

# FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes  
Monday, 7 March 2022  
2:00 pm

400 N. Peters Street, Suite 206  
New Orleans, Louisiana

1. Call to Order The meeting was called to order at 2:11 pm.

FINANCE & DEVELOPMENT COMMITTEE				VOTES		
First Name	Last Name	Present	Absent	Approve Meeting Notes	Recommend Benefits	Recommend Coordinator
Sue	Klein		X	-	-	-
Heidi	Raines	X		-	-	-
Robert	Watters		X	-	-	-
Frank	Zumbo	X		-	-	-

Attendees:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director

1. Public Comment

Public comment related to agenda items listed below.

2. Approval of previous meeting notes

A quorum of the committee was not present to approve motion.

3. Discussion – Discussion by Committee on employee benefits

The committee members present reviewed the current benefits provided to employees and discussed health insurance, health savings accounts, flexible spending accounts, life insurance and retirement options available through current vendors. Also was discussed was the current paid time off structure and options for amending the employee handbook if the board approves changes to employee benefits.

4. Motion – Consider approval of a Motion recommending to the Board of Commissioners a package for employee benefits.

A quorum of the committee was not present to approve motion.

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5. Motion – Consider approval of a Motion recommending to the Board of Commissioners a compensation package for the hiring of a Coordinator.

PUBLIC COMMENT:

TO: Mr. Frank Zumbo, Chair, FQMD Finance and Development Committee

3/8/2022

I, Susan Klein, am not being paid for my comments regarding the FQMD Coordinator Draft Job Posting submitted in the Committee Packet. As previously discussed and agreed upon, in addition to the taking of committee notes, the Coordinator is to take the Board minutes and work with the Board Secretary for submission of draft minutes for commissioner review and approval. I did not see this update in the version included in the Committee Packet. Please add this before any action is taken to recommend approval of this document. I am attending a two day conference and am unable to attend this meeting of the FQMD Finance and Development Committee of which I am a member.

Thank you, Sue Klein, 1020 Toulouse Street, New Orleans, LA 70112

PUBLIC COMMENT:

I will not be able to attend today's meeting but wanted to provide the following comments on the Coordinator Job Description: As I previously commented, the Draft Coordinator job description duplicates many of the duties assigned to the Executive Director. That is specifically true in the Administration section. I recognize that at times the Coordinator will have to do some of the tasks assigned to the Exec Director but that should be the exception not the rule. I would like to see a matrix defining the Exec Director and the Coordinator standard duties. Relative to Program coordination I believe the 2 SPP Programs (FQTF and Upper Quarter Patrol) will require similar oversight. So tasks like observing if the patrols are where they should be and tracking and analyzing statistics apply to both. This should be the majority of the duties assigned to the Coordinator. As the coordinator will be focused on the SPP programs, prior experience in law enforcement would clearly be an advantage. That could be strengthened in the candidate profile. Lastly the SPP programs run 24/7 so the Coordinator working hours should expand the 8am to 5pm Mon to Fri FQMD office hours to provide FQMD with expanded oversight capability. Maybe 2pm to 10pm on certain days.

Respectfully submitted, Bob Simms, FQMD Commissioner

A quorum of the committee was not present to approve motion.

6. New Business – To consider and take action upon any other matters that may properly come before the French Quarter Management District Finance & Development Committee

No new business was discussed.

7. Next scheduled meeting date: 2 May 2022

The next scheduled meeting of the committee is May 2<sup>nd</sup> at 2:00 pm.

8. Adjournment

The meeting was adjourned at 3:32 pm.

## FINANCE & DEVELOPMENT COMMITTEE

### Employee Benefits Recommendation\*

	Estimated Annual Cost to FQMD
<i>Health Insurance Plan</i>	\$ 4,669.68
<i>Health Savings Account</i>	\$ 775.00
<i>Dental/Visual Flexible</i>	\$ 0.00
<i>Life Insurance</i>	\$ 612.00
<i>Retirement</i>	\$ 0.00
<b>TOTAL</b>	<b>\$ 6,056.68</b>

\*Recommended costs highlighted in yellow below.

