice Complex, have in the past filed and may in the future file lawsuits in state or federal court against the Jail Psychiatrist, medical staff, the warden, the correctional officers and anyone associated with the Terrebonne Parish Criminal Justice Complex.

8.2 The Jail Psychiatrist acknowledges that these lawsuits may be served on the Jail Psychiatrist or the medical staff by various means including service by a U.S. Marshall, Sheriff, or Deputy, private process service, or through the United States Mail. Upon receipt of any lawsuit or document that appears to be a lawsuit or written complaint, the Jail Psychiatrist and the medical staff agree to immediately contact and forward any documents received to TPCG and its Parish Attorney.

8.3 Jail Psychiatrist acknowledges that claims and lawsuits are time sensitive, and liability may be cast against parties in the absence of timely responses. Notwithstanding any indemnity obligations owed by TPCG hereunder, TPCG's indemnification and defense obligations shall not extend to the actions or omissions of the Jail Psychiatrist hereunder if Jail Psychiatrist fails to provide TPCG with timely notice of lawsuits and/or claims, and same results in default judgments or other final judgments against TPCG or Jail Psychiatrist.

IX. ENTIRE AGREEMENT/AMENDMENT

9.1 The recitation and preambles of this agreement are hereby made a part of the terms and conditions of this Agreement.

9.2 This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth.

9.3 This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

X. COMPLIANCE WITH LAWS

10.1 The parties hereto and their employees, contractors, and agents shall comply with all applicable federal, state, and local laws, ordinances, and permitting requirements in carrying out the provisions of this Agreement.

XI. SEVERABILITY

11.1 If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provisions of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

XII. FINANCIAL DISCLOSURE

12.1 TPCG may be audited in accordance with La. R.S. 24:513. If the amount of public funds received by the Jail Psychiatrist is below the amount for which an audit is required under La. R.S. 24:513, the TPCG shall monitor and evaluate the use of the funds to ensure effective achievement of the project goals and objectives.

XIII. AUDIT CLAUSE

13.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of inspecting and auditing all data, records and accounts of the Jail Psychiatrist which relate to this Agreement, upon request.

XIV. NON-COLLUSION AFFIDAVIT

14.1 In accordance with La. R.S. 38:2224, Jail Psychiatrist declares that it has provided TPCG with a fully executed Non-Collusion Affidavit, and same is attached hereto as Exhibit A, and incorporated and made a part of this Agreement.

XV. DEFAULT

15.1 In the event of default by either party, the aggrieved party shall have, in addition to any remedies specifically provided for this Agreement, all rights granted by the general laws of the State of Louisiana.

15.2 If either party defaults on this Agreement, breaches the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the aggrieved party.

XVI. NOTICES

16.1 All notices and other communications pertaining to this Agreement shall be in writing and shall be transmitted either by personal hand-delivery (and receipted for) or deposited in the United States mail, as certified mail, return receipt requested and postage prepaid, the other party addressed as follows:

16.1.1 Terrebonne Parish Consolidated Government
Attn: Gordon Dove, Sr., Parish President
8026 Main Street
Houma, LA 70360

16.1.2 William K. Lo, M.D.
8013 Ferrara Drive
Harahan, LA 70123

XVII. OTHER TERMS AND CONDITIONS

17.1 FORCE MAJEURE

The performance of this Agreement may be suspended and the obligations hereunder excused in the event and during the period that such performance is prevented by a cause or causes beyond reasonable control of such party. The performance of this Agreement will be suspended and the obligations hereunder excused only until the condition preventing performance is remedied. Such conditions shall include, but not be limited to, acts of God, acts of war, accident, explosion, fire, flood, riot, sabotage, acts of terrorists, unusually severe weather, lack of adequate fuel, or judicial or governmental laws or regulations.

17.2 NO WAIVER

The failure of the either party to enforce any of the terms of this Agreement or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of, any or all of the terms or conditions of this Agreement.

17.3 NON-ASSIGNMENT

Jail Psychiatrist shall not assign any interest in the contract by assignment, transfer, or novation, without prior written consent of the TPCG. Notice of any such assignment or transfer shall be furnished promptly to the TPCG.

17.4 RELATIONSHIP BETWEEN THE PARTIES

Jail Psychiatrist is engaged by TPCG for the purposes set forth in this contract. The relationship between the Jail Psychiatrist and the TPCG shall be, and only be, that of an independent contractor and the Jail Psychiatrist shall not be construed to be an employee, agent, partner of, or in joint venture with TPCG. TPCG and Jail Psychiatrist, and their respective partners, successors, executors, administrators, agents, assigns and legal representatives of each are bound by the agreement to the other party in respect of all covenants, agreements and obligations of this agreement. Nothing herein shall be construed to give any right or benefit hereunder to anyone other than TPCG and Jail Psychiatrist.

17.5 ACKNOWLEDGMENT OF EXCLUSION OF WORKERS' COMPENSATION COVERAGE

TPCG and Jail Psychiatrist expressly agree that Jail Psychiatrist is an independent contractor as defined in R.S. 23:1021(7) and, as such, expressly agree that TPCG shall not be liable to Jail Psychiatrist or to anyone employed by Jail Psychiatrist for any benefits or coverage as provided by the Workers' Compensation Law of the State of Louisiana.

17.6 ACKNOWLEDGMENT OF EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE

TPCG and Jail Psychiatrist expressly declare and acknowledge that Jail Psychiatrist is an independent contractor and, as such, is being engaged by TPCG under this Agreement as noted and defined in La. R.S. 23:1472(12)(E) and, therefore, it is expressly declared and understood between the parties hereto, that for the purposes of unemployment compensation only:

17.6.1 Jail Psychiatrist has been and will be free from any control or direction by the TPCG over the performance of the services covered by this Agreement;

17.6.2 The services to be rendered by Jail Psychiatrist are outside the normal course and scope of TPCG's usual business; and

17.6.3 Jail Psychiatrist is customarily engaged in an independently established trade, occupation, profession, or business.

Consequently, neither Jail Psychiatrist nor anyone employed or contracted by Jail Psychiatrist shall be considered an employee of TPCG for the purpose of unemployment compensation coverage.

17.7 EMPLOYMENT OF TPCG PERSONNEL

Jail Psychiatrist certifies that it has not employed and will not employ any person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of TPCG.

17.8 GOVERNING LAW

The validity, interpretation, and performance of this Agreement, including all documents related thereto, shall be controlled by and construed in accordance with the laws of the State of Louisiana.

17.9 CLAIMS OR CONTROVERSIES

The venue of any suit filed in connection with any claim or controversy shall be the Thirty-Second Judicial District Court, Parish of Terrebonne, State of Louisiana.

17.10 CODE OF ETHICS

Jail Psychiatrist acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to Jail Psychiatrist in the performance of services called for in the Agreement. Jail Psychiatrist agrees to immediately notify the TPCG if potential violations of the Code of Governmental Ethics arise at any time during the term of the Agreement.

17.11 COVENANT AGAINST CONTINGENT FEES

Jail Psychiatrist warrants that it has not employed or retained any entity or person, other than a bona fide employee working solely for Jail Psychiatrist, to solicit or secure this Agreement, and that it has not paid or agreed to pay any entity or person, other than a bona fide employee working solely for Jail Psychiatrist any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, TPCG shall have the right to annul this Agreement without liability or, in TPCG's discretion, to deduct from the contract price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

17.12 CONFIDENTIALITY

The above referenced work product shall be held confidential by the Jail Psychiatrist and shall not be shared with any other entity without the express consent of the TPCG.

17.13 AUTHORITY OF SIGNORS

Both parties represent and warrant that the signors hereto are fully authorized to execute and sign this Agreement on its behalf and a copy evidencing such authority is attached hereto at execution.

XVIII. SIGNATURES OF THE PARTIES

[Signatures on Following Page]

18.1 THUS DONE AND SIGNED on this ____ day of _____, 2018, before me, Notary Public, and in the presence of the undersigned competent witnesses, in the City of Houma, Parish of Terrebonne, State of Louisiana, after due reading of the whole.

WITNESSES:

OWNER:

**TERREBONNE PARISH
CONSOLIDATED GOVERNMENT**

Printed:_____

BY: _____
**GORDON E. DOVE
PARISH PRESIDENT**

Printed:_____

NOTARY PUBLIC

18.2 THUS DONE AND SIGNED on this ____ day of _____, 2018, before me, Notary Public, and in the presence of the undersigned competent witnesses, in the City of Houma, Parish of Terrebonne, State of Louisiana, after due reading of the whole.

WITNESSES:

JAIL PSYCHIATRIST:

Printed:_____

BY: _____
WILLIAM K. LO, M.D.

Printed:_____

NOTARY PUBLIC

EXHIBIT A

NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA

PARISH OF TERREBONNE

BEFORE ME, the undersigned Notary Public, duly qualified in and for the Parish and State aforesaid, personally came and appeared:

WILLIAM K. LO, M.D.

who after being first duly sworn, deposed and said that:

1. Affiant declares that he is the party who is entering into an agreement with Terrebonne Parish Consolidated Government to provide professional medical services of the Terrebonne Parish Criminal Justice Complex;
2. Affiant declares that the agreement is genuine and not conspired, connived or agreed, and that the said party has not colluded, conspired, connived or agreed, directly or indirectly sought by agreement or collusion, or communication conference, with any person, to fix the price of affiant or of any other party, or to fix any overhead, profit, or cost element of said price, or of that of any other party or to secure any advantage against the Terrebonne Parish Government or any other party interested in the proposed agreement; and that statements in said agreement are true.
3. Affiant further declares that he will, in all respects, comply with the public contract and lease laws of the State of Louisiana, including Title 38 of the Louisiana Revised Statutes.

AFFIANT:

By:

WILLIAM K. LO, M.D.
Jail Psychiatrist

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS ____ DAY OF _____, 2018.

NOTARY PUBLIC

Category Number:
Item Number: 2.



Monday, June 11, 2018

Item Title:

Change Polling Place for Precincts 019-A & 019-K

Item Summary:

RESOLUTION: Changing the location of the polling place for Precincts 019-A and 019-K within Terrebonne Parish, from the Church of Christ Office Building at 6958 Alma Street, Houma, to the Shady Acres Senior Center, located at 6512 Main Street, Houma.

ATTACHMENTS:

Description	Upload Date	Type
Resolution and backup	6/6/2018	Resolution

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 18-

A resolution changing the location of the polling place for Precincts 019-A and 019-K within Terrebonne Parish, and providing for other matters relative thereto.

WHEREAS, due to The Church of Christ not renewing its Polling Place Lease Agreement for their Office Building located at 6958 Alma Street, Houma, it has become necessary to change the location currently being used as the polling place for Precincts 019-A and 019-K, and

WHEREAS, after the Clerk of Court's Office review of precinct maps for possible relocation of Precincts 019-A and 019-K to a precinct location already existing, it was determined that Precinct 051 located at the Shady Acres Senior Center, located at 6512 Main St., Houma, is the nearest existing precinct and is appropriate and equipped to house two additional precincts and parking space is available, and

WHEREAS, the Terrebonne Parish Council on Aging Board of Directors approved housing the two additional precincts to the Center.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the change in the polling place for Precincts 019-A and 019-K become effective upon approval by the appropriate State agencies.

PRECINCT LOCATION TO BE MOVED – (Effective – for fall elections of 2018)

Precinct 019-A - 539 registered voters

Precinct 019-K - 571 registered voters

Current Precinct Location: Church of Christ Office Building
6958 Alma St., Houma, LA 70360

Request to Relocate Precinct to another Location:
Shady Acres Senior Center
6512 Main St., Houma, LA 70360
985-879-4071

Precinct 051 is already at this location. Precinct 051 has 1,538 registered voters.

Contact Person: Diana N. Edmonson, Executive Director, Council on Aging
985-868-8411

Precincts 019-A & 019-K are in Council Dist. 5, Christa Duplantis-Prather, Council Member.
Council: 985-873-6426

Precinct 051 is in Council District 3, Gerald Michel, Council Member.
Council: 985-856-6562

Notes:

1. The Church of Christ has decided not to renew the Polling Place Lease Agreement for future elections at that location. See attached copy of letter from David B. Jones, Elder and Minister at Hollywood Road Church of Christ.
2. Theresa A. Robichaux, Clerk of Court and Nancy A. Boudreaux, Elections Supervisor for the Terrebonne Parish Clerk of Court Office met concerning the above and relocation of Precincts 019-A and 019-K to another location. After viewing precinct maps for the possible relocation of Precincts 019-A and 019-K to a precinct location already existing, it was determined that Precinct 051 located at Shady Acres Senior Center was the nearest existing precinct having the amount of space necessary to house two additional precincts and the parking space available.
3. Nancy A. Boudreaux, Elections Supervisor has contacted Diana N. Edmonson, Executive Director of Council on Aging, concerning the use of Shady Acres Senior Center to additionally house Precincts 019-A and 019-K. Mrs. Edmonson informed me that she would bring it to the next board meeting on April 25, 2018 for discussion.
4. See attached copy of letter from Diana N. Edmonson, Executive Director, Council on Aging, stating the request relocating Precincts 019-A and 019-K at Shady Acres Senior Center was approved.
5. The location, the parking, the access, as well as all other essentials are more than adequate.

