

SUMMARY MINUTES
HUMAN RESOURCES COMMITTEE
MEETING OF MARCH 19, 2014

Mr. Williams chaired the March 19 Human Resources Committee Meeting, calling it to order at 8:30 a.m. A quorum was present during the Meeting: Mr. Gates, Co-Chair, Mr. Carter, Mr. Curto, Ms. Lang, Ms. Wells and Mr. Conner, *ex-officio*. Mr. Chapman, Mr. Davis, Mr. Griffin, Ms. Hall, Mr. McDermott, Ms. Merrick and Mr. Session were also present.

The Committee met in executive session to receive two reports on personnel matters, with regard to employment and benefits, as well as the consideration of existing and prospective contracts.

The Committee recessed its Meeting.

At 9:20 a.m., the Committee reconvened in regular session with a quorum present.

Recommendation on the Proposed Amendment to the Airports Authority Statement of Functions. Jack Potter, President and Chief Executive Officer (CEO), presented the recommendation to establish two positions - Corporate Risk and Strategy and Chief Revenue Officer. He stated that these reporting relationships, along with the existing Office of Technology, would be elevated and report directly to the CEO. Mr. Potter noted that the objectives for incorporating these changes are to reorganize select functions and processes to address key risk areas and further Authority business strategies. He provided brief descriptions outlining the responsibilities of the recommended new positions and noted that the Real Estate function had been a vacant position under the Office of Business Administration. With respect to the Office of Technology, Mr. Potter noted that "Enterprise Architecture" had been inadvertently omitted and requested that it be included as a part of the Office of Technology functions. Mr. Potter presented a proposed new organizational and reporting structure reflecting the new positions.

Directors inquired whether the proposed changes would necessitate changing the jurisdiction and oversight of the Committees and impact current staff with regard to the departmental changes. Mr. Conner and Mr. Potter both agreed that no changes would be needed to the

Committee structure. Mr. Potter explained that staff changes would only be with respect to their reporting relationships.

The Committee approved the staff recommendation. Mr. Williams would offer a motion on the proposed amendment to the Statement of Functions later in the day's Board Meeting

Human Resources Blueprint. In preparation of the first meeting of the newly-created Committee, Tony Vegliante, Vice President for Human Resources, presented a three-year blueprint for the Authority's Office of Human Resources. He stated that the Committee will meet quarterly to have an in-depth discussion on one of the following four categories: 1) Pay for Performance; 2) Talent; 3) Benefits; and 4) Organization Structure and Workforce Planning. Mr. Vegliante stated that the goals for Pay for Performance are a clear vision for the Authority, its corporate focus and alignment to achieve the goals, and to ensure that the goals are easily communicated and understood by all employees. With respect to Talent, Mr. Vegliante explained the importance of continuous development for existing employees, including supervisory training, leadership development and succession planning. He noted that an integral part of Talent is Retention, which would focus on the areas that make the Authority the employer of choice, including competitive pay, benefits, employee recognition program, employee communication and internal advancement. To effectively manage the Authority's Benefits Program, Mr. Vegliante noted that it is necessary to get into the market and create competition for this business. He stated that exploring the marketplace for new improvements every three to five years can provide opportunities that will be beneficial for the Authority and its employees. Mr. Vegliante explained that the Organizational Framework, involved aligning the organization with business strategies that create an environment for revenue generation while reviewing staffing requirements and expanding recruiting efforts.

In accordance with the Bylaws, Mr. Conner stated that the Board of Directors Meeting is required to start at its advertised time of 9:45 a.m. He then requested that the Human Resources Committee recess its Meeting and reconvene immediately following the day's Board Meeting.

The Committee recessed at 9:45 a.m.

Mr. Williams reconvened the Human Resources Committee Meeting at 10:32 a.m. and a quorum was present. Mr. Vegliante continued the presentation on Organizational Framework at Workforce Planning which would focus on determining future skill requirements, skill assessments and gap analysis. With respect to Policies, Mr. Vegliante stated that revisions to meet business needs, proposing and implementing new policies and monitoring compliance with mandated laws and regulations are essential. In the area of Labor, Mr. Vegliante provided a list of Collective Bargaining Units that would undergo renegotiations in 2014 through 2016. Additionally, Mr. Vegliante stressed the importance of employees being informed, educated and recognized as a part of the Authority's effort to be an employer of choice. He noted that the Offices of Technology and Communications continue to explore networking opportunities that will broaden employee access to information. Lastly, Mr. Vegliante stated that Employee Engagement combined all components of the day's presentation, which would result in a high performing organization.

Directors complimented Mr. Vegliante on the strategic approach being taken and stated that they looked forward to working with him. Mr. Vegliante noted that it had been a collaborative effort with the Offices of Human Resources, Information Technology and Communications and thanked them for their efforts.

The Meeting was thereupon adjourned at 10:40 a.m.