

PEACE, Inc.

EEO/Personnel Committee Minutes

November 5, 2015

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

STAFF PRESENT: 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 October meeting was made by Mr. Wallace, seconded by Mr. Hodgens, and approved unanimously.

NEW BUSINESS:

Ms. Green reported that the recent 401(k) plan audit revealed one deficiency: that Mutual of America does not perform "top-heavy testing" to ensure that higher contributors do not benefit inordinately more than others. Ms. Green reported that this testing will be instituted prior to the next annual audit.

Ms. Green gave updates regarding FRC staff, noting that Mary Beth Welsh is now supervising the FRCs, that Project Connection will be moved to the Eastside FRC in January, and that the County West FRC Coordinator vacancy will be filled internally.

POOL REPORT:

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

OLD BUSINESS:

Ms. Green recapped the October 30th Employee Wellness Fair, noting that it was well-attended and very successful.

ADJOURNMENT:

A motion to adjourn the meeting was made by Ms. Thornton, seconded by Mr. Hodgens, and approved unanimously. The meeting was adjourned at 5:09pm.

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: November 4, 2015

The following is a list of all approved open positions within PEACE, Inc., as of November 4, 2015.

<u><i>Position Title</i></u>	<u><i>Pay Grade</i></u>	<u><i>Date Posted</i></u>
Teacher, Head Start - MANOS	7/Nonexempt	10/15/15
Family Worker, Head Start - St. Brigid's	5/Nonexempt	10/28/15
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 Member, Weatherization	7/Nonexempt	10/22/15