
TERREBONNE PARISH COUNCIL

BUDGET AND FINANCE COMMITTEE

Mr. Carl Harding	Chairman
Mr. John Amedee	Vice-Chairman
Mr. Dirk Guidry	Member
Mr. John Navy	Member
Mr. Gerald Michel	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Daniel Babin	Member
Mr. Steve Trosclair	Member



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

AGENDA

April 25, 2022
5:35 PM

Terrebonne Parish School Board Office
201 Stadium Drive
Houma, LA 70360

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

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

1. Consider the co-sponsorship request from Girls on the Run Bayou Region for the Girls on the Run 5K to be held on May 14, 2022 from 8:00 a.m. to 2:00 p.m.
2. Consider the co-sponsorship request from the American Veterans Advocacy and Vets United for their National Veterans Month to be held on may 28, 2022 from 10:00 a.m. to 2:00 p.m.
3. **RESOLUTION:** Authorizing the Parish President to renew and execute a contractual agreement for professional services between the Terrebonne Parish Consolidated Government (TPCG) and Haydel Family Practice (A Professional Medical Corporation) and its physicians, namely Richard M. Haydel, M.D. and Scott A. Haydel, M.D., for medical services to be rendered to the Terrebonne Parish Juvenile Justice Complex as

the facility(ies) physicians.

4. **RESOLUTION:** Ratifying the appointment of firms for the architectural and engineering services for TPCG Parish owned/operated facilities damaged from Hurricane Ida.
5. **RESOLUTION:** Concurring with the Parish Administration to award and authorize the Service Contract for Landscaping and Lawn Maintenance Services of Houma-Terrebonne Civic Center to Green Scapes of Louisiana, Inc.
6. Introduce an ordinance to amend the 2022 Adopted Operating Budget, Budgeted Positions, and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:
 - I. Juvenile Detention Center-LCLE Grant, \$15,000
 - II. Houma Police Department-LCLE Grant, \$60,454
 - III. Bayou Blue Sidewalks, \$15,000
 - IV. General Fund-TEDA, \$150,000
 - V. Jail Plumbing Project, \$62,000
 - VI. Animal Shelter-donation, \$30,000
 - VII. Risk Management, (\$31,958)
 - a. Add full time Insurance Technician
 - b. Delete full time Adm Tech I
 - c. Delete full time Adm Tech IIand call a public hearing on said matter on Wednesday, May 11, 2022 at 6:30 p.m.
7. Adjourn

Category Number:
Item Number:



Monday, April 25, 2022

Item Title:
INVOCATION

Item Summary:
INVOCATION

Category Number:
Item Number:



Monday, April 25, 2022

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number: 1.



Monday, April 25, 2022

Item Title:

Cosponsorship - Girls on the Run Spring 5K

Item Summary:

Consider the co-sponsorship request from Girls on the Run Bayou Region for the Girls on the Run 5K to be held on May 14, 2022 from 8:00 a.m. to 2:00 p.m.

ATTACHMENTS:

Description

Cosponsorship Application

Upload Date

4/19/2022

Type

Cover Memo

Tammy Triggs

From: aimee.johnson@girlsontherun.org
Sent: Tuesday, April 12, 2022 12:47 PM
To: Leilani Adams; Tammy Triggs; Suzette Thomas
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use of the Parish Seal? Yes

Event Name: Girls on the Run Spring 5K
Location: Bayou Country Sports Park
Date(s) of Event: 05/14/2022 (8:00 AM - 2:00 PM)
Reason for Co-Sponsorship: This event is for a non-profit 501c3 organization. The event is the culmination of our teams hard work and dedication over the 10 week program season. The event will be open to the public to run non-competitively.

Services / Resources Needed: Barricades
Security

Additional Details Non-profit organization? YES
Selling Tickets? YES **Cost of a ticket?** \$1

Organization: Girls on the Run Bayou Region
Authorized Representative: Aimee Johnson (*Houma*)
Contact Person: Aimee Johnson (*Houma*)
Mailing Address: PO Box 721
Houma, LA 70360
Daytime Phone Number: (985) 855-4319
E-mail: aimee.johnson@girlsontherun.org

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!

Category Number:
Item Number: 2.



Monday, April 25, 2022

Item Title:

Cosponsorship - National Veterans Month

Item Summary:

Consider the co-sponsorship request from the American Veterans Advocacy and Vets United for their National Veterans Month to be held on may 28, 2022 from 10:00 a.m. to 2:00 p.m.

ATTACHMENTS:

Description

Co-sponsorship Application

Upload Date

4/19/2022

Type

Cover Memo

Tammy Triggs

From: pamelanaquin935@yahoo.com
Sent: Monday, April 18, 2022 10:50 AM
To: Leilani Adams; Tammy Triggs; Suzette Thomas
Subject: New Co-Sponsorship Application - Terrebonne Parish Consolidated Government



Co-Sponsorship Application

A new co-sponsorship application has been submitted through the Parish website.

Requesting Use of the Parish Seal? Yes

Event Name: NATIONAL VETERANS MONTH

Location: 5592 LA 311 HOUMA LA 70360

Date(s) of Event: 05/28/2022 (10:00 AM - 2:00 PM)

Reason for Co-Sponsorship: Honoring our living veterans and their family. Our Veterans are the reason we are here today and if we dont show the love and honor they deserve they will be forgotten. As a society we have to lift each other up. No one needs more lifting than our living veterans and their families. We are lucky to have a beautiful park in Houma honoring our veterans, we just want to bring attention to the park and all it stand for.

Services / Resources Needed: Garbage Containers & Collection

Additional Details Non-profit organization? YES
Selling Tickets? NO

Organization: AMERICAN VETERANS ADVOCACY AND VETS UNITED

Authorized Representative: PAMELA NAQUIN (*TREASURE*)

Contact Person: JOHNNY SMITH (*CHEIF ADVOCATE*)

Mailing Address: 1610 CARDINAL DR
THIBODEAUX, LA 70301

Daytime Phone Number: (985) 859-0141

E-mail: pamelanaquin935@yahoo.com

This email is sent by an automated process for an Online Co-Sponsorship Request submission. If you have any questions, please contact our Information Technology team at development@tpcg.org. Thank you!



Monday, April 25, 2022

Item Title:

Juvenile Justice Professional Medical Services

Item Summary:

RESOLUTION: Authorizing the Parish President to renew and execute a contractual agreement for professional services between the Terrebonne Parish Consolidated Government (TPCG) and Haydel Family Practice (A Professional Medical Corporation) and its physicians, namely Richard M. Haydel, M.D. and Scott A. Haydel, M.D., for medical services to be rendered to the Terrebonne Parish Juvenile Justice Complex as the facility(ies) physicians.

ATTACHMENTS:

Description	Upload Date	Type
Medical Contract Project Summary	4/11/2022	Executive Summary
Medical Contract Resolution	4/11/2022	Resolution
Medical Contract	4/11/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
2022 Medical Services Contract between the Terrebonne Parish Juvenile Justice Complex and the Haydel Clinic, a Medical Corporation.

PROJECT SUMMARY (200 WORDS OR LESS)
This proposal would renew an existing contract between the Terrebonne Parish Juvenile Justice Complex and the Haydel Clinic, a Medical Corporation to provide medical services for juveniles housed at the facility.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
The purpose of this contract is to provide medical care for the juveniles housed in the detention complex. The Haydel clinic will provide onsite, off site, and 24 hour call on an as need basis for residents.

TOTAL EXPENDITURE		
\$30,000.00		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
(ACTUAL)	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	(YES) IF YES AMOUNT BUDGETED: \$30,000.00

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
(PARISHWIDE)	1	2	3	4	5	6	7	8	9

____Joseph Harris_____

Signature

____4-11-2022_____

Date

OFFERED BY:

SECONDED BY:

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PARISH PRESIDENT RENEW AND EXECUTE A CONTRACTUAL AGREEMENT FOR PROFESSIONAL MEDICAL SERVICES BETWEEN THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT ("TPCG") AND HAYDEL FAMILY PRACTICE, (A PROFESSIONAL MEDICAL CORPORATION) AND ITS PHYSICIANS, NAMELY RICHARD M. HAYDEL, M.D. AND SCOTT A. HAYDEL, M.D., FOR MEDICAL SERVICES TO BE RENDERED TO THE TERREBONNE PARISH JUVENILE JUSTICE COMPLEX AS THE FACILITY(IES) PHYSICIANS

WHEREAS, the Terrebonne Parish Consolidated Government and Haydel Family Practice, a Professional Medical Corporation, and its physicians, namely Richard M. Haydel, M.D. and Scott A. Haydel, M.D., desire to continue the contractual agreement and execute an agreement for the period beginning on May 1, 2022, and ending April 30, 2023, for professional medical services to be rendered to the Terrebonne Parish Juvenile Justice Complex as the facility(ies) physicians; 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 services between Terrebonne Parish Consolidated Government and Haydel Family Practice, a Professional Medical Corporation, and its physicians, namely Richard M. Haydel, M.D. and Scott A. Haydel, M.D.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared the resolution adopted on this, the ____ day of April, 2022.

