



Human Resources Committee Meeting Minutes

Thursday, March 10, 2022

Pursuant to the notice duly given and posted, the Human Resources Committee meeting of the Syracuse Regional Airport Authority was called to order on Thursday, March 10, 2022, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport by the committee Chair, Mr. Michael Lazar.

The meeting was called to order at 11:01 a.m. by Chair Michael Lazar.

Roll Call

In Attendance:

Chair Michael Lazar
Ms. LaToya Allen
Dr. Shiu-Kai Chin
Ms. Jo Anne Gagliano
Hon. Michael Quill

Absent:

Mr. William Fisher

Staff/Other:

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

Approval of Minutes from Previous Meetings

Chair Lazar made a motion to approve the minutes from the previous meeting of December 3, 2021. Ms. Gagliano approved the motion, and it was seconded by Dr. Chin the motion was carried unopposed.

Old Business

Human Resources Goals 2021/22

Ms. Marshall, Director of Human Resources, led a discussion regarding the FY 2021/22 Goal of Comprehensive Onboarding Process; Succession planning; Diversity, equity, and inclusion; Investigate health care alternatives; and Employee recognition program/Employee newsletter.

In reference to the Comprehensive Onboarding Process, Chair Marshall and Kristine Carson developed an outline for new hires. Workplace Violence Prevention training is scheduled for April. Succession Planning is about 75% complete. Once completed, the final job descriptions

will be sent to supervisors for review and then updated with Civil Service. The completion of this will take a couple more months. The Executive Team has completed two sessions of the C-Suite on Diversity, Equity, and Inclusion with CenterState CEO. This has been very comprehensive and is going very well. This will be continuously ongoing and will set the stage for where we want to be with setting the strategies and initiatives. Investing the health care alternatives has been completed the Authority is now offering a high deductible plan and looking into wellness initiative options. For the Employee recognition/Employee newsletter, the second newsletter will be distributed at the March Town Hall. The Authority is also looking into ways to communicate with staff who do not have emails, so they will have the information to nominate their co-workers for recognition

Management Confidential

Ms. Marshall explained that management confidential is related to the succession planning process. We are looking at NYS Public Employment Relations Board (PERB) to find what the requirements are to apply positions as management confidential. The Authority has tasked a consultant with setting up an appointment with PERB in Albany. Once positions have been assigned as management confidential, job description changes will be finalized with civil service. Director Terreri explained that the enabling legislation acts have been split in two, Policing and Civil Service, and then all the other acts so this process of requesting changes to civil service can be expedited. There are some timing issues to get the succession plan completed. Ms. Allen asked if there are concerns about people leaving? Ms. Marshall explained that it has not been an issue with the Authority. Director Terreri also explained the benefits are great for the people who have worked at the airport for a long time. The long-term selling point of state retirement is not as big anymore with new hires.

New Business

Airport Communications Center Manager

Ms. Marshall discussed the creation of a new position of Airport Communications Center Manager. There is currently a temporary project manager developing the Airport Communications Center. The board already approved the dispatcher position, and this position will oversee the entire center and will report to the Director of Public Safety. Director Terreri spoke about the airport operations readiness program having a dedicated communications center. This will be the “brains” of the airport, the airport operations command center, and anything that is going on will run through this communications center.

A motion was made by Ms. Gagliano and seconded by Mr. Quill, to accept the new job titles as written and make a recommendation to the full board. The motion was unanimous.

Travel Policy

Ms. Marshall advised the travel policy will be updated, and it will be moving over to the Finance Department instead of Human Resources. The policy will be adjusted in the employee handbook accordingly. Ms. Watkins, CFO, stated the Authority wants to make the policy more self-sufficient, so the traveler is more in control of their own travel arrangements. Currently, everything flows through one person. This policy will be moved to the traveler level to allow more flexibility. This will be optional if for some reason an individual does not want to or may not have the means to set up their own travel. The current policy states everything must flow

through the Executive Assistant. Changing this policy will provide more flexibility. Staff will be required to make reasonably priced reservations. Ms. Watkins stated controls will be built into the policy. Ms. Marshall stated this policy will be updated and a general reference will be put in the handbook at the end of June 2022 for July 1st.

Syracuse City School District/CTE Internship Program

Ms. Marshall shared that the Authority has a partnership with the Syracuse City School District/CTE Internship Program. There will be two student internships this summer, one in Business Development and one in Security. The interns will be employed in July and August for 18 hours a week and they will be paid. This is a great way for us to connect with the community and students. Mayor Quill asked if there will be outreach in the future if this program is successful? Ms. Marshall explained this is a pilot program with the Syracuse City School District, and if successful may grow regionally in the future. Director Terreri mentioned that there is still not have public transportation to the airport. The airport is working with agencies trying to get some type of public transportation to the airport. Ms. Marshall stated surveys have been sent out to airport staff, but it is hard to reach all the employees of the airport. Most recently only 100 responses were received out of over 2000 people employed in the airport. Mayor Quill asked if public transportation is a problem? It was answered that there are tenants that are having a problem with this. Ms. Allen mentioned Jubilee homes has a ride-to-work program for qualified candidates.

SRAA By-Laws and Human Resources Committee

Ms. Marshall spoke about the Board giving Committees the authority to vote on certain items and not have to present them to the Board for approval. She indicated that General Counsel Clark advised that the Board must approve the ability of the Committee to vote on certain items, as long as there is a quorum to vote. There will be a follow-up discussion with General Counsel Clark to clarify the quorum.

Executive Session

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the financial and employment history of particular persons. Ms. Gagliano approved the motion with a second from Dr. Chin, the motion was carried unopposed.

Executive session began at 11:31 a.m. Executive session ended at 12:10 p.m. No action was taken.

Adjournment

A motion to adjourn was made by Ms. Gagliano and seconded by Mr. Quill, the meeting adjourned at 12:15 p.m.