

## Notes Finance & Development Committee Meeting

Monday 4 October 2021  
4:00 pm

Via Teleconference:	Video:
<a href="https://meetings.ringcentral.com/j/2047589217">https://meetings.ringcentral.com/j/2047589217</a>	<a href="https://meetings.ringcentral.com/personallink.html">https://meetings.ringcentral.com/personallink.html</a>
Meeting ID:	Audio:
204 758 9217	+1 (469) 445 0100

1. Call to Order The meeting was called to order at 4:02 pm and the agenda was read into the record.

ROLL CALL:

FINANCE & DEVELOPMENT COMMITTEE				VOTES		
First Name	Last Name	Present	Absent	Approve previous meeting notes	Recommend Disaster Recovery Plan	Recommend Sexual Harassment Policy
Sue	Klein	X		Yes	Yes	Yes
Heidi	Raines	X		Yes	Yes	Yes
Robert	Watters		X	-	-	-
Frank	Zumbo	X		Yes	Yes	Yes

INTRODUCTION OF ATTENDEES:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Bob	Simms	Commissioner
Matthew	Emory	Commissioner
Eric	Smith	City CAO Analyst
Zach	Monroe	City Council District C Chief of Staff
Chris	Young	French Quarter Business Alliance

2. Public Comment

No written public comment or requests for live comment were received at the conclusion of the reading of the agenda.

3. Approval of previous meeting notes

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

4. Motion – Consider a motion to recommend to the Board of Commissioners adoption of Auditor recommended new policies:

- a. Disaster Recovery Plan

The committee reviewed the draft Disaster Recovery Plan and Mr. Zumbo made a **motion to recommend approval of the Disaster Recovery Plan to the Board of Commissioners**. Ms. Klein seconded motion and it was approved.

- b. Sexual Harassment Policy

The committee reviewed the draft Sexual Harassment Policy and Ms. Klein made a **motion to recommend approval of the Sexual Harassment Policy to the Board of Commissioners**. Mr. Zumbo seconded motion and it was approved.

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## 5. Discussion – Discussion by committee of French Quarter Economic Development District Annual Budget

The committee reviewed and made suggestions to amend the draft Annual Budget, Assumptions, and Obligations spreadsheet which was informed by the Security & Enforcement Committee, the SEC Working Group, historic SPPP budgets, and conversation with Eric Smith, City CAO Analyst. The spreadsheet will be shared with the Board of Commissioners, pending additional information from Mr. Smith, for feedback prior to a special in-person working meeting of the Committee with the City's CAO on Thursday, October 14<sup>th</sup>.

## 6. New Business

No new business was discussed.

## 7. Next meeting date

There will be a special meeting of the committee on Thursday, October 14<sup>th</sup> at 2:00 pm at the Omni Royal Orleans, Esplanade Room. The next scheduled meeting of the committee shall be Monday, November 1<sup>st</sup> at 4:00 pm.

## 8. Adjournment

Mr. Zumbo motioned to adjourn the meeting. Ms. Klein seconded the motion, and the meeting was adjourned at 4:47 pm.

# DISASTER RECOVERY PLAN

## LOUISIANA LEGISLATIVE AUDITOR REQUIREMENTS

**Disaster Recovery/Business Continuity**, including (1) identification of critical data and frequency of data backups, (2) storage of backups in a separate physical location isolated from the network, (3) periodic testing/verification that backups can be restored, (4) use of antivirus software on all systems, (5) timely application of all available system and software patches/updates, and (6) identification of personnel, processes, and tools needed to recover operations after a critical event.

## POLICY

### MAJOR GOALS OF THIS PLAN

The major goals of French Quarter Management District's (FQMD) plan are the following:

- To minimize interruptions to the normal operations.
- To limit the extent of disruption and damage.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

## PERSONNEL

The Executive Director will have contact information available on each employee and commissioner. All employees will notify the Executive Director to any changes in this information. The list will be updated with any changes and with every new hire.

All employees and commissioners will be prepared for weather disasters by being apprised of all emergency exits, codes for locks, and safe spaces. All will also be aware of the designated meeting place in the event a disaster occurs in our building.

