

PEACE, Inc.

EEO/Personnel Committee Minutes

December 7, 2017

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Edward Perry, Tonia Thornton, Jay VanNostrand, Jason Wallace (via telephone)

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

CALL TO ORDER:

The meeting was called to order at 4:47pm, following a moment of silence. It was noted that a quorum was present, and that Mr. Wallace was participating by telephone.

APPROVAL OF MINUTES:

A motion to approve the minutes of the November meeting was made by Mr. VanNostrand, seconded by Mr. Wallace, and approved unanimously.

NEW BUSINESS:

Ms. Green reviewed proposed revisions to the Employee Handbook of policies. A motion to approve the revisions was made by Mr. VanNostrand, seconded by Mr. Perry, and approved unanimously.

POOL REPORT:

The committee reviewed the summary of hires and vacancies for November.

OLD BUSINESS:

Mr. O'Hara announced that the Board of Directors December meeting and holiday party will be at Strada Mia on December 18th beginning at 4:00pm.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Perry, seconded by Mr. VanNostrand, and approved unanimously. The meeting was adjourned at 5:10pm.

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: December 7, 2017

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

<u><i>Position Title</i></u>	<u><i>Pay Grade</i></u>	<u><i>Date Posted</i></u>
Supervisor, Jamesville EHS	8/Nonexempt	11/16/17
Assistant Mental Health Coordinator, HS/EHS	8/Nonexempt	3/22/17
Teacher, Early Head Start - Merrick	7/Nonexempt	11/3/17
Teacher, Early Head Start - Merrick	7/Nonexempt	8/15/17
Teacher Assistant, Head Start - Merrick	4/Nonexempt	8/21/17
Teacher Assistant, Head Start - Merrick	4/Nonexempt	9/12/17
Home Visitor, HS/EHS - St. Brigid's	5/Nonexempt	9/8/17
Family Worker, Head Start - Merrick	5/Nonexempt	10/23/17
Family Worker, Head Start - James Street	5/Nonexempt	11/17/17
Intake Worker, Head Start - Sumner	4/Nonexempt	11/30/17
Bus Driver, Head Start - Transportation	4/Nonexempt	12/5/17
Bus Driver, Head Start - Transportation	4/Nonexempt	9/5/17
Teacher Aide, Head Start - Merrick	2/Nonexempt	10/13/17
Teacher Aide, Head Start - St. Brigid's	2/Nonexempt	10/9/17
Teacher Aide, Head Start - James Street	2/Nonexempt	12/7/17
Recruitment Assistant, HS/EHS Admin.	4/Nonexempt	11/30/17
Mentor Manager, Big Brothers Big Sisters	4/Nonexempt	10/31/17
Weatherization Crew Member, DEHS - Fulton	4/Nonexempt	5/10/17
Weatherization Crew Member, DEHS - Syracuse	4/Nonexempt	10/9/17
Administrative Assistant, Transportation	4/Nonexempt	10/13/17
Family Development Advocate, Westside FRC	4/Nonexempt	11/30/17