

PEACE, Inc.

EEO/Personnel Committee Minutes

May 6, 2015

MEMBERS PRESENT: Pastor Phyllis Lee-Williams, Steven Hodgens, Tonia Thornton,
Jason Wallace

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

CALL TO ORDER:

The meeting was called to order at 4:48pm, following a moment of silence.

APPROVAL OF MINUTES:

A motion to approve the minutes of the March meeting was made by Mr. Hodgens, seconded by Mr. Wallace, and approved unanimously. It was noted that there was no committee meeting in April.

NEW BUSINESS:

Ms. Green reported that a search will begin for a new FRC Manager, after obtaining more input from the FRC Coordinators. She reported that a meeting of FRC staff will be held on May 22 to include team-building exercises, goal-setting, and a review of the roles of FRC staff. She also reported that the Advocate for the Eastside FRC resigned, and that the position has been advertised and interviews will be scheduled soon.

Ms. Green gave a recap of the 2015 EITC program, noting that federal taxes were filed for 2,229 clients, and that tax returns totaled approximately \$400,000 over the previous year.

Ms. Green gave an update on the captive health insurance plan.

POOL REPORT:

The committee reviewed and discussed the summery of hires and vacancies for April.

ADJOURNMENT:

A motion to adjourn the meeting was made by Mr. Wallace, seconded by Ms. Thornton, 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: May 6, 2015

The following is a list of all approved open positions within PEACE, Inc., as of May 6, 2015.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Site Supervisor, HS/EHS - Sumner	8/Exempt	3/10/15
Classroom Specialist, HS/EHS - Merrick	7/Nonexempt	3/27/15
Home Visitor, HS/EHS - Marcellus	6/Nonexempt	4/29/15
Home Visitor, HS/EHS - St. Brigid's	6/Nonexempt	5/1/15
Family Worker, Head Start - Liverpool	5/Nonexempt	4/29/15
Teacher Assistant, Head Start - Merrick	3/Nonexempt	5/1/15
Teacher Aide, Head Start - Liverpool	2/Nonexempt	3/25/15
Administrative Assistant I, Head Start - Liverpool	3/Nonexempt	4/13/15
Bus Driver, Head Start - Floater	4/Nonexempt	3/25/15
Family Development Advocate II, Eastside FRC	5/Nonexempt	4/29/15
Custodian I - Family Resource Centers	2/Nonexempt	4/29/15