



Special Executive Committee Meeting

(via Email)

Tuesday, August 30, 2022

Executive Committee: David A. Scharoun, Judge James H. Cecile, Shirley Copes,
Robert T. Tackman, Erich W. Shafer, Pastor Phyllis Lee-Williams

Requesting the Board to approve (1) Head Start Budget Amendment, and (2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure

On Tuesday, August 30, 2022, Board President David Scharoun emailed the attached memo and documents, to the Executive Committee for their review and approval.

A motion was made by Judge James Cecile, seconded by Robert Tackman, approving (1) Head Start Budget Amendment, and (2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure. The motion passed unanimously. See the attached email responses received from David Scharoun, Judge James Cecile, Shirley Copes, Robert Tackman, Pastor Phyllis Lee-Williams, and Erich Shafer.

Encl. Email responses.

Request for Board approval of two documents attached

1 message

Connie Magunga <cmagunga@peace-caa.org>

Tue, Aug 30, 2022 at 2:24 PM

To: "David A. Scharoun" <dscharoun1@gmail.com>, "Judge James H. Cecile" <jcecile@yahoo.com>, Shirley Copes <shirgram08@gmail.com>, "Robert T. Tackman" <bobtoddtack@aol.com>, "Erich W. Shafer" <eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>
Cc: Carolyn Brown <carolyn.brown@peace-caa.org>

Memorandum

TO: **PEACE, Inc. Executive Committee**
FROM: **David A. Scharoun, Board President**
DATE: **August 30, 2022**
SUBJECT: **Request for Board approval of two documents attached hereto**

Hello Everyone:

Head Start requires Board Approval of two documents attached hereto:

1) Head Start Budget Amendment We are requesting a budget amendment to fund repairs of the air conditioning unit and bus exit doors at Merrick:

The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors; therefore we must install a new door system. The current rooftop air conditioning unit has been serviced numerous times and can no longer be repaired – according to experts. Both these purchases affect the health and safety of children in the building.

2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure:

The \$1000 Early Child Care Stabilization Pay Award responds to the extraordinarily large number of PEACE, Inc. Head Start staff vacancies at present, a condition threatening nearly all Head Start Programs throughout the country. Without quick action to fill these Head Start vacancies and maintain current Head Start staffing levels, Head Start classrooms will close and future Head Start funding will be threatened due to a lack of full enrollment.

The Award is intended to reward, to retain, and to maintain qualified Head Start employees who have continued to ensure that Head Start children and their families have the support that they need to thrive by assuming additional responsibilities in their normal job duties and functions at Head Start; adopting Head Start and broader PEACE, Inc. safety protocols; and/or helping the Head Start program accomplish its mission and goals during unusual conditions.

Please review the documents as soon as possible and if someone would like to make a motion to approve the documents and someone else seconds the motion, we will move forward with a vote and record the results.

Thank you.

Dave.

2 attachments

 **HS_082922_Narrative 020122-013123 - Merrick Bus Exit Doors & RTU.pdf**
604K

 **Head Start Early Child Care Stabilization Incentive Pay Policy & Procedure.pdf**
121K



Carolyn D. Brown, Executive Director

August 31, 2022

Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza, Suite 4114
New York, New York 10278

RE: Grant No 02CH011394
Approval of Budget Amendment to purchase a roof top air conditioner unit and exit bus doors at Merrick

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has reviewed and approved the budget amendment to purchase a roof top air conditioner unit and exit bus doors at Merrick.

Sincerely,

David A. Scharoun
President
PEACE, Inc.
Board of Directors

Peace, Inc.
Grant # 02CH011394
Budget Year 02/01/2022-01/31/23
Request for a Budget Amendment

This request to purchase bus exit doors and an air conditioning unit at our Merrick site. The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors, therefore we must install a new door system. The current roof top air conditioning unit has been serviced numerous times and can no longer be repaired – according to our vendor. Both these purchases affect the health and safety of children in the building.

