

PEACE, Inc.

EEO/Personnel Committee Minutes

February 4, 2016

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Steven Hodgens, Crystal Horne, Tonia Thornton

STAFF PRESENT: Catherine Green, Jamie Colucci

CALL TO ORDER:

The meeting was called to order at 4:58pm, following a moment of silence.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January meeting was made by Mr. Hodgens, seconded by Ms. Thornton, and approved unanimously.

NEW BUSINESS:

Ms. Green distributed and reviewed a chart detailing the performance of each of the funds within the 401(k) plan, for the period 12/31/14 through 12/21/15. She reported that a plan representative from Mutual of America will attend the April committee meeting.

POOL REPORT:

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

OLD BUSINESS:

Ms. Green reported that the EITC program is in need of more volunteers, especially on Wednesdays.

Ms. Green reported that leadership training has been scheduled for 20 employees, for six monthly two-hour sessions beginning February 25th.

Ms. Green reported that the agency self-assessment was reviewed by DOS Program Analyst Theresa Walsh, and that it received a score of 55 out of 58.

Ms. Green reported that the safety committee is formulating an updated active shooter policy, in conjunction with a Syracuse police officer who will attend a committee meeting.

ADJOURNMENT:

A motion to adjourn the meeting was made by Ms. Thornton, seconded by Mr. Hodgens, and approved unanimously. The meeting was adjourned at 5:16pm.

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: February 3, 2016

The following is a list of all approved open positions within PEACE, Inc., as of February 3, 2016.

<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-UPK, Head Start - Merrick	7/Nonexempt	12/10/15
Teacher, Head Start - St. Brigid's	7/Nonexempt	1/26/16
Home Visitor, HS/EHS - Marcellus	6/Nonexempt	12/2/15
Home Visitor, HS/EHS - St. Brigid's	6/Nonexempt	1/26/16
Intake Worker, HS/EHS - Sumner	5/Nonexempt	1/25/16
Teacher Aide, Head Start - Sumner	2/Nonexempt	1/12/16
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
Site Manager, Food Services	1/Nonexempt	1/29/16