## INFORMATION SERVICES BACKUP PROCEDURES

Administrative and financial data are subject to FQMD's Disaster Recovery Plan.

1. All critical administrative data is backed up daily. Data is backed up to an offsite service provided by Google Workspace. Additionally, QuickBooks financial data is backed up to the offsite service provided by Intuit.
  - a. For duplicity file sharing will be limited to the following staff and personnel:
    - i. Administrative files will be shared by the Executive Director with the Board Chair, and Board Secretary as read only files
    - ii. Financial Files will be shared by the Executive Director, Accountant with the Board Chair, and Board Treasurer as read only files
  - b. Passwords for shared files will be updated with the election of new Board Officers.
2. Restoration testing of backed up data occurs on a quarterly basis.
3. McAfee antivirus software is used on all systems.

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4. Security updates / patches are applied automatically, and the update system is inspected on an as needed basis.
5. Due to a limited staff, FQMD does not have an IT manager. FQMD uses the services of Google Workspace for all its IT needs. FQMD would use the services of Google Workspace to recover operations after a critical event. In the event of a disaster, the employees of FQMD have the ability to communicate and to work with each other via email, cell phones, and text messages. Both the Executive Director and the Accountant can communicate with the FQMD's Executive Officers and other Board Members as may be required via email, cell phones, and text messages.

## BOARD MEETINGS

In order to ensure continuity of operational procedures, Board of Commissioners meetings shall be conducted via electronic means when and if an in-person quorum cannot be established. Notifications of any and all board meetings will be posted according to state laws and timelines. State proclamations will be monitor for any guidelines on conducting board meetings via electronic means.

## PREPARATIONS

When notice of the potential of a disaster is available, all employees will assist in preparations such as removing all items from the floor, covering, securing, and unplugging office equipment as well as any other preparations to minimize loss.

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# POLICY PROHIBITING SEXUAL HARASSMENT

## LOUISIANA REVISED STATUTE

The French Quarter Management District (FQMD) in compliance with Louisiana Revised Statute 42:342-344 has developed and instituted a policy to prevent sexual harassment which is applicable to all public servants working for the agency and commissioners which serve on its governing board.

## STATEMENT OF POLICY

### HARASSMENT POLICY

The FQMD is committed to a workplace free from unlawful discrimination, which includes harassment on the basis of race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status or any other protected status or classification under federal, state and local law.

For purposes of this policy, "harassment" means unwelcome verbal communication or physical contact because of race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status or any other protected status, which unreasonably interferes with a person's work performance or which creates and intimidating, hostile, or offensive work environment.

"Harassment" includes "sexual harassment," which means unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct or communication of a sexual nature.

The FQMD does not condone, either explicitly or implicitly, and will not tolerate, harassment of any kind by anyone in the organization or others, including clients, vendors, independent contractors, applicants for employment, or visitors to the workplace.

If you believe that you have been the victim of harassment or discrimination in the workplace, you should take the following steps:

- Report and discuss the matter with the Executive Director (if the Executive Director is the victim, s/he should report it and discuss it with the Board Chair and/or Vice Chair);
- If you believe the Executive Director to be the source or a participant in the harassment, report the incident to the Board Chair.

The FQMD will investigate and attempt to resolve your complaint, as well as take any warranted disciplinary action, as soon as possible.

### HARASSMENT BASED ON A CLASSIFICATION

Harassment based on race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status is also prohibited under this policy. As with sexual harassment, harassment based on any of these categories may include physical, verbal, or nonverbal conduct.

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Examples of actions that may constitute harassment in violation of this policy include racial or ethnic epithets, slurs, jokes, or negative stereotyping. Taunting or displaying written materials or communications demonstrating hostility toward a person because of his/her race, color, religion, creed, national origin, citizenship status, ancestry, gender, sex, age, mental or physical disability, sexual orientation, marital status, genetic information, political affiliation, or veteran status are other examples of prohibited conduct in violation of this policy.

While not all unwelcome conduct of a discriminatory or harassing nature may rise to the level of constituting illegal conduct, FQMD policy seeks to prevent all discriminatory or harassing conduct in the workplace.