Explanations of any change on the attached SF-424a per object class categories in Section B:

a. Personnel

Head Start (HS) - change is (\$20,250.00) due to turnover in staff with persistent competition from local school districts, and daycare centers.

Early Head Start (EHS) – change is (\$4,750.00) due to the same factors stated above

b. Fringe Benefits

Head Start – change is (\$6,371.00) due to the cost of the fringe benefits that were not taken by the open positions.

Early Head Start - change is (\$1,495.00) due to the cost of the fringe benefits that were not taken by the open positions.

h. Other

Head Start – \$10,765.00 and Early Head Start - \$2,525.00 to purchase the following:

\$12,082 – Quote from November 11, 2021

\$ 1,208 – anticipated 10% quote increase due to vendor might not be able to hold quote price

\$13,290 - TOTAL

Bus exit doors at Merrick – Total - \$13,290.00. We would like to acquire bus exit doors and have them installed by B.R. Johnson, LLC. The doors need to be replaced due to rust. Children who ride the bus use the doors daily. Per Yolanda Muriel-Falcon, add 10% increase to original quote from November 11, 2021 because we anticipate a price increase.

Head Start – \$20,717.00 and Early Head Start - \$4,859.00 to purchase the following:

Peace, Inc.
Grant # 02CH011394
Budget Year 02/01/2022-01/31/23
Request for a Budget Amendment

\$23,251 – Quote from November 11, 2021

\$ 2,325 – anticipated 10% quote increase due to vendor might not be able to hold quote price

\$25,576 - TOTAL

We are asking to replace the air conditioning unit on the roof of the building. The current unit has been serviced numerous times and is beyond repair – according to our vendor. To purchase a new unit and have it installed on the roof, the cost is approximately \$23,251, which makes more fiscal sense to purchase this new unit. As the Agency owns the building, this would be a wise investment, especially as some of the children attend all summer long and need a reliable cooling system. The unit was not purchased by PEACE (using Head Start funding), but was existing when PEACE took possession of the building. Per Yolanda Muriel-Falcon, add 10% increase to original quote from November 11, 2021 because we anticipate a price increase.

PROJECT DESCRIPTION	Obligation	Liquidation
Merrick - Air Conditioning Unit	September 2022**	December 2022
Merrick - Back Door	September 2022**	December 2022
**immediately after Notice of Award is received		

j. Indirect Charges

Head Start – change is (\$4,860.00) which has a direct correlation to the salaries that are being moved. Indirect rate of 24.0 % of salaries.

Early Head Start – change is (\$1,140.00) which has a direct correlation to the salaries that are being moved. Indirect rate of 24.0 % of salaries.

August 31, 2022

Stefanie Gordon, Regional Grants Management Officer
Department of Health and Human Services
Administration for Children and Families
26 Federal Plaza
Suite 4114
New York, New York 10278

RE: Approval of Early Child Care Stabilization Incentive Pay Policy & Procedure.

Dear Ms. Gordon:

The Board of Directors of PEACE, Inc. has reviewed and approved the Early Child Care Stabilization Incentive Pay Policy & Procedure to provide incentive pay to Head Start & Early Head Start staff.

Early Child Care Stabilization Incentive Pay Policy & Procedure attached.

Sincerely,



David A. Scharoun
President
PEACE, Inc.
Board of Directors

Early Child Care Stabilization Incentive Pay Policy & Procedure

Rationale

A stable, qualified Head Start workforce is critical to keep Head Start classrooms open and to maintain full, funded enrollments. This cannot be accomplished if the Head Start workforce continues to be undervalued and undercompensated. The Office of Head Start recognizes its employees receive low wages and issued an Information Memorandum (Log No. ACF-IM-HS-22-04). The Memorandum encourages all Head Start programs to provide financial incentives as a short-term strategy to invest in our Head Start workforce, to promote retention of current Head Start staff, to recruit new Head Start staff for the filling of vacant Head Start positions.