Proposal:

To relocate Precincts 019-A and 019-K from Church of Christ Office Bldg. to Shady Acres Senior Center.

Goal:

To have Precincts 019-A and 019-K relocated to the Shady Acres Senior Center for all future elections in Terrebonne Parish, Louisiana.

Travel time:

From Church of Christ Office Bldg. to the Shady Acres Senior Center = 1.6 miles (approximately 5 minutes).

We do not feel this will create a hardship for the voters of this precinct.

HAVA Compliant:

This location is compliant. See attached copy of Parish Polling Place Accessibility Survey (dated May 14, 2018) that will be submitted to the Louisiana Secretary of State Office.

Effective Date:

Upon approval by the Terrebonne Parish Council and the Louisiana Secretary of State Office **beginning with the fall elections of 2018.**

**Hollywood Road
CHURCH OF CHRIST**

163 N. Hollywood Road ~ P.O. Box 20117 ~ Houma, La. 70360 ~ Terrebonne Parish
Phone (985) 872-3778 Fax (985) 872-9958 website: www.houmachurchofchrist.com

ELDERS

David Jones
(985) 856-9017

Randy Keiser
(985) 446-7660

Herbert Scott
(985) 872-6713

DEACONS

Kevan Keiser
(985) 688-3627

Jesse LaGrange
(985) 714-3411

Guy Mandina
(985) 804-0496

Sam McDonald
(985) 856-4502

EVANGELIST

David Jones
(985) 856-9017

SECRETARY

Karen Mandina
(985) 872-3778 (office)

SERVICES

Sunday Worship

9:30 a.m.

6:00p.m.

Sunday Bible Study

10:30 a.m.

Wednesday Bible Study

7:00p.m.

January 15, 2018

COPY

RECEIVED
JAN 18 2018
nh
T.P.C.C.

Terrebonne Parish Clerk of Courts
PO Box 1569
Houma, La 70361

Dear Nancy Boudreaux:

This letter is to notify you that as of today the church office, located at 6958 Alma Street, nor the church building 163 N. Hollywood Road, Houma, will no longer be available for use as a voting precinct location. We were happy to help while we could but unfortunately are no longer able to.

We hope this notice gives you ample time to locate another voting site for the effected precincts.

Sincerely,

David B. Jones

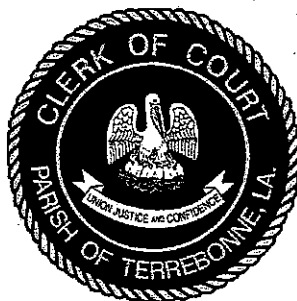
David B. Jones, Elder and Minister
Hollywood Road church of Christ

MAILING ADDRESS:

P. O. BOX 1569
HOUMA, LA 70361-1569

MAIN OFFICE: (985) 868-5660

OFFICE FAX: (985) 868-5143



PHYSICAL ADDRESS:

7856 MAIN ST.
HOUMA, LA 70360

(1ST FLOOR OLD COURTHOUSE BLDG.)

www.terrebonneclerk.org

THERESA A. ROBICHAUX
CLERK OF COURT

PRECINCT LOCATION APPROVAL INSPECTION

Present: Theresa A. Robichaux, Clerk of Court
Nancy A. Boudreaux, Elections Supervisor

On Wednesday, March 14, 2018 Nancy Boudreaux and I visited Precinct 051 located at the Shady Acres Senior Center, Houma, in order to survey the site to determine if it met the requirements necessary to move Precincts 019-A and 019-K, currently located at the Church of Christ, to this location. The Elder and Minister, David B. Jones, has informed our office that the Church of Christ would no longer renew its Polling Place Lease Agreement for future elections.

Precincts 019-A and 019-K are currently located at the Church of Christ, approximately 1.6 miles away from Shady Acres Senior Center. It takes approximately 5 minutes to drive from one location to the other. Although Shady Acres Senior Center and Church of Christ are in two entirely different precincts, there is no other facility found or offered for use for Election Day voting in the Church of Christ precinct.

Nancy and I met with Ms. Darnice Nixon, building manager, at approximately 11:00 a.m. during which time meals were being served to the tenants of Shady Acres.

We observed the room and noted there were enough outlets necessary to meet the demands of the voting machines, as well as for the needs of the commissioners on Election Day. Since there will be Federal elections held every other year on a Tuesday, we took into consideration the fact that many elderly will be utilizing the building at the same time. We felt the building could adequately meet their needs as well as the needs of the voter on Election Day.

Next, we noted that the location is compliant with HAVA, as it has been since it was approved when Shady Acres Senior Center became a voting precinct. The Center also has more than adequate parking.

After discussion, both Nancy and I feel the Center definitely meets all demands and requirements to be utilized as a voting precinct. Upon approval by the Terrebonne Parish Council, the Louisiana Secretary of State's office, and the U. S. Justice Department, the effective date for use by Precincts 019-A and 019-K will be with the fall election of 2018.

Theresa A. Robichaux
Clerk of Court



TERREBONNE COUNCIL ON AGING

promoting independence and dignity

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msb
TPCC

Board of Directors

L.J. Folse
Chairman
District 1

April 30, 2018

Ivy Dupre, Sr.
At-Large
Vice-Chairman

Clerk of Courts Office
Attn: Nancy Boudreaux
P.O. Box 1569
Houma, LA 70361-1569

Victoria "Vicki" Rouse
District 2
Treasurer

Bert A. LeBoeuf
District 5
Secretary

Dear Mrs. Boudreaux:

Kirby Verret
At-Large

As of TCOA Board of Directors meeting, held April 25, 2018 your request to add a voting precinct to the Shady Acres Senior Center has been approved. Shady Acres will now host existing voting precinct 51 and add voting precinct 19A and 19K to the center.

H. Rene Rhodes
District 3

Melissa Lyons
District 4

Charles "Don" Boudreaux
District 6

Sincerely,

Louis "Chockey" Pitre
District 7

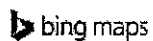
Diana N. Edmonson
Executive Director
Terrebonne Council on Aging, Inc.
Area Agency on Aging

Janet Hickman
District 8

Raymonda Guidroz
District 9

DNE/ah

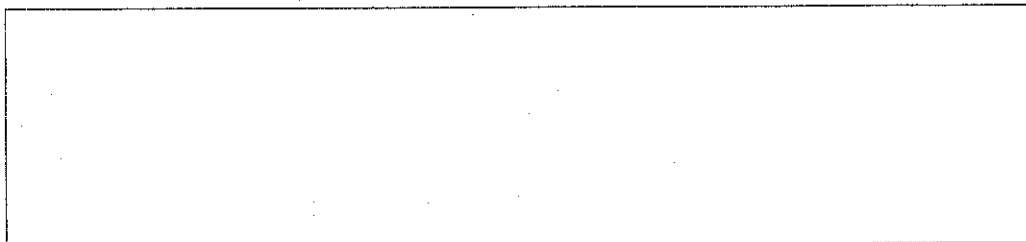
Diana N. Edmonson
Executive Director



- A** 6958 Alma St, Houma, LA 70364
B 6512 W Main St, Houma, LA 70360

5 min, 1.6 mi

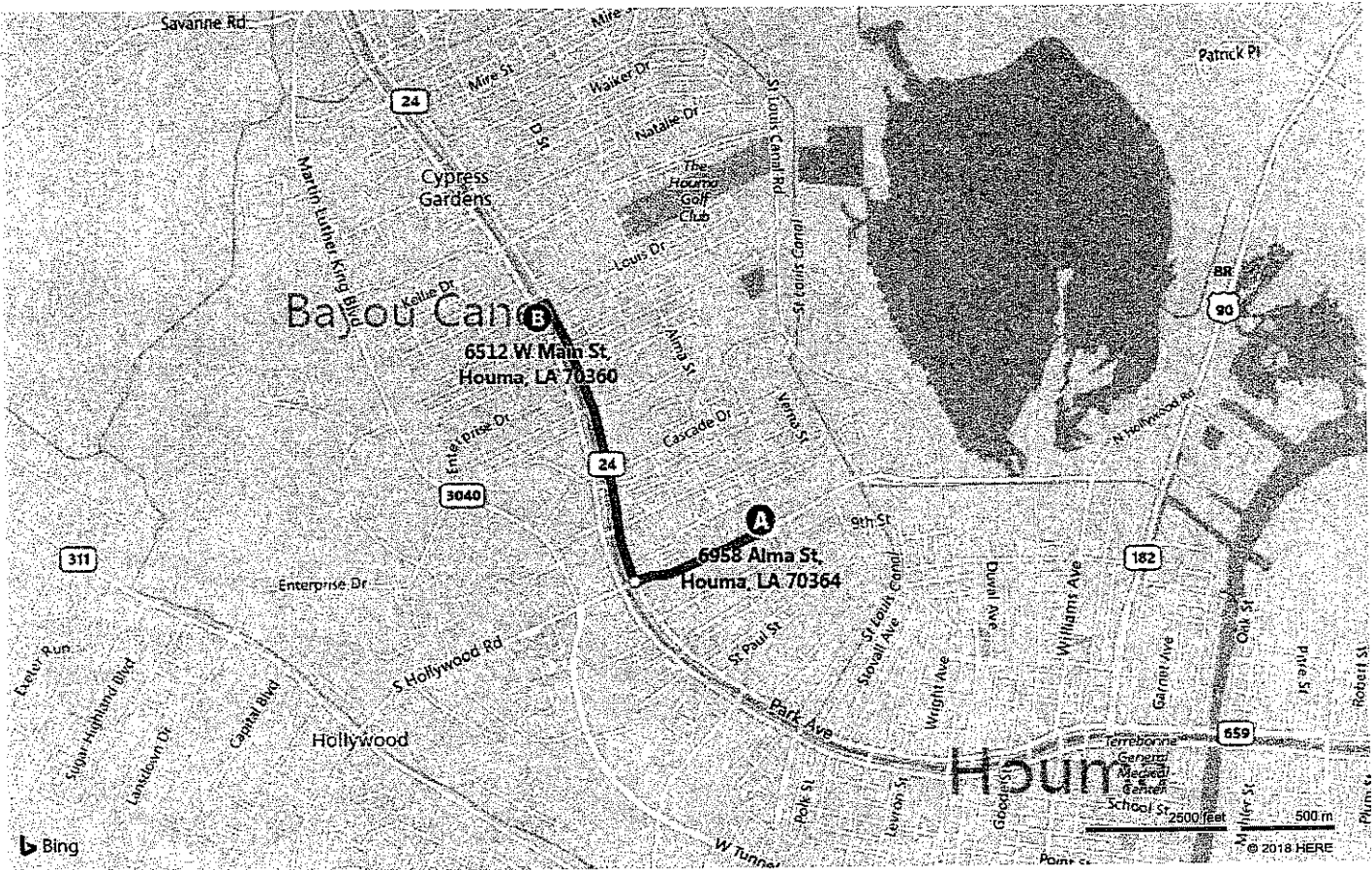
Light traffic (5 min without traffic)
Via N Hollywood Rd, LA-24 W



