

PEACE, Inc.

EEO/Personnel Committee Minutes

March 3, 2016

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

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

CALL TO ORDER:

The meeting was called to order at 4:46pm, following a moment of silence.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Mr. Colucci gave an update on preparations for staff, volunteer and client participation representing the agency in the March 12th St. Patrick's Parade.

Ms. Green announced that at the 2016 Non-Profit Awards ceremony at the OnCenter on March 31st, Mr. O'Hara will receive the Executive of the Year award, and Director of Senior Services Beth O'Hara will receive the Impact Award.

Ms. Green discussed the upcoming HS/EHS classroom quality federal monitoring review. She reported that a committee of staff has been formed to ensure that classroom staff files include all the necessary documentation.

Ms. Green gave an update on the Safety First program.

POOL REPORT:

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

OLD BUSINESS:

Ms. Green reported that as of March 1st the EITC program has completed 1,050 tax returns, resulting in over \$1.8M in federal refunds.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Hodgens, seconded by Ms. Horne, and approved unanimously. The meeting was adjourned at 5:13pm.

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 3, 2016

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

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Parent Engagement Coordinator, HS/EHS	8/Exempt	2/16/16
Teacher, Early Head Start - Merrick	7/Nonexempt	1/4/16
Teacher-UPK, Head Start - Merrick	7/Nonexempt	12/10/15
Teacher-UPK, Head Start - Sumner	7/Nonexempt	2/8/16
Home Visitor, HS/EHS - Sumner	6/Nonexempt	1/26/16
Home Visitor, HS/EHS - St. Brigid's	6/Nonexempt	2/26/16
Nurse, Head Start - Merrick	6/Nonexempt	2/16/16
Intake Worker, HS/EHS - Sumner	5/Nonexempt	1/25/16
Family Worker, Head Start - Liverpool	5/Nonexempt	2/24/16
Family Worker, Head Start - Sumner/James Street	5/Nonexempt	2/24/16
Family Worker, Head Start - OCC Collaboration	5/Nonexempt	2/24/16
Teacher Aide, Head Start - Merrick	2/Nonexempt	3/4/16
Teacher Aide, Head Start - Sumner	2/Nonexempt	1/12/16
Custodian, Maintenance	2/Nonexempt	2/24/16
Site Manager, Food Services	1/Nonexempt	1/29/16