

# COMMUNITY ACTION OF ORLEANS AND GENESEE

## EMPLOYEE NEWSLETTER



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### Our mission:

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

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Hello Team:

March was another busy month and as we move into April, it is refreshing to see some signs of spring. Our Sip N' Stroll at the Main Street Store was a great success. There were 300 participants and it was wonderful to see our store packed with people. We had delicious food samples from Wild Flour and wine tasting from Sarah's Studio. We had live music by Woody and Friends followed by Cheyenna-Rain Eagle. <https://www.youtube.com/watch?v=ILn7z96Ma2s>. A big thanks to the staff and volunteers who took their time on a Saturday to make this a success. Our objective was to get people into the store who may not have known what a great treasure that it is. Given the positive comments we heard, we achieved our mission.

Also, in March, I had the opportunity to meet the wonderful staff at Batavia's WBTA. Lucine Kauffman invited me to be on her show "Genesee Life" to talk about our agency. Take a listen: <https://wbta.com/genesee-life/>. Board members Lynne Johnson, Bruce Schmidt, Dr. Ciavari, and I participated in the Optical Clinic hosted by the Lyndonville Lion's Club. This was a great success providing free eye exams and glasses to 250 people. <https://orleanshub.com/big-turnout-today-for-eyeglass-clinic-in-lyndonville/>

Lastly, in March we rolled out our new Employee Handbook. It has been modernized and includes a live table-of-contents which allows you to click and directly be taken to the content you seek. Most of the changes are just modernizations of policy such as displaying tattoos and piercings. One change of substance is that the vacation carry-over was changed from 25 to 20 days. This is not a change in how much vacation we receive, rather to how much can be carried from year to year. You can access the Employee Handbook here: [Employee Handbook Link](#)

Looking forward to April I am awaiting final approval for funding for an innovative program that I have planned for our Holley Community Center. The program goal is to connect people who are homeless or at risk of being homeless, with healthcare. If funded we will offer health coaching, telehealth, mobile primary care visits, peer counseling, and connection to substance abuse counseling and behavioral health services. It is a very exciting opportunity and I will share more when I know the funding is fully approved.

As a reminder our CSBG Triennial Review of Compliance and Standards (TRACS) is in April and our Head Start Focus Area 2 is due sometime before June. These are all opportunities for us to show our regulators the good work we do. It is critical that we are able to demonstrate outcomes.

I am sure you are all aware of the tragic events taking place in Ukraine. Please keep Ukraine in your thoughts and prayers. War is a horrible thing, we have much to be grateful for. Also, be aware that many people of Russia do not want to be at war and are suffering. Unfortunately, desperation can lead people to take desperate measure and as a result, cybercrime is on the rise. Please be extra vigilant when accessing websites and reading emails. Complete your cyber training and if you see anything questionable...don't click! We are working with C&H PC to bolster our cyber security so please be aware they may need to add or remove software from your individual workstations to protect network and data.

Finally, we all wish the pandemic was in our past and we have definitely come a long way. However, we are starting to see a small uptick in cases so please be careful, wash hands, use sanitizer, and keep those masks handy for when you may be in a place of elevated risk. Happy Spring!

Be well! Be part of the solution!

*Renee*

# EMPLOYEE NEWS

## FEBRUARY

### PERFECT ATTENDANCE

Jan Albanese	Virgie Brooks	Laura Grose
Kathy Alexander	Guy Burke	Carol Pietrzykowski
Julie Bailey	Stacie Graton	Renee Hungerford
Katrina Chaffee	Melinda Daniels	Barb Kiefer
Ruth Bell	Christina DeBoard	Cassandra Kinne
David Dodge	Melissa DeRose	Bonnie Malakie
Willie Drisdorn	Jackie Dunham	Marc Malaniak
Cassandra Eagle	Rachael Escobar	Jennifer Metz
Kristin Buchholz	Michelle George	Kim Miller
Carrie Moreland	Ken Pritt	Jennifer Puls
David Reis	Christy Robertson	Mary Robinson
Debbie Rothmund	Jacob Rowland	Christy Schuster
Pam Wadhams	Kristy Webber	Jeanette Worsley

