

PEACE, Inc.

EEO/Personnel Committee Minutes

October 6, 2022 (via teleconference)

MEMBERS ON CALL: Pastor Phyllis Lee-Williams, Jason Wallace

MEMBERS ABSENT: Edward Perry, Tonia Thornton, DJ Williams

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

CALL TO ORDER:

The meeting was started at 4:51pm by Pastor Phyllis Lee-Williams, noting that it could not be called to order formally because there was not a quorum of committee members participating.

REVIEW OF MINUTES:

Pastor Phyllis Lee-Williams and Mr. Wallace reviewed the minutes of the June committee meeting, and no revisions were requested.

NEW BUSINESS:

Ms. Harris reported that the recent 401(k) plan audit went well, and that the annual Form 5500 will be filed on behalf of the agency as required.

Ms. Harris reported that the 2.28% Cost of Living Adjustment (COLA) is being processed for the October 7th pay date, and that retroactive differentials from the first pay date of February will be made in a separate payment on October 14th.

Ms. Harris reported that the New York State minimum wage will increase to \$14.20 per hour on December 31st, and that appropriate adjustments are being made to staff pay rates.

Ms. Harris reported that a letter of determination from the NYS Division of Human Rights indicated "no probable cause" in a claim brought by a former employee, and that the U.S. Equal Employment Opportunity Commission concurred. She noted that the claimant still has a 90-day period to file a suit in federal court, but that this is unlikely to occur.

Noting that Mutual of America has been the agency 401(k) plan provider since 2014, Ms. Harris reported that issues with customer service has prompted her to consider exploring other providers.

APPLICANT POOL REPORT:

Mr. Colucci reviewed and discussed the summary of hires and vacancies for September.

ADJOURNMENT:

The meeting adjourned at 5:10pm.

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: October 3, 2022

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

Human Resources Director
Assistant Mental Health Coordinator, HS/EHS
Family Advocate, Early Head Start - Jamesville
Home Visitor, HS/EHS - Genesee (4)
Family Worker, Head Start - SCSD Dr. King
Family Worker, Head Start - Catholic Charities Vincent House
Family Worker, Head Start - Elmcrest/Atonement/Lydia's Lullaby
Family Worker, Head Start - Salvation Army/OCC
Family Worker, Head Start - Genesee
Family Worker, Head Start - Merrick
Intake Worker, Head Start - Sumner
Health Advocate, Head Start - Sumner
Teacher, Head Start - Genesee
Teacher, Head Start - Merrick (2)
Teacher, Early Head Start - Sumner
Teacher, Early Head Start - Merrick
Teacher Assistant-UPK, Head Start - James Street
Teacher Assistant, Head Start - Merrick (2)
Teacher Assistant, Head Start - Sumner (3)
Teacher Aide, Early Head Start - Sumner (2)
Teacher Aide, Early Head Start - Merrick
Teacher Aide, Head Start - Sumner (2)
Teacher Aide, Head Start - Genesee (2)
Teacher Aide, Head Start - Merrick (2)
Nutrition Aide, Head Start - Liverpool
Bus Driver, Head Start (full-time) (4)
Insulation Crew Member, DEHS Syracuse
Mechanic, Transportation Dept.