* * * * *

I, Suzette Thomas, 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 April ____, 2022 and subsequently ratified by the Terrebonne Parish Council in Regular Session on April ____, 2022 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ____TH DAY OF APRIL 2022.

SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**AGREEMENT FOR PROFESSIONAL MEDICAL SERVICES
BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT AND
HAYDEL FAMILY PRACTICE (A PROFESSIONAL MEDICAL CORPORATION)**

STATE OF LOUISIANA

PARISH OF TERREBONNE

BE IT KNOWN that on the dates referenced herein below, before the undersigned Notary(ies) Public, duly authorized and commissioned in and for the Parish of Terrebonne, and in the presence of the undersigned competent witnesses, personally came and appeared:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT (“TPCG”), 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 Terrebonne Parish Council Resolution No. 00-000; and

HAYDEL FAMILY PRACTICE (A PROFESSIONAL MEDICAL CORPORATION), a corporation duly organized and existing under the laws of the State of Louisiana, domiciled in Terrebonne Parish, Louisiana, whose present mailing address is 502 Barrow Street, Houma, Louisiana, 70360, represented herein by Richard M. Haydel, M.D., its President, and Scott A. Haydel, M.D., its Vice President, (hereinafter collectively referred to as “Physician”)

I. PHYSICIAN SCOPE OF SERVICES

1.1 **General.** The Terrebonne Parish Juvenile Justice Complex (“TPJJC”) is owned and operated by TPCG. Physician shall serve as the primary health authority for juvenile residents at the TPJJC; provide professional medical services and treatment to the juvenile residents of the TPJJC; and provide professional advice and services to TPCG regarding medical treatment for juvenile residents and policies and procedures, all as more fully set forth herein below.

1.2 **Definitions.**

1.2.1 *Associate* means a Juvenile Justice Care Associate, personnel of the TPJJC employed by the TPCG assigned to supervise and maintain control over the juvenile residents of the TPJJC under the supervision of the TPCG.

1.2.2 *Juvenile resident* means a person under the age of 18 who is confined or detained in the TPJJC.

1.2.3 *Nurse* means a medical staff member employed by the TPCG assigned to work at the TPJJC. TPCG employs its own Nurses to work in the TPJJC at the direction and under the supervision of the Physician in all medical-related matters. The Nurses are authorized liaisons to share information between the Physician and the TPCG.

1.2.4 *Replacement Nurse* means a medical staff member employed by Physician, whether by contract or as a servant, who is approved by the TPCG to assist Physician at the TPJJC in the absence of the Nurse.

1.2.5 *Physician* means Haydel Family Practice (A Professional Medical Corporation), the primary health authority for juvenile residents at the TPJJC, who is contracted by the TPCG to provide services under this agreement through authorized medical

doctors, Richard M. Haydel, M.D., Scott A. Haydel, M.D., and J. Matthew Watkins, M.D.

- 1.2.6 *Replacement Physician* means a medical doctor employed by Physician, whether by contract or as a servant, who is approved by the TPCG to perform services under this Agreement in the absence of the Physician.

1.3 Authorized Personnel.

- 1.3.1 Notwithstanding the exception under this Section, Richard M. Haydel, M.D., Scott A. Haydel, M.D., and J. Matthew Watkins, M.D. shall be and are the only doctors authorized to perform services on behalf of Physician for TPCG under this Agreement.
- 1.3.2 Should Richard M. Haydel, M.D., Scott A. Haydel, M.D., and J. Matthew Watkins, M.D. be unable to perform the duties required hereunder due to absence or illness, Physician shall designate a Replacement Physician to perform the services for the duration of the absence or illness. Replacement Physician shall be a licensed medical doctor, fully qualified to perform the services hereunder. Replacement Physician is subject to the approval by TPCG. The Replacement Physician shall be subject to the same terms and conditions of this Agreement, except for Article IV Consideration, as is Physician. The obligations of the Physician herein shall be binding on the Replacement Physician. For the purposes of payment under this Agreement, Replacement Physician shall constitute a subcontractor or employee of Physician, and Physician shall be obligated to pay Replacement Physician for services rendered to TPCG on behalf of Physician. Replacement Physician services are not Reimbursable Expenses.
- 1.3.3 In the event no Nurse is available at the TPJJC and the Physician finds it necessary to provide a Replacement Nurse to perform the Nurse's duties in her absence, Physician shall designate a Replacement Nurse, subject to TPCG's approval. For purposes of this Agreement, Replacement Nurse shall constitute a subcontractor or employee of Physician, not of TPCG. Physician shall be obligated to pay Replacement Nurse for services rendered to Physician. Wages paid to a Replacement Nurse are considered Reimbursable Expenses, not exceed \$100.00 per day.

1.4 Services.

- 1.4.1 Physician shall serve as the TPJJC primary health authority and shall establish, maintain, and update as necessary written protocol for working with all other TPJJC health service providers.
- 1.4.2 Physician shall consult with Nurses as necessary regarding health complaints made by juvenile residents and shall perform same-day evaluations of complaints warranting medical treatment with Physician. Physician shall provide appropriate examination of and treatment to juvenile residents.
- 1.4.3 Physician shall conduct sick call in the TPJJC whenever necessary at the request of the nurse.
- 1.4.4 Physician shall review all treatment plans established by the Nurse.
- 1.4.5 Physician shall be available for consultation twenty-four (24) hours a day, every day of the week.
- 1.4.6 Physician shall, or cause the Nurse to, visit juvenile residents in disciplinary detention at least daily.
- 1.4.7 Physician shall assist Associates where necessary by conducting searches of artificial devices and casts and body cavity searches when requested to do so.

- 1.4.8 Physician shall consult with Nurse and Associates on the housing classifications of juvenile residents upon request or when, in the opinion of the Physician, a juvenile resident would benefit from a change in housing classification due to medical reasons.
- 1.4.9 Physician shall screen and determine whether to grant juvenile residents' requests for psychiatric services. Physician shall make referrals to the appropriate mental health agency and be consulted in the development of the treatment plan.
- 1.4.10 Physician shall establish and maintain medical records consistent with the Louisiana State laws, the Consent Decrees and good medical practices.
- 1.4.11 Physician shall work with the TPJJC personnel through an established system to obtain juvenile resident consent for treatment.
- 1.4.12 Physician shall investigate the death of a juvenile resident. He shall also notify the Coroner in the event of such an incident.
- 1.4.13 Physician shall establish and implement as needed, medical programs for:
 - 1.4.13.1 Medical housing assignment;
 - 1.4.13.2 Chemically dependent inmates;
 - 1.4.13.3 Detoxification;
 - 1.4.13.4 Pregnant inmates;
 - 1.4.13.5 Prosthesis;
 - 1.4.13.6 Chronic care;
 - 1.4.13.7 Convalescent care; and
 - 1.4.13.8 Delousing.
- 1.4.14 Physician shall operate the TPJJC health care programs consistent with the laws of the State of Louisiana, Consent Decrees, Louisiana Jail Standards, Health Services in Jails developed by the American Medical Association, and Department of Children and Family Services Standards, developed by the Louisiana Juvenile Detention Association.
- 1.4.15 Physician shall update Chapter 12 Health Services Policy and Procedures consistent with the Terrebonne Parish Juvenile Justice Policy and Procedures Manual format whenever indicated.
- 1.4.16 Physician shall review and modify Policy Procedures statements at least annually consistent with the Terrebonne Parish Policy and Procedures Manual and modify statements as necessary to be consistent with the operation.
- 1.4.17 Physician shall meet with the Director of the TPJJC at least quarterly and submit quarterly and annual reports on health care delivery in a format agreed to by the TPCG.
- 1.4.18 Physician shall consult with TPCG on health care personnel requirements and make recommendations to the TPCG as part of the budget process.
- 1.4.19 Physician shall provide input into the TPJJC's medical budgets including space, equipment, supplies and materials.
- 1.4.20 Physician shall provide training to Nurses by:
 - 1.4.20.1 insuring they read and know all medical policy and procedures; and
 - 1.4.20.2 having them observe setting up and distribution of all medications.

- 1.4.21 Physician shall work with the training coordinator of the TPJJC to ensure that the medical training program provides the proper type of training in an adequate number of hours. Medical related curriculum should include training in:
- 1.4.21.1 Recognition of signs and symptoms of mental illness, retardation emotional disturbance, and chemical dependency; and
 - 1.4.21.2 First-aid course; and
 - 1.4.21.3 Cardiopulmonary Resuscitation (CPR); and
 - 1.4.21.4 Response to emergency situations.
- 1.4.22 Physician shall be aware of and consult with the Nurse on the locations of the first aid kits within the TPJJC.
- 1.4.23 Physician shall establish, maintain, and update as necessary protocol for responses to medical emergencies. Physician shall review and modify this protocol as need at least annually.
- 1.4.24 Physician shall assist the TPCG in the development of a program for dental services and shall make referrals for the dental treatment of juvenile residents when necessary and as authorized by TPJJC policy.
- 1.4.25 Physician shall establish, maintain and facilitate a mental health program with the Terrebonne Parish Mental Health Clinic consistent with the needs of the juvenile resident population. Physician shall make every effort to provide this service in the TPJJC at its facilities.
- 1.4.26 Physician shall adhere to the Terrebonne Parish Policy and Procedures.
- 1.4.27 Physician shall provide additional professional services related to this Agreement upon request of TPCG. Should those additional professional services be outside the scope of this contract, the parties shall negotiate additional consideration due to Physician, provide same is reduced to writing and signed by the duly authorized representatives for each party.

