

# **PEACE, Inc.**

## **EEO/Personnel Committee Minutes**

**January 7, 2016**

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MEMBERS PRESENT Pastor Phyllis Lee-Williams, Steven Hodgens, Tonia Thornton,  
Jason Wallace

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

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### **CALL TO ORDER:**

The meeting was called to order at 4:45pm, following a moment of silence.

### **APPROVAL OF MINUTES:**

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

### **NEW BUSINESS:**

Ms. Green distributed and reviewed statistics and charts detailing annual turnover statistics for HS/EHS and non-HS/EHS programs for 2004 through 2015.

### **POOL REPORT:**

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

### **OLD BUSINESS:**

Mr. O'Hara gave an update on the relocation of Project Connection to the Eastside FRC, and noted that the Eastside FRC will be included in the Board Retreat site visits.

Mr. Wallace inquired about the captive insurance cash reserve. Mr. O'Hara stated that a complete update will be provided at the Board Retreat.

Mr. Wallace inquired about the status of the 401(k) plan enrollment and assets. Ms. Green stated that she will have a representative from Mutual of America give a presentation at an upcoming Board meeting.

### **ADJOURNMENT:**

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

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

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**TO:** Head Start Policy Council / EEO Personnel Committee  
**FROM:** Human Resources Department  
**SUBJECT:** Open Positions  
**DATE:** January 7, 2016

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The following is a list of all approved open positions within PEACE, Inc., as of January 7, 2015.

<u><i>Position Title</i></u>	<u><i>Pay Grade</i></u>	<u><i>Date Posted</i></u>
Teacher, Early Head Start - Merrick	7/Nonexempt	1/4/16
Teacher, Early Head Start - Merrick	7/Nonexempt	12/2/15
Teacher, Head Start/EPK - Merrick	7/Nonexempt	12/2/15
Teacher, Head Start/UPK - Merrick	7/Nonexempt	12/10/15
Home Visitor, Head Start - Eastside FRC	6/Nonexempt	12/2/15
Teacher Assistant, Head Start/UPK - St. Brigid's	4/Nonexempt	12/23/15
Kitchen Worker/Driver, Food Services	1/Nonexempt	12/23/15
Site Manager, Food Services	1/Nonexempt	12/17/15
Site Manager, Food Services	1/Nonexempt	1/7/16
Crew Member, Weatherization	7/Nonexempt	10/22/15