

February 2022

COMMUNITY ACTION OF ORLEANS AND GENESEE

EMPLOYEE NEWSLETTER



Our mission:

To provide services, with dignity and respect, that help people become self-sufficient

Happy February,

Every day the sun shines longer and we are one day closer to spring! We are already starting to plan for some great presentations for our June In-Service. It is going to be an exciting year, full of possibilities; a New Day with fresh new beginnings. Our new Director of Operations, Jackie Gardner, has hit the ground running and over the next few weeks we will bring Jackie to all of our locations so she can get to know you and the great things our agency does for the community. I feel blessed to have this phenomenal team of Directors. With a new set of strengths and talents, a priority for me in 2022 is to realign the organization to make the most of the skills and expertise of our staff members. Here is a preview of our evolving structure:

- Melinda Daniels – Executive Assistant - Reports to me. She is adding Compliance to her responsibilities. This is a natural fit with her expertise with CSBG standards (the standards that all Community Action Agencies must comply with). Melissa DeRose reports to Melinda.
- Carol Pietrzykowski – Director of Finance and Administration/CFO – oversees fiscal operations, insurance, purchasing, payroll, and grant management. Carol's direct reports are Barb Kieffer and Jeanette Worsley. Susan Jessmer will have a 'dotted-line' reporting relationship to Carol for only things related to payroll. Barb Kieffer will have a 'dotted-line' relationship to me for only things related to information technology (IT).
- Katrina Chaffee – Director of Community Services and Reporting- directs Case Management, Emergency Services, Main Street Store, Eastern Orleans Community Center, Volunteers and Internships, Transportation, and Job Development. Katrina is in charge of reporting grant stats and required outcomes reporting to the NY Department of State. Direct reports to Katrina include Deb Rothmund, Virgie Brooks, Lisa Wittmeyer, Michelle George, Willie Drisdorn, and Michelle Figueroa
- Jackie Gardner – Director of Operations/COO – responsible for project management and new program development, Human Resources, Facilities & Equipment Maintenance (including the Cooling and Handyman Programs), Risk, Operations, and Weatherization. Jackie will be exploring our entry into Housing services due to great need in our communities. Reporting directly to Jackie are Susan Jessmer-HR (excluding payroll duties), James Soccio (Sosh), Ernie Gurslin, Greg Gilman, and Cameron Richardson.
- Bonnie Malakie- Director of Children and Youth Services. There are currently no changes but I will be working closely with Bonnie and the team throughout 2022 to explore ways to optimize this large part of our organization. There is so much talent and opportunity that we can align while we more evenly distribute workload. I look forward to exciting enhancements and opportunities in this area over the new year.

We have been busy working with partners to renew relationships and build new relationships to better serve our community. We can do more as a team working together. We have some exciting projects planned. More to come throughout the year.

Another thing we have planned is the resumption of performance reviews. These are an important tool for career development and a way for managers to know how to best support that development. When new opportunities arise we always want to promote from within when possible. Positive reviews, excellent attendance, and willingness to be flexible to do and learn new things are the things we look for. A performance review is a great record of those attributes.

Did you know that Community Action Agencies have increasingly become targets of ransomware? This is a terrifying situation where customer and agency data are held hostage for ransom. It can be devastating but we all can play a role in protecting ourselves from this and other cybercrimes. Knowledge is power and we have Cyber eLearning training available for all staff. I highly recommend that everyone sign up for this training at <https://elearning.beazleybreacholutions.com/>. Use the company code: 68917-MHQ1 to register. Once your registration is approved you will be assigned a suite of webinars and upon completion you will receive a certificate.

Finally, I want to thank all of you for being part of this mission. We all know what is expected of us in our roles, but so often I see or hear acts of kindness by our staff members, outside of job responsibilities, that make me so proud to be here. These are things like offering coffee and warmth to someone who is out in the cold, or stepping outside regular job responsibilities to help another department in a pinch. We have staff that offer rides to others who do not have transportation and others who bring in food to share. All the money in the world cannot buy kindness, but we have plenty of it here at our agency.