II. RESPONSIBILITIES OF TPCG

- 2.1 TPCG shall provide to Physician all criteria and full information as to TPCG's requirements and designate a person with authority to act on the TPCG's behalf on all matters concerning this Agreement.
- 2.2 TPCG shall furnish to Physician all existing studies, reports and other available data and services of others pertinent to this Agreement and obtain additional reports and data as required. Physician shall be entitled to rely upon all such information and services in performing services hereunder.
- 2.3 TPCG shall provide typist services for all policies, manuals, and various protocols that may be required hereunder.
- 2.4 TPCG shall furnish all medical supplies, medications, dressings or other expendable items in a manner consistent with standard procurement procedures.

III. TERM

- 3.1 The commencement date of this Agreement is May1, 2022, regardless of the date of execution of this Agreement by the parties, and this Agreement shall remain in full force and effect for a term of one year, expiring on April 30, 2023.

IV. CONSIDERATION

- 4.1 In consideration of the services provided by Physician in accordance with this Agreement, TPCG shall pay Physician a total of Thirty Thousand and No/100 (\$30,000.00)

Dollars, payable in twelve monthly installments to be invoiced to TPCG at a monthly rate of Two Thousand Five Hundred and No/100 (\$2,500.00) Dollars.

4.2 As additional consideration, TPCG shall pay Physician for Reimbursable Expenses, provided proof of expenses are submitted at the time of invoice, for the following:

4.2.1 travel expenses for travel directed by the TPCG; and

4.2.2 wages paid for an approved Replacement Nurse in accordance with Section 1.3.3, not exceed \$100.00 per day.

4.3 Physician shall submit to TPCG monthly itemized statements of services rendered, along with invoices for monthly reimbursements and services. TPCG shall pay to Physician any undisputed amounts of the invoice within 30 days of invoice.

4.4 Should Physician fail to perform any item or items included in this Agreement, TPCG is hereby authorized to reduce payment on the monthly invoice by an amount proportionate to the number of items not in compliance. Non-compliance shall be based on performance during the period of an invoice. Notice by TPCG of a dispute in payment due shall constitute a notice of default for the purposes of this Agreement.

V. INDEMNIFICATION

5.1 To the extent allowed by law, TPCG shall defend, indemnify and hold harmless Physician should Physician 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 Physician's official functions and activities on behalf of the TPCG as Physician.

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 Either party may exercise any rights available to it under Louisiana law to terminate this agreement for cause in full or in part upon providing written notice to the other party that it has breached the contract and/or failed to comply with the terms and conditions of this Agreement. The terminating party shall give the breaching party an opportunity to cure the defect within thirty (30) days of the written notice, provided that reasonable allowances are made for circumstances beyond the control of the parties.

6.2 Either party may terminate this agreement without cause in full or in part upon providing sixty (60) days written notice to the other party.

6.3 This agreement can be terminated in full or in part upon the written mutual consent of the parties.

6.4 In the event of any termination or partial termination, Physician shall be paid for all services rendered and reimbursable expenses incurred up to the date of termination.

6.5 Non-Appropriation. 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 Agreement, this agreement may be terminated by the TPCG giving notice to Physician of such facts and TPCG's intention to terminate its financial obligation.

6.6 In the event this Agreement is terminated for any reason, whatsoever, the indemnification obligations of each party and records retention obligations shall survive.

VII. PHYSICIAN'S LOG

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

VIII. LITIGATION

8.1 Physician acknowledges and has been informed by TPCG that individuals, including juvenile residents, past and current, and those who are temporarily placed in the custody of the TPJJC, have filed and may in the future file lawsuits in state or federal court against the Physician, TPJJC, TPCG, and their officers, employees, and agents.

8.2 The Physician acknowledges that these lawsuits may be served on the Physician, Replacement Physician, Nurse, Replacement Nurse, or other personnel 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 Physician shall immediately contact and forward any documents received to TPCG and its Parish Attorney. Physician shall ensure Physician's personnel are trained and understand the importance of the prompt notification of the TPCG in this instance.

8.3 Physician 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 Physician or his employees or subcontractors hereunder if Physician 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 Physician.

IX. DEFAULT

9.1 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.

X. NOTICES

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

10.1.1 **TERREBONNE PARISH CONSOLIDATED GOVERNMENT**

Attn: Gordon E. Dove, Parish President
8026 Main Street
Houma, LA 70360

10.1.2 **HAYDEL FAMILY PRACTICE (A Professional Medical Corporation)**

Attn: Richard M. Haydel, M.D., Scott A. Haydel, M.D., and J. Matthew Watkins, M.D.
502 Barrow Street
Houma, LA 70360

10.2 The parties may update their addresses for notice in accordance with this Section.

XI. OTHER TERMS AND CONDITIONS

11.1 Compliance with Laws. 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.

11.2 Severability. 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

11.3 Audit. TPCG may be audited in accordance with La. R.S. 24:513. If the amount of public funds received by the Physician 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.

11.4 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 Physician which relate to this Agreement, upon request.

11.5 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.

11.6 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.

11.7 Assignment. Except as otherwise provided for herein, Physician shall not assign any interest in this Agreement 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.

11.8 Relationship of the Parties. Physician is engaged by TPCG for the purposes set forth in this Agreement. The relationship between the Physician and the TPCG shall be, and only be, that of an independent contractor and the Physician, the Replacement Physician, and the Replacement Nurse shall not be construed to be an employee, agent, partner of, or in joint venture with TPCG. TPCG and Physician, and their respective partners, successors, executors, administrators, agents, subcontractors, assigns and legal representatives are bound by this 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 Physician.

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

11.10 Exclusion of Unemployment Compensation Coverage. TPCG and Physician expressly declare and acknowledge that Physician 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:

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

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

11.10.3 Physician is customarily engaged in an independently established trade, occupation, profession, or business.

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

11.11 TPCG Personnel. Physician 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.

11.12 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.

11.13 Venue. 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.

11.14 Code of Governmental Ethics. Physician 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 Physician in the performance of services called for in the Agreement. Physician 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.

11.15 Covenant against Contingent Fees. Physician warrants that it has not employed or retained any entity or person, other than a bona fide employee working solely for Physician, 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 Physician 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.

11.16 Entire Agreement. The four corners of this Agreement, including any attachments that are expressly referred to in this Agreement, contain 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. 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.

XII. SIGNATURES OF THE PARTIES

12.1 Both parties represent and warrant that the signors hereto are fully authorized to execute and sign this Agreement on behalf of their respective entities and a copy evidencing authority of Physician is attached hereto at execution.

12.2 **THUS DONE AND SIGNED** on this _____ day of April 2022, 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:

**TERREBONNE PARISH
CONSOLIDATED GOVERNMENT**

BY:

**GORDON E. DOVE
PARISH PRESIDENT**

NOTARY PUBLIC

12.3 THUS DONE AND SIGNED on this _____ day of April 2022, 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:

**HAYDEL FAMILY PRACTICE
(A Professional Medical Corporation)**

_____ **BY:** _____
**RICHARD M. HAYDEL, M.D.
PRESIDENT**

_____ **BY:** _____
**SCOTT A. HAYDEL, M.D.
VICE-PRESIDENT**

NOTARY PUBLIC



Monday, April 25, 2022

Item Title:

Ratifying Engineers and Architects

Item Summary:

RESOLUTION: Ratifying the appointment of firms for the architectural and engineering services for TPCG Parish owned/operated facilities damaged from Hurricane Ida.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	4/21/2022	Executive Summary
Resolution	4/21/2022	Resolution
Backup	4/21/2022	Backup Material
Backup	4/21/2022	Backup Material
Backup	4/21/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution ratifying the appointment firms for the architectural and engineering services for TPCG parish owned/operated facilities damaged from hurricane Ida

PROJECT SUMMARY (200 WORDS OR LESS)
See above.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See Above

TOTAL EXPENDITURE			
Per Task Order; per specific project; will seek reimbursement			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		<u>ESTIMATED</u>	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)			
<u>N/A</u>	NO	YES	IF YES AMOUNT BUDGETED: N/A

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

s/Kandace M. Mauldin, CFO

Signature

April 21, 2022

Date

RESOLUTION NO.

