



## **Human Resources Committee Meeting Minutes**

**May 16, 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, May 16, 2019.

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

### **I. Roll Call**

In attendance: Mr. Michael Lazar, Mr. William Fisher, Hon. Michael Quill, Ms. Jo Anne Gagliano  
Staff: Mr. Jason Terreri, Mr. Trent Amond, Ms. Debi Marshall, Ms. Cheryl Herzog  
Arrived during Executive Session: Dr. Shiu-Kai Chin, Mr. Damian Ulatowski

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

Ms. Gagliano made a motion to accept the minutes from the previous meeting of February 21, 2019, with a second from Mr. Fisher, the motion carried unopposed.

### **III. 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 11:05 a.m. and emerged at 11:30 a.m. with no action taken.

Dr. Shiu-Kai Chin and Mr. Damian Ulatowski arrived during Executive Session.

### **III. Old Business**

#### **A. Director of Engineering**

Ms. Marshall discussed with the HR Committee a title change for the Director of Engineering that would better fit the role of the position. She and Mr. Terreri proposed the new title to be Director of Planning and Development. The HR Committee agreed with the change. A motion was made to recommend this new title to the SRAA Board by Ms. Gagliano and seconded by Mr. Quill. The motion was carried unanimously.

Mr. Fisher left the meeting.

### **B. Payroll/HRIS Vendor Search Update**

Ms. Marshall informed the HR Committee that Paylocity has been selected as the new payroll vendor. She is currently putting a time line together and informing staff of the upcoming changes. Ms. Marshall will be training on the new system within the next few weeks.

## **V. New Business**

### **A. Employee Handbook Revisions**

Ms. Marshall updated the HR Committee with the annual revisions to the Employee Handbook. Ms. Marshall reviewed the redlined changes which were included in the HR packet. There was brief discussion on the new election law, Ms. Marshall informed the committee that this has been reviewed by Mr. John McCann. Mr. Lazar inquired how the changes are given to the staff. Ms. Marshall stated a hard copy is distributed, there is access to a copy on the computer, and every employee signs for the updated handbook. Ms. Marshall explained that if there is a major policy change during the year she will send out the policy change and have each employee sign off on it. The changes were carried unanimously by the HR Committee.

### **Adjournment**

A motion to adjourn being made by Hon. Quill and seconded by Dr. Chin, the meeting adjourned at 11:45 a.m.