



Human Resources Committee Meeting Minutes

February 20, 2014

These minutes outline the activities of the Syracuse Regional Airport Authority Human Resources Committee from the meeting held on February 20, 2014 in the Department of Aviation Conference Room at Syracuse Hancock International Airport.

The meeting was called to order at 10:40 a.m. by Mr. Donald Thompson, Chair of the Human Resources Committee.

I. Roll Call

In attendance: Mr. Donald Thompson (Chair), Ms. Eleanor Ware, Mr. Mark Nicotra, Ms. Christina Callahan, Ms. Cheryl Herzog, Ms. Heather Malinowski, Mr. R. John Clark, Mr. Andrew Serota

Absent: Mr. William Fisher

II. Approval of Minutes from the Previous Meeting

A motion to accept the minutes from the January 16, 2014 Human Resources Committee Meeting was made by Ms. Ware, seconded by Mr. Nicotra, and was unanimously approved.

III. Old Business

A. Personnel – Vacant Positions – Recruitment Status

- a. General Counsel - Ms. Callahan informed the Committee that Mr. John Johnson referred her to the JAG (*Judge Advocate General*) at Fort Drum as a possible source for filling the General Counsel position. Mr. Johnson gave Ms. Callahan the contact name of Keith Caughlin who is with a firm in Watertown. Ms. Callahan contacted Mr. Caughlin and gave him an overview of what we are looking for. Mr. Caughlin offered to reach out to people he knows at Fort Drum to see if there is any interest. Mr. Caughlin will contact us with further information. Ms. Callahan sent Mr. Caughlin the job specifications for the General Counsel position. Ms. Callahan stated if we do not have any success with finding someone with JAG then she would like to reopen the search for General Counsel. The HR Committee agreed with Ms. Callahan. Ms. Callahan stated in the meantime we will have Trent Amond on staff, he has a Law Degree and may be helpful in some areas and we will continue to have the support of R. John Clark and Andrew Serota.

- b. Paralegal - Ms. Callahan spoke with Paul Smith, Onondaga County Personnel Office and informed him we will have to suspend the canvass list (civil service eligible list of candidates) and will send him back the list. Ms. Callahan stated we will wait until we have General Counsel on staff to request the civil service eligible list again.

Mr. Thompson asked about the Chief Financial Officer. Ms. Callahan stated that on February 14th SRAA Board Meeting Trent Amond was confirmed for the position of Chief Financial Officer. He will start with the SRAA on Wednesday, February 26th. Ms. Callahan stated we are building new areas for the Accounting Division to accommodate new office space and a conference room. Trent Amond will be provided an office on the second floor temporarily until the new area is complete.

B. Time and Attendance Policy

Ms. Callahan stated the Time and Attendance Policy will be incorporated into the employee handbook. Ms. Callahan stated the handbook is a very comprehensive document with a variety of employment policies/practices that will be incorporated with current policies like Code of Ethics, Parking, FMLA (*Family Medical Leave of Absence*) and a few others. Mr. Thompson requested Ms. Callahan give the HR Committee enough lead time for them to review the document so comments can be brought to the meeting for discussion. Ms. Callahan indicated it will probably take at least two meetings for the review process.

C. Life Insurance

Ms. Callahan stated we need to look into a Life Insurance RFP we have not made much progress with this. We may want to look at having a Broker instead of utilizing individual insurance companies for the variety of policies that we will carry. Ms. Callahan asked if we should issue an RFP for a Broker to handle all of our insurance needs or an RFP for the specific type of policy. It was discussed among the Committee and was determined to do some research to see if it would be feasible to have a Broker. Ms. Ware asked about the current City of Syracuse policies that will move over to the Authority if we will we keep the same insurance carrier. Ms. Callahan indicated that we added the Authority as an additional insurer on both policies. Ms. Callahan stated that once the transfer goes through the Authority can file a claim if needed. Once the term of the insurance expires we will then have the Authority as the primary and the City of Syracuse as an additional insurer since they still own the property. The premiums for these policies are paid for by the Department of Aviation.

FMLA Policy

Ms. Callahan indicated that FMLA is a Federal Requirement so we can use what is already there and build it into our FMLA Policy. The policy basically will state that when you are out on FMLA you have to use your accrued time concurrent with FMLA. Ms. Callahan asked Mr. Thompson if there is an order of which time needs to be used? Mr. Thompson explained the way FMLA time is used with the City; if the reason was for the employee, then you would start with their sick time, then

personal leave, comp time and the last used would be vacation. If the reason was for another purpose like childcare you would use whatever time is available. Mr. Thompson indicated that some labor agreements allow employees to use six (6) of their accrued sick days for an ill family member and then start using other accrued time to cover any additional absence from work. Ms. Callahan stated it she will incorporate this into the policy. Ms. Callahan stated we will take the Federal Guidelines and build in our concurrent time use. Ms. Callahan stated the FMLA form on the website was used for a recent FMLA request.