## APRIL

### ANNIVERSARIES

Wright, Joseph T 04/13/2009

## APRIL

### BIRTHDAYS

Edna Schramm	4-April
Ken Pritt	6-April
Cathy Brien	12-April
Melissa DeRose	14-April
Guy Burke	21-April
Jeff Atwell	24-April

## MARCH

### New Hires

Jacob Rowland	Weatherization Technician	3/4/2022
Alishia Foss	CCR&R Child Care Resource Specialist	3/15/2022





This Photo by Unknown Author is

## **COMPLIANCE CORNER**

**What is COMPLIANCE?** The definition of compliance for our agency is “the state of meeting rules or standards.” Compliance covers both internal policies and procedures, as well as federal and state laws and regulations. Enforcing compliance helps your company prevent and detect violations of rules, which protects your organization from fines and lawsuits.

**Compliance Plan** – The Agency has developed a detailed Corporate Compliance Plan, a copy of which has been distributed to all employees and is available on the Agency website. All employees are required to read and comply with the plan, including an affirmative requirement to report any suspected wrongful actions. Reports may be made anonymously without fear of retaliation or retribution.

**Community Service Block Grant or CSBG-** CSBG funds support agency programs to lessen poverty and unmet needs, and to promote self-sufficiency. The Community Action Plan entails the programs, work and outcomes of the entire agency and how it supports the services we provide to address poverty and help make people economically secure.

CSBG funding comes attached with rules and standards the agency must meet. If the agency does not successfully meet all 58 standards, funding could be decreased and/or ceased. Annually the agency must meet 58 Annual Compliance Review of Organizational Standards (ACROS Standards). Every three years the agency must meet the Triennial Review for Accountability with Compliance Standards (TRACS Standards). The same 58 standards but with more required supporting documentation. Currently our agency will have the TRACS review April 5-7, 2022.

**Background-** The CSBG organizational standards provide a standard foundation of organizational capacity for all Eligible Entities across the United States. The Federal Office of Community Services’ Information Memorandum (IM) 138 provides direction to States and eligible entities on establishing organizational standards by FY 2016 and includes the final wording of the standards developed by the OCS-funded organizational standards Center of Excellence (COE).

The COE-developed organizational standards are comprehensive and were developed by and for the CSBG Network through the work of the CSBG Working Group. They work together to characterize an effective and healthy organization while reflecting the vision and values of Community Action and the requirements of the CSBG Act.

It is extremely important that ALL STAFF become knowledgeable with all 58 standards. It will take all of us to meet these standards with supporting documentation. I have created a “cheat sheet” for now that can be located here: [CSBG Standards](#) -on sharepoint, in the Document Library

Keep up the GREAT WORK we do,  
Melinda Daniels

*APRIL IS...*

**THE NATIONAL  
MONTH OF**

**HOPE**

**TAKE PART IN  
CELEBRATING  
SOMETHING YOU MAY  
NOT ALWAYS SEE,  
BUT IS ALWAYS  
THERE!**



**Please take the time to look at this ...**

## **What has COVID done to us?**

You can have instant access with a Google account to a FREE self-paced ADULT educational program. Enter Google Classroom code: **kqnrj1** to get started.

**-OR-**

Email us at: **ACTprogram@caoginc.org** to request an email link be sent to you with instructions.