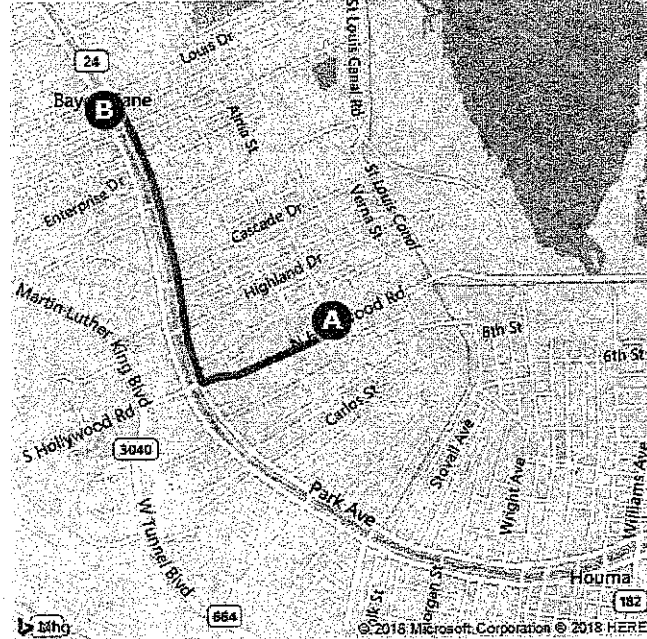
- A** 6958 Alma St, Houma, LA 70364

↑	1. Depart Alma St toward N Hollywood Rd	171 ft
↘	2. Turn right onto N Hollywood Rd	0.5 mi
↘	3. Turn right onto LA-24 W Exxon on the corner	1.0 mi
↙	4. Turn left onto Louis Dr , and then immediately turn left onto LA-24 E	407 ft
	5. Arrive at LA-24 E The last intersection is Mike St If you reach Grace St, you've gone too far	

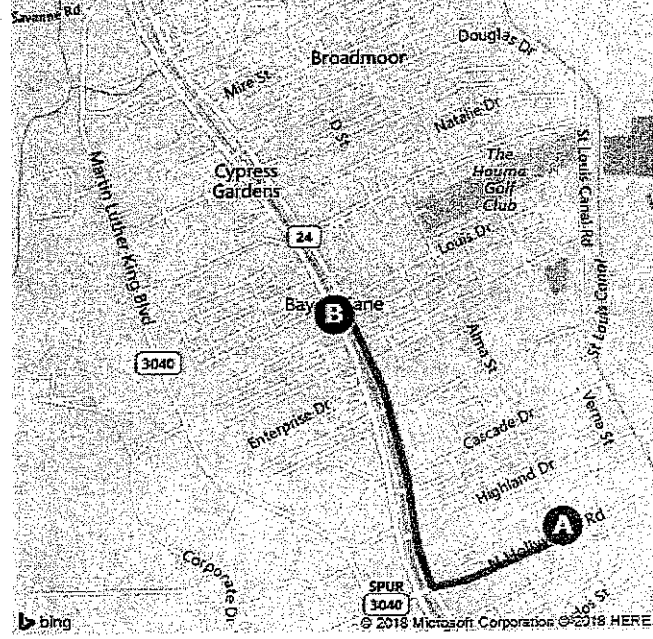
- B** 6512 W Main St, Houma, LA 70360



A 6958 Alma St, Houma, LA 70364



B 6512 W Main St, Houma, LA 70360

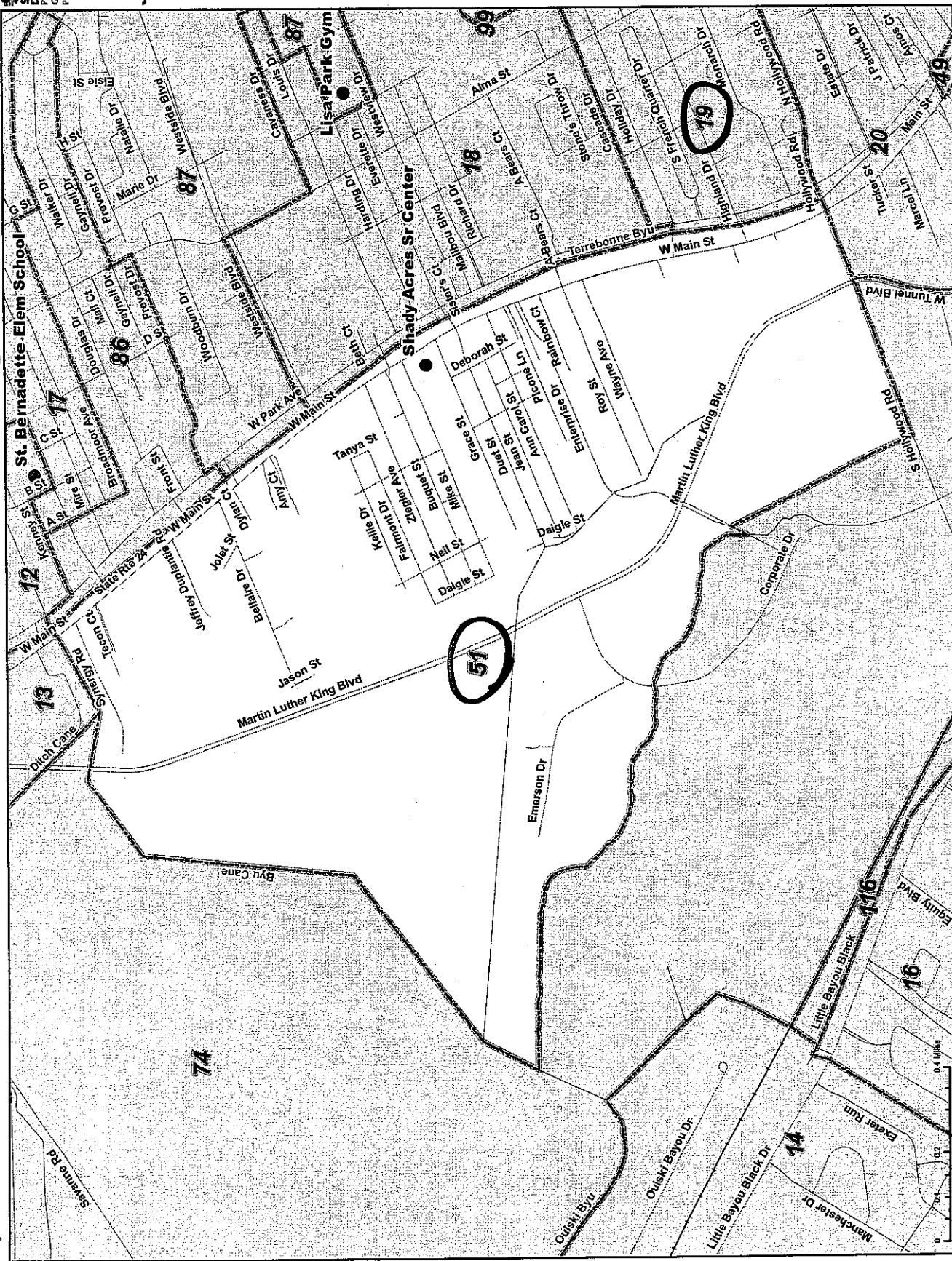


These directions are subject to the Microsoft® Service Agreement and are for informational purposes only. No guarantee is made regarding their completeness or accuracy. Construction projects, traffic, or other events may cause actual conditions to differ from these results. Map and traffic data © 2018 HERE™.

SCPD
**South Central Planning &
Development Commission**
Post Office Box 1870
Gray, Louisiana 70359
Phone: (985) 851-2908

January 14, 2013

- Legend**
- Read
 - Railroad
 - Hydrography
 - Predicts
 - Parish Boundary
 - Polling Places



LOUISIANA

TERREBONNE PARISH

PARISH POLLING PLACE ACCESSIBILITY SURVEY
(PLEASE COMPLETE ONE FORM FOR EACH POLLING PLACE NOT PRECINCT) (REVISED 12/2016)

PARISH: TERREBONNE WARD/PRECINCT(S): 019A, 019-K, 051

POLLING PLACE NAME: SHADY ACRES SENIOR CENTER

POLLING PLACE ADDRESS: 6512 MAIN ST., Houma, LA 70360
(STREET ADDRESS AND CITY)

PARKING:

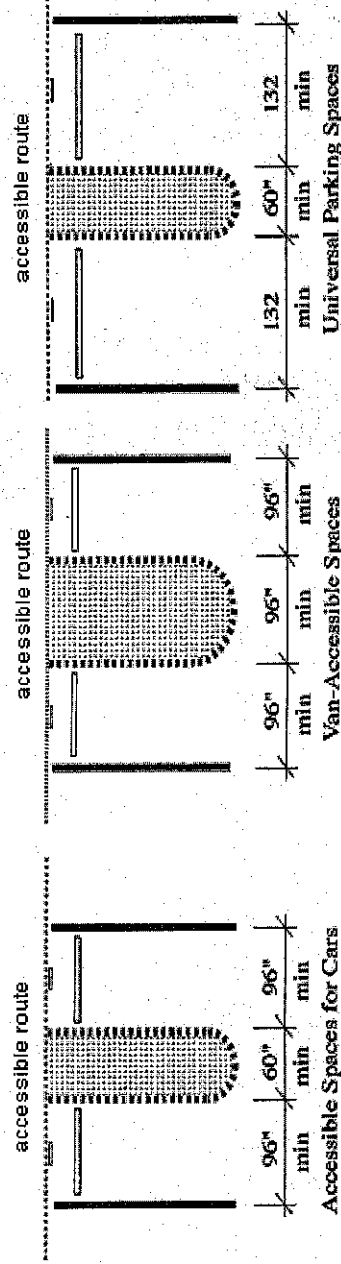
1. Grand Total # of Parking Spaces (Regular and Accessible Parking Spaces) available for the polling place on Election Day 108

Total # of Permanent Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) 2
(See Illustrations A and B for examples of accessible parking spaces)

Total # of Permanent Car Accessible (60" Wide Access Aisle) 6
(See Illustrations A and B for examples of accessible parking spaces)

Total # of Regular Parking Spaces 100

Illustration A. All three examples illustrated below show two accessible spaces with an accessible aisle and route.



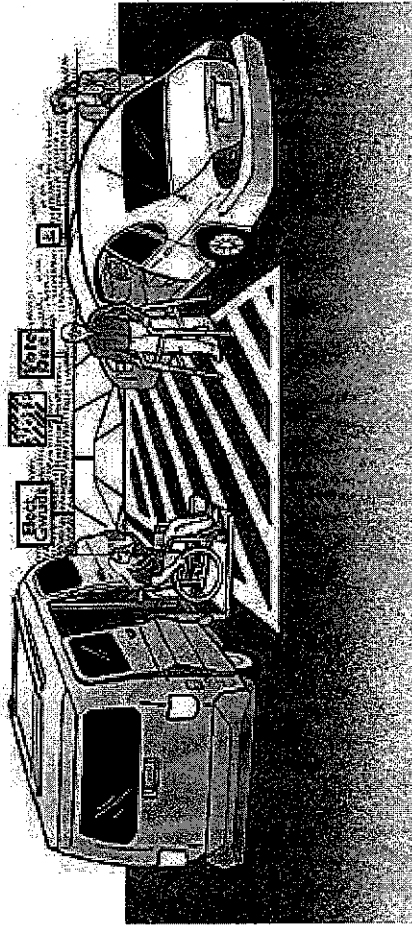
FOR SECRETARY OF STATE OFFICE USE ONLY

Accessibility Status:

() Y () N () T () E

Reviewer Initials & Date: _____

Illustration B. Van-accessible and universal parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from a van onto a level surface. (If the access aisle is not marked off, two orange cones (minimum of 12" high) can be placed at the entrance to the parking place to mark off the access aisle on Election Day.) The access aisle surface must be either made of concrete or blacktop. If the access aisle is made of gravel, limestone, grass, or dirt, a temporary mat must be used on Election Day for the access aisle all the way to a concrete sidewalk or to the entrance to the polling place.



2. Does the polling place have the minimum number of accessible parking spaces required in *Illustration C* (below)?

YES **NO**

Illustration C. Minimum Number of Accessible Spaces for Polling Place

Total Spaces	Required Minimum Number of Accessible Spaces
1 – 25	One van or universal accessible space w/access aisle
26 – 50	One van or universal accessible space w/access aisle + one car, van, or universal accessible space w/access aisle
51 – 75	One van or universal accessible space w/access aisle + two car, van, or universal accessible spaces w/access aisles
76 – 100	One van or universal accessible space w/access aisle + three car, van, or universal accessible spaces w/access aisles
101 – 150	One van or universal accessible space w/access aisle + four car, van, or universal accessible spaces w/access aisles
151 – 200	One van or universal accessible space w/access aisle + five car, van, or universal accessible spaces w/access aisles
201 – 300	One van or universal accessible space w/access aisle + six car, van, or universal accessible spaces w/access aisles
301 – 400	One van or universal accessible space w/access aisle + seven car, van, or universal accessible spaces w/access aisles
401 – 500	Two van or universal accessible spaces w/access aisle + seven car, van, or universal accessible spaces w/access aisle

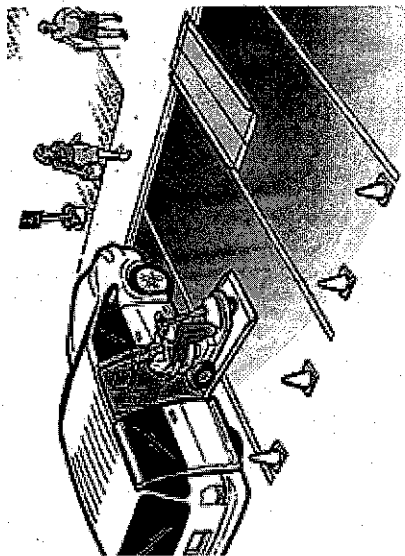
3. If there are NO van-accessible, universal, or car accessible parking spaces, or if the total number of permanent accessible parking spaces is less than the number of accessible parking spaces required in *Illustration C*, provide the total number of temporary accessible parking spaces that will be available on Election Day.

