

PEACE, Inc.
EEO/Personnel Committee Minutes
December 1, 2022 (via teleconference)

MEMBERS ON CALL: Jason Wallace, Edward Perry

MEMBERS ABSENT: Pastor Phyllis Lee-Williams, Tonia Thornton, DJ Williams

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

CALL TO ORDER:

The meeting was started at 4:55pm by Mr. Wallace, 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 and October committee meetings, and no revisions were requested.

NEW BUSINESS:

Ms. Harris introduced the new Human Resources Director, Mandy King, who was in the same role at Arc of Onondaga for eight years.

Ms. Harris discussed adjustments being made to employee wages due to the 12/31/22 increase in the NYS minimum wage and with the assistance of the Head Start Stabilization Grant.

Ms. Harris discussed the Head Start monitoring review which will take place during the current program year.

APPLICANT POOL REPORT:

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

OLD BUSINESS:

Ms. Brown announced that the holiday Board meeting will be held on December 12th, the annual Board Retreat will be held on January 27th and 28th, and that a retirement party for Ms. Harris will be held on December 5th at the Eastside Family Resource Center.

ADJOURNMENT:

The meeting adjourned at 5:11pm.

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 29, 2022

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

Family Advocate, Early Head Start - Jamesville
Home Visitor, HS/EHS - Genesee (2)
Family Worker, Head Start - SCSD Dr. King
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
Teacher, Head Start - Genesee
Teacher, Head Start - Merrick (2)
Teacher, Early Head Start - Sumner
Teacher, Early Head Start - Merrick
Teacher Assistant, Head Start - Merrick
Teacher Assistant, Head Start - Sumner (3)
Teacher Aide, Early Head Start - Sumner (2)
Teacher Aide, Head Start - Genesee
Teacher Aide, Head Start - Sumner
Teacher Aide, Head Start - Merrick (2)
Nutrition Aide/Teacher Aide, Head Start - Jordan
Nutrition Aide, Head Start - Liverpool
Bus Driver, Head Start (full-time) (2)
Administrative Assistant, Head Start - Liverpool
Mechanic, Transportation Dept.
Kitchen Worker/Driver, Food Services