

PEACE, Inc.

EEO/Personnel Committee Minutes

April 7, 2016

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Crystal Horne, Tonia Thornton, Jason Wallace

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

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 March meeting was made by Mr. Wallace, seconded by Ms. Horne, and approved unanimously.

NEW BUSINESS:

Mutual of America Representatives Brian Thomas, Mike Paltridge and Adam Deutsche presented a review of the 401(k) plan, discussing in particular plan enhancements, a demographic review, and an expense analysis. Mr. Thomas also noted that the "top-heavy" non-discrimination testing called for in a recent audit is in the process of being implemented.

During an extended discussion among committee members after the MOA representatives left the meeting, Mr. Wallace called for additional information to be provided by MOA regarding their strategy for increasing plan participation.

Ms. Green reviewed a human rights claim that was filed subsequent to an employee termination.

POOL REPORT:

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

OLD BUSINESS:

Mr. Wallace congratulated Mr. O'Hara on being honored as the NFP Executive of the Year.

Ms. Green discussed the details of new state minimum wage increase legislation.

ADJOURNMENT:

A motion to adjourn the meeting was made by Ms. Thornton, seconded by Ms. Horne, and approved unanimously. The meeting was adjourned at 5:40pm.

PEACE, INC.
MEMORANDUM

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

The following is a list of all approved open positions within PEACE, Inc., as of April 7, 2016.

<u>Position Title</u>	<u>Pay Grade</u>	<u>Date Posted</u>
Teacher, Early Head Start - Merrick	7/Nonexempt	1/4/16
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 - Sumner	6/Nonexempt	1/26/16
Home Visitor, HS/EHS - St. Brigid's	6/Nonexempt	2/26/16
Home Visitor, HS/EHS - Marcellus	6/Nonexempt	3/15/16
Nurse, Head Start - Merrick	6/Nonexempt	2/16/16
Family Worker/Intake Worker, Head Start - Jordan/B'ville	5/Nonexempt	4/7/16
Teacher Aide, Head Start - Lafayette	2/Nonexempt	4/7/16
Teacher Aide, Head Start - Jordan	2/Nonexempt	1/12/16
Nutrition Aide, Head Start - Sumner	2/Nonexempt	4/7/16
Content Coordinator, Administration	8/Exempt	3/31/16
Seniors Activities Coordinator, Eastwood	2/Nonexempt	3/10/16
Coordinator, Southside FRC	2/Nonexempt	3/29/16
Family Development Advocate, Southside FRC	2/Nonexempt	3/29/16
Site Manager, Food Services	1/Nonexempt	1/29/16