Total # of Temporary Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) 0

Total # of Temporary Car Accessible (60" Wide) 0

4. Total # of Temporary Cones to be used on Election Day to mark off temporary van-accessible, universal, or car-accessible spaces (2 cones must be used for each converted parking space). See *Illustration D* below.) 0

Illustration D. Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.



5. If there is NO parking lot available for voters, is there at least one parking space on the street designated or that will be designated as the van-accessible parking space for Election Day?

of Permanently marked van-accessible parking spaces on the street

of Temporary van-accessible parking spaces on the street that will be available on Election Day

YES NO N/A

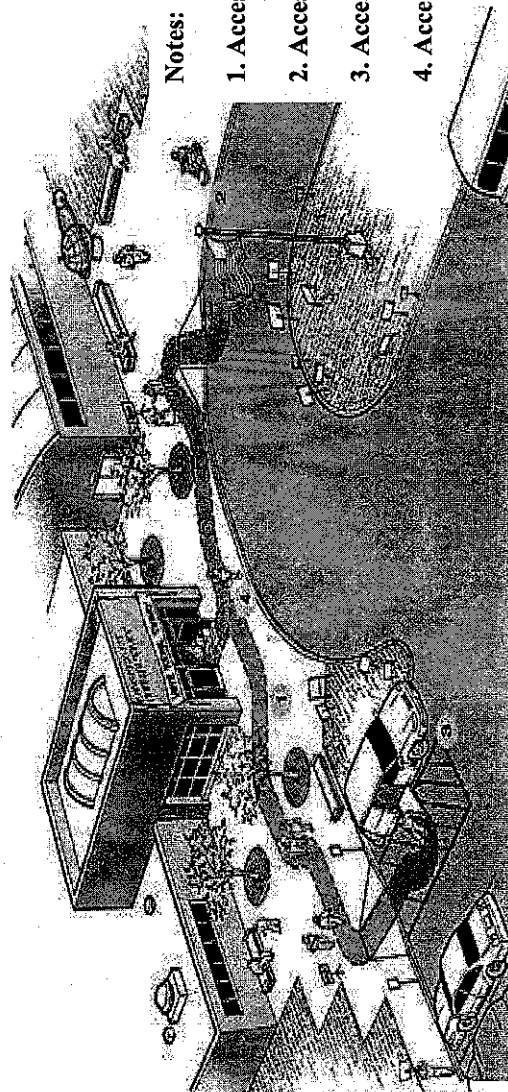
6. Are all accessible parking spaces, including the access aisle, relatively level?

YES NO

7. If the answer to 6 above is **NO**, is there another location at the facility nearby that could serve as an accessible parking space which is level with an accessible route to the accessible entrance to the voting area? YES NO **N/A**
8. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? **YES** NO
9. If the answer to 8 above is **NO**, can a temporary sign be placed for Election Day? YES NO **N/A**

TRAVEL TO THE VOTING SITE:

Illustration E. An accessible entrance to a polling place with accessible parking and an accessible drop-off area.



Notes:

1. Accessible route.
2. Accessible drop-off area.
3. Accessible parking with van accessible parking space.
4. Accessible entrance to polling place.

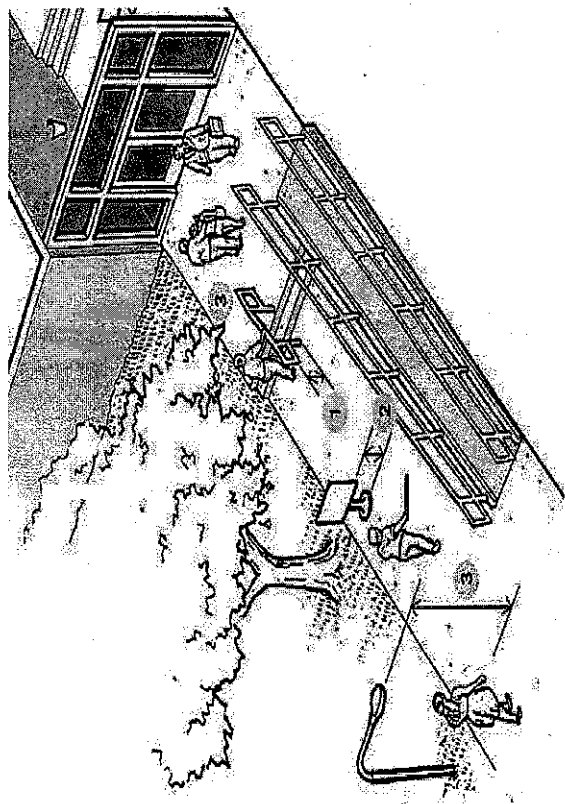
1. Accessible route from the parking area to the entrance to the voting site (See *Illustration E* above):

- a. Is there a flat surface or curb cuts to access the sidewalk to the polling place? ☒ YES ☐ NO
- b. If the answer to 1a is NO, will a temporary ramp be used to provide access to the sidewalk? ☐ YES ☐ NO ☒ N/A
- c. Is the surface of the path made of concrete, asphalt, or other hard surface that is smooth enough for a person using a wheelchair to pass over easily? ☒ YES ☐ NO
- d. If the answer to 1c is NO, describe the surface of the accessible path (i.e. gravel, dirt, limestone, etc.):

- e. If the answer to 1c is NO, is there a temporary mat which will be in place on Election Day to make the path accessible? What type of mat will be used?

☐ YES ☐ NO ☒ N/A

Illustration F. Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.



Notes:

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

2. Path of travel (See Illustration F above):

- a. Is there a clear path of travel -- free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway?
If **NO**, what will be done before Election Day to make the path of travel clear?

YES **NO**

- b. Are all tree branches and other objects that extend into the walkway higher than 80 inches?
If **NO**, what will be done before Election Day to clear the path of travel? (Use **N/A** if there are no tree branches or other objects over the walkway.)

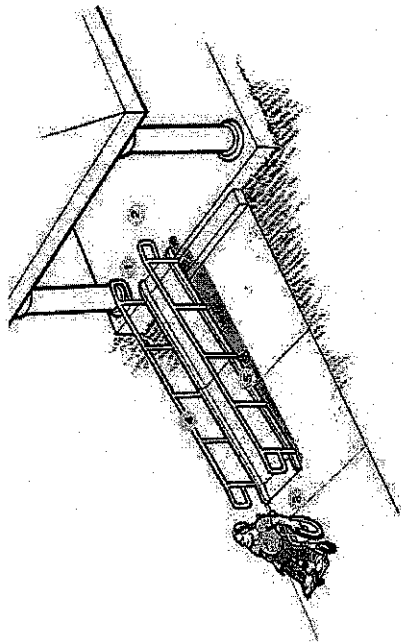
YES **NO** **N/A**

3. Is there an accessible route from public sidewalks or transportation stops to the voting site?
If **NO**, what will be done before Election Day to make the route accessible? (Use **N/A** if there are no public sidewalks or transportation stops.)

YES **NO** **N/A**

ACCESSIBLE ENTRANCE:

Illustration G. Accessible Ramp Features:



Notes:

1. At least 36 inches between handrails.
2. Top landing part of walk.
3. Bottom landing part of walk.
4. Handrail height 34 to 38 inches.
5. Edge protection.

1. Is the main entrance used as the accessible entrance?

☒ YES ☐ NO

2. If the answer to 1 is YES, is the main entrance clearly marked on Election Day?

☒ YES ☐ NO ☐ N/A

3. If the answer to 11 is NO, is there an alternative accessible location?

☐ YES ☐ NO ☒ N/A

4. Is there a ramp that must be used by a disabled voter to access the polling place?

☐ YES ☒ NO

5. If the answer to 4 is YES, please complete the following information concerning the edge protection on the ramp at the polling place (See *Illustration G* above):

a. Is there a vertical dropoff on the ramp?

☐ YES ☐ NO ☒ N/A

b. If the answer to 5a is YES, is there an edge protection on the ramp?

☐ YES ☐ NO ☒ N/A

c. If the answer to 5b is NO, is there a temporary solution to providing a temporary edge protection on Election Day (e.g. using a concrete car bumper up against the ramp or piece of wood)?

☐ YES ☐ NO ☒ N/A

6. If the answer to 4 is YES, is the rise of the ramp more than 1:12 (1 inch of rise for every 12 inches of length)?

☐ YES ☐ NO ☒ N/A

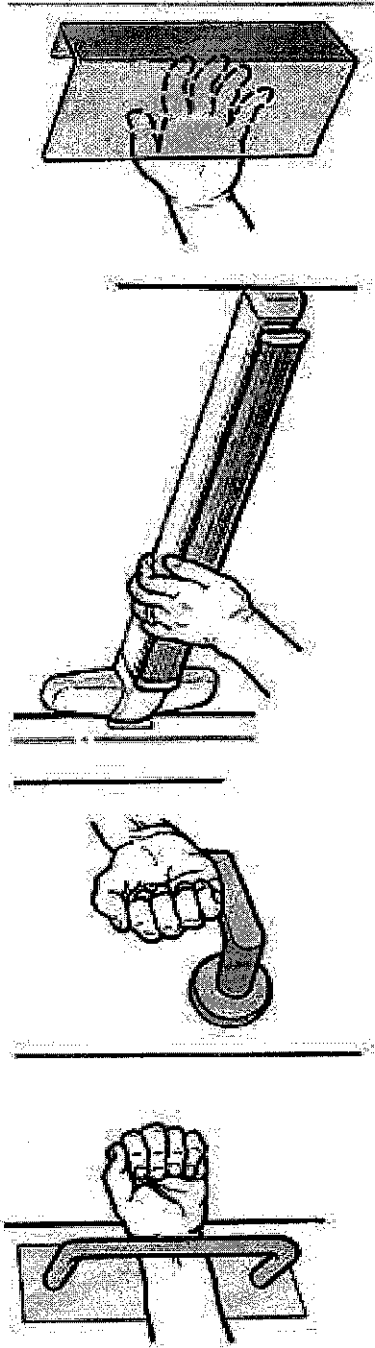
7. If the answer to 4 is **YES**, please complete the following information concerning handrails on the ramp at the polling place (See *Illustration G* above):

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| a. Are there handrails? | YES | NO | N/A |
| b. If the answer to 6a is YES , are the handrails 34 to 38 inches high? | YES | NO | N/A |
| c. If the answer to 6a is YES , is the ramp width (measured between handrails) at least 36 inches? | YES | NO | N/A |
| d. If the answer to 6a is YES , is there a second handrail or edge protection on the ramp to stop a wheelchair from falling off the side? | YES | NO | N/A |
| 8. If the answer to 4 is YES , is there a level landing that is at least 60 inches by 60 inches at the top and bottom and where the ramp changes direction? (Mark N/A if the ramp does not change directions.) | YES | NO | N/A |
| 9. If <u>any</u> of the answers to 4 through 8 are NO , will a temporary ramp and/or handrails be used at the polling place on Election Day? | YES | NO | N/A |

Accessible Doorways:

- | | | | |
|------------------------------------------------------------------------------------------------------------------------------|------------|-----------|------------|
| 10. Is the outside door opening at least 32 inches wide? (Use N/A if there is NO door.) | YES | NO | N/A |
| 11. If the answer to 10 above is NO , can temporary door hinges be used on Election Day to make the door wide enough? | YES | NO | N/A |
| 12. If the answer to 11 is NO , can the door be propped open on Election Day to make the opening wide enough? | YES | NO | N/A |
| 13. Is there a raised threshold on the exterior door? | YES | NO | |
| 14. If the answer to 13 is YES , is it less than 3/4 inches in height at the outside door and beveled on both sides? | YES | NO | N/A |
| 15. If the answer to 14 above is NO , can a temporary threshold ramp to be used on Election Day? | YES | NO | N/A |

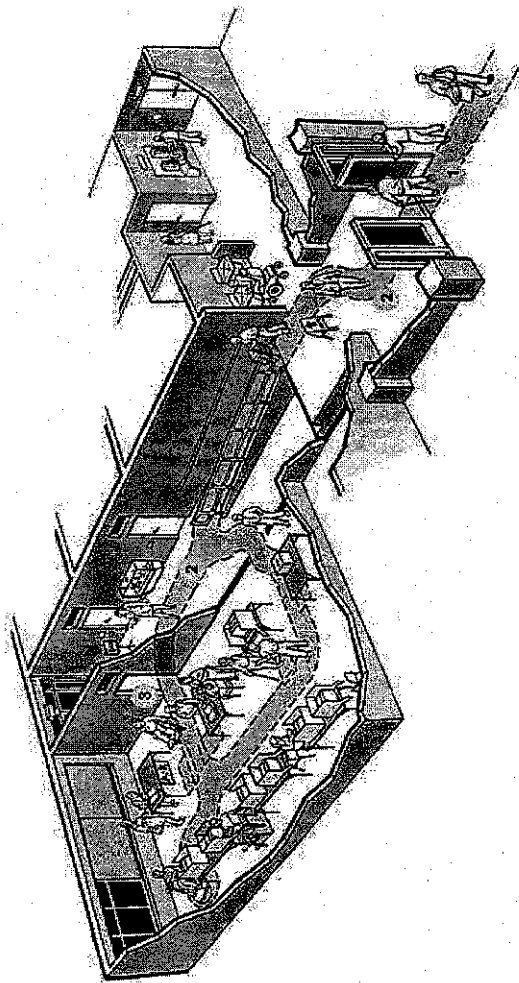
Illustration H. Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.



