

Recognizing Agency Administrative Excellence

On Wednesday, April 26, the agency gathered together on National Administrative Professionals Day to celebrate the contributions of its Administrative Assistants, Secretaries, Business Managers, and all administrative staff who are vital to daily operations.

“Our administrative professionals are the backbone of the agency,” said Executive Director **Rick Cotton** in his opening remarks. “We couldn’t function without them.”

Hundreds across the agency joined together in person and virtually to recognize and celebrate the unsung heroes of the agency — reaffirming our commitment to honor these individuals not just on National Administrative Professionals Day, but every day. The Administrative Professionals Networking Group (APNG) EBRG hosted the festivities at The Bankers Club at 120 Broadway, located just minutes away from 4 WTC, for a celebratory breakfast followed by an awards ceremony and panel discussion. A [recording of the event is available](#).

“The energy, the vitality, the mood, the drive to be curious and to know more and do more, to make things happen — that’s what you all have,” said **Mary Lee Hannell**, Chief of Human Capital.

Miriam Simon, Manager of Business Analysis and Departmental Performance, Human Resources Department, introduced the recipients of this year’s Administrative Excellence Awards. Please join us in congratulating this year’s awardees:

[continued on page 3 >](#)



From left: Awardees Ray Rahman, Evelyn Pagan, Anitra Andre, and Janelle Yip Ying. (Not pictured, Shanamalis Cruz and Chantay DeLoach)

Huntley Lawrence Honored for 38-Year PA Career

During this week’s Meeting of the Board of Commissioners, agency leadership, employees, and members of the PA family gathered together to celebrate and honor the storied career of **Huntley Lawrence**, who recently retired from his position as Chief Operating Officer.

Huntley, who has been with the Port Authority for more than 38 years, has been a pillar of the agency, particularly during his time as Director of Aviation, a position he held for half a decade. For nearly four decades, he has been instrumental in guiding the agency’s strategic planning efforts focused on enhancing the customer experience, sustainability and resilience,

[continued on page 4 >](#)



Huntley Lawrence being presented with some of the many awards and honors during the Board Meeting

QUICK LINKS

- [CALENDAR](#) >
- [IN MEMORIAM](#) >

IN THIS EDITION

- [Reminder: COVID-19 Hotline Ends Operations as of April 28](#)
- [Food Safety Comes First at Agency Facilities](#)
- [Innovation Hub Launches New Site for World Creativity and Innovation Day](#)
- [May 10: JFK Fleet Sustainability Expo Previews the Future](#)
- [TB&T Installs ‘Living Green Wall’ at GWB Bus Station](#)
- [Office of Sustainability Leadership Announced](#)

Introducing the Workplace Equity Council

In response to employee requests for continued engagement, the Office of Diversity, Equity & Inclusion



(ODEI) measured the impact of actions taken to advance diversity, equity, and inclusion (DEI) and gained invaluable employee insight for next steps.

You shared that efforts to advance DEI are a continuous evolving journey, and that, as we complete the recommendations of the Leadership Steering Committee (LSC), you want a permanent group focused on ensuring we are continuously advancing DEI in an intentional way for all our employees.

As part of our commitment to being responsive to your feedback

[continued on page 3 >](#)

Reminder: COVID-19 Hotline Ends Operations as of April 28

The agency continues to update COVID-19 programs based on public health guidance from NY and NJ. In case you missed it, **the COVID-19 Information Hotline will cease operations on Friday, April 28, 2023.** All absences, including COVID-related illness, will be reported through the Absence Evaluation Unit (for civilian staff) and Absence Control Unit (for police).

Employees must continue to follow standard [civilian](#) or [police](#) absence protocols, **including for COVID-19.** On the first day of absence, civilian staff must call the Absence Evaluation Unit (844-667-2255), and police must call the Absence Control Unit (800-451-7425), in addition to reporting it to their supervisor or other designated individual.