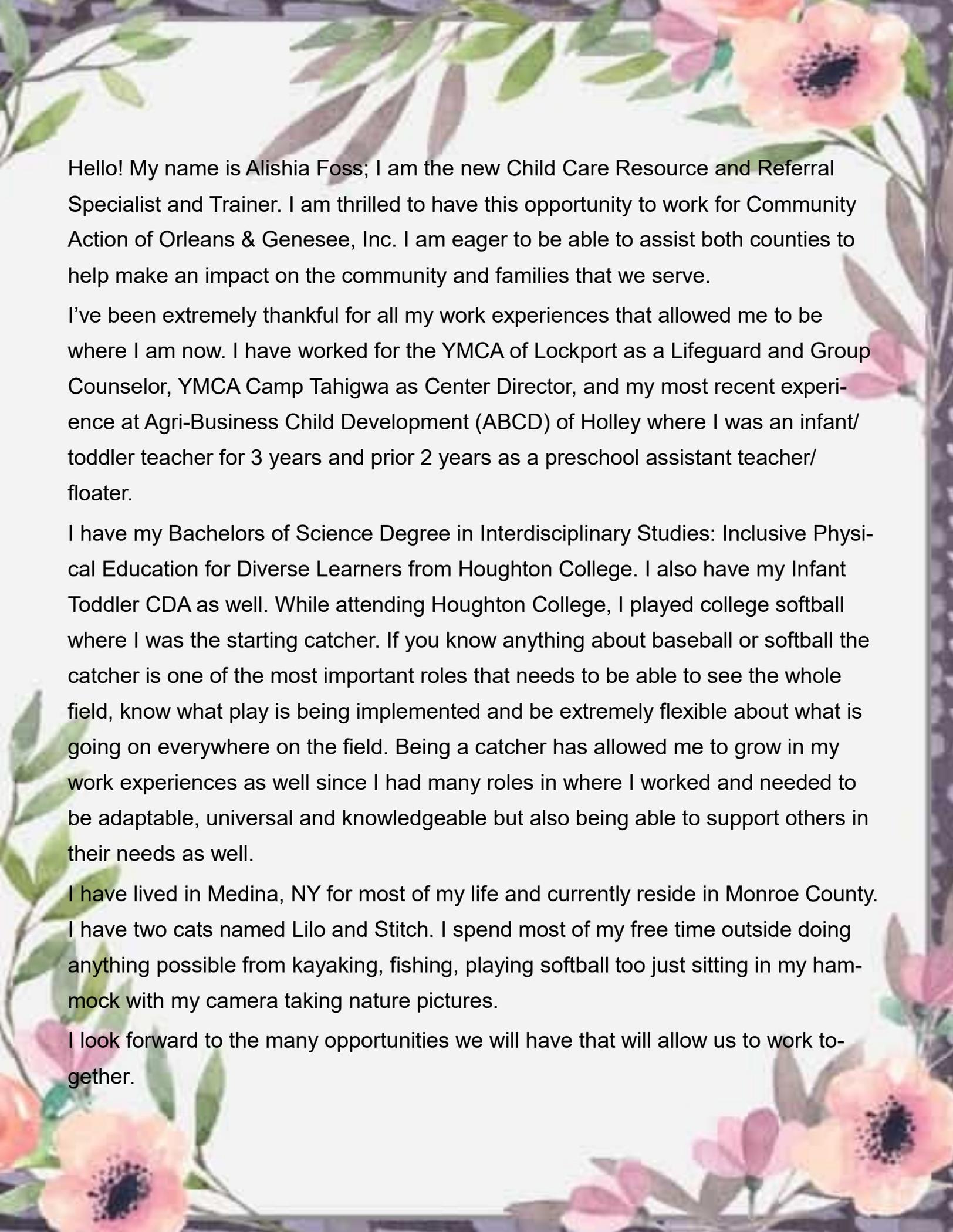
We only ask that you complete a few questions prior, and after the program, so we can report the number of viewers. **We guarantee you'll learn something new!**

# COMBATTING THE COVID CRUNCH

## Tips on Mental Wellness & Technology Usage

Funded by NYS Cares for Communities to help Orleans County residents.





Hello! My name is Alishia Foss; I am the new Child Care Resource and Referral Specialist and Trainer. I am thrilled to have this opportunity to work for Community Action of Orleans & Genesee, Inc. I am eager to be able to assist both counties to help make an impact on the community and families that we serve.

I've been extremely thankful for all my work experiences that allowed me to be where I am now. I have worked for the YMCA of Lockport as a Lifeguard and Group Counselor, YMCA Camp Tahigwa as Center Director, and my most recent experience at Agri-Business Child Development (ABCD) of Holley where I was an infant/toddler teacher for 3 years and prior 2 years as a preschool assistant teacher/floater.

I have my Bachelors of Science Degree in Interdisciplinary Studies: Inclusive Physical Education for Diverse Learners from Houghton College. I also have my Infant Toddler CDA as well. While attending Houghton College, I played college softball where I was the starting catcher. If you know anything about baseball or softball the catcher is one of the most important roles that needs to be able to see the whole field, know what play is being implemented and be extremely flexible about what is going on everywhere on the field. Being a catcher has allowed me to grow in my work experiences as well since I had many roles in where I worked and needed to be adaptable, universal and knowledgeable but also being able to support others in their needs as well.