16. Is the outside door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See Illustration H above. Use N/A if there is no outside door hardware or if the door is propped open on Election Day, e.g. firehouse garage door) *Note: Motion Sensor Door opens automatically when approached. Door open to 54 1/2 inches* YES NO ☐ N/A
17. If the answer to 16 is NO, can the outside door be propped open on Election Day to aid individuals with disabilities? YES NO ☐ N/A
18. If the answer to 17 is NO, can a temporary door handle be placed on the door on Election Day? YES NO ☐ N/A
19. Is the outside door able to be opened without excessive effort (less than 5 pounds of force required)? (Use N/A if there is no outside door, e.g. firehouse garage door) YES NO ☐ N/A
20. If the answer to 19 is NO, can the door be propped open on Election Day to aid individuals with disabilities? YES NO ☐ N/A
21. If the answer to 20 is NO, can a temporary door handle be placed on the door on Election Day? YES NO ☐ N/A

INTERIOR CIRCULATION:

Illustration 1. Interior of a polling place showing the accessible route from the accessible entrance to the voting area.



Notes:

1. Accessible entrance.
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area.

1. Is the route to the check-in table and voting systems at least 32 inches wide? ☒ YES ☐ NO
2. Is the interior door opening at least 32 inches wide? (Use N/A if there is NO interior door.) ☒ YES ☐ NO ☐ N/A
3. If the answer to 2 above is NO, can temporary door hinges be used on Election Day to make the door wide enough? ☐ YES ☐ NO ☒ N/A
4. If the answer to 3 is NO, can the door be propped open on Election Day to make the opening wide enough? ☐ YES ☐ NO ☒ N/A
5. Is there a raised threshold on the interior door? ☐ YES ☒ NO

6. If the answer to 5 is YES, is it less than 3/4 inches in height at the interior door and beveled on both sides? YES NO N/A
7. If the answer to 6 above is NO, can a temporary threshold ramp to be used on Election Day? YES NO N/A
8. Is the interior door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See *Illustration H* above. Use N/A if there is no interior door hardware or if the door is to be propped open on Election Day) YES NO N/A
Note: Interior Double Doors are propped open on Election Day. Doors open to 59 1/2 inches!
9. If the answer to 8 is NO, can the interior door be propped open on Election Day to aid individuals with disabilities? YES NO N/A
10. If the answer to 9 is NO, can a temporary door handle be placed on the door on Election Day? YES NO N/A
11. Is the interior door able to be opened without excessive effort (less than 5 pounds of force required)? (Use N/A if there is no interior door.) YES NO N/A
12. If the answer to 11 is NO, can the door be propped open on Election Day to aid individuals with disabilities? YES NO N/A
13. If the answer to 12 is NO, can a temporary door handle be placed on the door on Election Day? YES NO N/A
14. Is there a clear path of travel -- free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the walkway? YES NO

If there are any questions, contact the Voter Registration Section at the Secretary of State's Office (1-800-883-2805).

I HEREBY CERTIFY THAT THE ABOVE-MENTIONED SURVEY WAS COMPLETED TO THE BEST OF MY KNOWLEDGE, AND THAT THE POLLING PLACE IS ACCESSIBLE OR WILL BE MADE TEMPORARILY ACCESSIBLE PRIOR TO THE USE OF THE POLLING PLACE FOR AN ELECTION. WHERE TEMPORARY SOLUTIONS WILL BE USED ON ELECTION DAY, I HAVE MARKED THE SURVEY.

Venita H. Chauvin

SURVEYOR'S SIGNATURE

5-14-18

DATE

PRINTED NAME OF SURVEYOR:

VENITA H. CHAUVIN

PRINTED TITLE OF SURVEYOR:

TERREBONNE PARISH COUNCIL CLERK

PRINTED SURVEYOR'S EMAIL ADDRESS:

vchauvin@tpcg.org

SURVEYOR'S TELEPHONE NUMBER:

(985) 873-6520

PPPAS (Revised December 2016)

FOR SECRETARY OF STATE OFFICE USE ONLY:

Comments:

ERIN Initials & Date: _____

Category Number:
Item Number: 3.



Monday, June 11, 2018

Item Title:

Change Polling Place for Precincts 029 & 103

Item Summary:

RESOLUTION: Changing the location of the Polling Place for Precincts 029 and 103, within Terrebonne Parish, from the East Houma Elementary School, located at 222 Connely St.. Houma, to the West Park Recreation Center at 800 Williams Avenue, Houma.

ATTACHMENTS:

Description	Upload Date	Type
Resolution and backup	6/6/2018	Resolution

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 18-

A resolution changing the location of the polling place for Precincts 029 and 103 within Terrebonne Parish, and providing for other matters relative thereto.

WHEREAS, due to the East Houma Elementary School, located at 222 Connely St., Houma, closing at the end of this school year (May 2018) and no longer available for future elections, it has become necessary to change the location currently being used as the polling place for Precincts 029 and 103, and

WHEREAS, after the Clerk of Court's Office review of precinct maps for possible relocation of Precincts 029 and 103 to a precinct location already existing, it was determined that Precinct 025 located at the West Park Recreation Center, 800 Williams Avenue, Houma, is the nearest existing precinct and is appropriate and equipped to house two additional precincts and parking space is available, and

WHEREAS, the Terrebonne Parish Recreation District No. 11 approved housing the two additional precincts to the Center.

NOW THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the change in the polling place for Precincts 029 and 103 become effective upon approval by the appropriate State agencies.

PRECINCT LOCATION TO BE MOVED – **(Effective – for fall elections of 2018)**

Precinct 029 - 475 registered voters

Precinct 103 - 926 registered voters

Current Precinct Location: East Houma Elementary School
222 Connely St., Houma, LA 70363

Request to Relocate Precinct to another Location:
West Houma Recreation Center
800 Williams Ave, Houma, LA 70364

Precinct 025 is already at this location. Precinct 025 has 1,241 registered voters.

Contact Persons: Philip Martin, Superintendent 985-876-7400
C. J. Stoufflet, Jr., Recreation District 11 Board Member
985-872-4672

Precincts 025 and 029 are in Council Dist. 5, Christa Duplantis-Prather, Council Member.
Council: 985-873-6426

Precinct 103 is in Council District 9, Steve Trosclair, Council Member.
Council: 985-873-6424

Notes:

1. The East Houma Elementary School will be closed at the end of this school year (May, 2018) and will no longer be available for future elections at that location. See attached copy of letter from Philip Martin, Superintendent of the Terrebonne Parish School District.
2. Theresa A. Robichaux, Clerk of Court and Nancy A. Boudreaux, Elections Supervisor for the Terrebonne Parish Clerk of Court Office met concerning the above closure and relocation of Precincts 029 and 103 to another location. After viewing precinct maps for the possible relocation of Precincts 029 and 103 to a precinct location already existing, it was determined that Precinct 025 located at West Houma Recreation Center was the nearest existing precinct having the amount of space necessary to house two additional precincts and the parking space available.
3. Nancy A. Boudreaux, Elections Supervisor, contacted C. J. Stoufflet, Jr., Recreation District 11 Board Member, concerning the relocation of the above precincts to the West Houma Recreation Center. Mr. Stoufflet asked that I send him the information concerning the relocation and he would bring it to the next board meeting on Thursday, May 10, 2018 for discussion. The Board expressed no objection.
4. See attached copy of letter from Recreation District 11 stating there is no objection to locating Precincts 029 and 103 at the West Houma Recreation Center.
5. The location, the parking, the access, as well as all other essentials are more than adequate.

Proposal:

To relocate Precincts 029 and 103 from East Houma Elementary School to West Houma Recreation Center.

Goal:

To have Precincts 029 and 103 relocated to the West Houma Recreation Center for all future elections in Terrebonne Parish, Louisiana.

Travel time:

From East Houma Elementary School to West Houma Recreation Center = 1.7 miles (approximately 7 minutes).

We do not feel this will create a hardship for the voters of these precincts.

HAVA Compliant:

This location is compliant. See attached copy of Parish Polling Place Accessibility Survey (dated May 14, 2018) that will be submitted to the Louisiana Secretary of State Office.

Effective Date:

Upon approval by the Terrebonne Parish Council and the Louisiana Secretary of State Office **beginning with the fall elections of 2018.**

TERREBONNE

Parish School District

COPY

201 Stadium Drive
Houma, LA 70360
(985) 876-7400 / www.tpsd.org

Engage, Educate and Empower Every Student, Every Day

April 13, 2018

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Nab
T.P.C.C.

Honorable Theresa A. Robichaux
Terrebonne Parish Clerk of Court
7856 Main Street
Houma, LA 70360

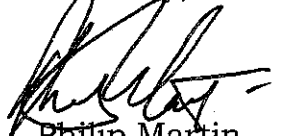
Re: East Houma Elementary School

Dear Theresa,

This letter is to inform you that effective with the opening of the 2018-2019 school session East Houma Elementary School will be closed and no longer will serve as a voting precinct.

If you need anything further, please do not hesitate to call.

Sincerely,


Philip Martin,
Superintendent

C: Roger Dale DeHart, Board President
Board Members
Bubba Orgeron, Assistant Superintendent
Becky Breaux, Chief Financial Officer
Melanie Edmonds, Principal of East Houma Elementary
File

Excellence in Education with a Commitment to All
AN EQUAL OPPORTUNITY EMPLOYER

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Terrebonne Parish Recreation District No. 11

900 Williams Avenue * Houma, Louisiana 70364

Post Office Box 4294 * Houma, Louisiana 70361

Phone: 985-873-6497 * Fax: 985-850-4662

Vincent Fusilier	Chairperson
Ronald Rainey	Vice-Chairperson
Kevin Eschete	Commissioner
Randy Galliano	Commissioner
Misty Ruffin	Commissioner
Arleen "Buffy" Simmons	Commissioner
C.J. Stoufflet	Commissioner

Theresa A. Robichaux, Clerk of Court
Parish of Terrebonne
Post Office Box 1569
Houma, LA 70361-1569

RECEIVED
APR 26 2018

T.P.C.C.

Attention: Voting Precincts

April 26, 2018

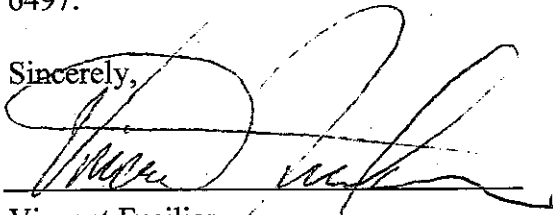
Dear Ms. Robichaux:

The Board of Directors of Recreation District No. 11 met on Wednesday, April 25, 2018 and unanimously approved your request to move voting precincts number 29 and number 103 into our West Houma Gym.

Our Board is eager to cooperate with other governmental agencies so that our citizens can benefit.