IN MEMORIAM

Richard Mendoza

His friends at the Port Authority were saddened to learn of the passing of **Richard Mendoza** last weekend.



Richard joined the Port Authority on March 9, 2018, as a Senior Timekeeper in the Aeronautic Services unit at John F. Kennedy International Airport. He was promoted in July 2019 as a Principal Accounting Clerk in the Comptroller's Department, a role he held until his passing.

Richard was part of the Accounts Payable Support Team and the Accounts Payable Control Group, where he handled creating vendor numbers and petty cash. His agency family will miss him greatly.

Richard is survived by Jessica, Marcus, Max, and his mother Brenda.

Please keep Richard and his family, friends, and colleagues in your thoughts and hearts during this difficult time.



Food Safety Comes First at Agency Facilities

The saying goes, "You are what you eat." The agency's dedicated Food Safety Team ensures that the food we eat and where that food is prepared is safe and complies with all codes and regulations.

On April 10, the Food Safety Team, which operates under Agency Safety Management of the Chief Health and Safety Office, performed a walkthrough of the Ronald O. Perelman Performing Arts Center on the World Trade Center campus, led by the WTC Construction Resident Engineer's Office and Sciame Construction. During the walkthrough, the Food Safety Team verified that construction of the kitchen and terrace bar were in compliance with approved drawings as well as federal, state, and local health codes.



Food Safety staff Jacqueline Bourdony and Haresh Latchman inspect the behind-the-bar construction of the WTC PAC Terrace Bar

Led by Supervisor **Racquel Barnes**, the Food Safety Team conducts design reviews, special events reviews, and over 800 annual food safety inspections across the Agency's 580 food establishments including routine inspections, preliminary and final construction inspections, and foodborne illness special investigations.

"The Food Safety Team is comprised of dedicated staff who are devoted to safeguarding public health and preventing foodborne illnesses," said **Ryan Munoz**, Safety Assurance Manager. "They bring a high level of experience, education, and expertise to protecting millions of PA customers each year."

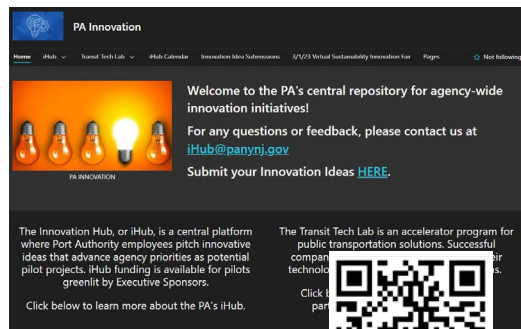
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One of the most anticipated projects slated for completion later this year is the all-new Ronald O. Perelman Performing Arts Center on the WTC campus. Scheduled for opening in September of this year, the center boasts three theaters with state-of-the-art flexibility to configure into multiple shapes, sizes, and formations.

Learn more about how the Agency Safety Management team keeps the region safe in [PA News](#).

Innovation Hub Launches New Site for World Creativity and Innovation Day

The Innovation Hub has launched an all-new [PA Innovation website](#) to coincide with [World Creativity and Innovation Day](#), which is observed each year across the globe on April 21. Employees can learn about all the various initiatives and pilot projects their colleagues are working through the Innovation Hub, including Transit Tech Lab projects. We welcome all employees to submit their innovative ideas via the website or QR code. For any questions, reach out to the iHub at iHub@panynj.gov.



May 10: JFK Fleet Sustainability Expo Previews the Future

On Wednesday, May 10, from 9 a.m. to 2 p.m., JFK Airport's Hangar 14 will host a display of technology, equipment, vehicles, and much more in a showcase of sustainable vehicles and transportation. Learn about what's coming up next in vehicle electrification and get a glimpse into the future of fleet sustainability. Refreshments will be served. All employees are welcome!

For more information, see the flyer above or contact **James Hineson** at jmhineson@panynj.gov. [Register to attend on Eventbrite.](#)



The Workplace Equity Council

[continued from page 1 >](#)

and advancing DEI, we are excited to announce the formation of a permanent [Workplace Equity Council \(WEC\)](#), which will play a vital role in continually driving change and ensuring that every employee feels heard, valued, and supported.



