

PEACE, Inc.

EEO/Personnel Committee Minutes

June 4, 2015

MEMBERS PRESENT [via teleconference]: Pastor Phyllis Lee-Williams, Steven Hodgens, Tonia Thornton, Jason Wallace

STAFF PRESENT: Joseph O'Hara, 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 May meeting was made by Mr. Wallace, seconded by Mr. Hodgens, and approved unanimously.

NEW BUSINESS:

Mr. O'Hara discussed the initiative to bring the lowest-paid agency full-time and part-time staff to a minimum pay rate of \$10.10 per hour by July, and to provide a 2% Cost of Living Adjustment to all staff by September, by eliminating some positions. He also discussed using some of the Ready-or-Not funds to provide additional merit increases for highly performing staff.

Pastor Lee-Williams asked for an update on the FRC Manager vacancy. Mr. O'Hara responded that the FRC operations are being overseen by himself and Catherine Green, Carolyn Brown and Mary Beth Welch, who are meeting with FRC Coordinators once per month, and that a new Manager position will be drafted and posted.

POOL REPORT:

The committee reviewed the summery of hires and vacancies for May.

OLD BUSINESS:

Mr. O'Hara discussed proposals to utilize some of the Ready-or-Not funds for capital improvements to buildings, including both urgent renovations and long-term improvements.

ADJOURNMENT:

A motion to adjourn the meeting was made by Ms. Thornton, seconded by Mr. Hodgens, and approved unanimously. The meeting was adjourned at 5:07pm.

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