

PEACE, Inc.

EEO/Personnel Committee Minutes

September 7, 2017

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Edward Perry, Jason Wallace (via phone)

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

CALL TO ORDER:

The meeting was called to order at 4:46pm, following a moment of silence. It was noted that a quorum was established with Pastor Lee-Williams and Mr. Perry present and Mr. Wallace participating via telephone.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March meeting was made by Mr. Perry, seconded by Pastor Phyllis Lee-Williams, and approved unanimously. It was noted that the EEO/Personnel Committee did not meet since March.

NEW BUSINESS:

Ms. Green reported that the 401(k) annual audit was conducted in July, and that the audit report will be presented to the Board of Directors and filed with the federal government. Ms. Green reported that the audit concluded that there were no misstatements or disagreements, and that all ERISA guidelines have been followed in the administration of the 401(k) plan. Ms. Green noted that a representative from Mutual of America will make a presentation about the 401(k) plan at the next EEO/Personnel Committee meeting.

POOL REPORT:

The committee reviewed the summary of hires and vacancies for June through August. The committee noted that there has been a high amount of hiring activity during the summer, but that many positions remain to be filled which were vacated over the summer.

OLD BUSINESS:

Ms. Green reported that a 1% Cost-Of-Living Adjustment (COLA) will be made in November retroactive to February 1st for all eligible employees agency-wide.

Ms. Green reported that revisions to the employee handbook are being reviewed by an attorney, and that additional revisions are being drafted in response to new developments, such as the NYS paid family and medical leave law which will take effect in January 2018.

Ms. Green reported that a claim filed by a former employee with the Department of Labor was dismissed, and then refiled in small claims court for which the plaintiff did not appear.

Ms. Green gave a recap of the EdCreational Day event for all staff on August 31st, for which George Kilpatrick was the guest facilitator.

Mr. O'Hara reminded the committee about the Champions of Diversity event which will be on September 27th at the Mariott.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Perry, seconded by Pastor Phyllis Lee-Williams, and approved unanimously. The meeting was adjourned at 5:12pm.

PEACE, INC.
M E M O R A N D U M

TO: Head Start Policy Council / EEO Personnel Committee
FROM: Human Resources Department
SUBJECT: Open Positions
DATE: September 7, 2017

The following is a list of all approved open positions within PEACE, Inc., as of September 7, 2017.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Assistant Mental Health Coordinator, HS/EHS	8/Nonexempt	3/22/17
Teacher, Early Head Start - Merrick	7/Nonexempt	8/15/17
Teacher, Early Head Start - UUMC	7/Nonexempt	8/17/17
Teacher, Head Start - Sumner	7/Nonexempt	5/16/17
Teacher Assistant - UPK, Head Start - Merrick	5/Nonexempt	8/25/17
Teacher Assistant, Head Start - Liverpool	4/Nonexempt	4/20/17
Teacher Assistant, Head Start - Rockwell	4/Nonexempt	8/15/17
Teacher Assistant, Head Start - Merrick	4/Nonexempt	8/21/17
Home Visitor, HS/EHS - St. Brigid's	5/Nonexempt	9/8/17
Home Visitor, HS/EHS - WSFRC	5/Nonexempt	9/8/17
Family Worker, Head Start - MANOS	5/Nonexempt	8/24/17
Family Worker, Head Start - SCSD Delaware	5/Nonexempt	8/7/17
Family Worker, Head Start - SCSD Franklin	5/Nonexempt	8/7/17
Intake Worker, Head Start - Sumner	4/Nonexempt	8/25/17
Bus Driver, Head Start - Merrick	4/Nonexempt	8/25/17
Bus Driver, Head Start - James Street	4/Nonexempt	8/25/17
Teacher Aide, Head Start - Merrick	2/Nonexempt	4/20/17
Teacher Aide, Head Start - Merrick	2/Nonexempt	5/16/17
Teacher Aide, Early Head Start - Merrick	2/Nonexempt	8/21/17
Weatherization Crew Member, DEHS - Fulton	4/Nonexempt	5/10/17
Content Coordinator, Admin.	8/Nonexempt	8/15/17