



## **Human Resources Committee Meeting Minutes**

**September 5, 2013**

These minutes outline the activities of the Syracuse Regional Airport Authority Human Resources Committee from the meeting held on September 5, 2013 in the Department of Aviation Conference Room at Syracuse Hancock International Airport.

The meeting was called to order at 10:34 a.m. by Mr. Donald Thompson, Chair of the Human Resources Committee.

In attendance: Mr. Donald Thompson, Ms. Eleanor Ware, Mr. William Fisher, Ms. Christina Callahan, Ms. Jennifer McIntyre, Ms. Cheryl Herzog, Mr. R. John Clark and Mr. Andrew Serota

### **Approval of Minutes from the previous meeting**

A motion to accept the amended minutes from the August 15, 2013 Human Resources Committee Meeting was made by Ms. Ware, seconded by Mr. Fisher, and was unanimously approved.

### **Old Business**

#### **A. NYS Retirement System Enrollment**

##### **1. Section 41J – Sick Leave Credit**

Ms. Callahan updated the Committee on Section 41J-Sick Leave Credit and explained the credit which allows employees to add up to 165 days of accrued sick time to years of service at retirement. Ms. Callahan contacted Ms. Jennifer Bilka from the NYS and Local Retirement Systems and was told the Authority was not covered under the current plan. Ms. Callahan informed the Committee that in order to enroll, the Board has to adopt a resolution. Mr. Thompson stated that the information was provided by the State and the specifics had to be added into the document. Ms. Callahan stated that Mr. Serota prepared the document and Mr. Clark reviewed it. The Committee reviewed the resolution and made a recommendation to be presented to the SRAA Board at the September 13, 2013 meeting. The resolution will then be sent to the State and they will incorporate Section 41J into the retirement plan.

##### **2. Deficiency Cost**

Ms. Callahan reviewed the deficiency costs provided by Ms. Bilka and explained that it is an estimated cost based on the employee's salaries listed on the roster. The employer's

cost for the unfunded liability for prior service it is not included in the annual cost. Ms. Callahan has requested Ms. Fogarty review the amount owed in order to ensure adequate funding is available in the current Operation Budget to fund the cost.

**B. Update on approval of CFO Specs by County Personnel**

Ms. Callahan reviewed the updated Chief Financial Officer (CFO) Specifications with the Committee. Ms. Callahan informed the Committee that she spoke with Mr. Paul Smith, Onondaga County Personnel, and received some pushback regarding the CFO participation in the management team related to collective bargaining. Ms. Callahan clarified with Mr. Smith that during negotiations, the CFO needs to be involved in order to ensure that financial obligations that are negotiated as a part of collective bargaining can be met. Ms. Callahan sent Mr. Smith the new CFO specifications and is waiting to hear back from him. Mr. Thompson indicated he is not sure why there is pushback since the City's Budget Director is often times involved in the contract negotiations process. Mr. Thompson stated if there is still a problem, the wording in number four (4), under Personnel could be changed to read "May participate in the collective bargaining negotiations as part of the management team." Ms. Callahan informed the Committee that once this is approved, all of the positions will have been created in Phase I of the transfer. The next step will be the recruitment process.

**C. Update on Deferred Compensation Plan**

Ms. Callahan informed the Committee that the application for the New York State Deferred Compensation Plan had been approved and the Authority is enrolled in the plan. Ms. Callahan requested that Mr. Serota look into how funds can be mapped over from Mass Mutual to the State's Deferred Compensation Plan. Mr. Serota informed the Committee that the NYS Deferred Compensation Plan does not have the same offerings as Mass Mutual. Mr. Serota stated that the employee would need to contact Mass Mutual for a cash-out. Mass Mutual will then issue a check to NYS Deferred Compensation and the employee will have to determine how to invest the funds. There are two tiers which are based on the employee's retirement date or a custom plan. Mr. Thompson asked Mr. Serota if a representative is available to assist employees with the investment process. Mr. Serota indicated that there is a local representative and he will speak with him about setting up a meeting with the employees. Mr. Fisher indicated that some plans offer defaults that can be set-up since most individuals do not know where to invest. Mr. Serota stated he did not know if this was available, but would follow-up with Mass Mutual and inform the Committee of his findings. Mr. Thompson also requested that Mr. Serota look into a general fund account which has a fixed interest rate. Ms. Callahan asked Mr. Serota if Mass Mutual charges a penalty to close an account. Mr. Serota indicated that Mass Mutual charges a \$40.00 check cutting fee, which is deducted from the payout. Ms. Callahan asked Mr. Serota about a maintenance fee that the State charges. Mr. Serota stated that twice a year the State charges a certain percentage point of the total balance of a retiree's account to cover the administrative costs. Mr. Serota stated that he will set up a meeting with the State representative to come and speak with the employees.

