

# FINANCE & DEVELOPMENT COMMITTEE

Meeting Notes  
 Tuesday, 2 August 2022  
 3:00 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: 3:06 and the agenda was read into the record.

FINANCE & DEVELOPMENT COMMITTEE				VOTES	
First Name	Last Name	Present	Absent	Approve Notes	NO RECORDING POLICY
Christine	Bondio	X		Yes	Yes
Sue	Klein	X		Yes	Yes
Heidi	Raines	X		Yes	Yes
Frank	Zumbo	X		Yes	Yes

Attendees:

GUESTS		
First Name	Last Name	Role
Karley	Frankic	Executive Director
Shannon	Muschalek	Coordinator
Eric	Smith	City CAO's office

2. Public Comment

No written public comment was received prior to the meeting.

3. Approval of previous meeting notes

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

4. Discussion by Committee of a system and protocol for billing the French Quarter Economic Development District Administrative Fee - Determine the feasibility of utilizing a timekeeping application

# French Quarter MANAGEMENT DISTRICT

The City of New Orleans office would like to see detailed time tracking . The Committee agreed to a three month study using time tracking software to assess the percent of effort billable to the FQEDD.

## 5. Discussion by Committee considering a procedure on meeting agendas, notes, and minutes protocol

Committee chairs will set agenda items prior to the scheduled meeting with the Executive Director. Staff are required to have commissioner support to add items to the agenda. The Board Secretary and respective Committee Chairs will approve notes with FQMD staff before they are circulated to the rest of the committee for a vote of approval or for adding additional action items. All notes will be voted on by the Board of Commissioners at each monthly meeting prior to posting on the FQMD.org website.

## 6. Discussion by Committee considering a policy for recording meetings

**Ms. Klein made a motion for FQMD to record no further meetings. Mr. Zumbo seconded the motion and it was approved.**

## 7. Discussion by Committee considering updates to the Employee handbook

- a. Determine the feasibility of adopting a Flex Time/Comp Time Procedure
  - i. The expectation is that there will be prior approval and communication with the appropriate supervisor prior to taking any flex/comp time.
- b. Harassment Policy aligns with Board approved Policy
  - i. The Committee agreed that this policy does align with the Board approved policy.
  - ii. This training should be completed by the end of February of each calendar year.
- c. Paid Time-Off aligns with Board approved Benefits Package
  - i. Additional edits will be made to the FQMD Policies and Procedure Manual to align with the Board approved benefits package to specify paid time-off carry over days and appropriate use of time.
- d. Consider update to Paid holidays to include Veterans Day and Juneteenth
  - i. Veteran's Day will be added to the list of paid holidays for FQMD staff.
  - ii. An additional "floater" holiday may be used at the staff member's discretion and with supervisor approval.
  - iii. These additions total eleven paid holidays for the year.

## 8. Discussion by Committee considering the creation of an Operations Manual

This topic will be further discussed at the next meeting as an agenda item due to time constraints.

# French Quarter

MANAGEMENT DISTRICT

9. 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.

10. Next meeting date: 6 September 2022

The next committee meeting date shall be Tuesday, September 6<sup>th</sup>, at 3:00 pm.

11. Adjournment

**Ms. Klein made a motion to adjourn. Ms. Raines seconded the motion and the meeting was adjourned at 5:07 pm.**