



Human Resources Committee Meeting Minutes

January 16, 2014

These minutes outline the activities of the Syracuse Regional Airport Authority Human Resources Committee from the meeting held on January 16, 2014 in the Department of Aviation Conference Room at Syracuse Hancock International Airport.

The meeting was called to order at 10:36 a.m. by Mr. Donald Thompson, Chair of the Human Resources Committee.

I. Roll Call

In attendance: Mr. Donald Thompson (Chair), Ms. Eleanor Ware; (via Skype), Mr. William Fisher, Mr. Mark Nicotra, Ms. Christina Callahan, Ms. Jennifer McIntyre, Ms. Cheryl Herzog, Ms. Heather Malinowski, Mr. R. John Clark, Mr. Andrew Serota

II. Approval of Minutes from the Previous Meeting

A motion to accept the minutes from the December 5, 2013 Human Resources Committee Meeting was made by Ms. Ware, seconded by Mr. Fisher, and was unanimously approved.

III. Old Business

A. Personnel – Vacant Positions – Recruitment Status

- a. General Counsel - Ms. Callahan requested to change the order of the agenda and defer the General Counsel Position to later in the meeting.
- b. Paralegal - Ms. Callahan explained that since the General Counsel position is vacant, she will, at Mr. Thompson's suggestion, send the canvass list back to the Onondaga County Personnel and restart the process once the General Counsel position has been filled.
- c. CFO - Ms. Callahan indicated she expects to make a decision on Friday, January 17th. Ms. Callahan stated she will email the committee her decision and then notify the candidate and others. The candidate will be presented to the Board at the February 14th meeting for confirmation. The start date for the CFO position will be the first Wednesday in March of the new payroll period.

Old Business Added For Discussion

Prior to moving on to New Business Mr. Thompson asked Ms. Callahan if there is an update on the PBA Arbitration Hearing. Ms. Callahan stated the City is scheduled to appear in front of PERB on February 28th. Ms. Callahan stated she will be there along with Bob Stamey, Becky Thompson and Derrick Thomas. She also stated the process has gone through the discovery phase. This is in response to the Improper Practice Charge. Mr. Nicotra asked for background information. Ms. Callahan indicated it was due to the outsourcing of the City of Syracuse Police Department to G4S for Airport Security.

IV. New Business

A. Time and Attendance Policy

Ms. Callahan stated that the Governance Committee created a checklist for required policies and procedures. One of the policies identified in the checklist is a Time and Attendance Policy. Ms. Callahan asked the members if it should be incorporated into the Employee Handbook or if it should be a separate stand alone document. Mr. Thompson and Ms. Ware both stated that it is usually incorporated into the Employee Handbook. Ms. Ware indicated that it could be in the handbook along with any additional policies. Ms. Callahan stated that an Employee Handbook has been drafted and reviewed by Bob Banuski from HR One who had several comments and recommendations, which have been incorporated. Ms. Callahan indicated a Time and Attendance Policy will need to be included into the Employee Handbook. Mr. Thompson and Ms. Ware agreed to have the policy written out for the staff that is not represented by a collective bargaining unit. Ms. Callahan will draft a Time and Attendance Policy and present it to the HR Committee for the February meeting.

Mr. Fisher spoke about recording a standard work day in a way that it can be reported to the New York State Retirement System. Ms. Callahan stated that management turns in a time sheet which allows the employee to identify any time that was taken during that payroll period. It also allows accrued time to be tracked and deductions to be made from one payroll period to another. The categories of time that the City of Syracuse provided are the same as the Authority, as far as sick time, doctor's time, etc. Ms. Callahan indicated we have enrolled in the New York State Retirement System. Ms. Callahan went through training with the State for the reporting process. Ms. Callahan stated that at the end of every month a report is submitted that shows all the employees, the hours worked, and those Tier 5 and 6 employees who are still contributing. The state then deducts from the Authority's payroll account the employee contribution amounts. Ms. Callahan indicated that the payroll system that HR One has is a very in depth program that allows the tracking of information related to personnel, salaries, human resources, deductions, etc.

New Business Added For Discussion

Ms. Callahan requested a few minutes to discuss FMLA (Family Medical Leave Act). Ms. Callahan stated this is another policy that needs to be adopted by the Authority. The City's policy requires employees who use FMLA to use accrued time concurrent with FMLA. Ms. Ware indicated that the University has the same policy in writing. Ms. Callahan indicated that the employee is required to make their healthcare

contribution while out on FMLA. Ms. Callahan will draft this policy and identify the category in which accrued time must be used.

B. Life Insurance

Ms. Callahan asked the HR Committee how they felt about having the Authority make available to employees for purchase a life insurance policy, similar to what the City has done in the past. The employee makes a contribution through payroll deduction. It was discussed with the members and Authority Counsel that an RFP should be issued to find a life insurance broker/insurance provider.

Additional New Business Added

Mr. Fisher spoke briefly regarding the UNITE HERE and indicated that a letter had been sent to Mayor Stephanie Miner regarding Creative Food Group. Mayor Miner responded that all concerns should be directed to Authority's leadership. Mr. Fisher received a letter from UNITE HERE to which he will respond.

Executive Session

A motion was made by Mr. Thompson and seconded by Mr. Nicotra, and was unanimously approved to go into executive session to discuss potential employment of a management confidential employee for the Syracuse Regional Airport Authority. Committee Members along with Ms. Callahan went into executive session at 11:01 a.m.

Executive session ended at 11:25 a.m. No action was taken.

V. Adjournment

There was no other business to be discussed.

The meeting was adjourned at 11:26 a.m.

Respectfully submitted,

Donald Thompson, Human Resources Committee Chair