RESOLUTION RATIFYING THE APPOINTMENT FIRMS FOR THE ARCHITECTURAL AND
ENGINEERING SERVICES FOR TPCG PARISH OWNED/OPERATED FACILITIES DAMAGED
FROM HURRICANE IDA

WHEREAS, the Terrebonne Parish Consolidated Government wishes to appoint multiple firms to provide architectural and engineering services for the parish owned/operated facilities damaged from Hurricane Ida; and

WHEREAS, through the Request for Qualifications process the following architectural firms have been selected

- Houston J. Lirette Jr.
- Duplantis Design Group
- Cheramie + Bruce Architects; and

WHEREAS, through the Request for Qualifications process the following engineering firms have been selected

- YKH Consulting
- Duplantis Design Group; and

WHEREAS, Requests for Qualifications for Architectural Professional Services – Parish Owned Damaged facilities were received on March 18, 2022, and evaluated by a review committee on March 29, 2022; and

WHEREAS, Requests for Qualifications for Engineering Professional Services – Parish Owned Damaged facilities were received on March 21, 2022 and evaluated by a review committee on March 29, 2022; and

WHEREAS, the review committee included Kandace Mauldin, CFO, Sharon Ellis, Purchasing Manager, Mart Black, Coastal Restoration Director, David Drury, Facilities Manager, David Rome, Public Works Director, and a representative from TPCG consultants, Royal Engineer, Inc.; and

WHEREAS, the architects and engineers listed above will be assigned specific projects through task orders as they become available and funding sources are determined; and

NOW, THEREFORE BE IT RESOLVED that the Terrebonne Parish Council does hereby ratify the appointment of the above firms for professional architectural and engineering services for Parish Owned Damaged facilities; and

BE IT FURTHER RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, does hereby authorize the execution of an architectural and/or engineering agreement with the firms listed above for the specific projects as needed by Terrebonne Parish President Gordon E. Dove.

Request for Qualifications (Score Sheet)
RFQ: Architectural Professional Services-Parish Owned Damaged Facilities
Due Date March 18,2022 at 2:00 pm

Firms		NY Accociates, Inc	Duplantis Design Group	Houston J. Lirette Jr., APAC & Gros Flores Positerry, LLC	The Bourne Group, LLC	Craig C. Hebert, Architect
Evaluation Criteria	Points	Score	Score	Score	Score	Score
General Professional Impression	15	13	13	13	12	12
Completion of Project similar size and cost	20	19	19	19	17	18
Ability and capacity to perform work	20	19	19	19	17	18
Timely delivery of design documents (time schedule and past experience)	20	19	19	20	18	18
Firm's understanding of project (based on available information)	15	15	15	15	14	14
Familiarity with TPCG Facilities	10	6	9	10	3	9
Total	100	91	94	96	81	89

Evaluation Committee:

Sharon Ellis	3/29/2022
Mart J. Black	3/29/2022
David Drury	3/29/2022
David Rome	3/29/2022
Jason Broussard	3/29/2022
Kandace Mauldin	3/29/2022

Cheramie+Bruce Architects, PC
Score
13
19
19
19
15
9
94

Request for Qualifications (Score Sheet)
RFQ:Engineering Professional Services-Parish Owned Damaged Facilities
Due Date March 21, 2022 at 2:00 pm

Firms		YKH Consulting	Duplantis Design Group
Evaluation Criteria	Points	Score	Score
General Professional Impression	15	15	14
Completion of Project similar size and cost	20	18	18
Ability and capacity to perform work	20	19	19
Timely delivery of design documents (time schedule and past experience)	20	19	19
Firm's understanding of project (based on available information)	15	14	14
Familiarity with TPCG Facilities	10	10	10
Total	100	95	94

Evaluation Committee:

Sharon Ellis	3/29/2022
Mart J. Black	3/29/2022
David Drury	3/29/2022
David Rome	3/29/2022
Jason Broussard	3/29/2022
Kandace Mauldin	3/29/2022



Monday, April 25, 2022

Item Title:

RESOLUTION: To award and authorize the Service Contract for Landscaping and Lawn Maintenance Services of Houma-Terrebonne Civic Center

Item Summary:

RESOLUTION: Concurring with the Parish Administration to award and authorize the Service Contract for Landscaping and Lawn Maintenance Services of Houma-Terrebonne Civic Center to Green Scapes of Louisiana, Inc.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	4/21/2022	Executive Summary
Resolution	4/21/2022	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: To award and authorize the Service Contract for Landscaping and Lawn Maintenance Services of Houma-Terrebonne Civic Center.

PROJECT SUMMARY (200 WORDS OR LESS)

A Resolution to accept the negotiated prices for the Service Contract for Landscaping and Lawn Maintenance Services commencing on April 23, 2022.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

Landscaping and Lawn Maintenance of Houma-Terrebonne Civic Center. Services shall include, but not limited to, landscaping, mowing and edging.

TOTAL EXPENDITURE

\$34,560.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

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Sharon Ellis, Purchasing Manager
Signature

April 21, 2022
Date

RESOLUTION NO. _____

RESOLUTION to award and authorize the signing of a service contract for the purpose of Landscaping and Lawn Maintenance Services for the Houma-Terrebonne Civic Center.

WHEREAS, Houma-Terrebonne Civic Center desires to authorize a service contract for purpose of Landscaping and Lawn Maintenance Services for the Houma-Terrebonne Civic Center to Green Scapes of Louisiana Inc, and

WHEREAS, the contract will be effective from April 23, 2022, for the next three (3) years until April 23, 2024, at the negotiated contract prices, terms and conditions, and

WHEREAS, the Parish Administration concurs with the award of the negotiated service contract for Landscaping and Lawn Maintenance Services for the Houma-Terrebonne Civic Center to Green Scapes of Louisiana Inc., and

NOW THEREFORE BE IT RESOLVED that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, Houma-Terrebonne Civic Center awards the above mentioned to Green Scapes of Louisiana, Inc., and that the Parish President and all other appropriate parties be and they are hereby, authorized to execute any and all contract documents associated therewith.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:



Monday, April 25, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

Introduce an ordinance to amend the 2022 Adopted Operating Budget, Budgeted Positions, and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. Juvenile Detention Center-LCLE Grant, \$15,000
 - II. Houma Police Department-LCLE Grant, \$60,454
 - III. Bayou Blue Sidewalks, \$15,000
 - IV. General Fund-TEDA, \$150,000
 - V. Jail Plumbing Project, \$62,000
 - VI. Animal Shelter-donation, \$30,000
 - VII. Risk Management, (\$31,958)
 - a. Add full time Insurance Technician
 - b. Delete full time Adm Tech I
 - c. Delete full time Adm Tech II
- and call a public hearing on said matter on Wednesday, May 11, 2022 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
2022 Various Items for Budget Amendment	4/21/2022	Executive Summary
2022 Various Items for Budget Amendment	4/21/2022	Budget Amendment
2022 Various Items for Budget Amendment	4/21/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for a Budget Amendment

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO AMEND THE 2022 ADOPTED OPERATING BUDGET, BUDGETED POSITIONS, AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.
<div>I. Juvenile Detention Center-LCLE Grant, \$15,000</div> <div>II. Houma Police Department-LCLE Grant, \$60,454</div> <div>III. Bayou Blue Sidewalks, \$15,000</div> <div>IV. General Fund-TEDA, \$150,000</div> <div>V. Jail Plumbing Project, \$62,000</div> <div>VI. Animal Shelter-donation, \$30,000</div> <div>VII. Risk Management, (\$31,958)<div>a. Add full time Insurance Technician</div><div>b. Delete full time Adm Tech I</div><div>c. Delete full time Adm Tech II</div></div>

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
See above

TOTAL EXPENDITURE				
N/A				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
<u>ACTUAL</u>			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
N/A	<u>NO</u>	YES	IF YES AMOUNT BUDGETED:	

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)									
<u>PARISHWIDE</u>	1	2	3	4	5	6	7	8	9

/s/ Kayla Dupre
Signature

April 21, 2022
Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2022 ADOPTED OPERATING BUDGET, BUDGETED POSITIONS, AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Juvenile Detention Center-LCLE Grant, \$15,000
- II. Houma Police Department-LCLE Grant, \$60,454
- III. Bayou Blue Sidewalks, \$15,000
- IV. General Fund-TEDA, \$150,000
- V. Jail Plumbing Project, \$62,000
- VI. Animal Shelter-donation, \$30,000
- VII. Risk Management, (\$31,958)
 - a. Add full time Insurance Technician
 - b. Delete full time Adm Tech I
 - c. Delete full time Adm Tech II

SECTION I

WHEREAS, the Juvenile Detention Department of the Terrebonne Parish Consolidated Government has been approved a grant from the Louisiana Commission on Law Enforcement (LCLE) from the U.S. Department of Justice, Office of Justice Programs for the Coronavirus Emergency Supplement Funding FY2020 for \$15,000, and

WHEREAS, the grant provides overtime funding for the Juvenile Detention Center, which has suffered short staffing issues due to the Coronavirus pandemic.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Juvenile Detention Center. (Attachment A)

SECTION II

WHEREAS, the Parish received funds from Louisiana Commission on Law Enforcement (LCLE) and the Administration of Criminal Justice Fiscal Year 2020-2022 for \$60,454, and

