

## Human Resources Committee Meeting Minutes

Thursday, October 26, 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, October 26, 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 11:10 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 – via Teams  
Mr. Nathaniel Stevens

**Absent:**

**Staff/Other:**

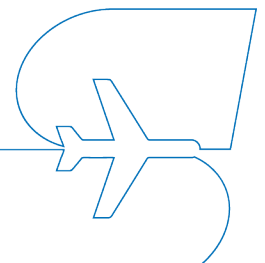
Mr. Michael Frame  
Mr. Jason Terreri  
Ms. Joanne Clancy  
Ms. Debi Marshall  
Mr. Jason Mehl  
Ms. Robin Watkins

**Roll Call**

As noted above all members were present.

**Approval of Minutes from Previous Meetings**

Ms. Clancy will adjust a title in the minutes that was incorrect. As there were no further comments regarding the HR Committee minutes from the September 7, 2023, meeting, Dr.



Chin made a motion to approve the minutes and it was seconded by Ms. Gagliano. The motion was carried unopposed.

HR Committee Chair Lazar asked if everyone looked at the package material provided in advance of the meeting and turned the meeting over to HR Director Marshall.

### **Old Business**

HR Director Marshall reviewed Key Performance Indicators (KPIs) for the first full quarter in the 23/24 fiscal year. Turnover and retention rates, with the target being less than 20% turnover, calendar year is approx. 18% due to retirements and resignations and The Authority is still above the 90% retention rate which is healthy for an organization. Training continues for all employees, including custodial and trades, such as forklift training, emergency preparedness, homeland security training, and all mandatory training needs. The Learning Management System will be utilized for some of these training courses as well as in person meetings with employees and also tenants. The summer internship programs, and summer vacation schedules can affect these turnover percentage rates. There are approximately 140 SRAA employees currently. Diversity, Equity and Inclusion (DEI) Strategic Planning is at a foundational level and will increase over the next year including an employee survey to help us improve our diversity levels in all areas, generationally, by gender, backgrounds and other demographics. Gaining Centro bus services and connecting with other organizations throughout the city will help with these goals.

### **New Business**

Director of Human Resources, Debi Marshall discussed the updated changes with Dental/Vision benefits and Drug Testing policies. Onondaga County Employee Benefits Administration (OCEBA) recently went out to market, and it resulted in a positive change with enhancements in the Dental Plan, such as orthodontia, which will now be Guardian beginning January 1, 2024. Open enrollment is in November and information sessions will be provided for all three shifts. The Vision plan is also being improved by adding lenses every 12 months vs. 24 months, therefore increasing the coverage for this as well. Drug testing has been previously partnered with Five Star/Well Now for several years. There have been issues with wait times, especially for random testing, therefore we will be going out to market to look for other providers including ones that may have a mobile option for the later shifts. Customer service, reliability and accessibility are the goals to meet for a new contract.

### **Executive Session**

Mr. Lazar invited a motion to go into executive session to discuss matters pertaining to the financial and employment history of a particular person(s) or corporation(s).

Ms. Gagliano approved the motion with a second from Mr. Lazar, the motion was carried unopposed.

Executive session began at 11:31 a.m. Executive session ended at 11:58 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 11:59 a.m.