### Employee Benefits Overview & Options

## Health Benefits

### Office of Group Benefits Health Insurance Plans

Below are three recommendations for health insurance plans through the Louisiana Office of Group Benefits (OGB). A full table of all plans [benefits](#) and [costs](#) are available on the OGB's [website](#).

	Pelican HSA 775*	Magnolia Open Access	Vantage Medical Home HMO
Monthly Premium Employer Share			
Employee only	\$ 213.02	\$ 612.76	\$ 616.20
Family	\$ 389.14	\$1,119.40	\$1,125.48
Monthly Premium Employee Share			
Employee only	\$ 70.96	\$ 204.20	\$ 205.32
Family	\$ 247.06	\$ 710.80	\$ 714.60
Deductible In/Out of Network			
Employee only	\$2,000/\$4,000	\$900/\$900	\$400/\$2,000
Family	\$4,000/\$8,000	\$2,700/\$2,700	\$1,200/\$6,000
Maximum Annual Cost to FQMD			
	\$4,669.68	\$13,432.80	\$13,505.76

\* The current employee is enrolled in the Pelican HSA 775 plan and contributes to a Health Savings Account. The only health insurance plan that allows for contribution to a Health Savings Account is the Pelican HSA 775 health insurance policy.

## Office of Group Benefits Health Savings Account

A Health Savings Account, or HSA, is an employee-owned account used to pay for qualified medical expenses, including deductibles, medical co-pays, prescriptions and other eligible medical, dental and vision costs. For more HSA information, click [here](#). The Pelican HSA 775 offers the lowest premiums in addition to a separate health savings account funded by both employers and employees. Employers contribute \$200 to the HSA, then match any employee contributions up to an additional \$575.

	Pelican HSA 775*	Magnolia Open Access	Vantage Medical Home HMO
Maximum Annual Cost to FQMD			
HSA	\$775	-	-

[Office of Group Benefits' flexible benefits](#) plan to be considered by the Board of Commissioners:

### Limited-Purpose Dental/Vision Flexible Spending Arrangement (LPFSA)

The LPFSA option allows an employee to use pre-tax dollars to pay for eligible out-of-pocket dental and vision expenses only. An employee cannot participate in the GPFSA and the LPFSA options at the same time. However, an employee who enrolls in the Pelican Health Savings Account (HSA) 775 can participate in the LPFSA option. This is a HIPAA-excepted benefits option. You must re-enroll each year if you wish to continue participation.

The [Office of Group Benefits offers life insurance options](#) which may be considered.

OGB offers two fully-insured life insurance plans for employees and retirees through **The Prudential Insurance Company of America (Prudential)**. The employer pays half of the life insurance premium for covered employees and retirees. The two plans of life insurance available, along with the corresponding amounts of dependent life insurance offered under each plan, are noted below.

OFFICE OF GROUP BENEFITS							
SCHEDULE OF MONTHLY PREMIUM RATES							
BASIC AND SUPPLEMENTAL LIFE INSURANCE*							
		AGE GROUP					
	Insurance	≤ 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 64
Basic Life	\$ 5,000.00	\$ 0.30	\$ 0.80	\$ 0.90	\$ 1.80	\$ 2.30	\$ 5.10
Basic & Supplemental Life	\$50,000.00	\$ 3.00	\$ 8.00	\$ 9.00	\$ 18.00	\$ 23.00	\$ 51.00
Maximum Annual Cost to FQMD							
		\$ 36.00	\$ 96.00	\$108.00	\$216.00	\$276.00	\$612.00

# Retirement Benefits

## Current Employee Retirement Contributions

The current employee set up an outside Simple IRA. FQMD contributes to this IRA through contributions deducted from the employee's pre-tax benefit stipend. The accountant adjusts the contribution at the direction of the employee. Any FQMD employee can set up an independent Simple IRA and contribute to the maximum allowed by tax law, but the Finance Committee does not recommend offering a FQMD sponsored retirement plan at this time.