WHEREAS, the 2020-2022 Crime Victim Assistance Grant (Grant #2020-DJ-01-5484) provides funding of \$10,454 to support TPCG, Houma Police Department (HPD), City Court, and Jail for purchases of equipment needed due to the Coronavirus pandemic and provides funding of \$50,000 for the overtime costs related to the Coronavirus pandemic for HPD due to shortages of sick officers.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended to reflect the funding of the Crime Victim Assistance Grant Award. (Attachment B)

SECTION III

WHEREAS, Administration is requesting funding of \$15,000 for the Bayou Blue sidewalks, and

WHEREAS, the funding source is from the Sales Tax Revenue Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Bayou Blue sidewalks. (Attachment C)

SECTION IV

WHEREAS, Administration is requesting additional funding of \$150,000 for TEDA, and

WHEREAS, the funding source is from the General Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for TEDA. (Attachment D)

SECTION V

WHEREAS, Administration is requesting funding of \$62,000 for the Jail Plumbing Project and

WHEREAS, the funding source is from the Sales Tax Revenue Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Jail Plumbing Project. (Attachment E)

SECTION VI

WHEREAS, the Animal Shelter received a donation from Petco for \$30,000, and

WHEREAS, the donation will be put into the Other Fees account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Animal Shelter. (Attachment F)

SECTION VII

WHEREAS, Administration is requesting to amend the Operating Budget and Budgeted Positions, adding a full time Insurance Technician, Grade 108, deleting a full time Adm Tech I, Grade 101 and deleting an Adm Tech II, Grade 102 for the Risk Management Department, and

WHEREAS, the budgeted dollar for the change is (\$31,958) for 2022.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and Budgeted Positions be amended to recognize the necessary changes for the Risk Management Department. (Attachment G)

SECTION VIII

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President, to execute any and all documents for these amendments as approved by the legal department.

SECTION IX

If any work, clause, phrase, section, or other portion of this ordinance shall be declared null, void, invalid, illegal, or unconstitutional, the remaining words, clauses, phrases, sections, and other portions of this ordinance shall remain in full force and effect, the provisions of this ordinance hereby being declared to be severable.

SECTION X

This Ordinance shall become effective upon approval by the Parish President or as otherwise provided in Section 2-13(b) of the Home Rule Charter for a Consolidated Government for Terrebonne Parish, whichever occurs sooner.

Prepared By: Finance Department
PC File: 2022-Various Items – G
Date Prepared: 4/20/22 BA #7

ATTACHMENT A - Juvenile Detention Center

	2022		
	Adopted	Change	Amended
LCLE Grant-CESF		(15,000)	(15,000)
Overtime Pay	170,000	15,000	185,000

ATTACHMENT B - Houma Police Dept

	2022		
	Adopted	Change	Amended
LCLE-CESF		(60,454)	(60,454)
CESF Overtime		50,000	50,000
CESF Equipment		10,454	10,454
Univ Hiring/Multi Task Grants		(50,000)	(50,000)
Fund Balance (increase)	n/a	50,000	n/a

ATTACHMENT C - Bayou Blue Sidewalks

	2022		
	Adopted	Change	Amended
Bayou Blue Sidewalks	20,000	15,000	35,000
Transfer from Sales Tax Revenue Fund	(2,362,959)	(15,000)	(2,377,959)
Transfer to Capital Projects Control Fund	2,362,959	15,000	2,377,959
Fund Balance (decrease)	n/a	(15,000)	n/a

ATTACHMENT D - General Fund

	2022		
	Adopted	Change	Amended
TEDA	400,000	150,000	550,000
Fund Balance (decrease)	n/a	(150,000)	n/a

ATTACHMENT E - Jail Plumbing Project

	2022		
	Adopted	Change	Amended
Jail Plumbing Project	(60,990)	62,000	1,010
Transfer from Sales Tax Revenue Fund	(2,377,959)	(62,000)	(2,439,959)
Transfer to Capital Projects Control Fund	2,377,959	62,000	2,439,959
Fund Balance (decrease)	n/a	(62,000)	n/a

ATTACHMENT F - Animal Shelter

	2022		
	Adopted	Change	Amended
Other Fees	115,483	30,000	145,483
Donations-Animal Shelter		(30,000)	(30,000)

ATTACHMENT G - Risk Management

	2022		
	Adopted	Change	Amended
Salaries & Wages	447,723	(16,177)	431,546
FICA	27,945	(1,003)	26,942
Medicare	6,535	(235)	6,300
Pension	33,804	(1,213)	32,591
Unemployment	6,761	(243)	6,518
Workmen's Compensation	2,454	(87)	2,367
Group Insurance	87,675	(13,000)	74,675
Fund Balance (decrease)	n/a	31,958	n/a

ATTACHMENT G - Risk Management

	2020						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Insurance Technician	2	1	3	108	32,703	40,879	49,055
Adm Tech I	1	-1	0	101	20,197	25,246	30,295
Adm Tech II	1	-1	0	102	21,206	26,508	31,810

Section I

Terrebonne Parish Consolidated Government

LCLE

Coronavirus Emergency Supplemental Funds (CESF) #5518

Budget Amendment

4/11/2022

	Current	Adjustment	Final
202-000-6342-03 CESF Revenue	-	(15,000)	(15,000)
202-122-8112-01 Overtime Pay	170,000	15,000	185,000

This grant provides overtime funding for the Juvenile Detention center, which has suffered short staffing issues due to the Coronavirus pandemic.

LOUISIANA COMMISSION ON LAW ENFORCEMENT

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 2020-DJ-01-5518		2. Amendment Number: 4	
3. Subgrantee: Terrebonne Parish Consolidated Government - Houma Police Department		4. Created Date: 2/9/2022	
5. Parish: Terrebonne		6. Award Date: 8/17/2020	
7. Project Title: CESF 2020			
8. Approved Project Period: From: 1/20/2020 To: 9/30/2022		9. Modified Project Period: From: 1/20/2020 To: 9/30/2022	
10. Total Approved Budget by FUND SOURCE:	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Federal	57,218.00	72,218.00	15,000.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
TOTAL	57,218.00	72,218.00	15,000.00
11. Budgetary Information	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Personnel	0.00	15,000.00	15,000.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	57,218.00	57,218.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
TOTAL	57,218.00	72,218.00	15,000.00

12. Signatures:

Jordan Kelly 2/9/2022
 Financial Officer: Mrs. Jordan Kelly Date

Project Director: Mr. Joseph N/M/I Harris, Jr. Date

FOR LCLE USE ONLY

Recommendation:

Kush Allen 3/31/2022
 Grants Section Date

K/H 4/1/22
 Program Manager Date

Recommendation:

Grants Management Per

Approved
 Disapproved

Amelia Bantier 4/4/22
 Section Manager Date

2022 FEB 21 AM 10:30

LCLE 2022 FEB 21 AM 10:30

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Terrebonne Parish Consolidated Government - Houma Police Department
SUBGRANT# 2020-DJ-01-5518
AMENDMENT# 4

13. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Louisiana Commission on Law Enforcement and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

2/11/22

DATE

Terrebonne Parish Consolidated Government - Houma Police Department
NAME OF SUBGRANTEE

SIGNATURE OF AUTHORIZED OFFICIAL

Mike Toups
Parish Manager
Authorized Designee
Record #1627089

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this Project Modification Request, LCLE funds are hereby obligated for the project described by the subgrantee in the approved application and the Project Modification Request, subject to subgrantee acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

14. Explanation or Justification of Requested Modification:

Sustaining shift coverage has been challenging during Corona Virus epidemic. Due to Corona Virus, juvenile detention officers became ill, causing shifts to work shorthanded. Normal shift coverage has 6-8 officers working on shift. We currently have 2-4 officers on shift, due to other officers becoming sick. Working with a juvenile population there is specialized programming that the facility has to provide. Adjusting and limiting juvenile programming to have officers cover personnel gaps on the security shifts created additional overtime. Juvenile facility operates as direct supervision of juvenile residents. Facility staff maintains direct contact with all juvenile residents in the facility. The facility operates correctional services for a parish of about 150,000 individual. Juvenile facility daily population average 18 juvenile where each juvenile spend about 10 days in the facility on average. With deficiencies in man power we are requesting \$15,000.00 in funding that will allow our agency to support security shifts safety, and continue to address juvenile programming of community youth.



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-268-5050 • WWW.TPCG.ORG



February 9, 2022

RECEIVED

FEB 11 2022

Gordon Dove, Parish President
Terrebonne Parish Consolidated Government
8026 Main Street, Suite 700
Houma, LA 70360
Attn: Leilani Adams

ADMINISTRATION
Terrebonne Parish
Consolidated Government

Re: CESF #5518 2020 Juvenile Justice Coronavirus Relief Grant

Dear Ms. Adams:

The attached documents require Mr. Dove's signature. The documents are needed to receive additional funding for the CESF 2020 Coronavirus Grant for the Juvenile Justice Complex. This grant modification requests an increase of \$15,000 for overtime costs.

Should you need further clarification and/or information, please contact me at (985) 873-6446.

