

Human Resources Committee Meeting Minutes

Thursday, February 22, 2024

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, February 22, 2024, in the Syracuse Regional Airport Authority Board Room located in the Syracuse Hancock International Airport.

The meeting was called to order at 11:08 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
Mr. Ulatowski

Absent:

Other attendees:

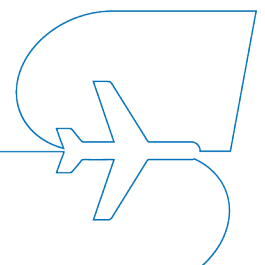
Mr. Michael Frame
Mr. Jason Terreri
Ms. Joanne Clancy
Ms. Debi Marshall
Mr. Jason Mehl
Ms. Robin Watkins

Roll Call

As noted above all members were present.

Approval of Minutes from Previous Meetings

As there were no further comments regarding the HR Committee minutes from the October 26, 2023, meeting, Ms. Gagliano made a motion to approve, and Ms. Allen seconded. Vote was carried unopposed.



New Business

Review of the Human Resources Committee Charter:

Director of Human Resources, Debi Marshall mentioned there is some language regarding the Human Resources committee being in charge of hiring and feedback regarding hires, that may need to be updated. She stated that she would discuss with the General Counsel if updates should be made. No other comments were made. Mr. Lazar stated that it would be discussed again at the next HR Committee meeting.

Management Report:

Ms. Marshall discussed KPIs and metrics. 19 people have been hired since October, with 9 people, mostly resignations. Mr. Lazar asked if transferring from one department to another counts towards this and it does not. Ms. Marshall said the Authority now has approximately 148 employees. Union grievances are down. Requests for accommodation are being tracked and for the last quarter, only one additional request. An Environmental Health and Safety Manager has been hired and will start mid-April. A discussion ensued regarding various types of accommodations that have been requested and what safety training is being provided to help prevent injuries. DEI and demographics are being tracked via self-reporting. The Learning Management System (LMS) implementation is on-going with the hope that it will be up and running soon. Title VI plan information will be provided at the April Board meeting. This is required for all airports and includes a Community Participation Plan (CPP). Demographics will be tracked for all public meetings on a voluntary basis. The NY State Retirement reporting process has been enhanced regarding pension information.

Ms. Allen asked questions about the RFP concessions process for local vendors. She stated it is difficult for small businesses to be able to comply with all of the requirements in only 30 days and asked if the deadline could be extended, and if opportunities could be shared sooner to give more time to smaller businesses. Dr. Chin inquired about the efforts to prepare people for bid-day and made suggestions. Ms. Marshall stated that many of the RFPs have regulations for various types of bids, but that she will speak with the General Counsel and the Commercial Department about these concerns. The Title VI plan covers how things affect and impact the surrounding communities. Ms. Clancy noted that all of the RFPs are listed on the airport's website, a form can be filled out in advance for people to sign up to be notified via email automatically of new opportunities to bid on various projects.

Ms. Marshall provided a Civil Service update, specifically for the SRAA Police Department. At the February meeting for NYS Civil Service, they disapproved the airports' request for the second time for a vote regarding competitive or non-competitive positions. This determined which officers would be considered provisional and which would have to take a civil service test. Twelve police officers, including the Captain were deemed eligible for reinstatement or transfer, but eight provisional police officers and any who were previously NYS Troopers were not considered police officers by civil service and will need to test. The Civil Service Commission ruled that all police officer positions should be competitive. At least six of our officers will need to test and be reachable on the list to remain in their positions. The main issue that the SRAA has is that the Authority is not in a position to hire entry-level police officers who have not completed all of their trainings and certifications and that we want to retain and permanently appoint the

officers that we already have in place who are performing well since last year. Discussions and correspondence regarding legislative action regarding this issue and all of the long-term provisional positions continues.

A discussion was held regarding the changes to the SRAA Drug testing policy based on information received that shows that the airport falls under the federal guidelines instead of NY State guidelines, therefore, small changes in the policy were made as a result. All questions were answered. A conversation was held regarding a nepotism policy. Some language covers these situations in an annual conflict of interest form, but management wanted to bring this topic back to the committee to see if there were any comments and how any such policy would impact the union employees. Currently, these are handled on a case-to-case basis if there are related individuals in the same department or reporting structure. Dr. Chin shared his experience with this and stated that disclosure is the most important piece and the group suggested adding a question to the application process. Ms. Marshall thanked the group for those ideas.

Two positions were being brought to the committee for support to recommend to the SRAA Board. Employee Relations and Compliance Specialist is a new role in the Human Resources department in order for both the Talent Development specialist and Payroll administrator to be able to focus on their own roles and move the compliance issues piece, background checks, civil service, workers comp and other compliance related issues in order to restructure the HR department to fully support the growing employee base. The second position is for a Marketing and Advertising Associate. Recently one position was eliminated due to the changing support needs of the Commercial department. Ms. Marshall shared the current organization chart that was in the packet. Mr. Lazar noted the importance of having the right structure to support management and projects. Mr. Stevens described and recommended expanded internship programs he has been involved with at the county level. Mr. Ulatowski, Ms. Gagliano and others described similar programs that have been utilized with a positive result. Ms. Marshall explained the upcoming temporary intern and summer positions at the airport and the effect that the current civil service requirements would have on an expanded program such as Mr. Steven's described. The committee agreed to put forth both positions to the SRAA Board. Mr. Lazar made a motion and Ms. Gagliano seconded. Vote was carried unopposed.

Adjournment:

A motion to adjourn was made by Mr. Lazar and seconded by Ms. Gagliano, the meeting adjourned at 12:09 p.m.