



Human Resources Committee Meeting Minutes

Friday, April 23, 2021

Pursuant to notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Friday, April 23, 2021 at 9:00 a.m. in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport and Teams Virtual/Audio Conferencing by committee Chair, Mr. Michael Lazar.

Note: The Authorities Budget Office (ABO) has waived the in-person meeting requirement during this public health emergency. During this public health emergency, in the event board members are unable to meet in person, the Governor’s Executive Order 202.1 permits the board to consider the use of telephone conferencing, “to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed.”

The meeting was called to order at 9:00 a.m. by Chair Michael Lazar.

I. Roll Call

In attendance:

Chair Michael Lazar
Mr. William Fisher
Hon. Michael Quill
Ms. Jo Anne Gagliano
Dr. Shiu-Kai Chin
Mr. William Meyer

Absent:

Ms. Latoya Allen

Staff:

Mr. Jason Terreri
Ms. Debi Marshall
Ms. Joanne Clancy
Ms. Kristine Carson
Mr. John Clark
Mr. John Carni
Ms. Robin Watkins
Ms. Jennifer Sweetland
Mr. Matt Szejbka

II. Approval of Minutes from Previous Meetings

Mr. Lazar made a motion to accept the minutes from the previous meeting of October 15, 2020 with a second from Mr. Fisher, the motion carried unopposed.

III. Executive Session

Chair Lazar invited a motion to go into executive session to discuss matters pertaining to the employment history and job performance of a particular person. Mr. Lazar made the motion and Mr. Quill seconded the motion. The committee went into Executive Session at 9:03 a.m.

Executive Session ended at 10:06 a.m. No action was taken during Executive Session however, immediately thereafter and in open session, committee members informally agreed to recommend to the Board at the May 21, 2021 SRAA Regular Board meeting that the Board approve the Executive Directors 2020 Annual Employee Evaluation and set the Executive Directors 2021 base salary and annual performance bonus consistent with self-assessment and employee performance evaluation forms reviewed and considered by the committee.

IV. Old Business

Human Resources Goals for 2020/21. Ms. Marshall, HR Manager, led a discussion regarding fiscal year 2020/2021 goals of:

- Creating and managing a unified workforce and the initiative of transitioning remaining staff to the SRAA. This has been completed.
- Developing a succession plan for leadership positions within the organization. This was discussed in detail including a timeline for steps throughout the next fiscal year.
- Completing a Public Safety Study, which would be discussed at the full Board meeting.
- Investigating health care alternatives.

Health care alternative options are being looked at with brokers and is in the early stages of review. The SRAA is collecting data and no changes would go into effect until January 1, 2022. A meeting was held with union representatives to obtain their feedback on employee concerns regarding health insurance and that will be taken into consideration when discussing plan options with brokers. Ms. Marshall and Ms. Watkins will be meeting with OCEBA consultants in the coming weeks.

V. New Business

New positions:

A. Airport Operations Compliance Manager:

Ms. Marshall explained the need for an Airport Operations Compliance Manager. Director Terreri explained that this position would be filled by promoting an employee from Operations. Ms. Marshall asked if there were any questions and Chair Lazar asked that committee members vote for all positions at the end of the discussion.

B. Airport Dispatcher:

Ms. Marshall explained that this position would replace a position that is already on the Authority roster but currently vacant. Director Terreri explained that this position would oversee the dispatch radio to offer a better connection between fire, police and the SRAA.

A motion was made by Mr. Fisher and seconded by Mr. Lazar, to accept the new job titles and descriptions as written and make a recommendation at the SRAA Regular Board meeting on April 23, 2021. The motion was unanimous.

C. Management Confidential Designations:

Ms. Marshall advised that there is an official process through the NYS Public Employment Relations Board (PERB) to request positions be classified as Management Confidential. The Authority will begin to research the process and take steps to identify the positions and begin the application process.

D. Employee Handbook Updates

New Policies:

a. Telecommuting Program Policy

Ms. Marshall explained that she used the telecommuting model created by the Department of Labor that was made available to State agencies and adjusted it to the SRAA's needs. A discussion ensued regarding the supervisor's role in the approval process. The discussion made clear that this program is voluntary. The supervisor must approve the telecommuting schedule and may terminate any agreements as needed.

b. Maternity/Paternity Leave Policy

Ms. Marshall explained the specifics of this new policy including the financial responsibility of the SRAA and informed the Board that most employees would be covered as it would go hand in hand with the current Paid Family Leave Policy. The policy documentation will be brought to the unions for consideration. Mr. Fisher inquired about the budget impact and asked about a budget analysis being conducted. Ms. Watkins informed him that the impact would be minimal.

Updated Policies:

c. Vacation Policy

Ms. Marshall explained that we need a richer vacation policy to help with our recruiting and retention. A discussion ensued regarding the paid leave amount of time allotted to new hires, the time frames and amount of time that would be granted throughout their tenure. Mr. Lazar followed up with questions regarding what we currently offer as vacation. Ms. Marshall answered all his questions.

d. *Parking Policy*

Ms. Marshall advised the parking policy was being updated to identify the positions that should not be required to pay for parking due to the responsibilities of the position, including staff who need to travel frequently throughout the workday. Those positions would include Executive staff, Directors, Ground Transportation and Parking Manager, Airport Security Coordinator, and Asst. Airport Security Coordinator.

e. *Flexible Spending Account Policy*

Ms. Marshall explained that in compliance with IRS regulations, corrective actions have been added so that the SRAA can tax the value of unsubstantiated FSA claims from an employee's paycheck if they are unable to substantiate the claim through the proper procedures.

A motion was made by Mr. Fisher and seconded by Ms. Gagliano to ratify these updates to the employee handbook. The motion was unanimous.

VI. Adjournment

A motion to adjourn was made by Mr. Lazar and seconded by Mr. Fisher, the meeting adjourned at 11:02 a.m.