Sincerely,

Jordan Kelly
Accountant I

Jordan Kelly

From: Kristi Ambacher <Kristi.Ambacher@lcle.la.gov>
Sent: Tuesday, April 5, 2022 3:04 PM
To: Joseph Harris; Jordan Kelly
Subject: 2020-DJ-01-5518 CESF Increase Awarded
Attachments: 2020-DJ-01-5518 Increase Modification.pdf

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Good afternoon –

Your request for an increase of \$15,000.00 in Coronavirus Emergency Supplemental Funding (CESF) has been approved and awarded.

Please refer to the copy of the increase modification, attached.

Thanks very much.

Kristi

Kristi Ambacher
Grants, Fiscal
Louisiana Commission on Law Enforcement
602 North 5th Street
PO Box 3133
Baton Rouge, LA 70821-3133
(225) 342-1833 (Desk)

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 202-122-8112-01

TERR JUVENILE DETEN.

JUVENILE SERVICES

OVERTIME PAY

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	176,000	195,171.46	0	19,171-
2022	170,000	66,184.82	0	103,815
CLOSED:				
2015	181,000	248,473.10	N/A	67,473-
2016	203,000	217,369.78	N/A	14,370-
2017	165,000	233,024.09	N/A	68,024-
2018	165,500	181,288.66	N/A	15,789-
2019	175,000	143,584.51	N/A	31,415
2020	189,688	117,391.93	N/A	72,296

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Terrebonne Parish Consolidated Government
LCLE

Coronavirus Emergency Supplemental Funds (CESF) #5484
Budget Amendment

4/11/2022

	Current	Adjustment	Final
216-000-6342-01 Revenue	-	(60,454)	(60,454)
216-217-8112-02 CESF Overtime	-	50,000	50,000
216-217-8915-08 Coronavirus Prevention Equip	-	10,454	10,454
204-211-8172-17 Allocation	-	(50,000)	(50,000)
204-000-5111-00 Fund Balance		50,000	

Section II

This grant provides funding to support TPCG, Houma Police Dept, City Court and Jail for purchases of equipment needed due to the Coronavirus pandemic. HPD was also awarded an additional \$50,000 in funding for overtime costs related to the pandemic as they have been impacted by shortages due to sick officers.

LOUISIANA COMMISSION ON LAW ENFORCEMENT

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 2020-DJ-01-5484		2. Amendment Number: 3	
3. Subgrantee: Terrebonne Parish Consolidated Government - Houma Police Department		4. Created Date: 2/7/2022	
5. Parish: Terrebonne		6. Award Date: 7/28/2020	
7. Project Title: CESF 2020			
8. Approved Project Period: From: 1/20/2020 To: 9/30/2022		9. Modified Project Period: From: 1/20/2020 To: 9/30/2022	
10. Total Approved Budget by FUND SOURCE:	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Federal	58,506.00	108,506.00	50,000.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	0.00	0.00	0.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
TOTAL	58,506.00	108,506.00	50,000.00
11. Budgetary Information	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Personnel	0.00	50,000.00	50,000.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	58,506.00	58,506.00	0.00
Supplies & Operating Expenses	0.00	0.00	0.00
Consultants	0.00	0.00	0.00
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
TOTAL	58,506.00	108,506.00	50,000.00

12. Signatures:

Jordan Kelly
Financial Officer: Mrs. Jordan Kelly

3/10/22
Date

Captain Bobbie O'Bryan
Project Director: Captain Bobbie O'Bryan

3-9-22
Date

FOR LCLE USE ONLY

Recommendation:

Krista
Grants Section

3-31-2022
Date

Program Manager
Program Manager

3/31/22
Date

Recommendation:

Grants Management Per

Approved
Disapproved

Section Manager
Section Manager

3/31/22
Date

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Terrebonne Parish Consolidated Government - Houma Police Department
SUBGRANT# 2020-DJ-01-5484
AMENDMENT# 3

13. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Louisiana Commission on Law Enforcement and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

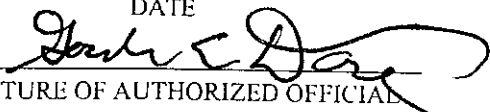
All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

2-8-2022

DATE

Terrebonne Parish Consolidated Government - Houma Police Department

NAME OF SUBGRANTEE



SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this Project Modification Request, LCLE funds are hereby obligated for the project described by the subgrantee in the approved application and the Project Modification Request, subject to subgrantee acceptance.



EXECUTIVE DIRECTOR

4/5/22

DATE

Louisiana Commission on Law Enforcement

14. Explanation or Justification of Requested Modification:

Since the beginning of COVID 19 infecting individuals, our agency faced a huge manpower deficiency from our police officers becoming infected from responding to complaints and dealing with the public. The impact to our shifts were tremendous, a normal shift has 8 to 10 police officers, but when officers started getting infected the numbers dropped down to 3 to 5 per shift. Our agency needs overtime funding to be able to fill in from other shifts for the shortages while improving the safety of all our police officers and the public.

Jordan Kelly

From: Kristi Ambacher <Kristi.Ambacher@lcle.la.gov>
Sent: Tuesday, April 5, 2022 2:25 PM
To: Bobbie O'Bryan
Cc: Jordan Kelly
Subject: CESF Increase Awarded
Attachments: 2020-DJ-01-5484 Increase Modification.pdf

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Good afternoon –

Your request for an increase of \$50,000.00 in Coronavirus Emergency Supplemental Funding (CESF) has been approved and awarded.

Please refer to the copy of the increase modification, attached.

Thanks very much.
Kristi

Kristi Ambacher
Grants, Fiscal
Louisiana Commission on Law Enforcement
602 North 5th Street
PO Box 3133
Baton Rouge, LA 70821-3133
(225) 342-1833 (Desk)

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
FEBRUARY 29, 2022 - MONTH LAST CLOSED

4/11/22

ACCT: 216-000-6342-01

LCLE

NO DEPARTMENT NAME

LCLE-CESF

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	58,506	48,052.00-	0	10,454-
2022	0	.00	0	0
CLOSED:				
2015	9,564	9,018.00-	N/A	546-
2016	0	.00	N/A	0
2017	2,500	2,500.00-	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	58,506	.00	N/A	58,506-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
FEBRUARY 29, 2022 - MONTH LAST CLOSED

4/11/22

ACCT: 216-217-8915-08

LCLE

COPS GRANT (CHP)

CESF EQUIPMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	58,506	58,506.00	0	0
2022	0	.00	0	0
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	14,000	.00	N/A	14,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

*Weren't able to claim all due to service
contracts exceeding grant period

\$10,454 remaining

216-000-6342-01

Jordan Kelly

From: Bobbie O'Bryan
Sent: Friday, January 14, 2022 1:24 PM
To: Jordan Kelly
Subject: FW: 2020-DJ-01-5484 CESF Pro Rated Licenses

From: Kristi Ambacher <Kristi.Ambacher@lcle.la.gov>
Sent: Friday, January 14, 2022 12:36 PM
To: Bobbie O'Bryan <bobryan@tpcg.org>
Subject: 2020-DJ-01-5484 CESF Pro Rated Licenses

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Dear Captain O'Bryan –

Note: this is NOT about your request for more dollars.
This is about your "old" CESF dollars.

Bad news!

Federal grants can only pay for things purchased and used during the grant period.

They can't pay for any licenses, subscriptions, maintenance or service fees that extend past the project end date.

Among your invoices, it looks like there are 3 very expensive sets of **5-year licenses** for your equipment.

I'm very sorry, but you all will have to **pro rate** them.

You can charge this grant for the part from the day you bought them through the last day of the grant.

If you have other equipment or costs you can substitute for the missing dollars, call me and let's talk about substituting in other expenditures.

I know it will be a lot - \$12,000ish?

I am on my cell, working from home today.

Please call me if you get a chance.

Thanks.

