

PEACE, Inc.

EEO/Personnel Committee Minutes

December 5, 2024 (via teleconference)

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

MEMBERS ABSENT: Pastor Phyllis Lee-Williams

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

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 November committee meetings was made by Mr. Perry, seconded by Mr. Montgomery, and approved unanimously.

NEW BUSINESS:

Ms. King discussed the Succession Planning component of the Strategic Plan, and reported that she is preparing an RFP to retain a consultant using funds from the Kreske Foundation. Mr. Perry requested a copy of the RFP to forward to contacts.

APPLICANT POOL REPORT:

Mr. Colucci reviewed and discussed the summary of hires and vacancies for November, noting that the status of vacant positions appears to have returned to what was considered typical pre-pandemic.

OLD BUSINESS:

Ms. Brown reviewed the agendas for the December 16th Board meeting and the annual Board Retreat scheduled for January 24th and 25th.

NEW BUSINESS:

Ms. Brown discussed a public forum that was held on November 22nd in collaboration with FOCUS Greater Syracuse to promote a whole-family approach to fighting poverty. She noted that the panel of local experts included Deputy Mayor Sharon Owens, and that VP of Operations & Strategy Todd Goehle discussed the event in an interview with WRVO.

ADJOURNMENT: The meeting adjourned at 4:57pm.

RFP for Succession Planning consultant

1 message

Mandy King <mandy.king@peace-caa.org>

Fri, Dec 6, 2024 at 3:06 PM

To: Christopher Montgomery <cmontgomery@cnyworks.com>, Edward Perry <e-clipzbarbershop311@hotmail.com>, Pastor Phyllis Lee-Williams <sandpiper116@hotmail.com>, Jason Trice <jason.trice@peace-caa.org>
Cc: Carolyn Brown <carolyn.brown@peace-caa.org>, Jamie Colucci <jcolucci@peace-caa.org>, Timothy Gonya <timothy.gonya@peace-caa.org>, Morgan Striggles <morgan.striggles@peace-caa.org>, Connie Magunga <cmagunga@peace-caa.org>, james cecile <jcecile@yahoo.com>

Good afternoon,

As we discussed at the EEO/Personnel committee meeting yesterday, we are looking for a consultant that can assist us with talent management/succession planning.

The following will be key pieces to the RFP:

1. Identifying and selecting agency leadership competencies
2. Identifying key positions to be incorporated into a succession plan
3. Identifying high-potential, high-performing individuals to include in the succession plan
4. Identifying key individuals who possess unique knowledge and talent, regardless of job title, and who would leave a significant void should they leave the agency
5. Assessing succession candidates for readiness for promotion, which includes documenting development opportunities to prepare each candidate for a leadership role or additional responsibilities
6. Training internal team members on process and tools to enable ongoing succession planning efforts

Any referrals or contacts you may have in this area would be greatly appreciated.

Thanks,

Mandy

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Mandy King, PHR/SHRM-CP

Director of Human Resources

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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: December 2, 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)
Home Based Maternal Child Health Nurse - Head Start / Early Head Start - Genesee
Family Advocate, Early Head Start - Jamesville
Family Worker, Head Start - Catholic Charities
Family Worker (part-time), Head Start - SCSD Franklin
UPK Teacher, Head Start - Merrick
Teacher Aide, Head Start - Merrick
Teacher, Early Head Start - Merrick (2)
Teacher Aide, Early Head Start - Merrick (2)
Teacher Aide, Early Head Start - Sumner
Floating Center Aide, Head Start - Merrick
Nutrition Aide, Head Start - Merrick
Nutrition Aide, Head Start - Liverpool
Bus Driver, Head Start (6)

November: 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	Sumner HS		13	13	1	3	4					5	13
Family Worker	Sumner HS		13	13	1	3	4					5	13
Family Worker	Liverpool HS		13	13	1	3	4					5	13
Intake Worker (part-time)	Genesee HS		6	6		2	1					3	6
UPK Teacher	Merrick HS	1	8	9		2	1					5	8
Teacher	Merrick EHS	1	11	12		2	1					9	12
Teacher	Sumner EHS		1	1		1							1
Teacher	Lafayette HS		7	7		3						4	7
Teacher Assistant	Liverpool HS		12	12		1					1	10	12
Senior Accountant	Fiscal Department	5	2	7		3		1					4
Site Manager	Food Services		1	1		1							1
TOTAL		7	87	94	3	24	15	0	1	0	1	46	90

November: Resignations and Terminations

White Male	11/22/24	HS Teacher Aide	Termination: Attendance
White Female	11/13/24	HS Teacher Aide	Termination: Attendance
Asian Male	11/26/24	Accountant	Resignation: Other opportunity
White Female	11/26/24	FSD Site Manager	Resignation: Relocation