

PEACE, Inc.

EEO/Personnel Committee Minutes

March 7, 2019

MEMBERS PRESENT: Xander Hope, Edward Perry, Jason Wallace

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

CALL TO ORDER:

The meeting was called to order by Mr. Wallace at 4:48pm, following a moment of silence.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January committee meeting was made by Mr. Hope, seconded by Mr. Perry and approved unanimously. It was noted that there was no committee meeting in February.

NEW BUSINESS:

Ms. Harris presented and reviewed summaries of 2018 turnover statistics and 10-year turnover trends for both HS/EHS and non-HS/EHS programs. Each summary showed how turnover is broken down proportionally by each of five different factors: month of separation, reason for separation, location, position, and years of service. It was noted that in 2018 turnover dropped to its lowest rate in six years for HS/EHS to 23%, but increased to a record high rate of 31% for all other programs combined. It was also noted that for both groups, almost half of turnover in 2018 occurred during the first year of employment.

Mr. Hope suggested surveying employees who reach their second year to try to determine how to prevent early turnover. Mr. Wallace suggested improvements to on-boarding, or a peer-sponsoring type of initiative. Mr. Perry inquired about what incentives or recognition programs are already in place to enhance employee retention.

Mr. Colucci distributed and discussed a list of proposals intended to encourage filling more positions through internal hiring. These included proactive steps to identify potential internal candidates before vacancies occur, as well as improvements to internal recruitment and screening processes.

POOL REPORT:

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

OLD BUSINESS:

Ms. Harris gave an update on a Division of Human Rights case involving a sexual harassment claim, in which a hearing is anticipated.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Hope, seconded by Mr. Perry, and approved unanimously. The meeting was adjourned at 5:39pm.

**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: March 5, 2019

The following is a list of all approved open positions within PEACE, Inc., as of March 5, 2019.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Child Development Coach, HS/EHS - Sumner	9/Nonexempt	2/27/19
Classroom Specialist, HS/EHS - Merrick	9/Nonexempt	2/27/19
Teacher, Head Start - Sumner	7/Nonexempt	10/15/18
Intake Worker, Head Start - Genesee	5/Nonexempt	2/6/19
Nurse, Head Start - Collaborations	6/Nonexempt	1/2/19
Family Worker, Head Start - Sumner	5/Nonexempt	1/15/19
Family Worker, Head Start - Jordan	5/Nonexempt	1/30/19
Family Worker, Head Start - Rockwell	5/Nonexempt	3/6/19
Family Worker, Head Start - Dr. King collab.	5/Nonexempt	3/6/19
Family Worker, Early Head Start - Merrick	5/Nonexempt	1/2/19
Bus Driver, Head Start - Sumner	4/Nonexempt	11/30/18
Teacher Aide, Head Start - Merrick	2/Nonexempt	12/17/18
Teacher Aide, Head Start - Merrick	2/Nonexempt	2/25/19
Insulation Crew Member, Weatherization-Syracuse	6/Nonexempt	7/10/18
Site Manager, Food Services	2/Nonexempt	1/15/19