

PEACE, Inc.
EEO/Personnel Committee Minutes
March 7, 2024 (via teleconference)

MEMBERS ON CALL: Christopher Montgomery, Edward Perry, Jason Wallace

MEMBERS ABSENT: Pastor Phyllis Lee-Williams, DJ Williams

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.

APPROVAL OF MINUTES:

A motion to approve the minutes of the January committee meeting was made by Mr. Montgomery, seconded by Mr. Wallace and approved unanimously. It was noted that there was not a committee meeting in February.

NEW BUSINESS:

Ms. King gave a preliminary overview of proposed revisions to the Employee Handbook. She noted that these revisions will be submitted to an attorney for further review.

Ms. King presented a staff turnover analysis for 2023.

APPLICANT POOL REPORT:

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

OLD BUSINESS:

None.

ADJOURNMENT: The meeting adjourned at 5:07pm.

PEACE, INC.
M E M O R A N D U M

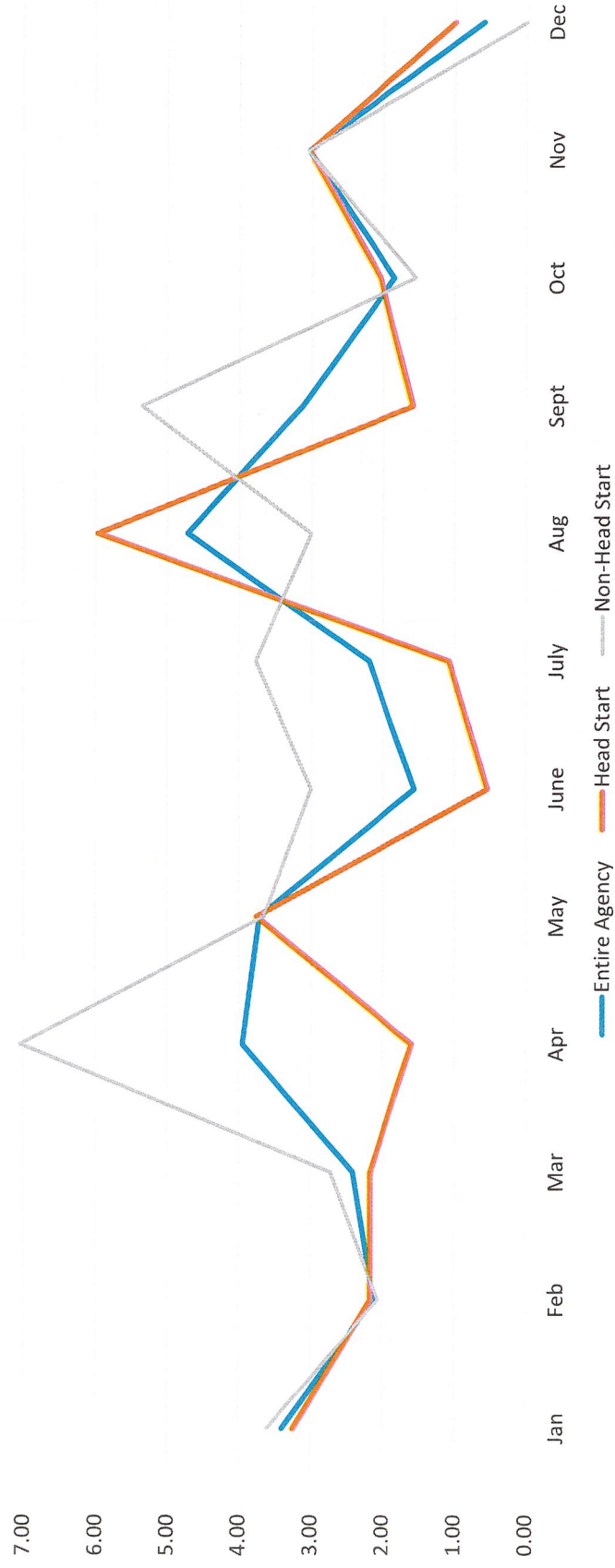
TO: Head Start Policy Council / EEO Personnel Committee
FROM: Human Resources Department
SUBJECT: Open Positions
DATE: March 1, 2024