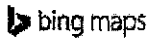
Should you have any questions concerning this matter please feel free to contact me at 985-873-6497.

Sincerely,



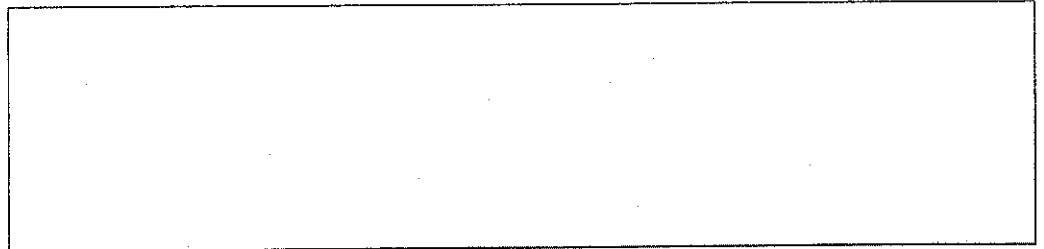
Vincent Fusilier
Rec. Dist. No. 11 Chairman

cc: Nancy A. Boudreaux
Elections Supervisor



- A** 222 Connely St, Houma, LA 70363
B 800 Williams Ave, Houma, LA 70364

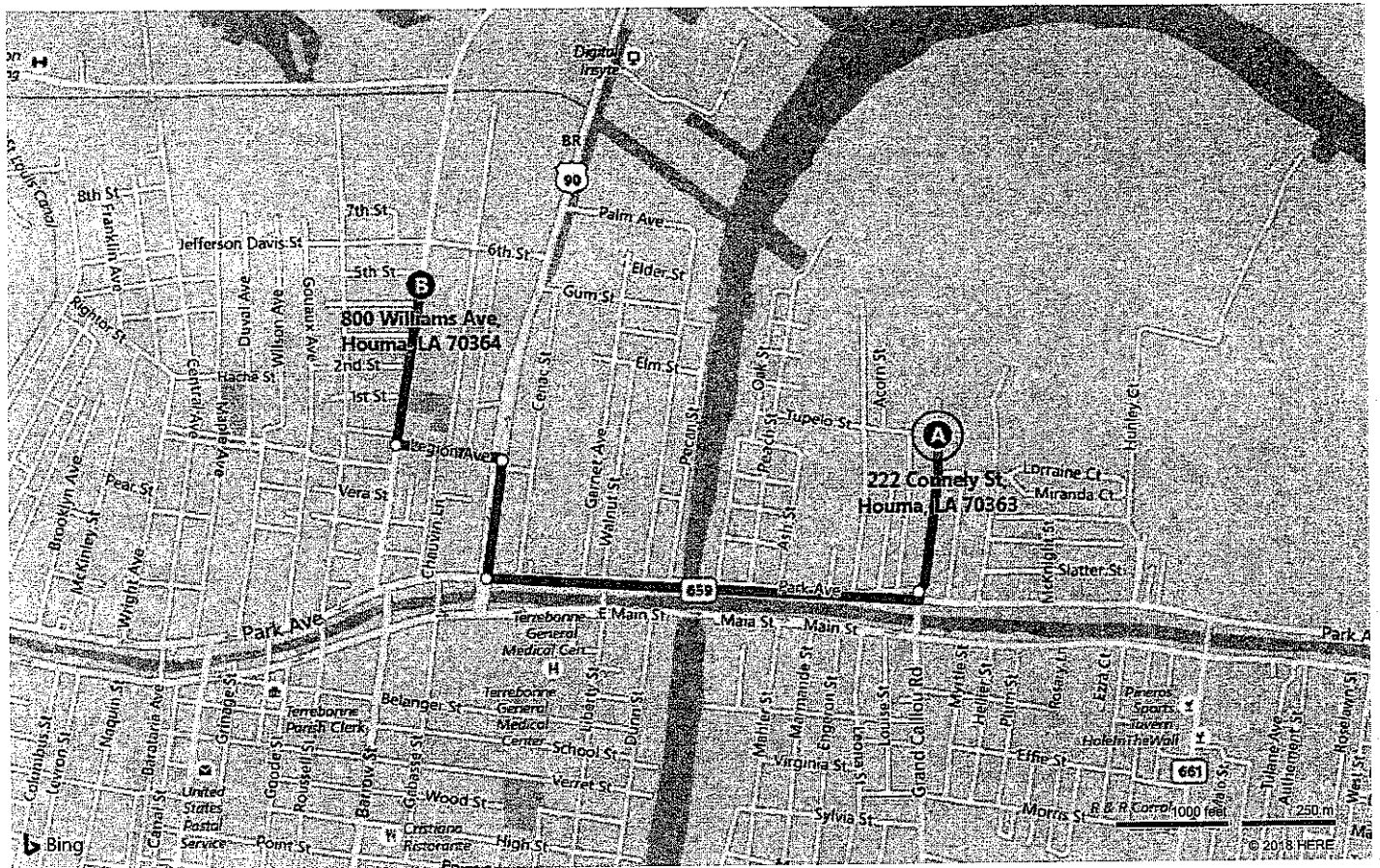
7 min, 1.7 mi
 Light traffic (6 min without traffic)
 Via Connely St, LA-24 W



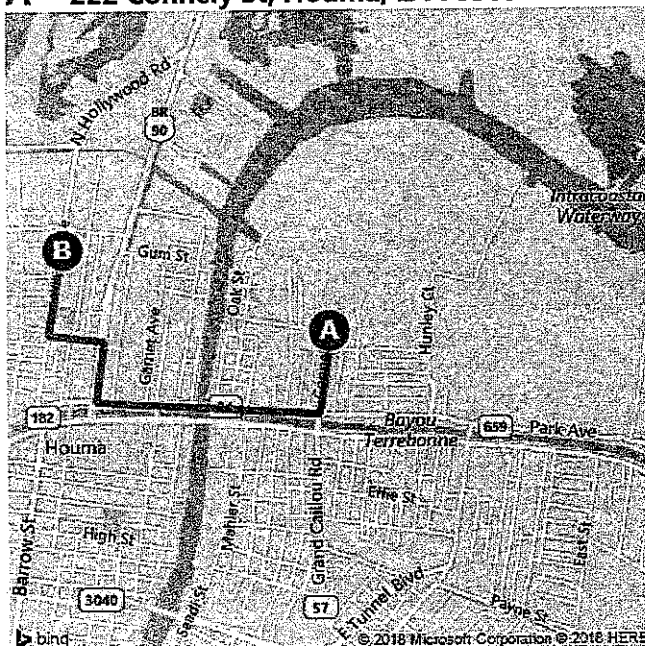
- A** 222 Connely St, Houma, LA 70363

↑	1. Depart Connely St toward Cecil St	0.3 mi
↩	2. Turn left onto Park Ave , and then immediately turn right onto LA-24 W / LA-659 W	0.8 mi
↘	3. Turn right onto US-90 E BR / LA-182 E / New Orleans Blvd	0.2 mi
↩	4. Turn left onto Legion Ave Conoco on the corner	0.2 mi
↘	5. Turn right onto Williams Ave	0.3 mi
	6. Arrive at Williams Ave The last intersection is 4th St If you reach 5th St, you've gone too far	

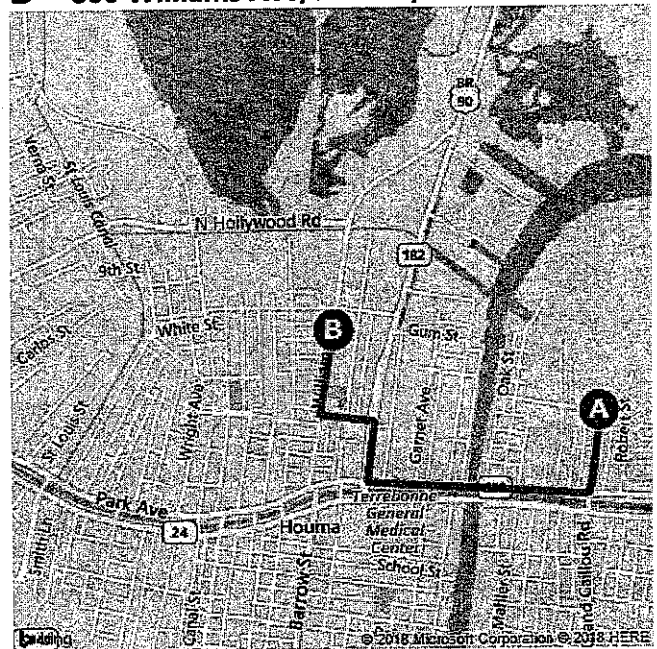
- B** 800 Williams Ave, Houma, LA 70364



A 222 Connely St, Houma, LA 70363



B 800 Williams Ave, Houma, LA 70364



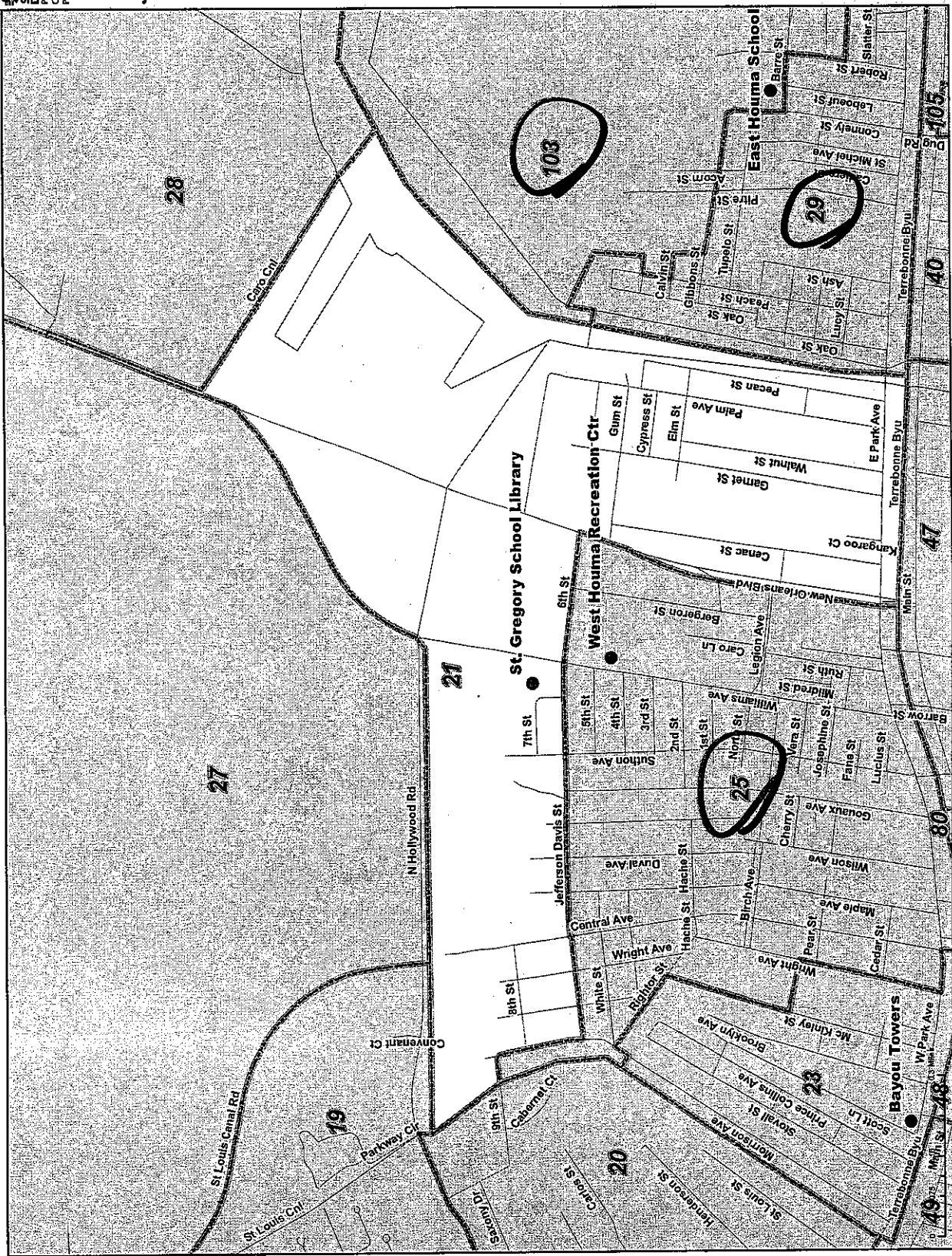
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2013 Precinct Merger Plan - Precinct 21

