

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:

It's February!! Did you know that February is the start of our agency fiscal year? In recognition of this, in this edition, let's talk a bit about Finance.

First of all, we have been busy recruiting to build our new finance team. We will bring in a new CFO, a Finance Staff Person, and an Assistant Controller. We will also have a new Payroll processor who will help us to manage our data entry and integrity. This is important for us to provide accurate reporting to our funders. Reporting positive outcomes is the best way to show funders the good we do with the funds they entrust us with! Barb Kiefer has been doing a phenomenal job keeping things together through these changes so please join me in thanking Barb! As you know, we are moving to an exciting new fiscal software system called Blackbaud Financial Edge NXT. We are working with consultants to help us streamline and automate processes. In the end, this will make all of our lives easier and will help us to operate in a more efficient and accurate as well as less costly manner. If you have ever had to fill out one of our clunky mileage forms or voucher requests, you will know that this is good news!

Since I am on the topic of finance, I want to take a moment to discuss fiscal responsibility, accountability, and teamwork. The pandemic has been difficult for everyone. We have all had to wear many hats to deal with attrition, absences, classroom closures, etc. We live in difficult times and during such times it is even more important that we support our customers, our agency, and EACH OTHER! We can't control when we become ill and are not able to work but we can each take responsibility for having the best attendance possible, to have a backup person trained to fill in when we can't perform regular duties, and to document instructions for tasks (Job Aids) so it is easy for someone to step in to help when necessary. Our customers are counting on us to help them become self-sufficient. This is important in raising up our community and we need to each do our part to ensure our services are available. We are one agency and it is important that we work together and be champions of the agency. You should all be very proud of the work we do. In 2023, I foresee opportunities to work more closely with partner agencies so let's show them how it's done!

Remember that February kicks off our employee of the month program. Let's keep those nominations coming to show our appreciation!

Thank you for choosing to be a part of the Community Action Team! You all make Genesee and Orleans County a better place to live.

Be Part of the Solution

Renée

# Case Management/ Emergency Services



## Batavia News

We would like to welcome our new intern Todd Bowman who comes to us from St. Bernard's School of Theology and Ministry, and also teaches at Notre Dame High school in Batavia.

**Congratulations** to David Dodge who will be taking the ELI (Emerging Leaders Institute) Course this year.

## Holley News

Eastern Orleans Community Center  
**Save the Dates:**

Feb. 22nd @ 10:30AM – Cooking Class  
Feb. 28th @ 10:30am- Band Rick & Friends

*We served 102 families gifts and food for the December holiday season. Breakfast with Santa was a success, 51 individuals attended. For Holiday lunch 53 people were served.*



## Albion News

POP UP FOOD PANTRY  
167 HOUSEHOLDS SERVED

LEFTOVER HOLIDAY TOYS  
DONATED TO YMCA SCHOOL AGED CHILD CARE PROGRAM

HOLIDAYS 2022  
FAMILIES ADOPTED 20  
KIDS PROVIDED TOYS 56  
BELLIES FULL 246

NEXT MOBILE PANTRY FEBRUARY 13

WELCOME MICHAEL GREYBILL HUMAN SERVICES INTERN

14470, 14098, 14479, 14476  
AXIS OF CARE  
MOBILE HEALTH UNIT  
MONTHLY VISITS  
COMING IN FEBRUARY!

ACTIVITY IN ALBION JANUARY 2023

# February Dating Violence Awareness



## Know Potential Warning Signs:

**Possessiveness**

**Explosive Temper**

**Extreme Jealousy**

**Isolation**

**Neither Love nor Violence  
Discriminate!**



Helping Youth ACT Responsibly  
ACTprogram.org

**NEW**

## *MAIN STREET STORE*

**NEW**

### ***UPCOMING EVENT!*** **PROM PREP NIGHT**

*Calling all Ladies going to PROM*

*Prom can be a stressful time for families.*

*Dress? Makeup? Hair? All of it adds up so quickly!*

*What if we said we could help alleviate some of that stress so all you have to focus on is having a great night and feeling your absolute beautiful self?*

*Keep an eye out for more details to come soon on this NEW event here at the store!*

## **MAIN STREET STORE SALES**

*Thursday 2/2- FILL A BAG \$5 BOOKS*

*Friday 2/3 – Furniture 30% off*

*Wednesday 2/8 – Medical supplies 20% off*

*Saturday 2/11 - BOGO SHIRTS*

*Thursday 2/16 – Dish sets 20% off*

*Friday 2/17 – FILL A BAG \$5 KIDS CLOTHES*

*Wednesday 2/22 – BOGO SHOES*

*Thursday 2/23 – FILL A BAG \$5 DVD/CASSETTE/CD*

*Saturday 2/25 – MISC area 30% off*

***Keep an eye on our Facebook or stop in to find other great DAILY sales.***

