

PEACE, Inc.
EEO/Personnel Committee Minutes
February 3, 2022 (via teleconference)

MEMBERS ON CALL: Edward Perry, Tonia Thornton, Jason Wallace

MEMBERS ABSENT: Pastor Phyllis Lee-Williams

STAFF PRESENT: Carolyn Brown, Catherine Green Harris, Jamie Colucci

GUEST ON CALL: DJ Williams

CALL TO ORDER – 4:50pm:

The meeting was called to order by Jason Wallace. Mr. Wallace noted that new Board member DJ Williams was participating as part of his orientation.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January committee meeting was made by Mr. Perry, seconded by Mr. Wallace and approved unanimously.

NEW BUSINESS:

Ms. Harris summarized the analysis from a recent wage comparability study that was conducted by Astron Solutions. She noted the positions for which there were apparent gaps between our average pay rates and the market data targets, and reported that she will be meeting with the appropriate program directors to discuss how these gaps might be addressed.

Ms. Harris reviewed a summary of 2021 turnover totals by program and department, which showed 131 position vacancies created by resignations or terminations through the year. Ms. Harris answered questions about the impact of the staff COVID-19 vaccination requirements on recent turnover.

APPLICANT POOL REPORT:

The committee reviewed and discussed the summary of hires and vacancies for January. Mr. Colucci reported that the number of open positions remains high.

ADJOURNMENT:

A motion to adjourn the February committee meeting was made by Ms. Thornton, seconded by Mr. Perry and approved unanimously. The meeting was adjourned at 5:12pm.

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: February 2, 2022

The following is a list of all currently approved open positions within PEACE, Inc.:

Child Behavior Specialist, HS/EHS - Sumner
Child Development Coach, HS/EHS - Sumner
Site Supervisor, Head Start - Liverpool
Teacher, Head Start - Sumner (2)
Teacher, Early Head Start - Sumner (4)
Teacher, Early Head Start - Merrick
Home Visitor, HS/EHS - Genesee (3)
Family Worker, Head Start - SCSD Van Duyn
Family Worker, Head Start - SCSD Grant/Dr. Weeks
Family Worker, Head Start - Genesee
Intake Worker, Head Start - Sumner
Nurse, Head Start - Liverpool / Baldwinsville
Health Advocate, Head Start - Merrick
Health Advocate, Head Start - Sumner
Teacher Assistant-UPK, Head Start - James Street
Teacher Assistant, Head Start - Liverpool (2)
Teacher Assistant, Head Start - Merrick
Teacher Assistant, Head Start - Sumner (3)
Teacher Aide, Early Head Start - Merrick (2)
Teacher Aide, Early Head Start - Sumner (2)
Teacher Aide, Head Start - Merrick
Teacher Aide, Head Start - Sumner
Teacher Aide, Head Start - Genesee
Teacher Aide, Head Start - Liverpool
Nutrition Aide, Head Start - Sumner
Nutrition Aide, Head Start - Liverpool
Nutrition Aide, Head Start - Baldwinsville
Nutrition Aide / Site Asst., Head Start - Jordan
Bus Driver, Head Start (full-time) (3)
Bus Driver, Head Start (part-time) (2)
Insulation Crew Leader, DEHS Syracuse
Insulation Crew Member, DEHS Syracuse (2)
Mechanic, Transportation Dept.
Administrative Assistant, Transportation Dept.
Specialist, Human Resources
Custodian, Head Start - Baldwinsville & Jordan