Be well!

Renee

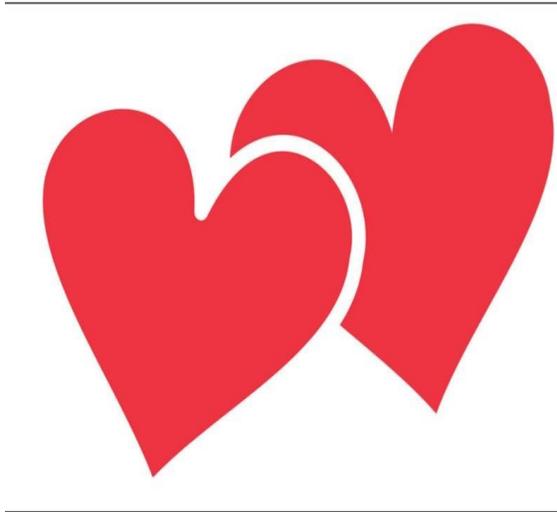


Employee news

Decembers

PERFECT ATTENDANCE

- Jan Albanese
- Kathy Alexander
- Anya Bloom
- Virgie Brooks
- Kristin Buchholz
- Katrina chaffee
- Lisa Church
- christina DeBoard
- Jacquelyn DeMarco
- Melissa DeRose
- David Dodge
- Gary Elich
- Michelle Figueroa
- Janet Foppes
- Jackie Gardner
- Michele George
- Stacie Graton
- Laura Grose
- Renee Hungerford
- Susan Jessmer
- Barb Kiefer
- Bonnie Malakie
- Kim Miller
- Taryn Moyle
- Carol Pietrzykowski
- Jennifer Puls
- Cameron Richardson
- Edna Schramm
- Danielle Smith
- Freddie Stewart
- Cara Wachob
- Randi Watts
- Jeanette Worsley



February

ANNIVERSARIES

- Robinson (Bennett), Mary E. 02/16/2006
- Hale, Kristen 2/22/2019

February

BIRTHDAYS

- Julie Bailey 10-Feb
- Lisa Church 15-Feb
- Melinda Daniels 12-Feb
- Evelyn Warren 11-Feb

January

NEW HIRES

- Jacquelyn Gardner Director of Operations 1/3/2022
- Kiwsaika Rodriguez Andino HS Substitute 1/8/2022

FEBEUARY NEWSLETTER DEADLINE: Fri, February 18th SEND SUBMISSIONS TO: mfigueroa@caoginc.org

