

**PEACE, Inc.**  
**EEO/Personnel Committee Minutes**  
**September 10, 2020 (via teleconference)**

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MEMBERS ON CALL: Pastor Phyllis Lee-Williams, Edward Perry, Tonia Thornton, Jason Wallace

STAFF PRESENT: Joseph O'Hara, Catherine Green Harris, Jamie Colucci

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**CALL TO ORDER – 4:45pm:**

The meeting was called to order by Pastor Phyllis Lee-Williams, following a moment of silence.

**APPROVAL OF MINUTES:**

A motion to approve the minutes of the May committee meeting was made by Ms. Thornton, seconded by Mr. Wallace and approved unanimously.

**NEW BUSINESS:**

Ms. Harris reviewed the list of companies that have submitted proposals and are scheduling demonstrations for a new agency time and attendance monitoring system. Ms. Harris noted that the goal is to select a system in time to begin implementation by the end of December.

Ms. Harris reported that the CARES Act would allow the agency to defer the deposit and payment of its share of Social Security taxes, but that PEACE, Inc. will opt out to avoid the shortfall from the taxes that would have been paid by employees who leave the agency.

Ms. Harris reported that an extension to Family and Medical Leave is now available to, which allows for full wage replacement benefits for up to 14 days in the event of a COVID-19 quarantine, and 2/3 pay for COVID-related child care needs for up to 10 weeks.

Ms. Harris reported that additional guidance is pending from the state regarding its new mandate to provide a minimum amount of sick leave effective January 1, 2021.

Ms. Harris reported that per the Strategic Plan, a consultant has been retained to complete assessments of all administrative departments. She noted that the Human Resources Department assessment was completed and that it recommended the addition of a new position.

Mr. O'Hara presented an update on new procedures that have been implemented in response to the COVID-19 pandemic since July, noting that he called on all staff to maintain proper distancing and a "culture of continuous cleaning" in all operations. He reported that HS/EHS classrooms will begin admitting students into classrooms incrementally on September 14<sup>th</sup>, that the FRC food pantries are serving clients by appointment only, and that Foster Grandparents will not be able to

volunteer in SCSD classrooms and will therefore be trained to perform alternative activities to maintain their regular level of pay.

Ms. Harris reported that employee premiums will remain flat for the new benefit plan year, and will be zero for the month of October due to captive health savings.

Mr. O'Hara reported that the 2% Cost-Of-Living Adjustment (COLA) which had been approved by the Board of Directors will take effect on the 9/11/2020 pay date, and that a separate check will be issued to employees one week later for the retroactive pay differential from the 2/1/2020 effective date of the COLA.

**POOL REPORT:**

Mr. Colucci reviewed and discussed the summary of hires and vacancies for August, which was sent to committee members by email.

**ADJOURNMENT:**

A motion to adjourn the February committee meeting was made by Mr. Perry, seconded by Mr. Wallace and approved unanimously. The meeting was adjourned at 5:15pm.

**PEACE, INC.**  
**MEMORANDUM**

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**TO:** Head Start Policy Council / EEO Personnel Committee  
**FROM:** Human Resources Department  
**SUBJECT:** Open Positions  
**DATE:** September 8, 2020

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The following is a list of all approved open positions within PEACE, Inc., as of September 8, 2020.

<b><i>Position Title</i></b>	<b><i>Pay Grade</i></b>	<b><i>Date Posted</i></b>
Asst. Mental Health Coordinator, HS/EHS - Sumner	8/Nonexempt	1/30/20
Nurse, Head Start - Liverpool	6/Nonexempt	7/30/20
Nurse, Head Start - SCSD	6/Nonexempt	8/11/20
Bus Driver, Head Start - Genesee	5/Nonexempt	7/22/20
Teacher Assistant, Head Start - Merrick	4/Nonexempt	7/21/20
Nutrition Aide, Head Start - Baldwinsville	2/Nonexempt	8/12/20
Custodian Crew Leader	6/Nonexempt	7/28/20
Custodian Crew Leader	6/Nonexempt	7/28/20
Accounting Clerk, Fiscal	6/Nonexempt	8/5/20
Insulation Crew Member, DEHS	4/Nonexempt	7/22/20
Furnace Technician, DEHS	4/Nonexempt	11/5/19
Cook, Food Services	4/Nonexempt	8/11/20
Kitchen Worker/Driver, Food Services	3/Nonexempt	3/23/20