## Paid Time Off

	Current	Suggest 0-2 years	Suggest 2+ years
Days per year PTO	20	20	25

DRAFT

# JOB POSTING

## COORDINATOR

Job Code: 509400

Job Type: Unclassified

Agency: French Quarter Management District

Location: New Orleans, Louisiana

Date: XX Month 2022

Closing: XX Month 2022 11:59 pm Central

## AGENCY OVERVIEW

The French Quarter Management District (FQMD) is a state political subdivision created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter's visitors, residents, businesses, and employees. The FQMD's statutory purpose is to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana's tourism industry
- Aid in the preservation of the District's architecture, quaint charm, and tout ensemble
- Beautify the District's appearance

Over the past seven years, the FQMD's focused efforts have fostered a safer and more livable French Quarter. The FQMD's ongoing programs center around enforcement, livability, sanitation, security, and governance. This includes the FQMD's signature program, the Supplemental Police Patrol Program ("SPPP"), which proactively patrols French Quarter streets to help the NOPD deter crime and uses a mobile application to allow businesses, residents, visitors, and employees to easily report crimes in progress.

## POSITION OVERVIEW

The Coordinator will be interested in public policy, government affairs, community outreach, a fast-paced, nuanced environment working with different stakeholders, program management, and intergovernmental relations.

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## JOB DUTIES AND RESPONSIBILITIES:

The Coordinator will work directly under the Executive Director to exercise important program administration, board and committee support, or other administrative functions, direct the work of an organizational unit, be held accountable for the success of one or more specific programs or projects, and monitor progress toward organizational goals and periodically evaluates and makes appropriate adjustments to those goals.

A sample of the Coordinator's specific responsibilities is included below:

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### ADMINISTRATION

- Perform in the capacity as a Board of Commissioners and Committees liaison
  - Schedule and coordinate public meetings with Chairs and venues
  - Update fqmd.org public database and website in compliance with open meeting laws currently hosted with WordPress, Benchmark and Google Suite, etc.
  - Send notifications via email service in compliance with open meeting laws
  - [Take Board meeting minutes and submit to Board Secretary for review distribution](#)
  - Take Committee meeting notes
  - Compile action items from meetings and track corresponding workplans
- Office Management
  - Maintain compliance with governance requirements of agency in coordination with Board Secretary
  - File management, both physical and digital

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### PROGRAM COORDINATION

- French Quarter Economic Development District Supplemental Police Patrol Program
  - Meeting coordination for Agreement Monitors and City Council
  - Develop reports for public and governmental review
- Expanded Royal Street Patrol
  - Track and analyze daily, weekly and monthly statistics
  - Coordinate reports with contractor for public review
- Attend weekly MAX meetings and monthly NONPACC meetings
- Coordinate other programming as determined by the Board of Commissioners

## CANDIDATE PROFILE:

This position requires knowledge of community development, contract administration, project management, and the ability to establish and maintain effective relationships with management, law enforcement, community leaders, and volunteers. Exceptional oral and written communication skills are required. The preferred candidate should possess a knowledge of law enforcement codes and police protocol preferred, aptitude for technology, motivated to develop creative solutions and continuously coordinate in an environment of changing priorities, and able to exercise sound independent judgment. Work efficiently with minimal supervision and complete required tasks within set schedules and deadlines. The ideal candidate must be able to dependably work an established full-time

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schedule in accordance with operations and adhere to the attendance requirements of the FQMD and must be able to maneuver in an office, through the streets of the French Quarter, and at outside functions. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull, and grip items when necessary. May occasionally lift up to 30 pounds and/or push, pull or move items weighing up to 50 pounds.

## QUALIFICATIONS:

- Bachelor's Degree, or four years related experience
- At least 3 years of responsible administrative experience
- Commitment to the public safety and quality of life of French Quarter residents, visitors, and employees
- No Civil Service test score is required in order to be considered for this vacancy.
- A criminal background check will be required of all selected applicants.

Salary is commensurate with education and experience. Benefits include a health insurance, paid time off, and paid holidays.

Interested applicants should send a resume and cover letter to [info@fqmd.org](mailto:info@fqmd.org) with the subject line "Coordinator." The deadline to apply is **Month XX, 2022**.