Ms. Callahan asked if someone is out on leave for an extended amount of time and is on FMLA or out on sick leave do they still accrue their sick time, vacation time? Mr. Thompson referred Ms. Callahan to review the policies in the CSEA handbook which is what the City of Syracuse follows. Ms. Callahan will review and incorporate the process the City of Syracuse uses into the Employee Handbook.

Ms. Callahan stated that it was agreed while an employee is out on FMLA, the employee will be required to make the employee contribution for the health insurance. Ms. Callahan indicated that HR One site is great for payroll but does not have a tracking mechanism to use for employee's time off. Ms. Callahan stated we need to look into using a different type of software to track employee's time. Ms. Callahan spoke with the Department of Aviation Payroll Clerk who uses a different type of system to track time. The current system with HR One does not allow a report to be printed off for the employees. Ms. Callahan stated that as we have more employees it will be necessary to have a program that can provide this information. Ms. Ware spoke of a system called My Slice that Syracuse University has where the information can be viewed online. Ms. Ware also believes the information is printed on the employees pay advisory report.

Mr. Thompson requested Ms. Callahan to think about a leave of absence without pay policy and what will the process be. Mr. Thompson stated that with the City of Syracuse the Department Head would make a recommendation to the Mayor for approval.

Ms. Callahan stated this is something we need to think about and as each bargaining unit comes over they will already have this in place.

IV. New Business

A. Empower Credit Union

David Duher with Empower has reached out to the Authority to become a member. Mr. Duher stated an employee went to Empower to set up an account and was told his/her employer needed to be a member. Ms. Callahan met with Mr. Duher and he indicated all the benefits that could be offered to the SRAA employees. Mr. Duher stated there is no cost to the employer but it does provide a variety of services to the employees. Ms. Callahan asked Mr. Clark if any legal action would need to be taken to set this up. Mr. Clark indicated no action would need to be taken. Ms. Callahan stated she will look into setting this up.

B. Accrual of Paid Time While on Leave

This item was discussed under FMLA.

C. Sick Bank for Exempt Employees

Ms. Callahan indicated that most of the Unions have a sick bank provision in their agreements. The bank allows employees to contribute to, and also time that employees in need of, can request if they have run out of accrued time. Ms. Callahan spoke of what exists now for exempt employees with the City of Syracuse, the Mayor can issue compassionate leave to an employee who has run out of time. The time period would be for a maximum of 30 days and is a one-time provision. Ms. Callahan stated we could do something similar or we can create a sick bank for exempt employees. This would allow exempt employees to have a source if the need should occur. Mr. Thompson indicated that the criteria should be set for the amount of time that can be donated and the maximum time an employee can take. Mr. Nicotra indicated it should be a once a year ask for employees to donate to the sick bank. Ms. Callahan indicated we would have to set the criteria for the need that would be eligible to use time in the sick bank. The Committee agreed this is a worthwhile policy to have in place. Mr. Nicotra asked about sick time and Ms. Callahan indicated that sick time carries over from year to year. Ms. Callahan indicated that the Board adopted a provision of the Retirement System 41J that allows employees at retirement to add on 165 days of sick time to their years of service. Ms. Callahan indicated it is important to have a system in place since there are new employees that do not have time and if some unforeseen circumstance should come up it would be nice to have something available. Ms. Callahan indicated that she thinks a Committee should be formed to review and approve all requests to use time in the sick bank.

Additional New Business

Ms. Callahan updated the Committee and explained that the FSA (Flexible Spending Account) with Key Bank has been established. POMCO's role is to issue a debit card to the employee from which the funds can be withdrawn. POMCO charges a \$5.00 per month administration fee per employee for this debit card. Ms. Callahan asked if the Authority will cover the cost or should it be paid by the employee. It was discussed and agreed among the Committee the fee seems high. Ms. Ware stated that the fees are usually paid for by the organization not the employee but it should be researched as to why this is a monthly fee and not yearly. Ms. Ware indicated that maybe the fee is higher because of the number of people using the benefit of FSA. Mr. Serota will look further into the FSA fee. Mr. Thompson indicated that once the fees are confirmed it will be decided who should pay for the fee.

Ms. Callahan received the minutes from the monthly OCEBA meeting at the January Board Meeting; the Authority was mentioned under Other Business. Ms. Callahan read the statement to the Committee which indicated the Authority was now onboard with their Executive Staff. Ms. Callahan did mention that it also said as to the Directors and Officers liability policy the issue relating to acts of terrorism was discussed with the insurers and determined not to be of concern as it was standard for all carriers not at serious risk. Ms. Callahan indicated we have terrorism insurance with our liability policy and it has nothing to do with health insurance. Ms. Callahan wanted to make the Committee aware it was mentioned. Ms. Callahan stated she may go to the next meeting on March 19th. The minutes also included their end of year statement which indicated their total claims for 2013 was just over \$5 million of what was

paid out. The two highest payouts were medical and prescription. Ms. Callahan stated our premium is good through 2014.

V. Adjournment

There was no other business to be discussed.

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,

Donald Thompson, Human Resources Committee Chair