



Human Resources Committee Meeting Minutes

Thursday, June 9, 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, June 9, 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 11:03 a.m. by Chair Michael Lazar.

Roll Call

In Attendance:

Chair Michael Lazar
Ms. Latoya Allen
Dr. Shiu-Kai Chin
Ms. Jo Anne Gagliano

Absent:

Mr. William Fisher

Staff/Other:

Mr. Jason Terreri
Mr. John Clark
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 on March 10, 2022. Ms. Gagliano approved the motion, and it was seconded by Dr. Chin. The motion was carried unopposed.

Old Business

Human Resources Goals 2021/22

Director Terreri mentioned that Debi Marshall, Director of Human Resources, is traveling and will not be with the committee today. Ms. Marshall has been appointed to the Diversity, Equity, and Inclusion (DEI) Committee for Airports Council International and noted that it is great for Ms. Marshall to be driving this policy for the airport industry.

Human Resources is still working on the comprehensive onboarding process. Ms. Carson has been actively involved which includes security, knowing the policies, and making the process more involved than just sending new hires out to work. Updates regarding succession planning were discussed. The SRAA is working on Enabling Legislation modifications such as civil service regulation alterations which would give the SRAA additional flexibility to fulfill staffing

needs. The SRAA was not successful in getting this portion of the enabling legislation modified. The legislative leader has directed Civil Service to do a study of all aviation positions to see if there is a way to get some relief exemption or solve the issues. New York Aviation Management Association (NYAMA) will be adding this issue as a priority for the next legislative session as the SYR airport is not the only airport struggling with these issues. The Executive team completed Diversity, Equity and Inclusion workshops with CenterState CEO.

Healthcare initiatives were completed, and the SRAA will continue with the current providers. The employee recognition program and current newsletter will be introduced at the next Town Hall on June 27th.

Matt Szwejbka, Marketing and Communications Specialist recently received his final accreditation interview to receive his A.A.E. designation through the American Association of Airport Executives. Mr. Szwejbka worked diligently, and we are very proud of his achievement. Director Terreri mentioned that the pre-cursor to the A.A.E. designation is the AAAE Certified Member (C.M.) program. This training will be hosted at the SYR airport with multiple SRAA staff enrolled. These certificate programs are offered to staff as part of the goals and objectives of the HR employee development programs.

Civil Service

Director Terreri stated that from the New York Aviation Management Association (NYAMA) perspective since he is a member of that board, he will be leading this issue with them by working with the legislature to get a comprehensive understanding of the negative impacts for all airports in New York. The Authority's goal is to put forth something in the next legislative cycle. There are a significant number of approval requests pending with Civil Service. Currently, the SRAA has staff who are currently in provisional positions for years before they can even take a test, if one is given, and then they must score in the top three or be removed from their positions. Now with other airports getting involved, the SRAA is hoping for some relief.

Management Confidential

Requests to have a position title changed to management confidential is considered on a position-by-position basis. The request goes to the same Civil Service office and there are additional issues with getting these requests advanced.

New Business

Review HR Committee Charter

The SRAA HR Committee charter was reviewed as required on a yearly basis. A previous point of discussion was to allow the HR committee some level of authority on basic approvals, such as jobs on the organizational chart instead of waiting for the SRAA Board to approve. General Counsel Clark clarified that the Authority can only act through its board and officers, and can only act through the majority of the board. Therefore, the board is unable to delegate authority binding activity to a committee. The board is going to have to approve committee action via consent agenda. Ms. Allen agreed and stated that she thinks all board members would want to be included in decisions on job creation or other matters.

SRAA Employee Handbook Updates

Director Terreri reviewed the employee handbook changes with the committee. The SRAA is formally adding the four-day work week to the handbook as an option for a flexible work schedule. This is allowed with the supervisor's approval and reviewed every six months. This has been working well for the authority. Ms. Allen asked how supervisors are informed of these changes in the handbook. It was explained that it is digital, and staff has to sign for it through our payroll system. The Authority also implemented "Read Books" which requires employees outside of the email system to sign acknowledgments that they have read these updates as they come out. The Authority has regular Town Hall and supervisor meetings to discuss specific topics or any big changes with all employees. Ms. Carson also stated that most people go to Ms. Marshall if they have any questions about the handbook that need clarification. Mr. Lazar asked about the travel policy, and it was determined that the topic was previously discussed fully.

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. Dr. Chin approved the motion with a second from Ms. Gagliano, the motion was carried unopposed.

Executive session began at 11:32 a.m. Executive session ended at 12:03 p.m. No action was taken.

Adjournment

A motion to adjourn was made by Ms. Gagliano and seconded by Dr. Chin, the meeting adjourned at 12:05 p.m.