Purpose

The intent of the Early Child Care Stabilization Incentive Pay is to reward, to retain, and to maintain qualified Head Start employees who have worked tirelessly to provide high-quality services to our Head Start children and their families during this challenging time. Head Start employees have continued to ensure Head Start children and their families have the support that they need to thrive by assuming additional responsibilities in their normal job duties and functions at Head Start; adopting Head Start and broader PEACE, Inc safety protocols; and/or helping the Head Start program accomplish its mission and goals during unusual conditions.

Criteria

- Head Start employees will have to be on payroll at the time when Early Child Care Stabilization Incentive Pay is issued.
- Head Start employees who are no longer employed or Head Start employees who have tendered resignations with the Agency at the time of or just prior to the date when Early Child Care Stabilization Incentive Pay is given will not be given Early Child Care Stabilization Incentive Pay.
- Head Start employees who are suspended or on probationary status at the time when Early Child Care Stabilization Incentive Pay is given will be evaluated for an Early Child Care Stabilization Incentive Pay six months after the date that they come off probation or suspension and prior to the expiration of grant funds.
- Head Start Employees who are out on disability or unpaid military leave during the time when Early Child Care Stabilization Incentive Pay is given will receive an Early Child Care Stabilization Incentive Pay adjustment upon their return to work and prior to the expiration of grant funds.
- Head Start temporary or substitute employees are not eligible.

**** Early Child Care Stabilization Incentive Pay will be subject to taxation, (local, state and federal).**

****Under circumstances where Head Start employees are exposed to increased risk or additional responsibilities to their normal job duties and functions at Head Start, additional pay may be granted within the availability, provisions, and approval of funding and as approved by PEACE, Inc.'s Head Start Director, the Head Start Policy Council, the Executive Director, the CFO, the Board of Directors, and the Head Start Director.**

****No payments will be made after the expiration of Child Care Stabilization 1.0, Child Care**

Stabilization 2.0, Coronavirus Response and Relief Supplemental Appropriations Act, and American Rescue Plan grant funds.

Re: Request for Board approval of two documents attached

1 message

james cecile <jcecile@yahoo.com>

Tue, Aug 30, 2022 at 3:23 PM

To: Connie Magunga <cmagunga@peace-caa.org>, "David A. Scharoun" <dscharoun1@gmail.com>, Shirley Copes <shirlgram08@gmail.com>, "Robert T. Tackman" <bobtoddtack@aol.com>, "Erich W. Shafer" <eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>
Cc: Carolyn Brown <carolyn.brown@peace-caa.org>

I make a motion to approve.

Jim

Sent from Yahoo Mail for iPhone

On Tuesday, August 30, 2022, 2:25 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Memorandum

TO: PEACE, Inc. Executive Committee

FROM: David A. Scharoun, Board President

DATE: August 30, 2022

SUBJECT: Request for Board approval of two documents attached hereto

Hello Everyone:

Head Start requires Board Approval of two documents attached hereto:

1) Head Start Budget Amendment We are requesting a budget amendment to fund repairs of the air conditioning unit and bus exit doors at Merrick:

The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors, therefore we must install a new door system. The current rooftop air conditioning unit has been serviced numerous times and can no longer be repaired – according to experts. Both these purchases affect the health and safety of children in the building.

2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure:

The \$1000 Early Child Care Stabilization Pay Award responds to the extraordinarily large number of PEACE, Inc. Head Start staff vacancies at present, a condition threatening nearly all Head Start Programs throughout the country. Without quick action to fill these Head Start vacancies and maintain current Head Start staffing levels, Head Start classrooms will close and future Head Start funding will be threatened due to a lack of full enrollment.

The Award is intended to reward, to retain, and to maintain qualified Head Start employees who have continued to ensure that Head Start children and their families have the support that they need to thrive by assuming additional responsibilities in their normal job duties and functions at Head Start; adopting Head Start and broader PEACE, Inc. safety protocols; and/or helping the Head Start program accomplish its mission and goals during unusual conditions.

Please review the documents as soon as possible and if someone would like to make a motion to approve the documents and someone else seconds the motion, we will move forward with a vote and record the results.

Thank you.

Dave.

Re: Request for Board approval of two documents attached

1 message \

Robert Tackman <bobtoddtack@aol.com>

Tue, Aug 30, 2022 at 3:36 PM

Reply-To: Robert Tackman <bobtoddtack@aol.com>

To: jcecile@yahoo.com, Connie Magunga <cmagunga@peace-caa.org>, "David A. Scharoun" <dscharoun1@gmail.com>, Shirley Copes <shirlgram08@gmail.com>, "Erich W. Shafer" <eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>

Cc: Carolyn Brown <carolyn.brown@peace-caa.org>

I will 2nd and approve.

-Bob

Robert T. Tackman

On Tue, Aug 30, 2022 at 3:23 PM, james cecile <jcecile@yahoo.com> wrote:

I make a motion to approve.

Jim

Sent from Yahoo Mail for iPhone

On Tuesday, August 30, 2022, 2:25 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Memorandum

TO: PEACE, Inc. Executive Committee

FROM: David A. Scharoun, Board President

DATE: August 30, 2022

SUBJECT: Request for Board approval of two documents attached hereto

Hello Everyone:

Head Start requires Board Approval of two documents attached hereto:

1) Head Start Budget AmendmentWe are requesting a budget amendment to fund repairs of the air conditioning unit and bus exit doors at Merrick:

The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors, therefore we must install a new door system. The current rooftop air conditioning unit has been serviced numerous times and can no longer be repaired – according to experts. Both these purchases affect the health and safety of children in the building.

2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure:

The \$1000 Early Child Care Stabilization Pay Award responds to the extraordinarily large number of PEACE, Inc. Head Start staff vacancies at present, a condition threatening nearly all Head Start Programs throughout the country. Without quick action to fill these Head Start vacancies and maintain current Head Start staffing levels, Head Start classrooms will close and future Head Start funding will be threatened due to a lack of full enrollment.

The Award is intended to reward, to retain, and to maintain qualified Head Start employees who have continued to ensure that Head Start children and their families have the support that they need to thrive by assuming additional responsibilities in their normal job duties and functions at Head Start; adopting Head Start and broader PEACE, Inc. safety protocols; and/or helping the Head Start program

Re: Request for Board approval of two documents attached

1 message

shirley copes <shirlgram08@gmail.com>

Tue, Aug 30, 2022 at 5:05 PM

To: David Scharoun <dscharoun1@gmail.com>

Cc: Robert Tackman <bobtoddtack@aol.com>, james cecile <jcecile@yahoo.com>, Connie Magunga <cmagunga@peace-caa.org>, "Erich W. Shafer" <eshafer@greenlakeassociates.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Carolyn Brown <carolyn.brown@peace-caa.org>

Yes, I approve.

On Tue, Aug 30, 2022, 4:02 PM David Scharoun <dscharoun1@gmail.com> wrote:

Motion by Jim, second by Bob, thank you both. Hopefully we will hear from the rest of the Executive Committee soon.

On Tue, Aug 30, 2022, 3:36 PM Robert Tackman <bobtoddtack@aol.com> wrote:

I will 2nd and approve.

-Bob

Robert T. Tackman

On Tue, Aug 30, 2022 at 3:23 PM, james cecile <jcecile@yahoo.com> wrote:

I make a motion to approve.

Jim

Sent from Yahoo Mail for iPhone

On Tuesday, August 30, 2022, 2:25 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Memorandum

TO: **PEACE, Inc. Executive Committee**

FROM: **David A. Scharoun, Board President**

DATE: **August 30, 2022**

SUBJECT: **Request for Board approval of two documents attached hereto**

Hello Everyone:

Head Start requires Board Approval of two documents attached hereto:

1) Head Start Budget Amendment We are requesting a budget amendment to fund repairs of the air conditioning unit and bus exit doors at Merrick:

The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors, therefore we must install a new door system. The current rooftop air conditioning unit has been serviced numerous times and can no longer be repaired – according to experts. Both these purchases affect the health and safety of children in the building.

2) Head Start Early Childcare Stabilization Incentive Pay Policy and Procedure:

The \$1000 Early Child Care Stabilization Pay Award responds to the extraordinarily large number of PEACE, Inc. Head Start staff vacancies at present, a condition threatening nearly all Head Start Programs throughout the country. Without quick action to fill these Head Start vacancies and maintain current Head Start staffing levels, Head Start classrooms will close and future Head Start funding will be threatened due to a lack of full enrollment.

Re: Request for Board approval of two documents attached

1 message

Erich Shafer <eshafer@greenlakeassociates.com>

Wed, Aug 31, 2022 at 10:37 AM

To: David Scharoun <dscharoun1@gmail.com>, Phyllis Lee-Williams <sandpiper116@hotmail.com>

Cc: shirley copes <shirlgram08@gmail.com>, Robert Tackman <bobtoddtack@aol.com>, james cecile <jcecile@yahoo.com>, Connie Magunga <cmagunga@peace-caa.org>, Carolyn Brown <carolyn.brown@peace-caa.org>

I approve

Get Outlook for iOS

From: David Scharoun <dscharoun1@gmail.com>

Sent: Wednesday, August 31, 2022 8:59:55 AM

To: Phyllis Lee-Williams <sandpiper116@hotmail.com>

Cc: shirley copes <shirlgram08@gmail.com>; Robert Tackman <bobtoddtack@aol.com>; james cecile <jcecile@yahoo.com>; Connie Magunga <cmagunga@peace-caa.org>; Erich Shafer <eshafer@greenlakeassociates.com>; Carolyn Brown <carolyn.brown@peace-caa.org>

Subject: Re: Request for Board approval of two documents attached

Thank you Pastor.

On Wed, Aug 31, 2022 at 8:08 AM Phyllis Lee-Williams <sandpiper116@hotmail.com> wrote:

Yes, I approve both documents.

On Aug 30, 2022 6:41 PM, David Scharoun <dscharoun1@gmail.com> wrote:

Thanks Shirley.

On Tue, Aug 30, 2022, 5:06 PM shirley copes <shirlgram08@gmail.com> wrote:

Yes, I approve.

On Tue, Aug 30, 2022, 4:02 PM David Scharoun <dscharoun1@gmail.com> wrote:

Motion by Jim, second by Bob, thank you both. Hopefully we will hear from the rest of the Executive Committee soon.

On Tue, Aug 30, 2022, 3:36 PM Robert Tackman <bobtoddtack@aol.com> wrote:

I will 2nd and approve.

-Bob

Robert T. Tackman

On Tue, Aug 30, 2022 at 3:23 PM, james cecile <jcecile@yahoo.com> wrote:

I make a motion to approve.

Jim

Sent from Yahoo Mail for iPhone

On Tuesday, August 30, 2022, 2:25 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Re: Request for Board approval of two documents attached

1 message

Phyllis Lee-Williams <sandpiper116@hotmail.com>

Wed, Aug 31, 2022 at 8:08 AM

To: David Scharoun <dscharoun1@gmail.com>

Cc: shirley copes <shirlgram08@gmail.com>, Robert Tackman <bobtoddtack@aol.com>, james cecile <jcecile@yahoo.com>, Connie Magunga <cmagunga@peace-caa.org>, "Erich W. Shafer" <eshafer@greenlakeassociates.com>, Carolyn Brown <carolyn.brown@peace-caa.org>

Yes; I approve both documents.

On Aug 30, 2022 6:41 PM, David Scharoun <dscharoun1@gmail.com> wrote:
Thanks Shirley.

On Tue, Aug 30, 2022, 5:06 PM shirley copes <shirlgram08@gmail.com> wrote:
Yes, I approve.

On Tue, Aug 30, 2022, 4:02 PM David Scharoun <dscharoun1@gmail.com> wrote:
Motion by Jim, second by Bob, thank you both. Hopefully we will hear from the rest of the Executive Committee soon.

On Tue, Aug 30, 2022, 3:36 PM Robert Tackman <bobtoddtack@aol.com> wrote:
I will 2nd and approve.

-Bob

Robert T. Tackman

On Tue, Aug 30, 2022 at 3:23 PM, james cecile <jcecile@yahoo.com> wrote:

I make a motion to approve.

Jim

Sent from Yahoo Mail for iPhone

On Tuesday, August 30, 2022, 2:25 PM, Connie Magunga <cmagunga@peace-caa.org> wrote:

Memorandum

TO: PEACE, Inc. Executive Committee

FROM: David A. Scharoun, Board President

DATE: August 30, 2022

SUBJECT: Request for Board approval of two documents attached hereto

Hello Everyone:

Head Start requires Board Approval of two documents attached hereto:

1) Head Start Budget AmendmentWe are requesting a budget amendment to fund repairs of the air conditioning unit and bus exit doors at Merrick:

The bus exit doors on the back of our Merrick site are in need of immediate repair and vendors are not able to retrofit the current doors, therefore we must install a new door system. The current rooftop air conditioning unit has been serviced numerous times and can no longer be

Re: Request for Board approval of two documents attached

1 message

David Scharoun <dscharoun1@gmail.com>

Wed, Aug 31, 2022 at 12:14 PM

To: Erich Shafer <eshafer@greenlakeassociates.com>

Cc: Phyllis Lee-Williams <sandpiper116@hotmail.com>, Shirley Copes <shirlgram08@gmail.com>, Robert Tackman <bobtoddtack@aol.com>, James Cecile <jcecile@yahoo.com>, Connie Magunga <cmagunga@peace-caa.org>, Carolyn Brown <carolyn.brown@peace-caa.org>

Thanks, Erich and everyone. The motion passes unanimously.

Take care.

Dave

On Wed, Aug 31, 2022 at 10:38 AM Erich Shafer <eshafer@greenlakeassociates.com> wrote:

I approve

Get Outlook for iOS

From: David Scharoun <dscharoun1@gmail.com>

Sent: Wednesday, August 31, 2022 8:59:55 AM

To: Phyllis Lee-Williams <sandpiper116@hotmail.com>

Cc: Shirley Copes <shirlgram08@gmail.com>; Robert Tackman <bobtoddtack@aol.com>; James Cecile <jcecile@yahoo.com>; Connie Magunga <cmagunga@peace-caa.org>; Erich Shafer <eshafer@greenlakeassociates.com>; Carolyn Brown <carolyn.brown@peace-caa.org>

Subject: Re: Request for Board approval of two documents attached

Thank you Pastor.

On Wed, Aug 31, 2022 at 8:08 AM Phyllis Lee-Williams <sandpiper116@hotmail.com> wrote:

Yes, I approve both documents.

On Aug 30, 2022 6:41 PM, David Scharoun <dscharoun1@gmail.com> wrote:

Thanks Shirley.

On Tue, Aug 30, 2022, 5:06 PM Shirley Copes <shirlgram08@gmail.com> wrote:

Yes, I approve.

On Tue, Aug 30, 2022, 4:02 PM David Scharoun <dscharoun1@gmail.com> wrote:

Motion by Jim, second by Bob, thank you both. Hopefully we will hear from the rest of the Executive Committee soon.

On Tue, Aug 30, 2022, 3:36 PM Robert Tackman <bobtoddtack@aol.com> wrote:

I will 2nd and approve.

-Bob

Robert T. Tackman

On Tue, Aug 30, 2022 at 3:23 PM, James Cecile <jcecile@yahoo.com> wrote:

I make a motion to approve.

Jim