

OGDENSBURG BRIDGE & PORT AUTHORITY
PERSONNEL COMMITTEE MEETING
TUESDAY, AUGUST 17, 2021

A meeting of the Personnel Committee of the Ogdensburg Bridge and Port Authority was held in the boardroom of the Administration Building on Tuesday, August 17, 2021 at 4:00 PM.

The following were present:

Jennifer Quirk-Pickman, Committee Chair
Toni Kennedy, Member
Vernon D. Burns, Board Chair
Steven J. Lawrence, Interim Executive Director
Patricia A. Nisco, Chief Financial Officer
Stephanie L. Saracco, Airport Manager

Committee Chair Quirk-Pickman called the meeting to order at 4:00PM. Executive Director Steven J. Lawrence stated that there was a need for Executive Session to discuss an individual's salary. On a motion by Vernon D. Burns, seconded by Toni Kennedy, the meeting moved into Executive Session at 4:01 PM. On a motion by Vernon D. Burns, seconded by Toni Kennedy, the meeting resumed at 4:24 PM.

A. Business Items.

1. Employee Handbook. Committee Chair Jennifer Quirk-Pickman asked that Chief Financial Officer Patricia A. Nisco present the Employee Handbook for Management/Confidential employees. Several changes were suggested and agreed upon by the Committee. Some of the revisions included that employees may now report harassment complaints to Board members, instead of to the Executive Director or Chief Financial Officer only, and that Sick Leave donations will be allowed to be made on a personal basis. Permission to go into a negative balance for Sick Leave was amended to require the permission of the Chief Financial Officer, in

addition to the Executive Director. Toni Kennedy asked if employees on paid family leave may pay for their health insurance contribution when they return to work. Chief Financial Officer Patricia A. Nisco stated that this is not permitted. Full-time status was amended to be 40 hours per week, rather than 35. Committee Chair Jennifer Quirk-Pickman asked that breach of confidentiality language be added to the handbook under section 8.17. The standard work-week adjustment was removed. Chief Financial Officer Patricia A. Nisco was asked to amend the Handbook and present the revised version to the full Board at the next meeting. Committee Chair Jennifer Quirk-Pickman thanked Chief Financial Officer Patricia A. Nisco for her work in having the handbook put together.

Executive Director Steven J. Lawrence gave an update on the Authority's new website. The new site is still being worked on but it is now live. On a motion by Vernon D. Burns, seconded by Toni Kennedy, the meeting adjourned at 6:10 PM.



Jennifer Quirk-Pickman
Personnel Committee Chairperson