



Human Resources Committee Meeting Minutes

Thursday, June 8, 2023

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 8, 2023, 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 10:59 a.m. by Chair Michael Lazar.

In Attendance:

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

Absent:

Staff/Other:

Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Chief Mark Werbeck
Ms. Robin Watkins
Ms. Lexi Hull
Ms. Kristine Carson

Roll Call

As noted above all members were present.

Approval of Minutes from Previous Meetings

As there were no comments on the HR Committee minutes from the March 2, 2023, meeting, Board Chair Gagliano made a motion to approve the minutes and it was seconded by Ms. Allen. The motion was carried unopposed.

Chair Lazar asked if everyone looked at the package material provided.

Management Report

Director of Human Resources, Debi Marshall discussed updates in her department including

Diversity, Equity, and Inclusion Initiatives. The DEI committee began in the fall and includes approximately a dozen employees led by Management Assistant, Selena Nicholson. Recent projects include a video for Reach TV for Asian Pacific Islander month highlighting backgrounds in aviation; a stress reduction seminar was provided by the EAP, re-establishing missions and goals is on the agenda for next meeting. Delta Airlines has invited the DEI group to their upcoming event and most importantly, the Northeast Chapter of AAAE is sponsoring/hosting their event in November and will be the first ever DEI focused conference and will be a national event. Director Terreri mentioned the website is live and registrations are beginning. Director Terreri is on the AAAE board and is working with them to recruit speakers and the DEI team will assist with the planning and hosting of this event. The Airport Accessibility committee's next meeting will be in July on the date of the Americans with Disabilities Act law's 33rd anniversary. Community partners such as Centro and Aurora of CNY will be in attendance for the luncheon hosted by SYR.

New Business

Director of Human Resources, Debi Marshall discussed organizational updates. Learning Management systems have been researched to include all the compliance trainings that the Authority needs for employees. "HIS" was recommended because they can provide all workplace safety trainings along with the necessary tools needed, and the company was the lowest cost provider. Mr. Stevens asked what are the goals of this LMS system? Ms. Marshall explained that the system has over fifteen hundred training modules which is needed to comply with OSHA requirements along with its ability to create our own trainings to streamline the process. This system will be utilized along with in person, in-depth trainings as well and this would provide a complete record of training for personnel files. A one-year contract would be implemented to test out this system. Mr. Stevens inquired about required trainings and how will they merge with performance assessments. Chair Gagliano discussed the importance of everything being tracked in one system. Director Terreri also discussed with Mr. Stevens the ability to roll in software and leadership development trainings and tracking as well as the airport safety and security trainings that are managed by the FAA, but this system would track completion of those trainings. Paylocity will continue to be the payroll provider. Ms. Marshall reminded the group that there are also free trainings via the EAP program. In person safety annual trainings were provided in the past week and both Supervisor and Executive Team in-person trainings were also recently conducted. Other future in-person trainings are being arranged in the fall.

Director Terreri discussed the new position of Director of Facilities. He stated that a Director-level facilities position would be created to address span of control issues within the Facilities Dept. This would move the custodial department under this role to eliminate some overlap and streamline the organization. This, if approved, would roll the Terminal Group under this position. The replaces the current Facilities Manager position so that role will not be backfilled.

Mr. Lazar made a motion to recommend that the Director of Facilities position be brought to the June board meeting. Mr. Stevens approved the motion and Dr. Chin seconded. The motion carried unopposed.

Performance-based evaluations were discussed, and Ms. Marshall stated that the forms were in the packets to review. Previously, a goals-based form was used and was not a performance review for employees. This new form would be metric-based and is in review by the supervisors and executive team to ensure that it meets the Authorities mission, goals, and objectives. Two separate lists of competencies would be used for individual contributors and supervisor roles.

The goal is to begin using this form beginning in July, check in with employees mid-December and then have the annual evaluation in May 2024 to make salary recommendations for the next fiscal year. Director Terreri said this would create the metrics to compare performance with job descriptions. This only applies to the Administrative group and not the Union labor force. Dr. Chin inquired if there is an Ombuds for complaints for this process. Director Terreri stated that complaints can go to him or to the Ethics Officer/General Counsel for the SRAA. Mr. Paro, Dr. Chin, Ms. Allen, Mr. Stevens, and Ms. Gagliano all asked further clarifying questions on the process. All questions were answered. Ms. Marshall stated that many job descriptions have been adjusted within the past year, and that is an on-going process and will be tied into this evaluation method.

The SRAA Employee Handbook has been updated to include language for our new employee groups such as the new SRAA Police Force, Airport Communications Center, and Fire Departments. Additionally, weekly payroll will now occur for hourly employees, vacation policy updates regarding carryover amounts, the bereavement policy has been increased, the NY state law model will be used for other policy needs, and other safety and communications policy adjustments are addressed in this updated handbook. All these updates have been reviewed and approved by legal counsel. Chair of the HR Committee, Mr. Lazar stated that this document has been reviewed with a fine-toothed comb and has been sent to the unions for review. This handbook will be effective July 1st. Dr. Chin inquired about any effects these will have on the budget. CFO Watkins answered all questions.

Executive Session

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the collective negotiation pursuant to Article 14 of the civil service law. Ms. Gagliano approved the motion with a second from Mr. Lazar, the motion was carried unopposed.

Executive session began at 11:43 a.m. Executive session ended at 11:57 a.m. No action was taken.

Adjournment

A motion to adjourn was made by Mr. Lazar and seconded by Ms. Gagliano, the meeting adjourned at 11:58 a.m.