Kristi

Kristi Ambacher

Grants Reviewer

Louisiana Commission on Law Enforcement

602 North 5th Street

PO Box 3133

Baton Rouge, LA 70821-3133

(225) 342-1833 Desk

(225) 819-6835 Cell

Section III

Kayla Dupre

From: Kandace Mauldin
Sent: Thursday, April 14, 2022 2:01 PM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment

We need to do a budget amendment for the Bayou Blue Sidewalks (659-310-8912-23) for \$15,000. The funding source is Fund 255.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2022 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL

659-310-8912-23
 BAYOU BLUE ROAD-SIDEWALKS

TOTAL FUNDING \$ 35,000
EXPENDITURES THRU 12/31/20 -
PROJECT BALANCE \$ 35,000

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2021	2022	2023	2024	2025	2026
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS							
May-22	PENDING BA	FD 255 1/4% SALES TAX FUND	20,000		15,000				

LESS PRIOR YEARS EXPENDITURES

FUNDS AVAILABLE

\$ 20,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-----------	------	-----------	------	------	------	------	------	------	------

ENGINEER/ARCHITECT:

DESCRIPTION: Construct sidewalks along Bayou Blue Road

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 659-310-8912-23

CAPITAL PROJECTS CONTRL

ROADS & BRIDGES

BAYOU BLUE RD-SIDEWALKS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	20,000	.00	0	20,000
2022	20,000	.00	0	20,000
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	20,000	.00	N/A	20,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

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GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 659-000-7102-55

CAPITAL PROJECTS CONTRL

NO DEPARTMENT NAME

SALES TAX REVENUE FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	596,299	596,299.00-	0	0
2022	2,362,959	2,362,959.00-	0	0
CLOSED:				
2015	2,075,000	2,075,000.00-	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00-	N/A	0
2019	42,878	42,878.00-	N/A	0
2020	50,000	50,000.00-	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 255-999-9106-59

SALES TAX REVENUE FUND

OPERATING TRANSFERS

CAPITAL PROJECTS CONTROL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	596,299	596,299.00	0	0
2022	2,362,959	2,362,959.00	0	0
CLOSED:				
2015	2,075,000	2,075,000.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00	N/A	0
2019	42,878	42,878.00	N/A	0
2020	50,000	50,000.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section IV

Kayla Dupre

From: Kandace Mauldin
Sent: Thursday, April 14, 2022 2:07 PM
To: Kayla Dupre
Subject: Budget Amendment

We need to add an additional \$150,000 to the amount distributed to TEDA (151-652-8352-04). The funding sources is General Fund fund balance.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 151-652-8352-04

GENERAL FUND

ECONOMIC DEVEL. - OTHER

TERR ECON DEV AUTHORITY (TEDA)

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	372,500	372,500.00	0	0
2022	400,000	200,467.50	0	199,533
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	200,000	200,000.00	N/A	0
2018	435,000	435,000.00	N/A	0
2019	372,500	372,500.00	N/A	0
2020	372,500	372,500.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section V

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, April 13, 2022 2:03 PM
To: Kayla Dupre
Subject: BA - Jail Plumbing Project

We need to do a budget amendment to add \$62,000 to the Jail Plumbing Project (659-201-8912-07). The funding should come from Fund 255.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
FEBRUARY 29, 2022 - MONTH LAST CLOSED

4/20/22

ACCT: 659-201-8912-07

CAPITAL PROJECTS CONTRL

PARISH PRISONERS

JAIL PLUMBING PROJECT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	270,000	330,990.00	0	60,990-
2022	60,990-	.00	0	60,990-
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	175,000	.00	N/A	175,000

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2022 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL

659-201-8912-07
JAIL PLUMBING PROJECT

TOTAL FUNDING \$ 332,000
EXPENDITURES THRU 12/31/20 -
PROJECT BALANCE \$ 332,000

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2021	2022	2023	2024	2025	2026
Dec-20	ORD 9218	FROM 203 FUND BALANCE							
Feb-21	ORD 9244	FROM 203 FUND BALANCE	175,000						
May-22	PENDING BA	FUND 255 1/4% SALES TAX FUND		95,000	62,000				
LESS PRIOR YEARS EXPENDITURES									

FUNDS AVAILABLE	\$ 175,000	\$ 95,000	\$ 62,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-----------------	------------	-----------	-----------	------	------	------	------	------	------

CONTRACTOR: PETERSON PLUMBING **DESCRIPTION:** To repair the plumbing at the Jail.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
FEBRUARY 29, 2022 - MONTH LAST CLOSED

4/20/22

ACCT: 659-000-7102-55

CAPITAL PROJECTS CONTRL

NO DEPARTMENT NAME

SALES TAX REVENUE FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	596,299	596,299.00-	0	0
2022	2,362,959	2,362,959.00-	0	0
CLOSED:				
2015	2,075,000	2,075,000.00-	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00-	N/A	0
2019	42,878	42,878.00-	N/A	0
2020	50,000	50,000.00-	N/A	0

ENTER = CONTINUE

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CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 255-999-9106-59

SALES TAX REVENUE FUND

OPERATING TRANSFERS

CAPITAL PROJECTS CONTROL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	596,299	596,299.00	0	0
2022	2,362,959	2,362,959.00	0	0
CLOSED:				
2015	2,075,000	2,075,000.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00	N/A	0
2019	42,878	42,878.00	N/A	0
2020	50,000	50,000.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VT

Kayla Dupre

From: Valerie Robinson
Sent: Monday, April 11, 2022 4:14 PM
To: Kayla Dupre
Cc: Ernest Brown
Subject: Petco Love grant
Attachments: Petco Love grant award 4-6-2022.pdf

Hi Kayla,

I'm forwarding a Petco Love grant check in the amount of \$30,000. Please deposit and move these funds to 151-442-8349-01. Thanks!

Best,

Valerie Robinson
Animal Shelter Director
Terrebonne Parish Animal Shelter
(985) 873-6709
(985) 580-8150 fax
www.tpcg.org/animalshelter

Follow us on [facebook](#)



Please deposit
and move
funds to

151-442-8349-01

- Val



April 6, 2022

Dear Petco Love partner,

On behalf of everyone at Petco Love, we are pleased to provide you with the enclosed grant award in response to your application for our 2021 Animal Sheltering & Adoptions grant cycle. These funds may be used for any lifesaving purpose. Please see your grant approval email for instructions on how to properly acknowledge Petco Love as well as the link to the digital toolkit to help you celebrate your award.

We're honored to partner with your organization and invest in your lifesaving efforts. We celebrate your commitment to animals and thank you for all that you do on behalf of pets and the people who love and need them.

All of us at Petco Love thank you for your lifesaving work that makes a difference everyday for animals in need.

Susanne Kogut
President
Petco Love

P.S. Petco Love (formally Petco Foundation) desires that all funds and efforts be prioritized for lifesaving, and seeks to reduce our environmental footprint. Therefore, we respectfully request that no items are mailed to Petco Love and that any thank you letters be sent by email only to partners@petcolove.org. We welcome and appreciate recognition on social media, on your website, or in other print and digital communications. We ask that this recognition thank Petco Love, Petco and/or our Petco store partners collectively rather than individual employees of Petco or Petco Love.

Petco Foundation aka Petco Love is a 501(c)(3) nonprofit, tax exempt corporation. Tax I.D. 33-0845930

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
FEBRUARY 29, 2022 - MONTH LAST CLOSED

4/20/22

ACCT: 151-442-8349-01

GENERAL FUND

ANIMAL CONTROL

OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	149,971	34,488.22	0	115,483
2022	115,483	11,147.49	28	104,308
CLOSED:				
2015	0	76.50	N/A	77-
2016	0	.00	N/A	0
2017	38,000	27,516.20	N/A	10,484
2018	50,484	43,840.00	N/A	6,644
2019	34,644	19,398.00	N/A	15,246
2020	45,933	18,461.65	N/A	27,471

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/20/22

FEBRUARY 29, 2022 - MONTH LAST CLOSED

ACCT: 151-000-6741-01

GENERAL FUND

NO DEPARTMENT NAME

DONATIONS-ANIMAL SHELTER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	117,500	121,125.00-	0	3,625
2022	0	150,501.50-	0	150,502
CLOSED:				
2015	33,040	48,565.97-	N/A	15,526
2016	34,500	65,041.65-	N/A	30,542
2017	38,000	88,756.70-	N/A	50,757
2018	0	7,519.80-	N/A	7,520
2019	95,000	88,317.00-	N/A	6,683-
2020	28,000	28,350.47-	N/A	350

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

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CF08 = PRT DETAIL

Section VII

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, April 20, 2022 3:58 PM
To: Kayla Dupre
Subject: FW: Budget Amendment
Attachments: Insurance Technician 2022.pdf

Importance: High

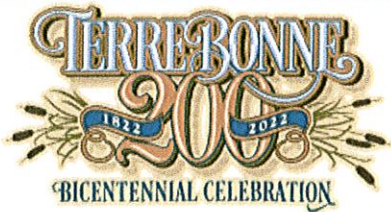
From: J. Dana Ortego <jdortego@tpcg.org>
Sent: Wednesday, April 20, 2022 3:52 PM
To: Kandace Mauldin <kmauldin@tpcg.org>
Cc: Cheryl Lirette <clirette@tpcg.org>; Krystal Tipton <ktipton@tpcg.org>
Subject: FW: Budget Amendment
Importance: High

Kandace,

Please review as I approve this change in my budget. Please accept and place on the Council agenda to amend my budget . Thanks for your assistance in this matter. D

J. Dana Ortego
HR/RM Director
8026 Main Street
P.O. Box 2768
Houma, LA 70361
Phone (985) 873-6474
Fax (985) 850-4696

Go Green! Please consider the environment before printing this email.



From: Krystal Tipton <ktipton@tpcg.org>
Sent: Wednesday, April 20, 2022 3:50 PM
To: J. Dana Ortego <jdortego@tpcg.org>
Subject: Budget Amendment
Importance: High

Good Afternoon!

We are requesting a budget amendment for Risk Management. We would like to delete the positions Administration Technician I and Administration Technician II from Risk Management's budget (354-155). In

addition, we would like to add the position of Insurance Technician (Grade 108) to Risk Management's budget (354-155).