## RETALIATION POLICY

The FQMD also prohibits retaliation against a job applicant or an employee who has made a good faith discrimination, harassment or retaliation complaint; opposed a prohibited practice in violation of this policy; or participated, in any manner, in an investigation or other proceedings about a prohibited practice in violation of this policy.

The Executive Director and/or Chair will investigate all allegations of harassment promptly. To protect the interests of the complainant, the person complained against, witnesses, any other person who may report any incident of harassment, and all other persons affected, confidentiality will be maintained to the extent practicable and appropriate under the circumstances.

The Executive Director and/or Chair will conduct a prompt, thorough, and impartial investigation into any allegations of harassment.

## DISCRIMINATION, HARASSMENT & RETALIATION COMPLAINT PROCEDURE POLICY

If a FQMD employee believes s/he is being discriminated against, harassed, or retaliated against in violation of these policies by an employee, co-worker, supervisor, FQMD Board member, consultant, donor, vendor, or visitor, the employee has an obligation to file a complaint with the Executive Officers. All FQMD employees and Board members are expected to cooperate in the FQMD's investigations of such a complaint. Additionally, each person has a duty to report conduct that the employee believes may constitute discrimination, harassment or retaliation. Unless an employee reports each known instance of discrimination, harassment, or retaliation, the Executive Officers will not know that its intervention is necessary.

If an employee would like to file a complaint, the employee must report the incident to the Executive Director, Chair, and/or Vice Chair.

If an employee informs the Chair or Vice Chair of conduct s/he believes to be in violation of this policy and the employee does not get an immediate response that s/he finds appropriate, the employee must immediately advise the Executive Officers in writing about the reported incident and the lack of an immediate and/or an appropriate response. Each employee has not only a right, but also a duty, to report conduct immediately which the employee believes may constitute harassment, discrimination, or retaliation in violation of this policy. The FQMD Board will not condone or authorize any kind of retaliation against any employee who has made a good faith report of conduct which s/he believes is in violation of this policy.

The report should be as specific as possible, including the names of person(s), a description of the conduct, and the effect that the conduct is having on the employee's working conditions and/or work performance, and the names of

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any witnesses who could assist in the investigation. The employee's further participation in the investigation may be necessary, and the employee will be informed of the outcome.

The FQMD's policy is to investigate all complaints thoroughly and promptly. To the extent practicable, the FQMD will keep complaints confidential. If an investigation confirms that harassment, discrimination, or retaliation has occurred, the FQMD will take appropriate corrective action, up to and including termination of employment.

Because of the seriousness with which the FQMD views harassment, discrimination, and retaliation and because of the severity of the penalties that may be imposed on an offender, a false accusation will not be tolerated. However, this statement is not intended to discourage an employee from coming forward with any good faith complaint. The FQMD recognizes and expects that some claims may be difficult to prove or support, or may not in fact be found to rise to the level of seriousness deemed necessary to constitute sexual harassment, discrimination, or retaliation in violation of this policy. However, anyone found to have purposefully and intentionally brought an allegation that they know to be untrue will be deemed to have made a false accusation and will be subject to immediate disciplinary action, up to and including termination.

## MANDATORY TRAINING REQUIREMENTS

- All employees, including part-time employees and members of the Board of Ethics are required to complete the online course in LEO "Preventing Sexual Harassment" by December 31st each year.
- Anyone who supervises employees or any employee who may receive or investigate a sexual harassment complaint is required to receive additional education and training each year by December 31st. The additional education and training may be received either in person or through an online course approved by the Ethics Administrator.
- The Administrative Coordinator for Human Resources shall maintain records of compliance for each employee of the agency
- Failure to complete the mandatory training requirements may result in disciplinary action, up to and including termination.

## REPORTING

Beginning in 2020, an annual report will be compiled and submitted to the Division of Administration by February 1st of each year containing information from the previous calendar year regarding compliance with the requirements of this policy. The report shall include:

- The number and percentage of employees who have completed the mandatory training requirements;
- The number of sexual harassment complaints received;
- The number of complaints which resulted in a finding that sexual harassment occurred;
- The number of complaints in which the finding of sexual harassment resulted in discipline or corrective action; and
- The amount of time it took to resolve each complaint.

These reports shall be public record and available to the public in accordance with the Public Records Law.