Scan to learn more about the WEC and its members.

Working with ODEI, the WEC will serve as a permanent body dedicated to employee interaction and feedback for agencywide initiatives and programs that advance DEI in our workplace.

The WEC will:

1. **Build Trust**
2. **Increase Awareness**
3. **Increase Transparency**
4. **Empower Employees**
5. **Provide Direct Access to Leadership**

Roadshow visits across agency facilities with members of ODEI, Ethics and Compliance, and HR are already underway and will continue over the next year. Make sure you watch out for these roadshow visits and events and act as change agents to drive accountability for our DEI efforts.

Feedback and recommendations may be submitted to WorkforceDiversityEquityInclusion@panynj.gov.

See the full broadcast announcement on [PA News](#).

TB&T Installs 'Living Green Wall' at GWB Bus Station

As part of the agency's observation of Earth Month, Tunnels, Bridges & Terminals led an effort to install a 'living green wall' at the George Washington Bridge Bus Station (GWBBS).

It was a coordinated team effort between TB&T Environmental Programs Manager **Dante Vigliotti**, Marketing's **Denise Schaefer**, **Laura Otero**, and **Alex Rollison**, and Operations Services' Print Shop. The living green wall and associated signage was set up at the GWBBS ahead of Earth Day to raise awareness of the Port Authority's commitment to sustainability.

Dante worked with the GWBBS's landscaper, Hufnagel Landscaping (a woman-owned business), and subcontractor, Green Living Technologies (a minority-owned business), to produce and install unique plants and materials, such as satin pothos, blue star ferns, and hoya exotica tricolor plants, for the Washington Heights community to enjoy.

Living green walls contribute to improved air quality, a reduction in temperature and noise levels, and improved mental health and wellbeing. An internal irrigation system helps keep the plants vibrant when water is added to the top frame.

Signage in English and Spanish is displayed next to the green wall and includes a QR code for residents, commuters, and visitors to learn more about the Port Authority's sustainability initiatives. The green wall was fully installed on April 7.



Dante Vigliotti (pictured) distributing reusable bags on April 20 at the GWBBS, in a coordinated effort with TB&T's Chris Mohr and Manager of Brand and Customer Partnerships Heather Pharo.

Recognizing Excellence

[continued from page 1 >](#)



From left: Doris Davis, Sasha King, Jessica Carmona, and Asia Mazara

Customer Experience: Ray Rahman, Senior Administrative Secretary, Tunnels, Bridges & Terminals

Professionalism: Evelyn Pagan, Senior Executive Secretary, Office of Diversity, Equity & Inclusion

Professionalism: Shanamalis Cruz, Supervising Office Assistant, Port

Agency Expertise: Anitra Andre, Principal Business Manager, Comptroller's

Going Above and Beyond: Janelle Yip Ying, Supervising Office Assistant, Aviation

Making a Difference: Chantay DeLoach, Staff HR Representative, Human Resources

Following the presentation of the awards, APNG founder **Asia Mazara** led a panel discussion featuring **Doris Davis**, Executive Business Manager, **Jessica Carmona**, Senior Business Manager, and **Sasha King**, Staff Business Manager.

CALENDAR

[PAVA: JFK Runway 5K Run/Walk](#)

Sunday, April 30. The Port Authority Veterans Association (PAVA) will take part in the annual JFK Runway 5K Run/Walk on Sunday, April 30 at JFK Airport, Building 14. Check in from 7-8:15 a.m.. The race starts at 9 a.m., rain or shine. For more information and to sign up, [click here](#) and select the **Port Authority Veterans Association** team. Contact PAVA@panynj.gov with any questions.

