

PEACE, Inc.

EEO/Personnel Committee Minutes

October 4, 2018

MEMBERS PRESENT: Xander Hope, Ed Perry, Jason Wallace

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

CALL TO ORDER:

The meeting was called to order at 4:46pm, following a moment of silence.

NEW BUSINESS:

Ms. Green reported that the 401(k) Plan audit was completed in July, and that the audit report from the Bonadio Group is expected in mid-October, which can then be submitted with the agency 5500 form.

Ms. Green discussed recent changes to employee wages due to Cost-Of-Living Adjustments as well as further adjustments to reflect years of service.

Ms. Green discussed the new NYS sexual harassment training rule, which will be effective for all hires after 10/9/18, and then for all staff effective 10/9/19. Ms. Green noted that this topic is already covered in new hire orientations and in agency employment policies, but that more information would need to be added about how to report harassment and a new reporting form.

APPROVAL OF MINUTES:

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

POOL REPORT:

The committee reviewed and discussed the summary of hires and vacancies for September.

OLD BUSINESS:

Mr. O'Hara recapped the Champions of Diversity event.

Ms. Green introduced the new part-time Recruitment Assistant for HS/EHS, Davona Lynch.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Perry, seconded by Mr. Hope, and approved unanimously. The meeting was adjourned at 5:07pm.

PEACE, INC.
MEMORANDUM

TO: Head Start Policy Council / EEO Personnel Committee
FROM: Human Resources Department
SUBJECT: Open Positions
DATE: October 4, 2018

The following is a list of all approved open positions within PEACE, Inc., as of October 4, 2018.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
UPK Teacher, Head Start - James Street	9/Nonexempt	9/20/18
3PK Teacher, Head Start - Merrick	9/Nonexempt	10/4/18
Teacher, Early Head Start - Merrick	7/Nonexempt	9/17/18
Teacher, Head Start - Genesee	7/Nonexempt	8/8/18
Nurse, Head Start - Liverpool / James Street	6/Nonexempt	10/4/18
Family Worker, Head Start - Genesee	5/Nonexempt	9/25/18
Teacher Assistant, Head Start - Merrick	4/Nonexempt	9/12/18
Bus Driver, Head Start - Transportation	4/Nonexempt	12/5/17
Teacher Aide, Head Start - Genesee	2/Nonexempt	9/5/18
Teacher Aide, Head Start - Merrick	2/Nonexempt	9/17/18
Development Coordinator, Administration	12/Exempt	9/20/18
Re-Entry Case Manager, Re-Entry Program	8/Nonexempt	9/20/18
Insulation Crew Member, Weatherization-Syracuse	6/Nonexempt	7/10/18
Family Development Advocate, Southside FRC	4/Nonexempt	8/6/18
Mentor Manager - Community-Based, BBBS	4/Nonexempt	10/4/18
Mentor Manager - School-Based, BBBS	4/Nonexempt	10/4/18
Kitchen Worker/Driver, Food Services	2/Nonexempt	9/6/18
Kitchen Worker/Driver, Food Services	2/Nonexempt	9/20/18
Custodian I, Maintenance	2/Nonexempt	9/17/18