

PEACE, Inc.
EEO/Personnel Committee Minutes
January 8, 2026 (via teleconference)

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

STAFF PRESENT: Carolyn Brown, Mandy King, Jamie Colucci

CALL TO ORDER:

Mr. Wallace called the meeting to order at 4:48pm, noting that a quorum was participating.

APPROVAL OF MINUTES:

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

NEW BUSINESS:

Ms. King reported on discussions with our benefits insurance broker to consider possible changes to propose to the Board of Directors, prompted by a notice from MVP regarding a very large claim including a hospital bill early in the current plan year. Mr. Wallace inquired whether reserve funds were available to cover the claim; Ms. Brown responded that in a non-profit agency those funds must be utilized rather than saved, and were given back to staff in the form of "premium holidays".

Ms. King reported on increases to the 401(k) plan forfeiture account after the accounts for many former employees were purged.

APPLICANT POOL REPORT:

Mr. Colucci reviewed the summary of recent recruitment activity.

OLD BUSINESS:

Ms. Brown gave a reminder about the Board Retreat at Sumner Head Start on January 23rd, which will begin at 11:00am and culminate with the monthly Board meeting starting at 4:15pm, followed by dinner at Phoebe's.

ADJOURNMENT: Mr. Wallace adjourned the meeting at 5:02pm.

PEACE, INC.

MEMORANDUM

TO: Head Start Policy Council / EEO Personnel Committee
FROM: Human Resources Department
SUBJECT: Open Positions
DATE: December 23, 2025

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

Home Visitor, Head Start / Early Head Start - Genesee (3)

Site Supervisor, Head Start - Liverpool

Nurse, Head Start Collaborations

UPK Teacher, Head Start - Merrick (2)

UPK Teacher Assistant, Head Start - Merrick (4)

Teacher, Early Head Start - Sumner

Teacher Aide, Early Head Start - Merrick

Teacher Aide, Head Start - Merrick (2)

Human Resources Generalist, Head Start / Early Head Start

December 2025: Hires

Position	Location	Gender			Race/Ethnicity								
		Male	Female	TOTAL	Hispanic (H)	White (W)	Black (B)	Pacific Is. (P)	Asian (A)	Native Amer. (N)	Multi-Racial (M)	Unknown (U)	TOTAL
Asst. Health Coordinator*	Sumner HS/EHS		1	1	1								1
Classroom Specialist	Sumner HS/EHS		2	2	1							1	2
UPK Teacher*	Merrick HS		5	5	1							4	5
UPK Teacher Assistant*	Merrick HS	1	7	8	1	3						4	8
Teacher Aide Floater*	Merrick HS		5	5		2						3	5
Teacher Aide	Sumner EHS		5	5		2						3	5
Nutrition Aide*	Sumner HS/EHS	2	2	4		2						2	4
Custodian	Merrick HS/EHS	2		2		1						1	2
Maintenance Floater*	Facilities	1		1		1							1
Kitchen Worker/Driver	Food Services	5	2	7	1	1	3					2	7
TOTAL		11	29	40	1	5	14	0	0	0	0	20	40

December 2025: Resignations and Terminations

White Female 12/9/25 HS Site Supervisor Termination: Policy violation

White Male 12/12/25 HS Recruitment Specialist Resignation: Other opportunity