

PEACE, Inc.
EEO/Personnel Committee Minutes
October 5, 2023 (via teleconference)

MEMBERS ON CALL: Jason Wallace, DJ Williams

MEMBERS ABSENT: Pastor Phyllis Lee-Williams, Edward Perry

STAFF PRESENT: Carolyn Brown, Mandy King, Jamie Colucci

CALL TO ORDER:

The meeting was called to order at 4:47pm with a quorum of committee members participating, and a moment of silence was observed.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Ms. King gave an update on the ongoing training sessions for supervisors on the new automated HR/Payroll system from Datis.

Ms. King reported that the annual open enrollment process had begun for all eligible staff, and noted that the agency now has a staff vision care plan for all staff working 35+ hours per week.

Ms. King reported that the Staff Appreciation Day event held at Spinning Wheel on September 29th was well attended and received positive feedback.

APPLICANT POOL REPORT:

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

OLD BUSINESS:

Ms. Brown reported that the agency will select among 13 vendors a consulting firm to conduct a facilities assessment of several buildings to determine what improvements need to be implemented within the next five years.

Ms. Brown reported on Quality Improvement funds provided by HHS to raise wages for certain HS/EHS positions.

ADJOURNMENT: The meeting adjourned at 4:58pm.

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 2, 2023

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

Partnerships Coordinator, Head Start / Early Head Start - Sumner
Home Visitor, Head Start / Early Head Start - Genesee (2)
Family Advocate, Early Head Start - Jamesville
Family Worker, Head Start - Elmcrest/Atonement/Lydia's Lullaby
Family Worker, Head Start - Salvation Army/OCC
Family Worker, Head Start - Catholic Charities
Family Worker, Head Start - Vincent House
Family Worker, Head Start - SCSD
Family Worker, Head Start - Sumner
Family Worker, Head Start - Genesee
Family Worker, Head Start - James Street
UPK Teacher, Head Start - James Street
Teacher, Head Start - Merrick
Teacher, Head Start - Sumner
Teacher, Early Head Start - Merrick (3)
Teacher, Early Head Start - Sumner
Teacher Assistant, Head Start - Merrick (2)
Teacher Assistant, Head Start - Genesee
Teacher Aide, Head Start - Merrick
Teacher Aide, Head Start - Genesee
Teacher Aide, Head Start - Sumner
Teacher Aide, Early Head Start - Sumner (2)
Bus Driver, Head Start (full-time)
Bus Driver, Head Start (part-time) (2)
Insulation Crew Leader, DEHS
Insulation Crew Member, DEHS (4)
Mechanic, Transportation
Kitchen Worker/Driver, Food Services (part-time)
Van Driver, Eastside FRC (part-time) (2)
Family Development Advocate, Southside FRC
Neighborhood Advisor, County West FRC
PC Technician, IT Department