SEPC
 South Central Planning &
 Development Commission
 Post Office Box 1870
 Gray, Louisiana 70559
 Phone: (504) 831-2700

January 14, 2013

- Legend**
- Road
 - Railroad
 - Hydrography
 - Precincts
 - Parish Boundary
 - Polling Places



LOUISIANA

TERREBONNE PARISH

PARISH POLLING PLACE ACCESSIBILITY SURVEY

(PLEASE COMPLETE ONE FORM FOR EACH POLLING PLACE NOT PRECINCT) (REVISED 12/2016)

PARISH: TERREBONNE WARD/PRECINCT(S): 025, 029, 103

POLLING PLACE NAME: WEST HOUMA RECREATION CENTER

POLLING PLACE ADDRESS: 800 WILLIAMS AVE., HOUMA, LA 70364
(STREET ADDRESS AND CITY)

PARKING:

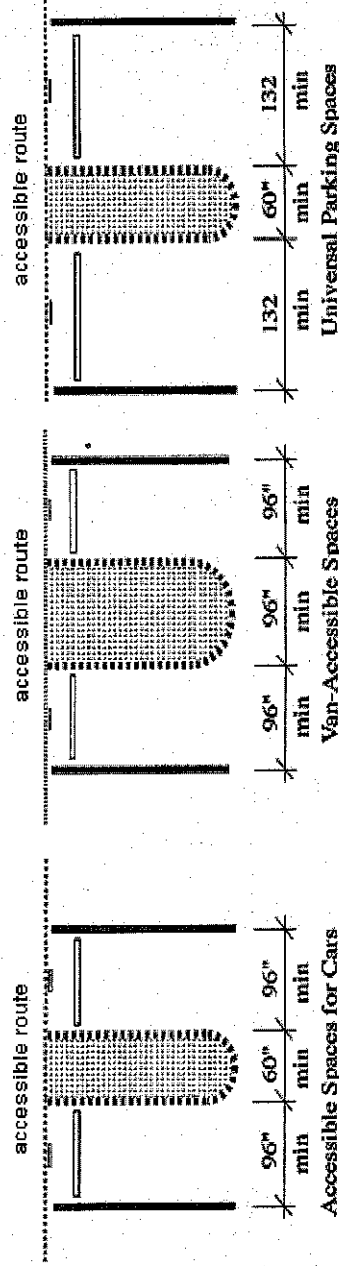
1. Grand Total # of Parking Spaces (Regular and Accessible Parking Spaces) available for the polling place on Election Day 50

Total # of Permanent Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) 1
(See Illustrations A and B for examples of accessible parking spaces)

Total # of Permanent Car Accessible (60" Wide Access Aisle) 1
(See Illustrations A and B for examples of accessible parking spaces)

Total # of Regular Parking Spaces 48

Illustration A. All three examples illustrated below show two accessible spaces with an accessible aisle and route.



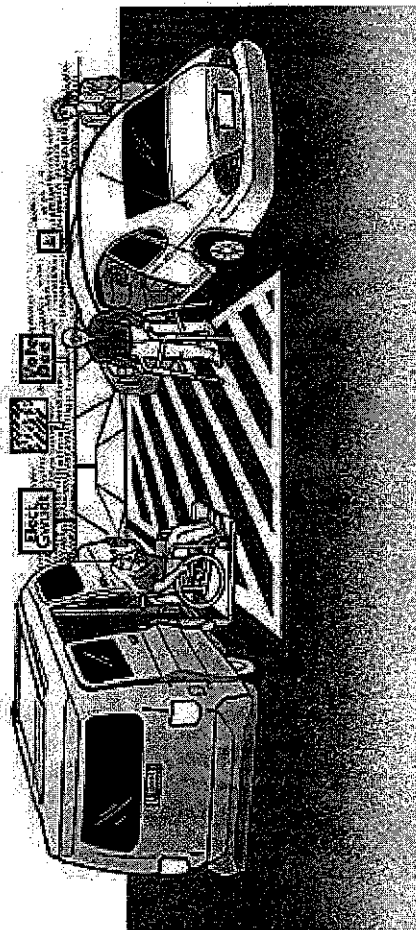
FOR SECRETARY OF STATE OFFICE USE ONLY

Accessibility Status:

() Y () N () T () E

Reviewer Initials & Date: _____

Illustration B. Van-accessible and universal parking spaces serve both cars and vans. A wide access aisle is needed so a wheelchair lift may be lowered from a van onto a level surface. (If the access aisle is not marked off, two orange cones (minimum of 12" high) can be placed at the entrance to the parking place to mark off the access aisle on Election Day.) The access aisle surface must be either made of concrete or blacktop. If the access aisle is made of gravel, limestone, grass, or dirt, a temporary mat must be used on Election Day for the access aisle all the way to a concrete sidewalk or to the entrance to the polling place.



2. Does the polling place have the minimum number of accessible parking spaces required in *Illustration C* (below)?

YES NO

Illustration C. Minimum Number of Accessible Spaces for Polling Place

Total Spaces	Required Minimum Number of Accessible Spaces
1 – 25	One van or universal accessible space w/access aisle
26 – 50	One van or universal accessible space w/access aisle + one car, van, or universal accessible space w/access aisle
51 – 75	One van or universal accessible space w/access aisle + two car, van, or universal accessible spaces w/access aisles
76 – 100	One van or universal accessible space w/access aisle + three car, van, or universal accessible spaces w/access aisles
101 – 150	One van or universal accessible space w/access aisle + four car, van, or universal accessible spaces w/access aisles
151 – 200	One van or universal accessible space w/access aisle + five car, van, or universal accessible spaces w/access aisles
201 – 300	One van or universal accessible space w/access aisle + six car, van, or universal accessible spaces w/access aisles
301 – 400	One van or universal accessible space w/access aisle + seven car, van, or universal accessible spaces w/access aisles
401 – 500	Two van or universal accessible spaces w/access aisle + seven car, van, or universal accessible spaces w/access aisle

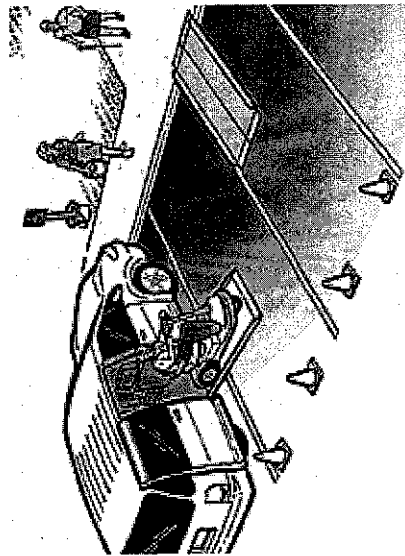
3. If there are NO van-accessible, universal, or car accessible parking spaces, or if the total number of permanent accessible parking spaces is less than the number of accessible parking spaces required in *Illustration C*, provide the total number of temporary accessible parking spaces that will be available on Election Day.

Total # of Temporary Van-Accessible (96" Wide Access Aisle) and/or Universal Parking Spaces (60" Wide Access Aisle) 0

Total # of Temporary Car Accessible (60" Wide) 0

4. Total # of Temporary Cones to be used on Election Day to mark off temporary van-accessible, universal, or car-accessible spaces (2 cones must be used for each converted parking space). See *Illustration D* below.) 0

Illustration D. Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the polling place.



5. If there is NO parking lot available for voters, is there at least one parking space on the street designated or that will be designated as the van-accessible parking space for Election Day? YES NO N/A

of Permanently marked van-accessible parking spaces on the street _____
of Temporary van-accessible parking spaces on the street that will be available on Election Day _____

6. Are all accessible parking spaces, including the access aisle, relatively level? YES NO YES

7. If the answer to 6 above is **NO**, is there another location at the facility nearby that could serve as an accessible parking space which is level with an accessible route to the accessible entrance to the voting area?

YES NO

N/A

8. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space?

YES NO

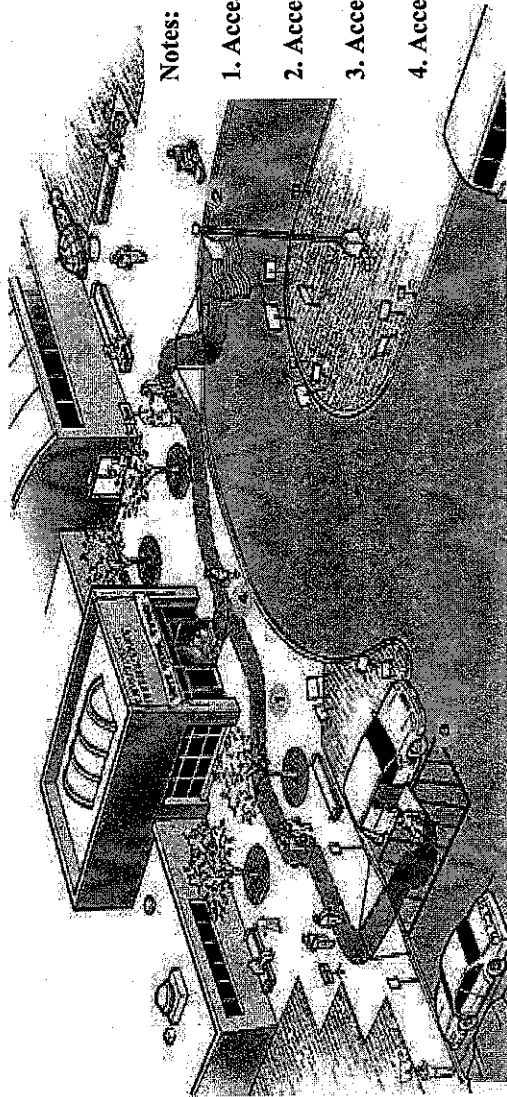
9. If the answer to 8 above is **NO**, can a temporary sign be placed for Election Day?

YES NO

N/A

TRAVEL TO THE VOTING SITE:

Illustration E. An accessible entrance to a polling place with accessible parking and an accessible drop-off area.



Notes:

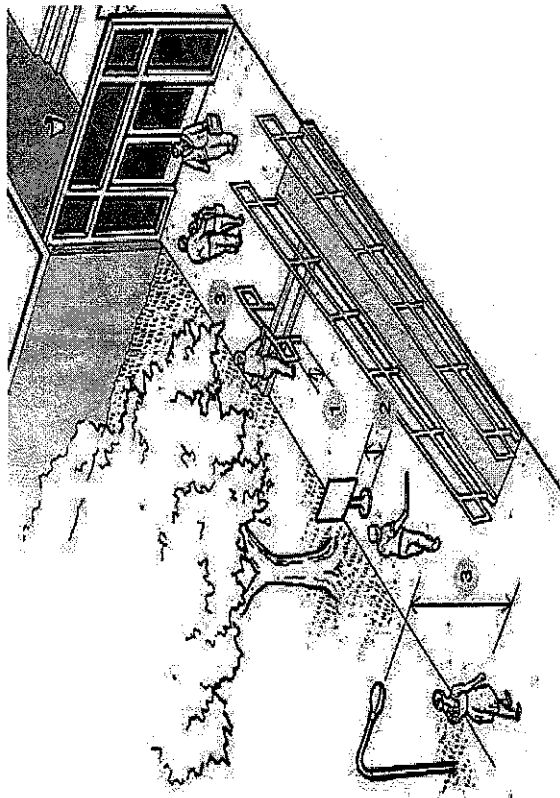
1. Accessible route.
2. Accessible drop-off area.
3. Accessible parking with van accessible parking space.
4. Accessible entrance to polling place.

1. Accessible route from the parking area to the entrance to the voting site (See *Illustration E* above):

- a. Is there a flat surface or curb cuts to access the sidewalk to the polling place? ☒ YES ☐ NO
- b. If the answer to 1a is **NO**, will a temporary ramp be used to provide access to the sidewalk? ☐ YES ☐ NO ☒ N/A
- c. Is the surface of the path made of concrete, asphalt, or other hard surface that is smooth enough for a person using a wheelchair to pass over easily? ☒ YES ☐ NO
- d. If the answer to 1c is **NO**, describe the surface of the accessible path (i.e. gravel, dirt, limestone, etc.):

- e. If the answer to 1c is **NO**, is there a temporary mat which will be in place on Election Day to make the path accessible? What type of mat will be used? ☐ YES ☐ NO ☒ N/A

Illustration F. Common objects along pedestrian routes to a polling place that can be hazards to people who are blind or have low vision.



Notes:

1. The bottom of the handrail extensions turn down so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

2. Path of travel (See Illustration F above):

- a. Is there a clear path of travel -- free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway?
If NO, what will be done before Election Day to make the path of travel clear?

