

PEACE, Inc.

EEO/Personnel Committee Minutes

March 6, 2014

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Jason Wallace

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

CALL TO ORDER:

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

NEW BUSINESS:

Ms. Green distributed and reviewed turnover reports for 2013. She noted that the rate of turnover was above average, especially for HS/EHS which included jobs lost due to sequestration.

Ms. Green reported that RFPs for the 401(k) Plan were sent to four companies: USB Financial, MetLife, Mutual of Omaha, and Mass Mutual. She reported that the proposals are due by March 21st, after which an ad hoc committee including Mr. Wallace will review and rate the proposals and make a recommendation to the Board of Directors.

Mr. Green reported that a Program Fair is being planned for May 16th at Sumner Head Start, to commemorate the 50th anniversary of Community Action Programs. The event will be open to staff and members of the Board of Directors, HS/EHS Policy Council, NACs and other program advisory committees.

Mr. Green noted that the revised Employee Handbook had been approved by the Board of Directors, and that the revised Supervisor Policies and Procedures Manual had been distributed to EEO/Personnel Committee members for their review. A motion to approve the revised Supervisor Policies and Procedures Manual was made by Mr. Wallace, seconded by Pastor Lee-Williams, and approved unanimously for recommendation to the Board of Directors.

Ms. Green reported that trainings for supervisors regarding performance management are being scheduled for March 31st and April 2nd.

POOL REPORT:

The committee reviewed and discussed the January and February summaries of hires and vacancies.

APPROVAL OF MINUTES:

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

ADJOURNMENT:

A motion to adjourn was made by Mr. Wallace, seconded by Pastor Lee-Williams, and approved unanimously. The meeting was adjourned at 5:26pm.

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, 2014

The following is a list of all approved open positions within P.E.A.C.E., Inc., as of March 5, 2014.

<u>Position Title</u>	<u>Pay Grade</u>	<u>Date Posted</u>
Transition/Parent Engagement Spec., HS/EHS - Sumner	7/Nonexempt	2/18/14
Teacher, Head Start - St. Daniel's	7/Nonexempt	2/24/14
Family Worker, Head Start - St. Daniel's	5/Nonexempt	2/27/14
Family Worker (part-time), Head Start - Merrick	5/Nonexempt	2/24/14
Nurse, Head Start - Collaborations	5/Nonexempt	1/2/14
Bus Driver, Head Start - Merrick	4/Nonexempt	2/24/14
Bus Driver, Head Start - Merrick	4/Nonexempt	10/23/13
Bus Driver, Head Start - Lafayette/Rockwell	4/Nonexempt	1/27/14
Bus Driver, Head Start - St. Daniel	4/Nonexempt	12/19/13
Bus Driver, Head Start - Floater	4/Nonexempt	9/11/13
Bus Driver, Head Start - Floater	4/Nonexempt	9/11/13
Teacher Assistant, Head Start - Merrick	3/Nonexempt	9/9/13
Teacher Assistant, Head Start - Merrick	3/Nonexempt	1/27/14
Teacher Aide, Head Start - St. Brigid's	2/Nonexempt	2/24/14
Nutrition Aide, Head Start - Lafayette	1/Nonexempt	2/27/14
Family Support Assistant, Project Connection	3/Nonexempt	1/21/14
Senior Program Activities Coordinator, DeFrancisco	1/Nonexempt	2/6/14