

PEACE, Inc.

EEO/Personnel Committee Minutes

November 7, 2024 (via teleconference)

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

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 May and June and September committee meetings was made by Mr. Perry, seconded by Mr. Montgomery, and approved unanimously.

NEW BUSINESS:

Ms. King reported that local firm One Group was selected to be the agency's new 401(k) plan advising and recordkeeping firm, and that the plan will be transferred from Mutual of America by January 1st.

Ms. Brown discussed a service that would provide continuous ongoing monitoring of employee DMV driving records, which would alert management of any disqualifying events and indicate needs for additional driver safety training. Ms. King noted that the cost of this service would be \$7 per driver and \$1 per notification.

APPLICANT POOL REPORT:

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

OLD BUSINESS:

Ms. Brown reported that the Board meeting on December 16th at 717 Erie Blvd. East will be catered, and that senior staff will be invited to attend.

Ms. Brown reported that the annual Board Retreat is scheduled for January 24th and 25th, and that the agenda will include a report on the Facilities Assessment by the engineers who conducted it.

NEW BUSINESS:

Ms. Brown reported on discussions about ensuring that employees are aware of the Hatch Act and how it restricts certain political activities while employed by the agency.

ADJOURNMENT: The meeting adjourned at 5:02pm.

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: November 1, 2024

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

Classroom Specialist, Head Start / Early Head Start - Merrick

Home Visitor, Head Start / Early Head Start - Genesee (2)

Family Worker, Head Start - Sumner (2)

Family Worker, Head Start - Liverpool

Family Worker, Head Start - Catholic Charities

Family Worker (part-time), Head Start - SCSD Franklin

Intake Worker (part-time), HS/EHS Home-Based

UPK Teacher, Head Start - Merrick (2)

Teacher, Head Start - Lafayette

Teacher Assistant, Head Start - Liverpool

Teacher Aide, Head Start - Merrick (2)

Teacher, Early Head Start - Merrick (3)

Teacher, Early Head Start - Sumner

Teacher Aide, Early Head Start - Merrick (2)

Nutrition Aide, Head Start - Merrick

Nutrition Aide, Head Start - Liverpool

Bus Driver, Head Start (6)

Student Navigator, Eastside FRC

October: 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
Family Worker	Merrick HS		9	9	1	1	2					5	9
Teacher Aide	Genesee HS	2	17	19	1	3	2					13	19
Bus Driver	Genesee HS	2	2	4		1	3						4
Operations Manager	Food Services	1		1		1							1
Kitchen Worker/Driver	Food Services		1	1		1							1
Kitchen Utility Worker	Food Services	11	4	15		4	2					9	15
Food Ops Custodian	Southside FRC	15	6	21	2	2	2					15	21
Insulation Crew Member	DEHS - Fulton	7	1	8		2						6	8
TOTAL		38	40	78	4	15	11	0	0	0	0	48	78

October: Resignations and Terminations

Black Female	10/4/24	EHS Teacher Aide	Resignation: Job Abandonment
Black Female	10/9/24	HS Nutrition Aide	Termination: Policy Violation
White Male	10/15/24	DEHS Crew Member	Resignation: Job Abandonment
White Female	10/23/24	EHS Teacher	Termination: Poor Performance
Black Female	10/25/24	HS Bus Driver	Resignation: Job Dissatisfaction
White Female	11/1/24	EHS Teacher	Resignation: Personal
White Male	11/8/24	FSD Operations Mgr.	Resignation: Retirement