

# **PEACE, Inc.**

## **EEO/Personnel Committee Minutes**

**October 8, 2015**

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MEMBERS PRESENT Steven Hodgens, Tonia Thornton [by phone], Jason Wallace

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

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### **CALL TO ORDER:**

The meeting was called to order at 4:47pm, following a moment of silence.

### **APPROVAL OF MINUTES:**

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

### **NEW BUSINESS:**

Ms. Green reported that over 50 staff received a pay increase to the new agency minimum wage of \$10.10 per hour effective July 1st. She reported that most of the rest of the staff will receive a 2% increase later this year, excluding only those that have received a recent pay increase or those that were hired after July 1st.

Ms. Green discussed the new annual ACROS process which will replace the agency's previously utilized self-assessment tool. Ms. Green noted that this new protocol recommends that Board members approve all job descriptions, and the committee discussed how that requirement could be met. Ms. Green also noted that all necessary documents for this assessment will be prepared for reviewers by January 31, 2016.

Ms. Green briefly discussed the new triennial review process TRACS, which will take place in 2017.

### **POOL REPORT:**

The committee reviewed the summery of hires and vacancies for June through September.

### **OLD BUSINESS:**

Mr. O'Hara reported that the Champions of Diversity event raised over \$73,000, making it one of the highest-grossing annual fundraisers for the agency.

### **ADJOURNMENT:**

A motion to adjourn the meeting was made by Mr. Hodgens, seconded by Ms. Thornton, and approved unanimously. The meeting was adjourned at 5:08pm.

PEACE, INC.  
M E M O R A N D U M

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**TO:** Head Start Policy Council / EEO Personnel Committee  
**FROM:** Human Resources Department  
**SUBJECT:** Open Positions  
**DATE:** October 8, 2015

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The following is a list of all approved open positions within PEACE, Inc., as of October 8, 2015.

<u><i>Position Title</i></u>	<u><i>Pay Grade</i></u>	<u><i>Date Posted</i></u>
Teacher, Head Start - Baldwinsville	7/Nonexempt	10/8/15
Teacher, Head Start - Liverpool	7/Nonexempt	10/8/15
Teacher Assistant, Head Start - Liverpool	3/Nonexempt	8/25/15
Teacher Aide, Head Start - Sumner	2/Nonexempt	10/8/15
Home Visitor, HS/EHS - Westside FRC	6/Nonexempt	9/9/15
Maternal Child Health Nurse, HS/EHS - Westside FRC	2/Nonexempt	9/9/15
Nurse, Head Start - Sumner	2/Nonexempt	10/8/15
Bus Driver, Head Start - Liverpool	4/Nonexempt	9/10/15
Custodian II - Merrick Head Start	2/Nonexempt	10/6/15
Family Support Assistant, Project Connection	3/Nonexempt	10/6/15
Crew Supervisor, Weatherization - Oswego	7/Nonexempt	9/29/15