Attached is the new job description for this requested position.

Please approve and send to Kandace for placement on the agenda.

Thanks,
Krystal

KRYSTAL L. TIPTON, SHRM-CP, PHR

Sr. Human Resources Generalist

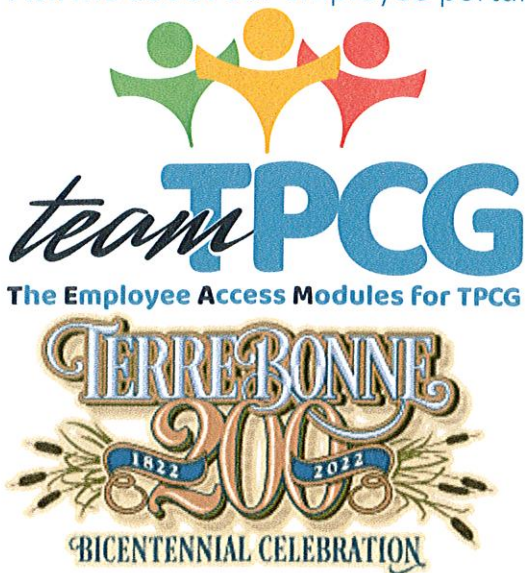
Human Resources Department | Terrebonne Parish Consolidated Government

985.873.6474

P. O. Box 2768 | Houma LA 70361

ktipton@tpcg.org

Ask me about our employee portal!



ESTIMATED
AMOUNT

<u>Adm Tech I-delete</u>	<u>(22,880)</u>
<u>Adm Tech II-delete</u>	<u>(26,000)</u>
<u>Insurance Technician-add</u>	<u>32,703</u>

Total Taxable Wages	<u><u>(16,177)</u></u>
---------------------	------------------------

FICA	6.20%	<u>(1,003)</u>	8121-01
MEDICARE	1.45%	<u>(235)</u>	8121-02
PENSION - Use Applicable % below	7.50%	<u>(1,213)</u>	8122-01

UNEMPLOYMENT COMPENSATION	1.50%	<u>(243)</u>	8132-01
WORKER'S COMPENSATION	0.54%	<u>(87)</u>	8133-01

GROUP INSURANCE:

"F & G" CURRENT FAMILY	<u>0</u> X	19,225.00	=	<u>-</u>
"S & T" CURRENT SINGLE	<u>0</u> X	7,500.00	=	<u>-</u>
"N" CURRENT LIFE-ONLY	<u>0</u> X	725.00	=	<u>-</u>
OPEN POSITIONS	<u>-1</u> X	13,000.00	=	<u>(13,000)</u>
TOTAL GROUP INSURANCE				<u><u>(13,000)</u></u> 8131-01
				(31,958)



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Insurance Technician
DEPARTMENT.....: Risk Management
DIVISION.....: Human Resources/Risk Management
CLASSIFICATION/GRADE....: Insurance Technician II/108
REVISED.....: 11/2019
REPORTS TO.....: Human Resources/Risk Management Director
REVIEWED.....: 04/2022
WAGES.....: Non-Exempt (Hourly)

SUMMARY:

Specialized clerical work for administration of Terrebonne Parish Consolidated Government claims, workers' compensation, property, auto liability, general liability, and litigated claims.

BASIC FUNCTIONS:

1. Receives all claim information for property and casualty files.
2. Composes memo and sends to Directors and Supervisors as needed.
3. Creates and maintains Excel spreadsheets.
4. Prepares weekly payments for all property and casualty claims.
5. Enters data for disbursement of claims.
6. Prepares quarterly reports and state reporting for workers' compensation.
7. Processes billing for workers' compensation.
8. Maintains all files for property and casualty claims.
9. Prepares and send invoices for bill review.
10. Transcribe recorded statements.
11. Prepares quarterly and annual loss reports.
12. Works with auditors during the annual audit.
13. Receives and processes all notices of lawsuits served on the Parish.
14. Maintains department's filing system.
15. Complete end of year close out regarding claims.
16. Provides administrative assistance to Claims Adjusters and Insurance Technicians as needed.
17. Performs secretarial duties including preparing reports, filing correspondence, maintaining records, distributing incoming and outgoing mail, provides information as requested.
18. All other responsibilities deemed necessary by the HR/Risk Mgmt Director.

OTHER REQUIREMENTS:

1. Ability to act with integrity, professionalism, and to maintain confidential information due to the nature of work with medical and claims information.
2. Ability to apply good judgment in making decisions and the capability of paying close attention to detail.
3. Ability to multitask, manage projects and workflow while also working well under tight deadlines in a fast paced environment.
4. Knowledge of personal computers using the latest version of Microsoft Office Suites (Word, Excel, etc.) is preferred.
5. Must be able to work well with the insurance companies, lawyers, and the general public.

6. Excellent verbal and written communication skills.
7. Excellent interpersonal and customer service skills.
8. Insurance knowledge is a plus.

EDUCATION/EXPERIENCE:

1. Must have a High School diploma or equivalent GED.
2. Bachelor's degree preferred, or equivalent combination of education, training, and experience.
3. A minimum of four (4) years of work experience in Insurance/Risk Management.

ACCT: 354-155-8111-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

SALARIES & WAGES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	440,639	438,159.36	0	2,480
2022	447,723	126,257.70	0	321,465
CLOSED:				
2015	385,353	400,123.83	N/A	14,771-
2016	398,171	402,587.61	N/A	4,417-
2017	398,620	395,010.89	N/A	3,609
2018	396,187	391,762.86	N/A	4,424
2019	402,943	416,521.44	N/A	13,578-
2020	427,735	427,723.48	N/A	12

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/21/22

MARCH 31, 2022 - MONTH LAST CLOSED

ACCT: 354-155-8131-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

GROUP INSURANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	100,950	87,380.66	0	13,569
2022	87,675	28,571.80	0	59,103
CLOSED:				
2015	86,000	75,326.90	N/A	10,673
2016	82,600	87,233.83	N/A	4,634-
2017	92,600	79,741.67	N/A	12,858
2018	92,600	72,316.51	N/A	20,283
2019	79,650	81,165.06	N/A	1,515-
2020	98,500	83,250.21	N/A	15,250

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

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CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
MARCH 31, 2022 - MONTH LAST CLOSED

4/21/22

ACCT: 354-155-8121-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

FICA

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	27,506	26,480.83	0	1,025
2022	27,945	7,129.67	0	20,815
CLOSED:				
2015	24,047	24,255.25	N/A	208-
2016	24,842	24,280.07	N/A	562
2017	24,869	24,025.62	N/A	843
2018	24,719	23,985.04	N/A	734
2019	25,137	25,146.11	N/A	9-
2020	26,706	26,471.85	N/A	234

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

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CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

4/21/22

MARCH 31, 2022 - MONTH LAST CLOSED

ACCT: 354-155-8121-02

INSURANCE CONTROL FUND

RISK MANAGEMENT

MEDICARE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	6,433	6,192.98	0	240
2022	6,535	1,667.40	0	4,868
CLOSED:				
2015	5,624	5,672.54	N/A	49-
2016	5,810	5,678.28	N/A	132
2017	5,816	5,618.65	N/A	197
2018	5,781	5,609.33	N/A	172
2019	5,879	5,880.89	N/A	2-
2020	6,246	6,190.93	N/A	55

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
MARCH 31, 2022 - MONTH LAST CLOSED

4/21/22

ACCT: 354-155-8122-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

PENSION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	33,273	32,816.34	0	457
2022	33,804	7,526.31	0	26,278
CLOSED:				
2015	38,785	35,972.83	N/A	2,812
2016	32,054	32,244.96	N/A	191-
2017	32,090	31,722.26	N/A	368
2018	29,902	29,244.82	N/A	657
2019	30,408	31,067.65	N/A	660-
2020	32,305	32,885.64	N/A	581-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
MARCH 31, 2022 - MONTH LAST CLOSED

4/21/22

ACCT: 354-155-8132-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

UNEMPLOYMENT COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	6,655	6,584.83	0	70
2022	6,761	1,505.26	0	5,256
CLOSED:				
2015	4,848	6,002.46	N/A	1,154-
2016	5,008	6,045.93	N/A	1,038-
2017	5,014	5,947.92	N/A	934-
2018	5,980	5,915.14	N/A	65
2019	6,082	6,246.75	N/A	165-
2020	6,461	6,538.75	N/A	78-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
MARCH 31, 2022 - MONTH LAST CLOSED

4/21/22

ACCT: 354-155-8133-01

INSURANCE CONTROL FUND

RISK MANAGEMENT

WORKMEN'S COMPENSATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	2,454	2,408.78	0	45
2022	2,454	559.84	0	1,894
CLOSED:				
2015	1,745	1,771.18	N/A	26-
2016	1,756	1,769.81	N/A	14-
2017	1,758	1,749.19	N/A	9
2018	1,759	1,723.64	N/A	35
2019	2,230	2,276.28	N/A	46-
2020	2,356	2,415.62	N/A	60-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL