

# COMMUNITY ACTION OF ORLEANS AND GENESEE

## EMPLOYEE NEWSLETTER




---

Our mission:

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

---

Hello Team:

Happy Spring! I hope everyone is doing well. I just returned from Head Start Fiscal training. Head Start and Early Head Start is our largest program so understanding the fiscal complexities is important. One of the subjects was internal controls and how it is vital for programs like Head Start and Finance teams to have good communication and proper segregation of duties. Throughout the training it was repeated that we should always base our spending decisions on data. It is important to do a periodic needs assessment and to tailor the programs and services we offer on where the greatest needs are, coupled with where resources are available to meet those needs. We will be working on our community needs assessment later this year. Pertaining to segregation of duties, it is critical that a staff member is not performing duties that could pose a risk. For example, the same person should not process accounts payable and accounts receivable. We are working on restructuring to ensure we have adequate staffing levels to separate these types of functions so there are no actual or perceived conflicts.

With that, I am excited to share with you that on April 3rd, we will have a new Chief Financial Officer. Tom Costa has accepted the position of Director of Finance and Administration. Tom comes to us from Normal Communications where he has served as CFO since 2003. He has a broad range of business, finance, and technical experience and is working on completing his Ph.D. in Business Administration. Tom currently holds a Master's degree in Business Administration and a Bachelor of Science in Business Administration / Finance. His wealth of experience will be extremely valuable as we transition into our new accounting system. Please join me in giving Tom a warm welcome!

Keep an eye out on Orleans Hub for an upcoming article on our new Veteran's Administration Telehealth Pod at the Main Street Store. We are partnering with the VA and Orleans/Genesee Public Health Department to bring this valuable health care access point to those who served our country and protected our freedom. We are proud to play a role in this.

Speaking of the Main Street Store, a winner was chosen for our new store name contest. Coming soon we will have a grand reopening for Main Street Corner Thrifts, Gifts, and More. Upcoming events for the store include the Albion Sip N Stroll on April 1<sup>st</sup> and Prom Prep Nights on April 4<sup>th</sup> and May 22<sup>nd</sup>. If you are interested in volunteering or donating, contact the store manager at (585) 589-1430 or [Ceagle@caoginc.org](mailto:Ceagle@caoginc.org).

In March, I was delighted to be asked to be a part of the inaugural NYSCAA Community Action podcast, Lights, Camera, Community Action! You can listen here: <https://nyscaa.podbean.com/>.

Mark your calendars! This year our Annual In-Service program will take place on June 16<sup>th</sup>. The theme will be *Helping People, Changing Lives - celebrate the way we change and evolve to meet the needs of the community*. The event will be held at the Albion Elks Lodge. Our special guest speaker will be former State Assembly Member, Charlie Nesbitt. I look forward to seeing everyone there!

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



# EMPLOYEE OF THE MONTH

## Melissa DeRose

Melissa is always willing to help out and support staff wherever she can. She is always kind and has a positive attitude. She works hard every day and always reaches out to see how she can make other's roles a little easier. Melissa has a very calm demeanor and helps people feel comfortable in talking to/with her. She treats staff and customers with dignity and respect and always makes people feel welcome.

Melissa is always pleasantly willing to help any staff in any area. Melissa jumps right in without question and always aligns her attitude with the agency's mission. Melissa does a lot of "behind the scene" digging to put additional documents together that represent all the agency accomplishments to share with NYSCAA, Department of State and partners. Melissa is always a positive role model and mentor, especially to new staff as well as current staff. Melissa is pleasant, kind and respectful to staff and clients in person and on the phone. Melissa has taken TEAMS, Microsoft, Excel trainings, PowerPoint, Publisher trainings to enhance her skill set. This has enabled Melissa to do multiple reports in multiple ways for the agency and outside of the agency for sharing. Melissa has assisted with DOS CSBG Standards, became an agency digital literacy mentor (which brings in revenue for the agency) and is always looking to save the agency money.

Melissa most recently has had challenges with the changes for the OCFS clearance process and even with the added work and changes, she has done an exception job to get our new hires through the process.

Always willing to jump in to help, Melissa works very well with new staff and more importantly our customers. Her calm and kind demeanor put people at ease and she always represents the agency in a positive way.

Thank you, Melissa, for all you do!



Congratulations also goes out to all our nominees this month! We appreciate all you do!

Medina Head Start and Early Head Start Staff

David Reis

Marc Malaniak

Brittney Guido

### Special reminder:

- Only ONE person per nomination. We can only recognize one employee per month.
- Nominations should be for actions **above and beyond** an employee's required job responsibility and could include one or several of the following considerations:
  - ◇ Credibility  
Measures how a person is perceived in terms of the communications skills, competence, clarity and integrity. For example, a highly credible employee is very dependable, shows up on time, does what they say they will do, are honest and straight forward.
  - ◇ Respect  
A respectful person is not one who always agrees with everyone but rather someone who values the opinions of their co-workers even when they may not agree. Someone with a high level of respect are appreciative, polite, considerate and recognize the value in other people's points of view.
  - ◇ Work Commitment  
Highly committed to the agency, our customers (both internal and external) and consistently upholding the agency mission.
  - ◇ Fellowship  
Working to create and support a positive and thriving work environment where there is a sense of camaraderie and affinity.
  - ◇ Equality  
An employee who treats everyone with a sense of fairness and helps to promote a work place free of bias or favoritism.

# Join us in supporting Community Action of Orleans and Genesee



Great Food & Good Times

Join us in supporting

## Community Action of Orleans and Genesee Inc

Thursday, April 20<sup>th</sup>, 2023

Bring this **PRINTED** coupon to

### Tully's Good Times

BATAVIA

522 East Main Street, Batavia, NY

#### Have dinner and support your community!

Tully's will donate 10% of the sales from all receipts collected and accompanied by this coupon, excluding tax and tip. A **printed** coupon must be surrendered in order for the above organization/group to receive credit. Tully's gift cards cannot be used as a form of payment to count towards the 10% donation total.



Great Food & Good Times

Join us in supporting

## Community Action of Orleans and Genesee Inc

Thursday, April 20<sup>th</sup>, 2023

Bring this **PRINTED** coupon to

### Tully's Good Times

BATAVIA

522 East Main Street, Batavia, NY

#### Have dinner and support your community!

Tully's will donate 10% of the sales from all receipts collected and accompanied by this coupon, excluding tax and tip. A **printed** coupon must be surrendered in order for the above organization/group to receive credit. Tully's gift cards cannot be used as a form of payment to count towards the 10% donation total.



Great Food & Good Times

Join us in supporting

## Community Action of Orleans and Genesee Inc

Thursday, April 20<sup>th</sup>, 2023

Bring this **PRINTED** coupon to

### Tully's Good Times

BATAVIA

522 East Main Street, Batavia, NY

#### Have dinner and support your community!

Tully's will donate 10% of the sales from all receipts collected and accompanied by this coupon, excluding tax and tip. A **printed** coupon must be surrendered in order for the above organization/group to receive credit. Tully's gift cards cannot be used as a form of payment to count towards the 10% donation total.



Great Food & Good Times

Join us in supporting

## Community Action of Orleans and Genesee Inc

Thursday, April 20<sup>th</sup>, 2023

Bring this **PRINTED** coupon to

### Tully's Good Times

BATAVIA

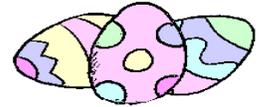
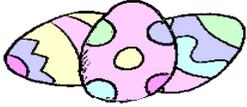
522 East Main Street, Batavia, NY

#### Have dinner and support your community!

Tully's will donate 10% of the sales from all receipts collected and accompanied by this coupon, excluding tax and tip. A **printed** coupon must be surrendered in order for the above organization/group to receive credit. Tully's gift cards cannot be used as a form of payment to count towards the 10% donation total.

APRIL 2023

# *Easter Luncheon*



## **Holley Community Center**

75 Public Sq.

Holley, NY 14470

(585) 638-6395

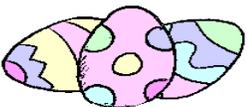
If you have any questions

April 14, 2023

***11:00 am- 12:30pm***

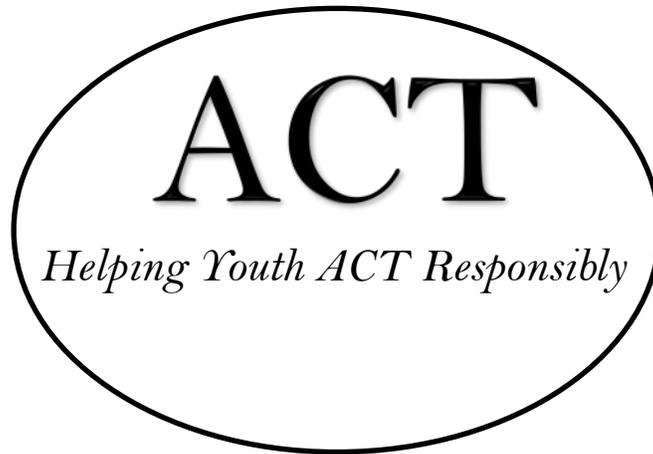
Ham, Mashed Potatoes and all the Fixings.

**Please Come and Enjoy Good Company  
& Great Food!**



# Eastern Orleans St. Patrick's Day Lunch



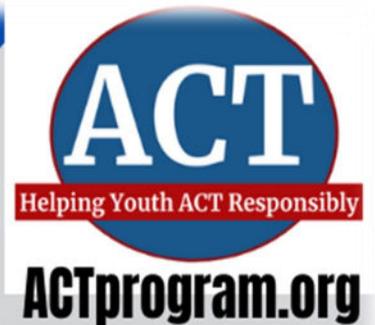


**YOUR SEXUAL  
HEALTH** should be a  
**PRIORITY**

April is

**STI AWARENESS  
Month**

If sexually active,  
Minimum National Guidelines  
suggest yearly screening  
for all testable  
Sexually Transmitted Infections.  
ALWAYS use a barrier!





***VOLUNTEERS AND DONATIONS WANTED!***

***for***

***MAIN STREET THRIFT STORES***

***first***

***PROM PREP NIGHT***

**4/4/2023 OR 5/22/2023**

**6pm-8pm**

**Main Street Thrift Store**

131 South Main Street

**Please call the store or email us if  
you can help!**

**585-589-1430**

**[Ceagle@caoginc.org](mailto:Ceagle@caoginc.org)**

We are looking for volunteers to come help girls learn how to do easy hair styles and makeup for prom night!

We are also looking for any donations of unused make up or hair styling products, as well as gently used dresses, suits and other prom essentials!

APRIL 2023



## **MAIN STREET THRIFT STORE**

*presents*

### **PROM PREP NIGHT**

*A night to come find a FREE prom dress, and learn ways to do your own hair and makeup in preparation for PROM!*

Each day has limited slots so be sure to pre-register to get a day that works for you!

[Pre-registration:](mailto:Ceagle@caoginc.org) email [Ceagle@caoginc.org](mailto:Ceagle@caoginc.org)

Don't forget to bring your hair styling and make-up products

**4/4/2023 OR 5/22/2023 6PM-8PM @ Main Street Thrift Store**

*The store will also have shoes, handbags, and other items you may need for sale!*

**\*\*Donations are Welcome\*\***



# Main Street Store Events



## In April



**April 1-** Albion Wine Walk (Tickets are still available)

**April 4-** Prom Prep Event

We are still looking for volunteers for both of our event days! Remind any girls you know to pre-register

**April 8-** Albion Easter Hop (stop by throughout the day for an Easter treat)

## APRIL SALES

April 1- Stemware 30% off

April 6- BOGO Shoes

April 8- Find a Easter Egg to find your discount for the day!

April 14- Single dishes 30% off

April 20- Lamps 15% off

April 22- Single Dishes BOGO

