

PEACE, Inc.

EEO/Personnel Committee Minutes

March 5, 2015

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Steven Hodgens

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

CALL TO ORDER:

The meeting was called to order at 4:55pm, following a moment of silence.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Ms. Green distributed and reviewed the report of 401(K) Plan Assets for the plan year ending 12/31/14.

Mr. Colucci distributed and reviewed drafts of revised job descriptions for Head Start Teachers and Teacher Assistants, to be recommended for approval by the HS/EHS Policy Council. He explained that the revised education qualifications for these positions would allow more internal and external applicants to be interviewed, and would still meet the federal performance standards. He noted that the new qualifications were developed after careful review of the performance standards and current staff qualifications, and after surveying hiring practices of other Head Start programs throughout the region.

POOL REPORT:

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

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Hodgens, seconded by Pastor Lee-Williams, and approved unanimously. The meeting was adjourned at 5:14pm.

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, 2015

The following is a list of all approved open positions within PEACE, Inc., as of March 5, 2015.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Teacher - UPK, Head Start - Sumner	7/Exempt	2/2/15
Teacher - UPK, Head Start - Sumner	7/Exempt	2/25/15
Teacher, Early Head Start - Sumner	7/Nonexempt	9/24/14
Teacher, Head Start - Merrick	7/Nonexempt	1/26/15
Home Visitor, Head Start/Early Head Start	6/Nonexempt	1/12/15
Family Worker, Head Start - Merrick	5/Nonexempt	2/25/15
Teacher Assistant - UPK, Head Start - Sumner	4/Nonexempt	8/7/14
Teacher Assistant, Head Start - St. Brigid's	3/Nonexempt	8/14/14
Teacher Assistant, Head Start - James Street	3/Nonexempt	8/21/14
Teacher Assistant, Head Start - Liverpool	3/Nonexempt	9/5/14
Teacher Assistant, Head Start - Rockwell	3/Nonexempt	10/1/14
Teacher Assistant, Head Start - MANOS	3/Nonexempt	12/12/14
Teacher Aide, Head Start - Liverpool	2/Nonexempt	1/16/15
Teacher Aide, Early Head Start - UUMC	2/Nonexempt	12/31/14
Program Assistant, Energy & Housing	6/Nonexempt	1/6/15
Family Development Advocate II, Southside FRC	5/Nonexempt	1/6/15
Custodian - Floater	2/Nonexempt	2/23/15