

PEACE, Inc.

EEO/Personnel Committee Minutes

November 5, 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 4:45pm, following a moment of silence.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Ms. Green distributed copies of a revised Substance Abuse Policy, to be approved by the HS/EHS Policy Council and Board of Directors and then signed by all HS/EHS Bus Drivers.

POOL REPORT:

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

OLD BUSINESS:

Mr. O'Hara reminded those present that the Board December meeting and holiday party will be at Dinosaur Bar-B-Q on the 14th starting at 4:30pm.

Mr. O'Hara reported that due to feedback from some staff, the concept of an annual agency picnic will be revisited.

ADJOURNMENT:

A motion to adjourn the meeting was made by Ms. Thornton, seconded by Mr. Wallace, and approved unanimously. The meeting was adjourned at 5:00pm.

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: December 3, 2015

The following is a list of all approved open positions within PEACE, Inc., as of December 3, 2015.

<i>Position Title</i>	<i>Pay Grade</i>	<i>Date Posted</i>
Teacher, Head Start - Merrick	7/Nonexempt	12/2/15
Home Visitor, Head Start - Eastside FRC	6/Nonexempt	12/2/15
Administrative Assistant, Head Start - Merrick	3/Nonexempt	12/2/15
Accounting Clerk (part-time), Fiscal	4/Nonexempt	11/17/15
Family Development Advocate, County West FRC	5/Nonexempt	11/12/15
Volunteer Coordinator, Foster Grandparent Program	4/Nonexempt	11/10/15
Crew Member, Weatherization	7/Nonexempt	10/22/15
Family Support Assistant, Project Connection	3/Nonexempt	10/6/15