

PEACE, Inc.

EEO/Personnel Committee Minutes

February 1, 2017

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Tonia Thornton, Jay VanNostrand, Jason Wallace

STAFF PRESENT: Catherine Green, Jamie Colucci

CALL TO ORDER:

The meeting was called to order at 4:40pm, following a moment of silence.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Brian Thomas, Michael Paltridge and Ed Wallace from Mutual of America presented a review of the 401(k) plan. They discussed two plan enhancements: the online salary deferral election option available to employees, and the progress toward payroll integration with ADP. The plan review also included exhibits regarding disclosure of fees and a fee benchmark report, demographics of enrollees, analysis of expenses, fund performance, and general economic outlook.

Ms. Green distributed and reviewed the annual turnover reports.

Ms. Green noted that the results of a recent wage comparability study will be distributed and reviewed at the March committee meeting.

POOL REPORT:

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

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Wallace, seconded by Mr. VanNostrand, and approved unanimously. The meeting was adjourned at 5:46pm.

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: January 31, 2018

The following is a list of all approved open positions within PEACE, Inc., as of January 31, 2018.

<u><i>Position Title</i></u>	<u><i>Pay Grade</i></u>	<u><i>Date Posted</i></u>
Assistant Mental Health Coordinator, HS/EHS	8/Nonexempt	3/22/17
Teacher, Head Start - St. Brigid's	7/Nonexempt	1/10/18
Teacher Assistant, Head Start - Merrick	4/Nonexempt	8/21/17
Teacher Assistant, Head Start - Merrick	4/Nonexempt	9/12/17
Teacher Assistant, Head Start - Merrick	4/Nonexempt	1/4/18
ERSEA Specilist, HS/EHS - Sumner	6/Nonexempt	1/11/18
Home Visitor, HS/EHS - St. Brigid's	5/Nonexempt	9/8/17
Family Worker, Head Start - James Street	5/Nonexempt	11/17/17
Family Worker, Head Start - OCC	5/Nonexempt	1/11/18
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
Center Aide, Head Start - St. Brigid's	2/Nonexempt	1/4/18
Nutrition Aide, Head Start - Liverpool	2/Nonexempt	1/11/18
Recruitment Assistant, HS/EHS Admin.	4/Nonexempt	11/30/17
Weatherization Crew Member, DEHS - Syracuse	4/Nonexempt	1/11/18
Kitchen Worker/Driver, Food Services	2/Nonexempt	1/24/18