

PEACE, Inc.

EEO/Personnel Committee Minutes

September 5, 2024 (via teleconference)

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

MEMBERS ABSENT: Christopher Montgomery, Edward Perry, DJ Williams

STAFF PRESENT: Carolyn Brown, Jamie Colucci, Tim Gonya, Mandy King

CALL TO ORDER:

At 4:47pm it was noted that there was not a quorum of committee members participating, and the meeting was not called to order. Those present reviewed the minutes of the May and June committee meetings.

APPLICANT POOL REPORT:

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

OLD BUSINESS:

Ms. King provided an update on a discrimination complaint that was dismissed by the NYS Division of Human Rights.

Ms. King reported that RFPs yielded 11 responses for 401(k) plan advisory and record-keeping services, and that presentations will be scheduled for 5 of these companies.

NEW BUSINESS:

Ms. Brown reported that the calendar of paid holidays for 2025 is being drafted and that the agency is considering designating all weekdays between from December 25th through 31st as paid holidays.

Ms. Brown reported that the Development Committee is reviewing by-laws with the assistance of an attorney, as is required for CSBG funding, and that proposed revisions will be distributed to Board members ahead of the October Board meeting.

ADJOURNMENT: The meeting adjourned at 5:06pm.

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: September 3, 2024

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

Dietitian, Head Start / Early Head Start - Sumner
Classroom Specialist, Head Start / Early Head Start - Merrick
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 (2)
Family Worker, Head Start - Elmcrest/Atonement/Lydia's Lullaby
Family Worker, Head Start - Catholic Charities
Family Worker, Head Start - Sumner (2)
Family Worker, Head Start - Genesee
Family Worker, Head Start - Liverpool
Intake Worker, Head Start - Sumner
UPK Teacher, Head Start - Merrick (2)
Teacher, Head Start - Lafayette
Teacher Aide Head Start - Genesee
Teacher Aide Head Start - James Street
Teacher Aide, Head Start - Merrick
Teacher Aide, Early Head Start - Merrick (2)
Teacher Aide, Early Head Start - Sumner
Nutrition Aide, Head Start - Liverpool
Mechanic, Transportation
Bus Driver, Head Start (4)
Mentor Manager, Big Brothers Big Sisters
Insulation Crew Member, Energy & Housing - Fulton
Associate Director, IT
Food Pantry Support Custodian, Southside FRC
Student Navigator, Eastside FRC

August: 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
Classroom Specialist	Sumner HS/EHS			1									1
Family Worker	Genesee HS			1									1
Administrative Assistant	Merrick HS/EHS	3		36	1			1				31	36
UPK Teacher	James Street HS			1									1
Teacher	Merrick EHS			1									1
Teacher	Sumner EHS			6								5	6
Teacher	Baldwinsville HS			5		1							2
Teacher Assistant	Baldwinsville HS			2	1								2
Teacher Assistant	Baldwinsville HS			2		1							2
Nutrition Aide	Merrick HS/EHS	2	10	12	1	4						5	12
Nutrition Aide	Sumner HS/EHS			8								7	8
Family Devel. Advocate	County South FRC			5		3						2	5
Administrative Assistant	Transportation	4		15		2	5		1			7	15
Cook	Food Services		1	12								11	12
Kitchen Worker/Driver	Food Services		3	9								5	9
Accountant	Fiscal		8	15		4	1					10	16
TOTAL		33	98	131	1	25	15	1	4	0	0	83	129

August: Resignations and Terminations

White Female	8/2/24	HS Intake Worker	Termination: performance
White Female	8/2/24	HS Teacher Aide	Resignation: relocation
White Male	8/5/24	FSD Cook	Resignation: other opportunity
Black Female	8/12/24	HS Teacher Aide	Resignation: relocation
Asian Female	8/16/24	HS Family Worker	Resignation: other opportunity
Black Female	8/19/24	HS UPK Teacher	Resignation: job abandonment
White Male	8/7/24	Custodian	Termination: attendance
Black Female	8/16/24	EHS Teacher	Resignation: other opportunity
White Female	8/12/24	HS Teacher	Resignation: abandonment
Hispanic Female	8/12/24	HS Teacher Aide	Resignation: retired
White Male	8/16/24	HS Teacher Assistant	Resignation: other opportunity
White Female	8/13/24	EHS Teacher	Resignation: other opportunity
Black Female	8/29/24	EHS Teacher Aide	Resignation: job dissatisfaction