

Notes Finance & Development Committee Meeting

Monday 9 August 2021
4:00 pm

Via Teleconference:
<https://meetings.ringcentral.com/j/2047589217>

Meeting ID:
204 758 9217

Video:
<https://meetings.ringcentral.com/personallink.html>

Audio:
+1 (469) 445 0100

1. Call to Order

The meeting was called to order at 4:00 pm and the agenda was read into the record.

ROLL CALL:

FINANCE & DEVELOPMENT COMMITTEE				
First Name	Last Name	Present	Absent	Approve notes
Sue	Klein	X		Yes
Heidi	Raines	X		Yes
Robert	Watters	X		Yes
Frank	Zumbo	X		Yes

INTRODUCTION OF ATTENDEES:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Leslie	Alley	FMC Executive Director
Allen	Johnson	FMIA & FMC Board Member
Jane	Cooper	Commissioner
Jim	Caridi	Resident
Bridget	Neal	Resident

2. Public Comment

No written public comment was received.

3. Approval of previous meeting notes

Ms. Klein motioned to approve the previous meeting notes. Mr. Zumbo seconded motion and it was approved.

4. Discussion by committee of French Quarter Financial Impact Study

The committee reviewed a sample request for proposals from GNO Inc. and a draft outline informed by Security & Enforcement Committee chair and vice chair input. Staff will provide additional research and recommendations for the September meeting of this committee.

5. Discussion by committee of Auditor recommended new policies:

The committee discussed the recommendations from Eriksen Krentel, the Board's auditor, to adopt two policies:

a. Disaster Recovery Plan

The committee discussed the recommendation of specific language from Eriksen Krentel and the current cloud based back up of files and information. Financial files, including accounting software, should be shared by Executive Director and Accountant with the Board Chair, and Treasurer as read only. Administrative files should be shared by the Executive Director with the Board Chair, and Secretary as read only. Passwords

French Quarter MANAGEMENT DISTRICT

should be changed regularly with the changes in volunteer officers. Staff will research and draft recommendations for the committee at the next meeting.

b. Sexual Harassment Policy

The committee discussed the recommendation from Eriksen Krentel and that the existing employee handbook covers employee sexual harassment. The committee discussed extending the policy to the Board of Commissioners and requiring annual State Civil Service sexual harassment training. Staff will research necessary language and draft a recommendation for the committee to review at the next meeting.

6. Discussion by committee of update to *Policy and Procedures Manual For Unclassified Employees* to align with

c. Louisiana State Civil Service – Annual & Sick Leave Accrual Schedule

The committee discussed that the agency has registered with State Civil Service in the past year. Staff will provide more research as to the whether there are different requirements from civil service for leave accrual for classified versus unclassified employees and report back at the next meeting.

d. Office of Group Benefits – Health Benefits

The committee discussed that the Board of Commissioners elected to enroll with the State Office of Group Benefits to offer health benefits to employees. Staff will draft language to update the benefits section of the employee handbook to note this change and present at the next committee meeting.

7. New Business

No new business was discussed.

8. Next meeting date

The next scheduled meeting of the committee shall be Monday, September 7th at 4:00 pm.

9. Adjournment

Mr. Watters motioned to adjourn the meeting. Mr. Zumbo seconded the motion, and the meeting was adjourned at 4:27 pm.