

PEACE, Inc.

EEO/Personnel Committee Minutes

January 4, 2024 (via teleconference)

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

MEMBERS ABSENT: Edward Perry, DJ Williams

STAFF PRESENT: Carolyn Brown, Mandy King, Jamie Colucci

CALL TO ORDER:

The meeting was called to order at 4:49pm with a quorum of committee members participating.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Carolyn Brown, Executive Director provided the following update on our 401k Review: As of the date of this meeting, we completed a review of all current employee files and corrected 10 errors at an estimated cost of \$12,385. To advise us on legal issues, we engaged ERISA attorney, Cameron Bernard from Bousquet Holstein. To advise us on auditing procedures, we engaged an accountant experienced in 401k audits, Natasha Newbury from Dermody, Burke and Brown. In addition, we entered into an agreement with High Probability to act as a plan advisor and fiduciary for the 401k plan. With the help of these advisors, we will continue to gather information to insure compliance with the Plan Document.

At the January Board Meeting, we will ask the Board to approve the following motion to amend the 401k Plan which will remove the Auto Enroll feature:

RESOLVED, that the 401(k) Profit-Sharing Plan for Employees of PEACE, Inc. (the "Plan") be amended as soon as administratively feasible to: (1) eliminate the Eligible Automatic Contribution Arrangement ("EACA") and (2) eliminate the automatic escalation of amounts automatically deferred under the EACA, and that the officers of PEACE, Inc. are hereby authorized to execute any and all documents, including amendments to the Plan, necessary to carry out the intent of this resolution.

Our approach will be to encourage staff to make the decision to participate in our 401k plan through education and outreach opportunities. High Probability will provide financial advice and education to staff.

APPLICANT POOL REPORT:

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

(continued)

OLD BUSINESS:

Ms. Brown reported that the annual Board Retreat is scheduled for Friday January 26th and Saturday January 27th, with the monthly Board meeting scheduled for Saturday morning, at the downtown Best Western hotel (formerly the Jefferson-Clinton).

Ms. King reported that the first pay period had begun using the new payroll system.

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: January 2, 2024

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

Family & Community Services Coordinator, Head Start / Early Head Start - Sumner
Early Childhood Specialist, Head Start / Early Head Start - Sumner
Home Visitor, Head Start / Early Head Start - Genesee
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 - Sumner
Family Worker, Head Start - Genesee
Family Worker, Head Start - James Street
UPK Teacher, Head Start - Merrick (2)
Teacher, Head Start - Merrick
Teacher, Head Start - Sumner
Teacher, Early Head Start - Merrick (2)
Teacher Assistant, Head Start - Merrick
Teacher Assistant, Head Start - Sumner
Teacher Aide, Early Head Start - Sumner
Kitchen Assistant, Early Head Start - Merrick
Bus Driver, Head Start (full-time) (2)
Bus Driver, Head Start (part-time)
Insulation Crew Member, DEHS (3)
Mechanic, Transportation
Associate Director, Human Resources
Workforce Advocate, Westside FRC