



Human Resources Committee Meeting Minutes

May 17, 2018

These minutes reflect the activities of the Syracuse Regional Airport Authority Human Resources Committee during the meeting held at Syracuse Hancock International Airport in the SRAA Conference Room on Thursday, May 17, 2018.

The meeting was called to order at 10:10 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Dr. Shu-Kai Chin, Mr. William Fisher, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann, Ms. Debi Marshall, Ms. Laurie Sabel

Absent: Hon. Mark Nicotra, Mr. Patrick Mannion

II. Approval of Minutes from Previous Meeting

The Minutes from the H.R. Committee Meeting that took place on February 15, 2018 were approved without objection.

III. Old Business

A. Military Leave Policy

The Committee took up the matter of the Military Leave Policy which was included in the Meeting Packet. It was discussed and determined that the policy was in compliance with all applicable New York State and federal requirements. Dr. Chin made a motion to accept the Military Leave Policy to be added to the Employee Handbook as proposed, Mr. Fisher seconded the motion and it passed by unanimous consent.

IV. Executive Session

Ms. Rougeux invited a motion to go into Executive Session to discuss a variety of matters pertaining to the employment history of particular persons or corporations and/or the employment of particular persons or corporations by the Authority. Mr. Quill made the motion, and it was seconded by Mr. Fisher. The Committee proceeded into Executive Session at 10:13 a.m. and emerged at 10:45 a.m. with no action taken.

IV. New Business

A. Information Technology Services Administrator

Ms. Rougeux asked for any questions or comments from the Committee regarding the creation of the Information Technology Services Administrator title as outlined. As there were none, she

invited a motion to recommend the title and job description to the Board, Mr. Fisher made the motion with a second from Dr. Chin. The motion passed without dissent.

B. Director of Marketing, Communications, and Air Service Development

Ms. Rougeux asked if there were objections, questions, or comments from the Committee related to the job description for the new title of Director of Marketing, Communications, and Air Service Development, as outlined in the Meeting Packet. None being raised, she invited a motion to recommend the title to the Board. Dr. Chin so moved with a second from Mr. Quill and the motion passed with unanimous consent.

C. Airport Security Assistant (or Public Safety Assistant)

Ms. Callahan proceeded to describe the title, which is a new title being contemplated for the support of the new ground transportation function currently in development. The title would fall under the supervision of the Director of Airport Security and be in the Security Division. As the ground transportation permit and licensing program is being launched it is becoming necessary to put in place oversight and enforcement of the new process. The overall ground transportation plan will give rise to additional functionality for this title, to be specifically detailed by the Director of Airport Security in the future. Mr. Quill suggested that the title be modified to state that prior military service is preferred. Ms. Rougeux expressed a concern about the suitability of the title, suggesting it might more accurately be called Ground Transportation Assistant. She also questioned elements of the job description, especially in relation to several functions, specifically those functions related to any security role, responding to incidents, keeping count of passengers, and providing for increased demand. After discussing these matters, it was agreed that modifications to the job description would be forwarded to the Committee and approval for the new job spec would take place through email in order to make a recommendation prior to the next Board Meeting.

D. Employee Assistance Program (EAP) Policy

Ms. Marshall explained that the new Employee Assistance Program had already been contracted and established and the policy was needed for insertion in the Employee Handbook to clarify the procedures, eligibility, confidentiality, and other aspects for all employees going forward.

E. Employment of Relatives Policy

Ms. Marshall explained the process she used in developing the Employment of Relatives Clause under consideration for inclusion in the Employee Handbook. She stated that the primary concern was to prevent a supervisory conflict of interest. Mr. Fisher objected to the concept of adding any clause of this kind. Mr. Quill added his opposition. Mr. Fisher proposed that the policy, rather than to proscribe such relationships, should call for full disclosure and transparency. Ms. Callahan suggested that perhaps the concerns that were raised could best be addressed in a Conflict of Interest clause. Ms. Rougeux suggested that the matter be tabled for the present and perhaps new language drawn up to address conflict of interest in the future.

VI. Adjournment

A motion was made to adjourn by Dr. Chin and seconded by Mr. Fisher. The meeting adjourned at 11:15 a.m.