



## **Human Resources Committee Meeting Minutes**

**Thursday, October 15, 2020**

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 15, 2020.

The meeting was called to order at 11:00 a.m. by Chair Michael Lazar.

### **I. Roll Call**

#### **In attendance:**

Chair Michael Lazar  
Councilor Latoya Allen  
Mr. William Fisher  
Mr. Michael Mirizio  
Hon. Michael Quill  
Ms. Jo Anne Gagliano  
Dr. Shiu-Kai Chin

#### **Staff:**

Mr. Jason Terreri  
Ms. Debi Marshall  
Ms. Joanne Clancy  
Ms. Kristine Carson  
Ms. Selena Nicholson  
Mr. John Clark

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

Mr. Fisher made a motion to accept the minutes from the previous meeting of July 23, 2020 with a second from Mr. Mirizio, the motion carried unopposed.

### **III. Executive Session**

Chair Lazar invited a motion to go into executive session to matters pertaining to the employment history of particular persons or corporations and/or the employment of particular persons or corporations by the Authority. Mr. Mirizio made a motion and Mr. Quill seconded the motion. The committee went into Executive Session at 11:03 a.m.

Executive session ended at 11:47 a.m. No action was taken.

#### **IV. Old Business**

Human Resources Goals for 2020/21- HR Manager Marshall led a discussion regarding the FY 2020/2021 Goal of Creating and Managing a Unified Workforce and the Initiative of: Transitioning remaining staff to the SRAA; Developing a succession plan for leadership positions within the organization; Completing a Public Safety Study; and Investigating health care alternatives.

The transition of the employees to a unified workforce has been very successful, currently there are only two City of Syracuse employees remaining. The development of a succession plan for leadership positions within the organization is on-going and a matrix of training pathways is being developed. These plans will be brought to the committee again in the spring, after the budget process determines funding for various programs and would potentially begin with the new Fiscal Year in July. Part of this conversation also generates the need to look at job descriptions, requirements, titles, salary bands, along with the management confidential and civil service job titles and descriptions. The Public Safety study is in the data collection stage and will also be discussed in the spring after the budget discussions. Director Terreri explained the planning, structure and work going into this research.

Health care alternative options are being looked at with brokers and is in the early stages. The SRAA is collecting data and most likely no changes would go into effect until January 1, 2022. A robust conversation will be held with all parties including union representatives prior to any changes and this will also be discussed at the next HR Committee meeting further.

Holidays Policy – HR Manager Marshall proposed adding the Juneteenth holiday as a second floating holiday given the Governor’s recent order. In 2020, the City of Syracuse, Onondaga County and the State of New York provided this holiday to their employees and the SRAA did the same. The SRAA is not bound by the Governor’s order for this holiday but would like to offer it permanently to employees as an enhanced benefit and as an extra floating holiday. Additionally, the two floating holidays will be available to employees beginning January 1<sup>st</sup> instead of on/after the date(s) which makes it easier for payroll purposes and offers our employees more flexibility from the beginning of each calendar year. New hires would receive one floating holiday after July 1<sup>st</sup>. Chair Lazar and the committee agreed with this action. No further action needed to be taken by the committee and the SRAA handbook will be updated.

#### **V. New Business**

New positions:

CFO Watkins explained the need for these new job titles to accommodate the requirements for the newly revamped Finance department in order to have proper segregation of duties. HR Manager Marshall explained the restructuring of the Finance Department further. Executive Director Terreri and Committee Chair Lazar agreed with the need for restructuring this department and civil service job descriptions were attached to the packet.

Finance Department positions:

- A. Buyer – This position specifically will handle vendors, negotiation of best prices, etc.
- B. Accounts Payable Specialist – Disbursements, vendors, check processing
- C. Account Receivable/Receiving Specialist – Posts cash, makes deposits, processes packing lists for purchased items, matches against P.Os.

Ground transportation position:

- D. Ground Transportation and Parking Manager – This title and job description adds more responsibilities to the ground transportation officer in managing the parking facilities and being a liaison with the parking management company, which is currently handled by the COO. This title and description is more in line with the skill set and requirements needed for this role.

A motion was made by Mr. Mirizio and seconded by Mr. Quill, to accept these new job titles as written and make a recommendation to the full board. The motion was unanimous.

Professional Development Policy – Professional development policy updates were enclosed in the packet to be put into place with certifications and development pathways to move up within the organization. If it is relevant to an employee's current position, the Authority will pay the cost at 100%. If it is helpful to an employee in gaining experience for future positions, the Authority will pay 50% upon completion. A maximum dollar amount for college courses was not previously listed in the employee handbook and will now max out at \$500.00 per course to only be used by employees in good standing with the Executive Director's approval. This will be updated in the SRAA Handbook. Mr. Fisher asked that special notation be made by management to ensure that all employees, including union workers, know that the SRAA wants to help in their learning and development as well and ensure that is worked into collective bargaining agreements. HR Manager Marshall stated that all training paths and growth opportunities will be discussed with the unions and will be implemented on par with non-union employees as a part of the succession planning process. A motion was made by Mr. Fisher to approve the Professional Development Policy and was seconded by Mr. Lazar. The motion was unanimous.

## **VI. Adjournment**

A motion to adjourn was made by Mr. Lazar and seconded by Mr. Mirizo, the meeting adjourned at 12:02 p.m.