



## **Human Resources Committee Meeting Minutes**

**October 17, 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, October 17, 2019.

The meeting was called to order at 10:02 a.m. by Chair Michael Lazar.

### **I. Roll Call**

#### **In attendance:**

Chair Michael Lazar  
Dr. Shiu-Kai Chin  
Ms. Jo Anne Gagliano  
Mr. Damian Ulatowski

#### **Staff:**

Mr. Jason Terreri  
Mr. Trent Amond  
Ms. Debi Marshall  
Ms. Kristine Carson

#### **Consultants**

Mr. Steven Baldwin, Steven Baldwin Associates, LLC  
Ms. Lisa Belt, Steven Baldwin Associates, LLC -via phone conference

#### **Absent:**

Mr. William Fisher  
Councilor Latoya Allen  
Hon. Michael Quill

### **II. Approval of Minutes from Previous Meetings**

Mr. Lazar made a motion to accept the minutes from the previous meeting of July 25, 2019, with a second from Ms. Gagliano, the motion carried unopposed.

### **III. New Business**

#### **A. Research Analyst**

Ms. Marshall explained to the committee that there is a new position, Research Analyst, which the Authority would like to create and fill. Director Terreri explained that we currently have an employee who analyzes marketing data at this time but that is just part of her current position, and there is a need for a full-time research analyst to analyze and report on data for

all departments. He pointed out that the Authority would save on consultant fees. A discussion ensued regarding the merits of this change. Mr. Lazar invited a motion to recommend approval of this position to the SRAA Board, and Dr. Chin seconded. The motion was unanimously carried.

**B. Flexible Work Schedule Policy**

Ms. Marshall explained the interest in offering a flexible schedule policy to Executive and Administrative staff. At this time, the Authority allows some flexible scheduling, but would like to have a policy set in place. Ms. Marshall explained that they are considering two options, Compressed Work Week and Alternate Work Week. She gave some details to what each option would look like and what criteria had to be met to honor such request. She reiterated that it would be at the discretion of their supervisor, and could be cancelled at any time, as the Authority needs to make sure the operational efficiency of the airport is met. Ms. Marshall explained that the approval process per request would not need to go through the SRAA Board, it would be a policy set in place through the Employee Handbook which would allow for the Supervisor/Director to approve the request per employee. Mr. Ulatowski recommended briefing the SRAA Board at the next meeting. There was no objection.

**C. Entertainment Policy**

Executive Director Terreri expressed his interest in clarity of the Employee Handbook regarding the Authority's ability to purchase alcohol for business purposes only. Currently, the Handbook states no reimbursement to any Authority employee for alcohol purchased. Executive Director Terreri would like the ability to do so for the purpose of entertaining business opportunities. Examples of such entertainment would a bottle of wine at meals, but would not include an employee's per diem dinner and alcohol purchase. No board briefing is necessary, this is for clarifying and updating the SRAA Handbook.

**D. Rest and Meal Breaks Policy**

Ms. Marshall discussed enforcement of rest and meal breaks for non-exempt staff. No action needed to be taken by the committee.

**IV. Executive Session**

Mr. Lazar made a motion to enter Executive Session to discuss matters pertaining to the financial, credit and employment history of particular persons or corporations. The motion was seconded by Ms. Gagliano. The HR Committee entered Executive Session at 10:27 a.m.

Executive Session ended at 11:15 a.m. No action was taken.

**V. Adjournment**

A motion to adjourn being made by Mr. Lazar and seconded by Dr. Chin the meeting adjourned at 11:19 a.m.