

EEO/Personnel Meeting Minutes

via Zoom/Telephone/in person

Tuesday, June 6, 2024

MEMBERS PRESENT: Jason J. Wallace, Christopher Montgomery,
MEMBERS EXCUSED: None
MEMBERS ABSENT: Pastor Phyllis Lee-Williams, Edward Perry, Darry "DJ" Williams
GUESTS PRESENT: None
STAFF PRESENT: Mandy King, Jamie Colucci, Tim Gonya, Carolyn Brown

CALL TO ORDER:

The June 6, 2024 EEO/Personnel Committee meeting started at 4:47PM. It was not called to order due to lack of a quorum of Committee Members participating. However, agenda items were discussed for informational purposes only.

APPLICANT POOL REPORT

Jamie Colucci presented the attached Applicant Pool Report.

401K AUDIT REVIEW

Executive Director Carolyn Brown reported that the 401K Review is complete and the amount of the correction is approximately \$210,000. The Committee asked if Mutual of America has any fiscal responsibility for the correction.

OLD BUSINESS:

Carolyn Brown reported that the Annual Board of Directors meeting will be held on Monday, June 24, 2024 at the Energy & Housing Dept., 717 Erie Blvd. West.

NEW BUSINESS:

Carolyn Brown reported that the first in a series of Professional Development trainings for Supervisors will be held on June 10, 2024.

OTHER: None

ADJOURNMENT:

The meeting was adjourned at 5:10 PM.

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: June 3, 2024

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

Family & Community Support Specialists (2)
Home Visitor, Head Start / Early Head Start - Genesee (2)
Family Advocate, Early Head Start - Jamesville
Nurse, Head Start - Sumner
Family Worker, Early Head Start - Merrick
Family Worker, Head Start - Merrick
Family Worker, Head Start - Elmcrest/Atonement/Lydia's Lullaby
Family Worker, Head Start - Catholic Charities
Family Worker, Head Start - Vincent House
Family Worker, Head Start - Sumner (3)
Family Worker, Head Start - Genesee
Administrative Assistant, Head Start - Merrick
Teacher, Early Head Start - Sumner
Teacher Assistant, Head Start - Genesee
Teacher Aide, Early Head Start - Merrick
Teacher Aide, Early Head Start - Sumner
Nutrition Aide, Head Start - Merrick
Nutrition Aide, Head Start - Sumner
Data Quality Assistant, Head Start - Admin.
Mechanic, Transportation
Administrative Assistant, Transportation
Driver Support Specialist, Transportation
Bus Driver, Head Start
Food Pantry Support Custodian, Southside FRC
Cook, Food Services
PC Technician, IT
Family Development Advocate, County South FRC

May: Hires

Position	Location	Male	Female	TOTAL	Hispanic (H)	White (W)	Black (B)	Pacific Is. (P)	Asian (A)	Native Amer. (N)	Multi-Racial (M)	Unknown (U)	TOTAL
UPK Teacher	Merrick HS		3	3	3								3
Health Advocate	Merrick HS/EHS		1	1		1							1
Intake Worker	Merrick HS/EHS	1	2	3		2					1		3
Bus Driver	Genesee HS		2	2		2							2
Insulation Crew Member	DEHS	3		3	1			1			1		3
Insulation Crew Member	DEHS	3		3	1			1			1		3
Administrative Assistant	DEHS		4	4	3	1							4
TOTAL		7	12	19	0	8	6	0	2	0	0	3	19

May: Resignations and Terminations

Black Female	5/1/24	HS Nutrition Aide	Resignation: job abandonment
White Female	5/3/24	HS Teacher Aide	Resignation: retirement
White Female	5/7/24	HS Nutrition Aide	Resignation: commute
White Female	5/8/24	CSFRC Office Manager	Resignation: other opportunity
Black Male	5/17/24	HS Intake Worker	Resignation: other opportunity
Black Male	5/17/24	SSFRC Coordinator	Resignation: other opportunity
White Male	5/24/24	IT Network Administrator	Resignation: other opportunity
White Female	5/29/24	CSFRC Family Devel. Adv.	Resignation: relocation
Black Male	6/4/24	IT PC Technician	Resignation: other opportunity