

PEACE, Inc.

EEO/Personnel Committee Minutes

January 9, 2025 (via teleconference)

MEMBERS ON CALL: Christopher Montgomery, Jason Wallace

MEMBERS ABSENT: Pastor Phyllis Lee-Williams, Edward Perry

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

CALL TO ORDER:

The meeting was called to order by Mr. Wallace at 4:46pm with a quorum of committee members.

APPROVAL OF MINUTES:

A motion to approve the minutes of the December committee meeting was made by Mr. Montgomery, seconded by Mr. Wallace, and approved unanimously.

NEW BUSINESS:

Ms. King reported that a review of bus driver files revealed that some were incomplete for those previously employed under the Call-A-Bus program contract with Centro, which ended in 2023. She noted that under that contract the agency maintained records and payroll while Centro performed staffing and supervision duties. She added that some fines may be incurred due to recordkeeping violations under Article 19-A.

Ms. King reported that Mutual of America was notified in December of the agency's intention to transition its 401(k) plan to Voya, and that the transfer of plan assets is expected in early March. She added that a Board resolution will be forthcoming, and that employees will receive notification in early February.

APPLICANT POOL REPORT:

Mr. Colucci reviewed and discussed the summary of hires and vacancies for the month of December, which had little activity compared to previous months as anticipated.

OLD BUSINESS:

Ms. Brown reported that the next monthly Board meeting is scheduled for the second morning of the Board Retreat on January 25th, and that it will be held in-person with a remote option.

Ms. Brown expressed concern about delayed payments from Vera House, amounting to under \$10,000.

ADJOURNMENT: The meeting adjourned at 4:58pm.

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: January 3, 2025

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
Nutrition Aide, Head Start - Merrick
Administrative Assistant, Head Start - Merrick
Bus Driver, Head Start (4)
Program Assistant, Big Brothers Big Sisters
Student Navigator, Eastside FRC
Cook, Food Services

December 2024: 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
Teacher Aide	Sumner HS		1	1			1						1
Center Aide	Merrick HS		1	1	1								1
Center Aide	Merrick HS		1	1		1							1
Nutrition Aide	Liverpool HS	1	21	22		1	2					19	22
Bus Driver	Genesee HS	7	10	17		2	1					14	17
Bus Driver	Merrick HS	7	10	17		2	1					14	17
Program Analyst	Eastside FRC	1		1			1						1
TOTAL		16	44	60	1	6	6	0	0	0	0	47	60

December 2024: Resignations and Terminations

Black Female	12/11/24	HS Admin. Assistant	Termination: Performance
White Male	12/12/24	FSD Cook	Termination: Attendance
White Female	12/13/24	HS Teacher Aide	Resignation: Personal