

FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes
Monday, 23 May 2022
2:00 pm

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

1. Call to Order, Reading of the Agenda, and Roll Call

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

FINANCE & DEVELOPMENT COMMITTEE				VOTES		
First Name	Last Name	Present	Absent	Approve Meeting Notes	Hire Shannon Muschalek for Coordinator Position	Approve Onboarding Budget from Gen. Budget with Approval Final by Treasurer
Christine	Bondio	X		Yes	Yes	Yes
Sue	Klein	X		Yes	Yes	Yes
Heidi	Raines	X		Yes	Yes	Yes
Frank	Zumbo	X		Yes	Yes	Yes

Attendees:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director

2. Public Comment

No written public comment was received.

3. Approval of previous meeting notes

Ms. Raines made a motion to approve the previous meeting notes. Ms. Klein seconded the motion, and it was approved.

4. Discussion – Discussion by Committee on Coordinator Position

- a. Recommendation of candidate to hire

See attached report.

Ms. Klein made a motion to hire Shannon Muschalek for the Coordinator Position. Ms. Bondio seconded the motion, and it was approved.

- b. Offer letter review

The French Quarter Management District 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 for residents, businesses, and visitors.

The committee reviewed the offer letter and made revisions. Ms. Frankic will confirm that the harassment policy in the handbook aligns with the Board approved Policy on Harassment.

c. Onboarding budget

The committee reviewed a draft budget for onboarding the new Coordinator position and made recommendations. **Ms. Raines made a motion to approve the onboarding costs and work with the Treasurer to finalize, not to exceed the figure from the 2022 General Operating Budget as approved by the Board of Commissioners. Ms. Klein seconded the motion, and it was approved.**

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

Ms. Raines asked to committee to consider three items for the next meeting:

1. A system and protocol for billing the FQEDD
2. Review the FQEDD budget adjustment recommendations that come out of the Security & Enforcement Committee
3. A policy on meeting notes, and minutes.

6. Next scheduled meeting date: 1 August 2022

The committee decided to hold a meeting on Wednesday June 29th at 2:00 pm. The next scheduled meeting of the committee is August 1st at 2:00 pm.

7. Adjournment

Ms. Raines made a motion to adjourn the meeting. Ms. Bondio seconded the motion, and the meeting was adjourned at 3:13 pm.

FINANCE & DEVELOPMENT COMMITTEE

Coordinator Position Candidate Report

Committee Chair: Commissioner Zumbo

Committee Members: Bondio, Klein & Raines

Committee Review Date: 23 May 2022

1 SUMMARY

- Project Name: Coordinator Position
- FQMD Internal Sponsor/s: FQMD Board of Commissioners
- Funding Requested: \$45,000 + benefits
- Funding Source: FQMD 2022 General Operating Budget
- Proposed Hire Date: 1 June 2022

2 OVERVIEW

On March 14th the Board of Commissioners approved a job posting for a Coordinator position. The Executive Director posted the position to WorkNOLA, LinkedIn, and Indeed for four weeks. 25 applicants were put forward through these hiring platforms. Resumes were reviewed with Commissioners Bondio and Klein. Ten were selected for screening calls with the Executive Director. Six candidates participated in telephone screening interviews on April 26th and 27th. The Executive Director recommended three candidates for interviews. Commissioners Bondio and the Executive Director completed in person interviews with the three candidates on May 2nd. Commissioners Raines and Klein and the Executive Director conducted virtual interviews with the three candidates on May 19th.

3 RECOMMENDATION

All interviewers were able to question the candidates and came to the same recommendation for a hireable candidate independently. The candidate will be subject to a background check by Commissioner Bondio before an offer is made per the Board's 2022 General Operating Budget and March 14th approval of the job posting.

All unselected interviewees will be notified in writing and their resumes will be kept on file for future opportunities.

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