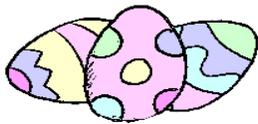
I have lived in Medina, NY for most of my life and currently reside in Monroe County. I have two cats named Lilo and Stitch. I spend most of my free time outside doing anything possible from kayaking, fishing, playing softball too just sitting in my hammock with my camera taking nature pictures.

I look forward to the many opportunities we will have that will allow us to work together.

# Easter Luncheon

## Holley Community

### Center



75 Public Sq.

Holley, NY 14470

(585) 638-6395

If you have any questions

April 13, 2022

*11:00 am- 12:30pm*

Ham, Mashed Potatoes and all the fixings.

Please come and Enjoy Good Company

And

Great Food



# Easter Egg Hunt!



*When—April 9, 2022*

*Time—10:00am—12:00pm*

*Where—Eastern Orleans Community Center  
75 Public Square  
Holley, NY 14470*

Age Groups— 1 yr. olds to 2 yr. olds  
3 yr. olds to 6 yr. olds  
7 yr. olds to 10 yr. olds

*Cookies*

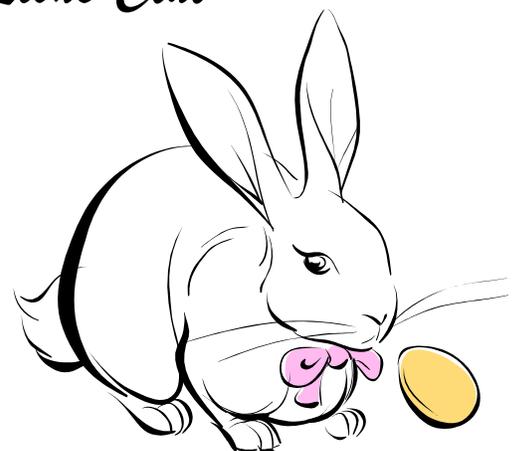
*Juice*

*Coffee*

*Candy Filled Eggs*

All kids get a prize

*Sponsored by: The Clarendon Lions Club*



Mon	Tue	Wed	Thu	Fri	Sat
				1 Chuck's Bday Spaghetti with Broccoli Garden Salad	2
4 Chicken Stuffing Bake Biscuits/Butter Garden Salad	5 Homemade Potato Soup Biscuits Chips/Crackers	6 Spaghetti and Meat Sauce Garden Salad Garlic Bread Pie	7 Patti's Bday Chicken Salad Sandwich. Soup Chips/Crackers	8 Mac-N-Cheese Peas Garden Salad Biscuits	9
11 Cheesy Chicken over Rice Garden Salad Peaches	12 Hot Ham & Cheese Sandwich Bean Soup Chips / Peaches	13 Easter Lunch Baked Ham Mashed Potatoes Stuffing/ Rolls/ Pie	14 Taco's Refried Beans Nacho Chips Ice Cream	15 Tuna Noodle Casserole Tossed Salad Carrots Biscuits/ Peaches	16
18 Spanish Rice Corn Garden Salad Biscuits/Butter Pears	19 Homemade Chicken Soup Salad Chips /Crackers Cookies	20 Shepherds Pie Tossed Salad Biscuits/ Butter B-Day Cake	21 Hot Dog/ Bun Baked Beans Tator Tots Carrots Apple Sauce	22 Judy's Bday Sloppy Joes Mac Salad Green Beans Cake	23
25 Cheese Burg. French Fries Green Beans Peaches	26 Pasta Salad Green Salad Fruit Salad Garlic Bread Pie	27 Chili Biscuits Garden Salad Cake	28 Tuna Sand. Mac. Salad Chips Cookies	29 Hot Turkey Sand Mashed Potatoes Carrots Fruit Salad	30

### ick & Friends Play

Easter Egg Hunt 10am-12p April

Easter Lunch 11:30am-12:30pm

Pop Up Pantry Albion 8:00am

Milk, coffee or water provided with meals  
A \$2.00 donation is appreciated but not required  
Menu is subject to change due to availability of supplies

75 Public Square PO Box 206  
Holley NY 14477  
585-638-6395



## 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



**DONATE**  
ANTIQUES

*Gently used, nice condition furniture and appliances from home and workshop is greatly appreciated.*  
*You can arrange for bigger donations to be picked up.*  
Call 589-1430  
Thank you!

