



# *St. Bernard Parish Council*

8201 West Judge Perez Drive Chalmette, Louisiana, 70043

(504) 278-4228 Fax (504) 278-4209

www.sbpj.net

**#11**

**Fred Everhardt, Jr.**  
*Councilmember  
at Large*

**Gillis McCloskey**  
*Councilmember  
at Large*

**Patrice Cusimano**  
*Councilmember  
District A*

**Joshua "Josh" Moran**  
*Councilmember  
District B*

**Cindi Meyer**  
*Councilmember  
District C*

**Ryan Randall**  
*Councilmember  
District D*

**Amanda Mones**  
*Councilmember  
District E*

**Roxanne Adams**  
*Clerk of Council*

EXTRACT OF THE OFFICIAL PROCEEDINGS OF THE COUNCIL OF THE PARISH OF ST. BERNARD, STATE OF LOUISIANA, TAKEN AT A REGULAR MEETING HELD IN THE COUNCIL CHAMBERS OF THE ST. BERNARD PARISH GOVERNMENT COMPLEX, 8201 WEST JUDGE PEREZ DRIVE, CHALMETTE, LOUISIANA ON TUESDAY, FEBRUARY 20, 2024 AT THREE O'CLOCK P.M.

On motion of Mr. McCloskey, seconded by Mr. Moran, it was moved to **adopt** the following resolution:

## **RESOLUTION SBPC #2351-02-24**

A RESOLUTION RATIFYING THE FOLLOWING SALARY OF THE DIRECTOR OF FINANCE AS APPOINTED BY PARISH PRESIDENT, LOUIS POMES IN ACCORDANCE WITH ARTICLE IV SECTION 4-01(B) OF THE ST. BERNARD PARISH HOME RULE CHARTER.

BE IT RESOLVED, that the St. Bernard Parish Council, the Governing Authority, does hereby ratify the following salary for the Director of Finance as recommended by Parish President Louis Pomes, in accordance with Article IV Section 4-01(b) of the St. Bernard Parish Home Rule Charter.

- Justin Frank Director of Finance \$115,000.00

The above and foregoing having been submitted to a vote, the vote thereupon resulted as follows:

**YEAS:** Cusimano, Moran, Meyer, Randall, Mones, McCloskey

**NAYS:** None

**ABSENT:** None

The Council Chair, Mr. Everhardt, cast his vote as **YEA**.

And the motion was declared **adopted** on the 20<sup>th</sup> day of February, 2024.



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Extract #11, continued  
February 20, 2024

## CERTIFICATE

I HEREBY CERTIFY that the above and foregoing is a true and correct copy of a motion adopted at a Regular Meeting of the Council of the Parish of St. Bernard, held at St. Bernard, Louisiana, on Tuesday, February 20, 2024.

Witness my hand and the seal  
of the Parish of St. Bernard on  
this 20<sup>th</sup> day of February, 2024.

ROXANNE ADAMS  
CLERK OF COUNCIL

# Justin C. Frank

3541 Van Cleave Drive, Meraux, LA 70075 | (504) 232-1636 | jcfrank2020@gmail.com

## Professional Experience

**City of New Orleans, Department of Finance - Accountant I (March 2018 - April 2021); Accountant III (April 2021 - March 2023); Chief Accountant (March 2023 - present)**

- ❖ Performs daily intake of all City of New Orleans ad valorem payments from various sources, ensuring that they are posted accurately and timely.
- ❖ Manages the balancing and reconciliation of all City of New Orleans ad valorem revenue (\$600 million+), thereafter assuring proper distributions are made to all taxing authorities and special districts.
- ❖ Performs all aspects of the City of New Orleans yearly ad valorem billing. Including, reconciling yearly tax rolls, creation/updating of all millages/fees, and ensuring timely distribution of tax bills to citizens.
- ❖ Acts as the sole point of contact between the Treasury Department and all other city agencies with regards to liens placed on tax bills. Performs all necessary communication and action to resolve issues in a timely fashion.
- ❖ Prepares and oversees the completion of over 30 exhibits for the City's yearly audit. Works closely with external auditors, answering all questions that arise, to ensure that the yearly audit is completed accurately and timely.

**Wegmann, Dazet, & Co. - Senior Accountant (July 2015 - August 2016)**

- ❖ Prepared complex Federal and State tax returns and work papers for Non-Profits, Governments, Partnerships, S-Corps, Individuals and Trusts.
- ❖ Prepared, managed, and reviewed depreciation schedules for all firm clients.
- ❖ Gathered client data, booked tax year journal entries, adjusting journal entries and tax journal entries to create accurate financial statements to be used in tax engagements.
- ❖ Met with clients to discuss their tax situations and learned the importance of customer service and positive customer experience.

**Carr, Riggs & Ingram, LLC - Staff Accountant (August 2013 - July 2015)**

- ❖ Prepared Federal and State tax returns and work papers for Non-Profits, Governments, Partnerships, S-Corps, Individuals and Trusts, specializing in local closely held entities.
- ❖ Performed regular out of office visits to client sites to gather client data used in the full accounting cycle.
- ❖ Worked closely with Federal and State authorities to resolve client notices successfully and timely.

**KPMG, LLP - Tax Intern (January 2012 - April 2012; January 2013 - April 2013)**

- ❖ Prepared basic Federal and State tax returns and work papers for Non-Profits, Governments, Partnerships, S-Corps, Individuals and Trusts.
- ❖ Communicated with State and Federal taxing authorities to resolve notices received by clients.
- ❖ Acted as support for State and Local Tax Unit on out of office audit engagements, gathering the appropriate support and documentation to bring about positive resolution.

## Education

**Loyola University New Orleans – Bachelor of Accountancy, Class of 2013**

- ❖ 3.57 Cumulative GPA – Cum Laude Graduate
- ❖ Elected Treasurer of Beta Alpha Psi (Accounting/Finance Fraternity)

**Holy Cross High School New Orleans – Class of 2009**

- ❖ Class Valedictorian
- ❖ Elected Senior Class President