



Human Resources Committee Meeting Minutes

February 21, 2019

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 Board Room on Thursday, February 21, 2019.

The meeting was called to order at 11:01 a.m. by Mr. Michael Lazar.

I. Roll Call

In attendance: Mr. Michael Lazar, Mr. William Fisher, Mr. Damian Ulatowski, Ms. Jo Anne Gagliano

Also present: Mr. John Carni, Mr. Trent Amond, Ms. Debi Marshall, Ms. Laurie Sabel

Absent: Hon. Dr. Shiu-Kai Chin, Michael Quill

II. Approval of Minutes from Previous Meeting

Ms. Gagliano made a motion to accept the minutes from the previous meeting of October 18, 2018, with a second from Mr. Lazar, the motion carried unopposed.

III. Executive Session

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to proposed pending or current litigation for financial, credit, and employment history of particular persons or corporations and a proposed lease of real property by the Authority.

The motion was seconded by Ms. Gagliano. The Committee entered Executive Session at 11:05 a.m. and emerged at 11:24 a.m. with no action taken.

IV. Old Business

A. NYS Sexual Harassment Prevention Law Update

Ms. Marshall explained that New York State passed new legislation in 2018 regarding Sexual Harassment Prevention and that the Authority's policy needed revision to be in compliance. Ms. Marshall had worked with attorney John McCann to revise the policy. The required revisions were included in the packet for the Committee's review. Also included were the appropriate complaint forms. All of these documents will be added to the updated handbook. There was also discussion of the annual training mandated by the New York State and the steps that have been taken to comply with all relevant requirements.

V. New Business

A. Employee Handbook Confidentiality Policy

Ms. Marshall explained that, when considering with legal counsel whether a new employee who might be exposed to confidential information should sign a NDA, it was decided that a broad confidentiality policy included in the handbook would be more effective. The redlined version of the Code of Ethics was included in the packet for review. Discussion took place regarding whether the language was too broad. Ms. Marshall explained that all SRAA employees should be aware that they should not share confidential information.

B. Payroll/ HRIS Vendor Search/ RFQ

Ms. Marshall described the progress that has been made to research the choices for this service and the current status of the search, and she hoped to bring the final decision to the CFO for financial approval in approximately two weeks.

C. Director of Engineering position

Ms. Marshall informed the Committee that this new title is going to be brought to the HR Committee in May for their consideration to be added to the roster. The title will better describe the function of an existing employee.

VI. Adjournment

A motion was made to adjourn by Ms. Gagliano and seconded by Mr. Ulatowski. The meeting adjourned at 11:40 p.m.