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

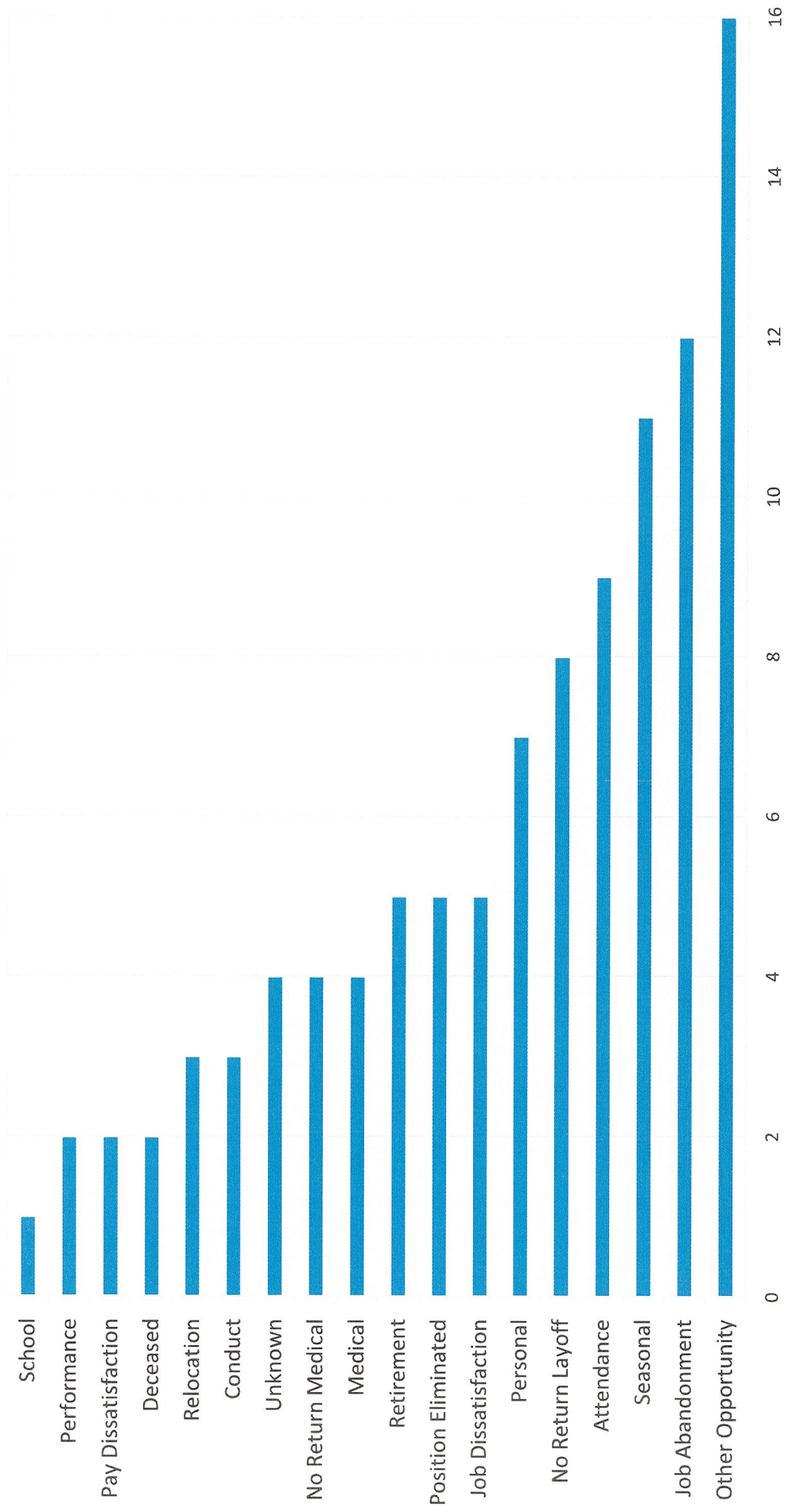
Home Visitor, Head Start / Early Head Start - Genesee (2)
Family Advocate, Early Head Start - Jamesville
Family Worker, Early Head Start - Merrick
Family Worker, Head Start - Merrick
Family Worker, Head Start - Elmcrest/Atonement/Lydia's Lullaby
Family Worker, Head Start - Salvation Army/OCC
Family Worker, Head Start - Catholic Charities
Family Worker, Head Start - Vincent House
Family Worker, Head Start - Sumner (3)
Family Worker, Head Start - Genesee
UPK Teacher, Head Start - Merrick
Teacher, Head Start - Merrick
Teacher, Head Start - Sumner
Teacher, Early Head Start - Merrick
Teacher, Early Head Start - Sumner
Teacher Assistant, Head Start - Merrick
Teacher Assistant, Head Start - Sumner (2)
Teacher Assistant, Head Start - Genesee
Teacher Aide, Early Head Start - Sumner
Teacher Aide, Head Start - Merrick
Teacher Aide, Head Start - Genesee
Teacher Aide, Head Start - James Street
Nutrition Aide, Head Start - Sumner
Administrative Assistant, Head Start - Sumner
Intake Worker, Head Start - Merrick
Recruitment & Onboarding Specialist, HS/EHS
Insulation Crew Member, DEHS
Mechanic, Transportation
Administrative Assistant, Transportation
Driver Support Specialist, Transportation
Director, Food Services
Mentor Manager, Big Brothers Big Sisters

2023 Turnover Percentage

Annual Turnover Rate
32.6%



Employment Term Reasons



Employment End Type

