



Human Resources Committee Meeting Minutes

Thursday, September 8, 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, September 8, 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 8:36 a.m. by Chair Michael Lazar.

In Attendance:

Chair Michael Lazar
Dr. Shiu-Kai Chin
Mr. Thomas Fernandez
Ms. Jo Anne Gagliano

Absent:

Mr. William Fisher
Ms. Latoya Allen

Staff/Other:

Mr. Jason Terreri
Mr. John Clark
Ms. Joanne Clancy
Ms. Robin Watkins
Mr. Mark Werbeck
Ms. Debi Marshall

Roll Call

As noted above all members were present, except Mr. William Fisher and Ms. Latoya Allen.

Approval of Minutes from Previous Meetings

Chair Lazar made a motion to approve the minutes from the previous meeting on June 9, 2022. Dr. Chin approved the motion, and it was seconded by Ms. Gagliano. The motion was carried unopposed.

New Business

Human Resources Goals 2021/22 and Organizational Assessment

Director Terreri shared with the group the background and information regarding the goals and organizational assessment including how SRAA employees viewed it negatively previously and how now there will be employee action groups. The participation level for this non-management employee group was excellent representing all departments and HR Director Marshall will be the

liaison for the group. Employee engagement is a focus for the management team to incorporate new communication strategies such as all shift staff meetings, making sure to include all shifts. Labor management meetings have begun on a regular basis in anticipation of future contract re negotiations which expires in June 2023. Diversity, Equity and Inclusion (DEI) review was included in this assessment, the Executive Team has been trained in DEI and this will continue to be a focus of the organization. Dr. Chin suggested an Ombudsman as a potential idea for outside the management team, and Director Terreri reminded the group that the SRAA does already have an Ethics Officer, John Clark for that purpose.

An organizational assessment was done by Steven Baldwin and Associates and has been completed with inputs from every level of staff. Additionally, a survey is being conducted with all staff. One focus will be on the Facilities and IT departments and a draft report will be made available to the board as soon as possible.

Org Chart

Director Terreri explained where the organization chart is on the website for review and that part of the organization changes should include less employees directly reporting to him and instead report up to the proper organization under which they fall so that employees will be able to have more 1-1 interaction with their direct supervisor and will be easier for day to day activity approvals. Mr. Lazar inquired regarding frequency of meetings and Director Terreri noted some recent changes to the recurring meeting schedule to make them more efficient for the Executive Team, one on one meetings with direct reports and Supervisors meetings.

SRAA Police Force Process Overview

Director Terreri introduced the new SRAA Police Chief, Mark Werbeck to the group. Chief Werbeck presented his extensive background, experience and credentials information and explained the process of creating a new police force and all it entails to become a recognized police force. Once that is established, uniforms, patches, shared reporting system software, etc. will be ordered and he said this will be a very slow process before any transition would be considered. The eventual goal will be to have the new officers supplement Syracuse Police Department in the schedule in parallel long before a transition would take place. Chief Werbeck is travelling to other similar sized airports to gain knowledge of best practices. The initial staffing numbers will be approx. 28.5 part time positions and may expand to full time as the airport grows. Chair Gagliano asked how TSA, Securitas and the new officers will all work together. Chief Werbeck noted that he has already been working with all of these entities to coordinate operational needs and timelines and Director Terreri explained the planned security program model further after a question from Dr. Chin, reiterating that all Airport Security controls and monitoring fall under the single point of contact, Chief Werbeck, who also acts as the Director of Airport Security to manage.

Airport Police Captain (SRAA) & Airport Police Officer (SRAA)

HR Director Marshall explained the roles and hiring process for the SRAA Police Captain and Airport Police Officers. Chief Werbeck explained both roles in more detail regarding the anticipated daily activities. Creating an Ad-hoc committee was discussed, but ultimately it was determined that a Special meeting of the Board may be more appropriate to include all board members as needed in the future. After discussion, with no further questions remaining, HR

Committee chair requested a motion - Dr. Chin granted a motion to bring these positions to the SRAA Regular board meeting on September 23, 2022 via the consent agenda with a second from Ms. Gagliano, the motion was carried unopposed.

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 Mr. Fernandez, the motion was carried unopposed.

Executive session began at 9:30 a.m. Executive session ended at 9:54 a.m. No action was taken.

Adjournment

A motion to adjourn was made by Ms. Gagliano and seconded by Dr. Chin, the meeting adjourned at 9:55 a.m.

DRAFT