### **Additional Old Business**

Mr. Fisher gave a brief update on the Employment Agreement for the Executive Director. Mr. Fisher stated that progress is being made in the long term agreement and once this is finalized, the Interim Agreement will be completed. Mr. Thompson asked Mr. Fisher if the Committee would see anything by the next SRAA meeting and Mr. Fisher stated it would not be ready in time.

Mr. Fisher gave an update on the transfer agreement currently in front of the Syracuse Common Council. The agreements will not be voted on at Monday's (September 9) meeting. Mr. Fisher stated the next date for vote will be September 23<sup>rd</sup>. Mr. Thompson inquired about the date for the employee transfer. Ms. Callahan informed the Committee the transfer will likely coincide with the start of the second payroll period in October. Ms. Callahan also informed the Committee that the County has provided the instructions and forms for the transfer of employees. Mr. Thompson asked if there is anything the Board has to do once these agreements are approved. Ms. Callahan informed Mr. Thompson that the Board has approved the three agreements and has given the Chair the authority to submit the application along with the Mayor. The Board would only be involved if there are any substantial changes made to the agreements.

### **New Business**

#### **A. Airports Council International Compensation Survey**

Ms. Callahan advised the Committee that she had reached out to Mr. Steven Baldwin, Steven Baldwin Associates who provided assistance in obtaining salary information from Airport Council International (ACI) that included Des Moines Airport Authority, Portland International Jetport, Monroe County Airport Authority and Syracuse Hancock International Airport. Mr. Serota informed the Committee that the information for the ACI Survey is very comprehensive and the information received was for 2012. Mr. Serota stated we will receive a copy of the 2013 data as long as we participate in the survey. Mr. Serota reviewed the Salary Range Memorandum that was included in the packet with the Committee Members. Mr. Fisher stated that after reviewing the cost to provide benefits information on page two, the Authority should look into alternative benefit plans for new hires that are cost effective. Mr. Thompson stated that was one of the reasons the Committee was looking into the High Deductible Health Plan for new hires. Ms. Callahan stated that the Authority would need to be careful as the salary ranges are put together so that there is no burden to the airlines. Mr. Fisher stated it is good to have a comparison chart so there are some guidelines in place. Ms. Callahan recommended the Committee review the document and stated that nothing needs to be done at the current time because the employees will be transferred at their current salary.

#### **B. Recruitment/Hiring Plan**

- 1. Counsel (SRAA)-Onondaga County Bar Association**
- 2. CFO-American Association of Airport Executives**

Ms. Callahan updated the Committee on the hiring process for General Counsel. Ms. Callahan stated that an advertisement was placed in the Onondaga County Bar

Association online publication, *The Bar Reporter*, and that an email blast was also sent to members of the OCBA. Mr. Clark suggested contacting the State Bar and the Association for Corporation Counsel which is a national group to advertise the position. Ms. Ware suggested advertising to the American Association for Airport Executives (AAAE). Mr. Fisher asked if the Authority could pay relocation fees. Ms. Callahan stated that the Authority has not established a policy regarding paying relocation fees for new hires. Ms. Ware suggested that Mr. Bob Banuski of HR One look through the ACAA employee handbook, which he is using as a model for the SRAA employee handbook to see how Albany handles relocation costs. Ms. Callahan stated that once the CFO specifications are finalized, she will advertise on the AAAE website and will also check with Mr. Dave Moynihan for further advertising information. Ms. Ware also suggested the Whitman School at Syracuse University. She stated that they keep a network of individuals in their career office. Mr. Fisher stated that Lemoyne College may be another alternative for posting the position. Ms. Callahan will change the date for the General Counsel applications and will inquire to place advertisements with the State Bar, the Association for Corporation Counsel and AAAE. Ms. Callahan stated that a base salary needs to be determined for the CFO position. The Committee determined the base should be \$80,000.00. Mr. Fisher informed Ms. Callahan that the Committee will help with the process. Ms. Callahan stated she will bring three to five applicants to the HR Committee for their input. Mr. Fisher stated that the Executive Director should make the final decision regarding new hires. Ms. Ware suggested the process used by Syracuse University. She stated that the Executive Director would review and determine the candidates for the position and then the HR Committee would be involved in the interview process to act as advisors and provide feedback to the Executive Director. The Executive Director will drive the process with the Board and will seek for the Board to agree and confirm. The Committee agreed that this will be the process for hiring for the General Counsel and CFO positions.

The meeting was adjourned at 11:44 a.m.

There was no other business to be discussed.

Respectfully submitted,

Donald Thompson, Human Resources Committee Chair