[9/11 Memorial 5K Run/Walk](#)

Sunday, April 30. On Sunday, April 30, the 9/11 Memorial & Museum is hosting its annual [9/11 Memorial & Museum 5K Run/Walk](#) in lower Manhattan. Join the Port Authority Corporate Team and honor 9/11 rescue, recovery, and relief workers. Space is limited. Sign up by Friday, April 7. Donations and fundraising are welcome, but not required to participate. To register for the team, visit [9/11 Memorial & Museum 5K Run/Walk website](#), and sign up using code **PANYNJ23**. For any questions, email **Arianna Kane** at arkane@panynj.gov.

[PAVA: Wear Jeans to Support Veterans](#)

Wednesday, May 24. Join the Port Authority Veterans Association (PAVA) and take part in the GI Go Fund's [Red, White, and Jeans](#) program (formerly Jeans for Troops) to show your support for our military veterans. [Donate to and participate in the GI Go Fund](#) in the PAVA/Port Authority team, then wear jeans to work on May 24. Employees must obtain supervisor's permission to dress down prior to signing up. **Please send photos of you wearing jeans to work on May 24 to PAVA@panynj.gov.**

[PAPWT/PAAN: Parenting Children with Disabilities](#)

Friday, May 5 at noon. We know parenting is hard and parenting children with visible and invisible disabilities comes with an additional set of challenges, but you are not alone. This panel-based discussion will feature agency parents and caregivers speaking on their experiences in raising children with disabilities. Members of PAPWT and PAAN will receive an invite. All agency employees are welcome [Non-members can RSVP here](#). [See the event flyer](#).

Huntley Lawrence Honored

[continued from page 1 >](#)

innovation, sources of revenue, and operational excellence.

"I've been working with a bunch of all stars throughout my entire career," Huntley said. "I've worked here for 38 years and I have always appreciated the quality and caliber of folks here, especially when times are difficult and challenging. I have enjoyed every moment of this experience. I thank you for this recognition."

"I have been lucky enough to work with you for six years," said Chairman **Kevin O'Toole**. "You have been our north star, you have been our guider, you have been a professional, I don't think I'll ever meet a professional as dignified, as distinguished, as honest, and as honorable."

The tribute included a video featuring PA colleagues reminiscing about how much of an honor it's been to work with Huntley and how he immeasurably improved the way the agency operates.

The portion of the Board Meeting recognizing Huntley is [available on the PA YouTube channel](#).

Office of Sustainability Leadership Announced

Chris Diamond has been appointed Director, Office of Sustainability, effective Monday, April 24. Additionally, **Arif Welcher**, Assistant Director, Office of Sustainability, started on Monday, November 21, 2023.

Sustainability is one of the Port Authority's key priorities. The filling of these key positions within the Office of Sustainability ensures that we have the leadership in place to achieve and follow through on our commitment to net zero emissions by 2050.

Chris brings more than 20 years of public and private sector experience in New York working across engineering, architecture, and energy — all in the form of sustainable design and implementation in urban areas. Most recently, Chris served as Director, Office of Sustainability, Commissioning, and Resilience, Public Buildings for the New York City Department of Design & Construction (DDC). Chris holds a Bachelor of Engineering (Civil) from Manhattan College and a Master of Science (Structural Engineering) as well as a Master of Architecture both from the University of California Berkley. He also holds a Professional Engineer License in both California and New York.

Arif brings more than 20 years of public and private sector experience. Most recently he served as Ombudsman for the Board of Public Utilities. In that role the office focused efforts on strategic sectors to spur growth in jobs & investment throughout the state by using clean energy programs as incentives to encourage business development, expansion, retention, and relocation to New Jersey. Arif holds a Bachelor of Economics from the University of North Carolina, Chapel Hill.



Chris Diamond



Arif Welcher



WORKING ADVANTAGE DISCOUNT PROGRAM

Port Authority employees and retirees can take advantage of hundreds of discounts at stores, theaters, theme parks, and more through Working Advantage, the PA's Employee Discount Program partner. Visit www.workingadvantage.com and use the PA Member ID number, 405042634.