YES **NO**

- b. Are all tree branches and other objects that extend into the walkway higher than 80 inches?

If NO, what will be done before Election Day to clear the path of travel? (Use N/A if there are no tree branches or other objects over the walkway.)

YES **NO** **N/A**

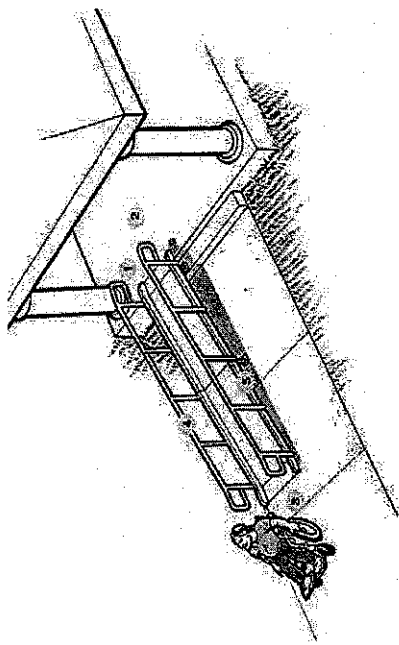
3. Is there an accessible route from public sidewalks or transportation stops to the voting site?

If NO, what will be done before Election Day to make the route accessible? (Use N/A if there are no public sidewalks or transportation stops.)

YES **NO** **N/A**

ACCESSIBLE ENTRANCE:

Illustration G. Accessible Ramp Features:



Notes:

1. At least 36 inches between handrails.
2. Top landing part of walk.
3. Bottom landing part of walk.
4. Handrail height 34 to 38 inches.
5. Edge protection.

1. Is the main entrance used as the accessible entrance?

YES NO

2. If the answer to 1 is YES, is the main entrance clearly marked on Election Day?

YES NO N/A

3. If the answer to 11 is NO, is there an alternative accessible location?

YES NO N/A

4. Is there a ramp that must be used by a disabled voter to access the polling place?

YES NO

5. If the answer to 4 is YES, please complete the following information concerning the edge protection on the ramp at the polling place (See *Illustration G* above):

a. Is there a vertical dropoff on the ramp?

YES NO N/A

b. If the answer to 5a is YES, is there an edge protection on the ramp?

YES NO N/A

c. If the answer to 5b is NO, is there a temporary solution to providing a temporary edge protection on Election Day (e.g. using a concrete car bumper up against the ramp or piece of wood)?

YES NO N/A

6. If the answer to 4 is YES, is the rise of the ramp more than 1:12 (1 inch of rise for every 12 inches of length)?

YES NO N/A

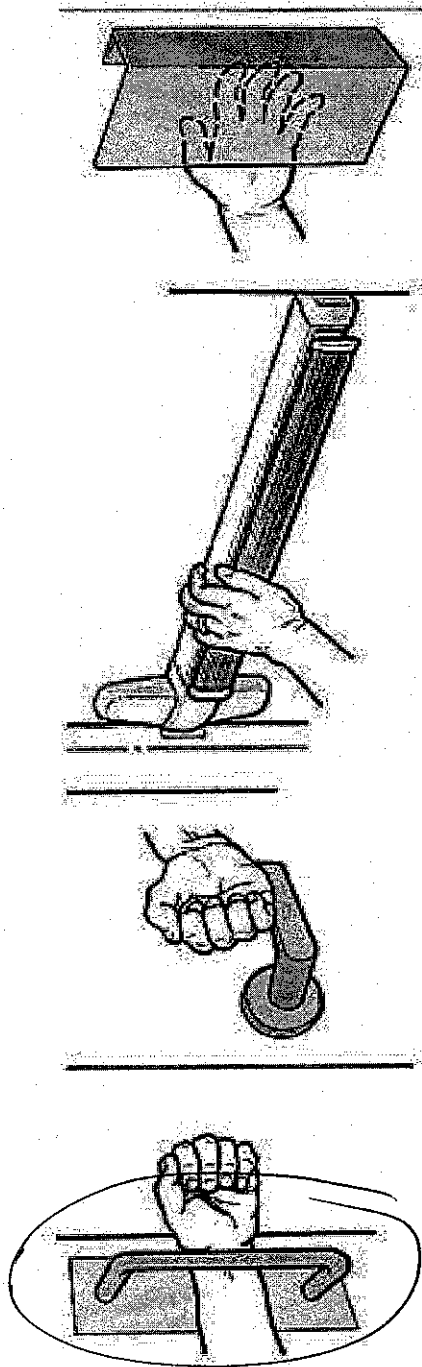
7. If the answer to 4 is YES, please complete the following information concerning handrails on the ramp at the polling place (See *Illustration G* above):

- | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| a. Are there handrails? | YES | NO | N/A |
| b. If the answer to 6a is YES, are the handrails 34 to 38 inches high? | YES | NO | N/A |
| c. If the answer to 6a is YES, is the ramp width (measured between handrails) at least 36 inches? | YES | NO | N/A |
| d. If the answer to 6a is YES, is there a second handrail or edge protection on the ramp to stop a wheelchair from falling off the side? | YES | NO | N/A |
| 8. If the answer to 4 is YES, is there a level landing that is at least 60 inches by 60 inches at the top and bottom and where the ramp changes direction? (Mark N/A if the ramp does not change directions.) | YES | NO | N/A |
| 9. If <u>any</u> of the answers to 4 through 8 are NO, will a temporary ramp and/or handrails be used at the polling place on Election Day? | YES | NO | N/A |

Accessible Doorways:

- | | | | |
|----------------------------------------------------------------------------------------------------------------------|-----|----|-----|
| 10. Is the outside door opening at least 32 inches wide? (Use N/A if there is NO door.) | YES | NO | N/A |
| 11. If the answer to 10 above is NO, can temporary door hinges be used on Election Day to make the door wide enough? | YES | NO | N/A |
| 12. If the answer to 11 is NO, can the door be propped open on Election Day to make the opening wide enough? | YES | NO | N/A |
| 13. Is there a raised threshold on the exterior door? | YES | NO | |
| 14. If the answer to 13 is YES, is it less than 3/4 inches in height at the outside door and beveled on both sides? | YES | NO | N/A |
| 15. If the answer to 14 above is NO, can a temporary threshold ramp be used on Election Day? | YES | NO | N/A |

Illustration H. Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.



16. Is the outside door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See *Illustration H* above. Use N/A if there is no outside door hardware or if the door is propped open on Election Day, e.g. firehouse garage door)

☒ YES ☐ NO ☐ N/A

17. If the answer to 16 is NO, can the outside door be propped open on Election Day to aid individuals with disabilities?

☐ YES ☐ NO ☒ N/A

18. If the answer to 17 is NO, can a temporary door handle be placed on the door on Election Day?

☐ YES ☐ NO ☒ N/A

19. Is the outside door able to be opened without excessive effort (less than 5 pounds of force required)? (Use N/A if there is no outside door, e.g. firehouse garage door)

☒ YES ☐ NO ☐ N/A

20. If the answer to 19 is NO, can the door be propped open on Election Day to aid individuals with disabilities?

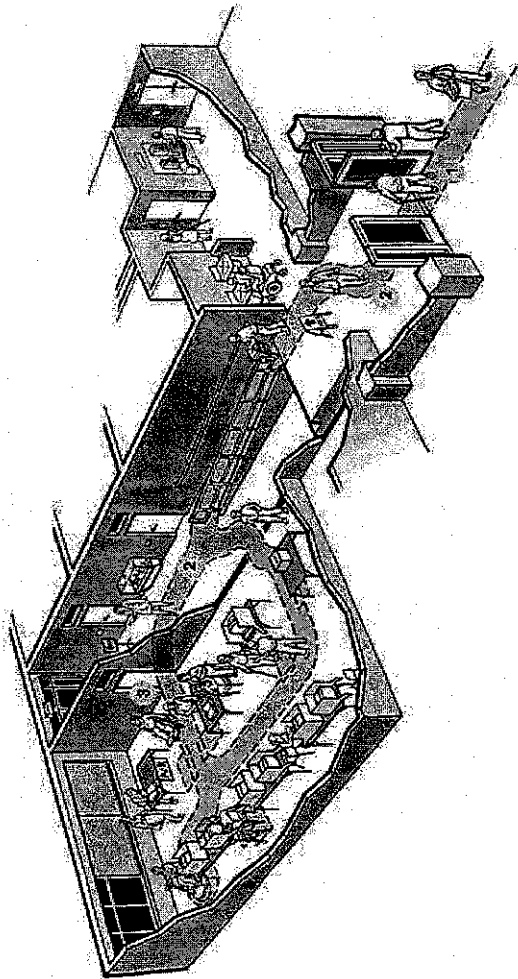
☐ YES ☐ NO ☒ N/A

21. If the answer to 20 is NO, can a temporary door handle be placed on the door on Election Day?

☐ YES ☐ NO ☒ N/A

INTERIOR CIRCULATION:

Illustration 1. Interior of a polling place showing the accessible route from the accessible entrance to the voting area.



Notes:

1. Accessible entrance.
2. Accessible route connects the accessible entrance with the voting area.
3. Accessible door to the voting area.

- | | | |
|--------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------|
| 1. Is the route to the check-in table and voting systems at least 32 inches wide? | <input checked="" type="radio"/> YES | <input type="radio"/> NO |
| 2. Is the interior door opening at least 32 inches wide? (Use N/A if there is NO interior door.) | <input type="radio"/> YES | <input checked="" type="radio"/> N/A |
| 3. If the answer to 2 above is NO, can temporary door hinges be used on Election Day to make the door wide enough? | <input type="radio"/> YES | <input checked="" type="radio"/> N/A |
| 4. If the answer to 3 is NO, can the door be propped open on Election Day to make the opening wide enough? | <input type="radio"/> YES | <input checked="" type="radio"/> N/A |
| 5. Is there a raised threshold on the interior door? | <input type="radio"/> YES | <input checked="" type="radio"/> N/A |

6. If the answer to 5 is **YES**, is it less than 3/4 inches in height at the interior door and beveled on both sides? YES NO **N/A**
7. If the answer to 6 above is **NO**, can a temporary threshold ramp to be used on Election Day? YES NO **N/A**
8. Is the interior door hardware usable with one hand, without tightly grasping, pinching, or twisting of the wrist to allow people who may not be able to easily use one or both hands to fully operate the hardware? (See *Illustration H* above. Use **N/A** if there is no interior door hardware or if the door is to be propped open on Election Day) YES NO **N/A**
9. If the answer to 8 is **NO**, can the interior door be propped open on Election Day to aid individuals with disabilities? YES NO **N/A**
10. If the answer to 9 is **NO**, can a temporary door handle be placed on the door on Election Day? YES NO **N/A**
11. Is the interior door able to be opened without excessive effort (less than 5 pounds of force required)? (Use **N/A** if there is no interior door.) YES NO **N/A**
12. If the answer to 11 is **NO**, can the door be propped open on Election Day to aid individuals with disabilities? YES NO **N/A**
13. If the answer to 12 is **NO**, can a temporary door handle be placed on the door on Election Day? YES NO **N/A**
14. Is there a clear path of travel -- free of any objects with bottom edges that are higher than 27 inches but less than 80 inches above the walkway and that extend more than 4 inches into the walkway? **YES** NO

If there are any questions, contact the Voter Registration Section at the Secretary of State's Office (1-800-883-2805).

I HEREBY CERTIFY THAT THE ABOVE-MENTIONED SURVEY WAS COMPLETED TO THE BEST OF MY KNOWLEDGE, AND THAT THE POLLING PLACE IS ACCESSIBLE OR WILL BE MADE TEMPORARILY ACCESSIBLE PRIOR TO THE USE OF THE POLLING PLACE FOR AN ELECTION. WHERE TEMPORARY SOLUTIONS WILL BE USED ON ELECTION DAY, I HAVE MARKED THE SURVEY.

Venita H. Chauvin

5-14-18

SURVEYOR'S SIGNATURE

DATE

PRINTED NAME OF SURVEYOR:

VENITA H. CHAUVIN

PRINTED TITLE OF SURVEYOR:

TERREBONNE PARISH COUNCIL CLERK

PRINTED SURVEYOR'S EMAIL ADDRESS:

vchauvin@tpcg.org

SURVEYOR'S TELEPHONE NUMBER:

(985) 873-6520

PPPAS (Revised December 2016)

FOR SECRETARY OF STATE OFFICE USE ONLY

Comments:

ERIN Initials & Date: _____