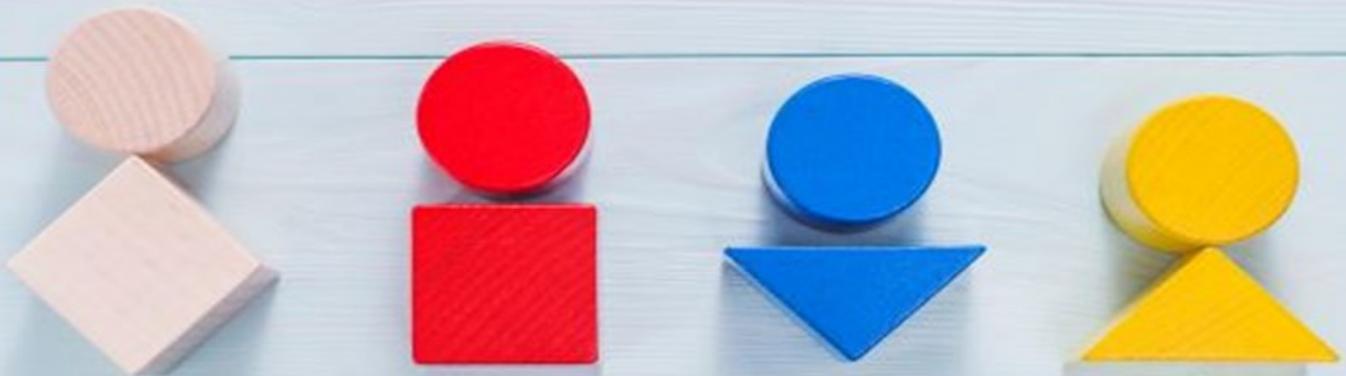
NATIONAL EATING DISORDER AWARENESS MONTH

**EATING DISORDERS ARE SERIOUS.
IT IS ESTIMATED THAT AS MANY AS 30 MILLION
PEOPLE IN THE UNITED STATES SUFFER FROM AN
EATING DISORDER, WITH AT LEAST HALF A MILLION
BEING TEENS**

EATING DISORDERS ARE NOT ONE SIZE FITS ALL...

**If you or someone you know are struggling with
eating issues, there are places to turn.**

**Eating Disorders Helpline
Call or Text: (800) 931-2237
(nationaleatingdisorders.org)**



ACTprogram.org

Need help with computer skills?

Assistance with
Social Media, Email,
Online shopping,
Browsing the Internet, and more



Classes begin February 8th at the Eastern Orleans Community Center 75 public Sq. Holley NY 14470

Hours are 10:00 am to 11:30 am

Call 585-638-6395 to sign up

its Free





TAX APPOINTMENTS at COMMUNITY ACTION
Call 343-7798 to schedule your appointment

- This year's Tax-Aide program model requires that you drop-off your tax documents and meet with a Tax-Aide volunteer for an interview at time scheduled.
- You will return later the **SAME DAY** to pick up your completed return.
- If you are filing a joint return, **both spouses** must be present
(Please schedule an appointment on a day that you, and spouse if applicable, are sure you are available to return later to pick it up).
- **You will need to pick up an Intake Booklet packet and fill it out before your appointment.**
The packet includes Instructions and other forms that you will need to bring with you to your appointment.
- You can get the packet in the entrance area at the **Batavia Senior Center**, 2 Bank Street in Batavia. Packets are located in a box labeled "Community Action".
Or at **Community Action**, 5073 Clinton St Rd– Call 343-7798 before arriving.

Tax Schedule: *Please call the location a day works best for you. NO age requirement, low to moderate income levels accepted at all sites. FREE Service! Beginning February 1st through April 14th 2022.*

Monday – Community Action (Batavia) 585-343-7798

Tuesday & Thursday – Office for the Ageing (Batavia) 585-343-1611

Wednesday - The Greens of LeRoy 585-768-2740



2022 Schedule for POP-UP Pantry

Orleans County

Save the Date

February 14th

March 21st

April 18th

May 16th

June 13th

Main Street Thrift Store

131 S. Main St Albion NY 14411

Main Street Thrift Store
Store Hours: Wed—Sat 10:30-5pm
Donation Hours: Wed—Fri 10:30-3:30pm
* For Additional time please call for information





Puff Pastry Berry Hearts (makes about 18 hearts depending on the size of cookie cutter)

Prep Time: 5 mins Cook Time: 10 mins

Michelle's

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Corner



- 1 cup whipping cream
- 1 teaspoon powdered sugar
- 1 package frozen puff pastry, defrosted
- 1/2 cup fresh raspberries (or mixed berries)

Preheat oven to 400°F.

Unfold the puff pastry and cut into hearts using heart-shaped cookie cutters.
.Place the puff pastry hearts on a baking sheet and bake for 10-12 minutes or until golden brown.

In the bowl of a standing mixer, or with an electric mixer whip the cream on medium- high speed for 2-3 minutes. Add the powdered sugar and beat on high for 30 more seconds or until thick and fluffy.

. Remove hearts from the oven and allow to cool completely. Slice hearts in half. Top the bottom half with whipped cream and berries, and place the other half on top to form a sandwich.

Submitted by Michelle Figueroa