



Human Resources Committee Meeting Minutes
Thursday July 22, 2021

Pursuant to notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, July 22, 2021, at 11:00 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.

The meeting was called to order at 11:00 a.m. by Chair Michael Lazar.

Roll Call

In attendance:

Chair Michael Lazar
Hon. Michael Quill
Ms. Jo Anne Gagliano
Mr. William Meyer

Absent:

Mr. William Fisher
Ms. LaToya Allen
Dr. Shiu-Kai Chin

Staff:

Mr. Jason Terreri
Ms. Debi Marshall
Ms. Kristine Carson
Mr. John Clark
Ms. Cheryl Herzog
Mr. Jason Mehl
Ms. Robin Watkins

Approval of Minutes from Previous Meetings

Mr. Lazar made a motion to accept the minutes from the previous meeting of April 23, 2021 with a second from Mr. Quill, the motion carried unopposed.

New Business

Project Manager (Temporary)

Ms. Marshall announced a new position with the Authority for the new Communications Center. This position is for a temporary project manager to handle the Communications Center. This

temporary position is created as a generic job description and can be applied towards any project that the Authority may have. Mr. Lazar agreed that this gives flexibility to pick the best person for the position. Mr. Quill asked about this position becoming permanent how would the transition work? Ms. Marshall explained that Civil Service only allows a certain period of time for a temporary position, if the Authority were requesting to have someone on longer, we would have to create a permanent position.

A motion was made by Mr. Lazar and seconded by Mr. Quill, to accept the Project Manager (Temporary) title and description as written and make a recommendation for approval at the SRAA Regular Board meeting on September 24, 2021. The motion was unanimous.

Executive Session

Chair Lazar invited a motion to go into executive session to discuss matters pertaining to pending litigation. Mr. Lazar made the motion and Mr. Quill seconded the motion. The committee went into Executive Session at 11:06 a.m.

Executive Session ended at 11:16 a.m. No action was taken during Executive Session.

Old Business

Human Resources Goals for 2020/21

Ms. Marshall updated the committee on the 2020/2021 goals: Create and Manage a Unified Workforce:

- Transitioned all staff to the SRAA except for one city employee who will be retiring next year.
- Completed the first phase of the Public Safety Study.
- Ms. Marshall spoke about the Health Care Alternatives, she stated an RFQ was put out. The submission date was moved from July 15th to the 31st. The Authority is anticipating 6 or 7 submissions for this RFQ. The goal is to see if the Authority can get similar benefits with cost savings. Ms. Marshall is setting up informational meetings with the Unions in August. If the SRAA does decide to change Health Care, we would need to have the Unions approval.

New Business

Human Resources Goals for 2021/22

Ms. Marshall reviewed the 2021/2022 goals: Employee Engagement and Development

- Comprehensive Onboarding Process: Ms. Marshall and Ms. Carson started developing plans and schedule for the year. There is a training schedule created for the onboarding.
- Succession Planning (Ongoing): There are goals set up for the first quarter which will include identifying competencies for all positions, skill sets that are necessary for hard to

fill positions and support. The goal of the succession planning process will take place in January when job descriptions and qualifications are updated along with the creation of promotional opportunities.

- Diversity, equity and inclusion: We are partnering with CenterState CEO. There will be a cultural assessment in the fall, with focus groups and surveys with Authority employees. In early winter the Executive Team will be reviewing the results of the cultural assessment with CenterState CEO to develop recommendations for DEI initiatives for the year.
- Investigate health care alternatives (ongoing). If there are any changes decided with the employee health care plan it will take place on the first of the year.
- Employee Recognition Program/Employee Newsletter: The goal is to have the recognition program in place by the September Town Hall, and newsletter by December townhall. This gives employees an opportunity to learn about each other and also engage them more with the Authority.

Mr. Lazar asked about the process of the Succession planning. Ms. Marshall explained the job descriptions will be updated, there will be opportunities for employees to move up in the organization. There will be a training plan created that will allow employees who do not have the skill set to accomplish what they need. Director Terreri explained with the job description changes there are changes that need to be made with Civil Service.

A discussion ensued regarding the process for Civil Service. There were no additional questions.

Adjournment

A motion to adjourn was made by Mr. Lazar and seconded by Mr. Quill, the meeting adjourned at 11:30 a.m.