



Human Resources Committee Meeting Minutes

July 20, 2017

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 Department of Aviation Conference Room on Thursday, July 20, 2017.

The meeting was called to order at 11:10 a.m. by Ms. Beth Rougeux.

I. Roll Call

In attendance: Ms. Beth Rougeux, Mr. Michael Quill, Ms. Christina Callahan, Mr. Trent Amond, Mr. John McCann, Ms. Debi Marshall, Ms. Laurie Sabel
Not present: Dr. Shu-Kai Chin, Mr. William Fisher, Mr. William Simmons, Mr. Mark Venesky, Mr. Patrick Mannion

II. Executive Session

Ms. Rougeux invited a motion to go into Executive Session to address several matters pertaining to the employment history of several persons or corporations and for the employment of particular persons or corporations by the Authority. Mr. Quill made the motion, and it was seconded by Ms. Rougeux. The Committee proceeded into Executive Session at 11:12 and emerged at 11:45 with no action taken.

III. Approval of Minutes from Previous Meeting

The approval of the Minutes from the meeting of May 18, was postponed due to lack of a quorum.

IV. Old Business

A. Staffing and Salary Analysis

1. Status of Proposals

Ms. Marshall summarized the process to invite competitive bids for the Comparative Analysis. A total of seven (7) companies were contacted and of those, three (3) declined to quote and three (3) others did not respond. Steven Baldwin Associates provided a revised quote, adjusting for the requested benefits analysis which raised the cost to an estimated \$48,290.00. Ms. Rougeux and Mr. Quill agreed that adequate effort was made to seek out competitive bids and expressed a willingness to move forward with a recommendation to accept the quote of Steven Baldwin Associates. Ms. Callahan explained that the next step would be to bring it before the Finance Committee for

approval of the expenditure. Mr. Amond explained that, because it exceeds the limit for non-competitive awards under the Procurement Policy, he will recommend that the Best Interests exception be exercised, with a brief summary of the attempts to request additional quotes. The Finance Committee will have five (5) days to approve the work, after which Ms. Callahan would contact Steve Baldwin and authorize him to begin.

V. New Business

A. Updates to Employee Handbook

1.) Employee Classifications

On Page 5 of the handbook, under Sec. 3.a.i., it was agreed, at Ms. Rougeux's suggestion, to add "with or without cause" after "terminated."

2.) Benefits Programs

A suggested change under Benefit Programs, on Page 9, Sec 1.b.iv from 2017 to 2019 was accepted.

3.) Paid Time Off

On Page 11, Sec 10, Suggested changes regarding Sick Leave and Family Sick Leave, ended in the adoption of new language and policy that will allow all accrued Sick Time to also be used for immediate family members while eliminating sister, brother, sister-in-law, brother-in-law, and grandparents of spouse from those covered on that list. In Sec. 12, Sick Leave Conversion, it was decided to change the language to "Upon separation from Authority employment, an employee will receive a cash payment for unused accumulated sick time at the rate of \$15.00/day, unless terminated for cause."

4.) Vacation

On Page 13, Sec. 16.b i.-x., a schedule of proration of vacation time based on month of hire was prepared and included for the Committee to consider. There was no objection to adding this into the Employee Handbook. After discussion, it was decided that vacation accruals going forward will be earned on the schedule below, effective July 1 each year:

- 1 year – 10 days
- 5 years – 15 days
- 10 years – 20 days
- 15 years – 25 days

This will be applied retroactive to July 1, 2017. A maximum of 10 unused days may be carried into the next year.

5.) Holidays

On Page 15, a proposal to change existing policy regarding the half-day observance for Good Friday, Christmas Eve, and New Year's Eve was discussed and it was decided to maintain the existing wording.

6.) Conflicts of Interest

On Page 20, the last line of Sec. 4 will be changed to:

The only exception to the Authority's policy on gifts is if an Authority employee accepts a free invitation to a community event in which said employee has an active role.

On Page 21, Sec.6 The current verbiage was considered unclear and it was agreed to re-write this paragraph.

7.) Use of Communications Systems

On Page 22 is the description of the policy governing the use of all electronic devices. This will be revised to provide more effective usage guidelines.

8.) Workplace Violence Prevention Policy and Incident Reporting

On Page 27, Ms. Marshall stated that this section needs to be developed to include a training component as well as a Safety Committee. Ms. Rougeux requested that this be included on a future agenda.

Ms. Callahan added that the Handbook will require an acknowledgement be signed on receipt by employees.

Once the language has been finalized, all changes will be circulated to the HR Committee via email for approval.

As a final matter, Ms. Marshall informed the Committee that it was under consideration for the Authority to opt in to New York State Paid Family Leave coverage. She will conduct a survey among Authority employees to determine the level of interest.

Adjournment

A motion to adjourn being made by Mr. Quill and seconded by Ms. Rougeux, the meeting adjourned at 12:55 p.m.