

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:

I hope everyone is doing well and looking forward to the holiday season! It has now been a little over a month since I joined Community Action so I want to update everyone on progress since my last communication.

First, I want to again, welcome Carol Pietrzykowski to our agency. Carol is our new Director of Finance and has hit the ground running! I am particularly impressed with Carol’s can-do attitude. You all know the old story about *four people named Everybody, Somebody, Anybody and Nobody. There was an important job to be done and Everybody was sure that Somebody would do it. Anybody could have done it, but Nobody did it. Somebody got angry about that, because it was Everybody’s job. Everybody thought Anybody could do it, but Nobody realized that Everybody wouldn’t do it. It ended up that Everybody blamed Somebody when Nobody did what Anybody could have done.* When Carol sees a problem to be solved, she jumps right in. Thank you, Carol for being so helpful, bringing a wealth of knowledge, and for setting a great example for all of us!

In my last memo I mentioned some exciting changes in communication and technology. This is still a work in progress but I want to take this opportunity to share a sneak peek of our new Intranet and share information on the software we now have that will greatly enhance communication and productivity.

If you are not familiar with an intranet, it is basically a web site that is internal to the organization. You can view our intranet using this link: <https://caoginc.sharepoint.com/sites/CompanyWeb>. Over time we will add content and news but for now it is the starting point for COVID information and Job Aids.



What is a Job Aid? This is a step-by-step set of instructions that will walk your through a given process. Over time we will document all of our processes so someone else can easily step in to cover when we take time off. There are already four Job Aids in the “General folder” with important information on how to use some of our new technology tools. Scroll down toward the bottom of the home page to find this.

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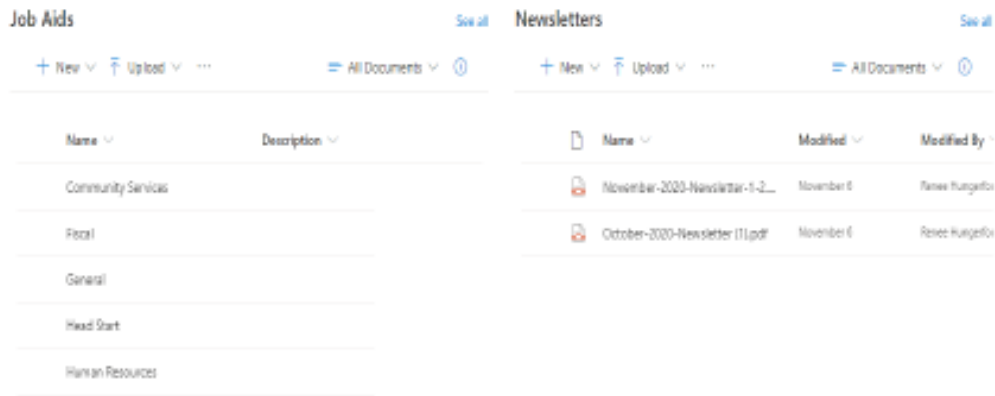
JANUARY NEWSLETTER DEADLINE:

FRI, DECEMBER 18TH

SEND SUBMISSIONS TO:

NEWSLETTER@CAOGINC.ORG





The first Job Aid describes how to set our Intranet as your Chrome Home Page. You can access this directly at this link: https://caoginc.sharepoint.com/:b:/s/CompanyWeb/ESzgvS1p9RRcGcq3KHow49EBxbTXHLAgt5vT7YQxci_h2qQ?e=7yZnmM

The next explains how to set an “Out-of-Office” reply from your email. You should do this whenever you are out-of-the office and this should include information on who is backing up your functions in your absence. https://caoginc.sharepoint.com/:b:/s/CompanyWeb/ESzgvS1p9RRcGcq3KHow49EBxbTXHLAgt5vT7YQxci_h2qQ?e=7yZnmM

Next is instructions on how to schedule a meeting, including the option for video conference, using Microsoft Outlook. https://caoginc.sharepoint.com/:b:/s/CompanyWeb/EbVqa__NSj1CvsjN0RNckI8BXT9CECvQCUjCvzaELI_Jag?e=Qaygxl

And last is the method to set up Microsoft TEAMS on your computer. TEAMS breaks down the boundaries between locations and helps us all work and communicate together as a TEAM. You can use this tool for instant messaging, internal calls, video conferencing, screen sharing, and set up of collaborating work groups. https://caoginc.sharepoint.com/:b:/s/CompanyWeb/ESx8sPZOeZVApnl_S_QfwiQB9jLupAquMnYtoyknP_HvgoA?e=0lO5Hr

If you would like to learn more about tools that are included in Microsoft 365 you can visit this link: <https://support.microsoft.com/en-us/training>

As we approach the holiday season, please take time to reflect how each of you have risen above the challenges of the tumultuous 2020. The holidays will certainly be different in the midst of the pandemic as we must continue to take precautions to stop-the-spread of COVID-19. Be safe and remember we will all emerge stronger from this experience. Thank you for all that you do and for your commitment to our community. I wish each of you a wonderful, joyous, and safe holiday season.

Be well!

Renee

“Be part of the solution!”

OCTOBER

PERFECT ATTENDANCE

Kathy Alexander	Barb Kiefer
Ann Bartel	Patricia Kingston
Ruth Bell	Teri Lester
Lisa Boyle	Bonnie Malakie
Cathy Brien	Linda Malaniak
Theresa Brien	Paul Martin
Virgie Brooks	Judy Martino
Donna Caton	Erin Mattison
Katrina Chaffee	Ken McNeil
Anne Clark	Barb Miller
Sheila Colf	Annette Nagel
Melinda Cotter	Karyn Papponetti
Courtney Crandall	Shelcy Plueckhahn
David Dodge	David Reis
Kaitlyn Dodge	Debbie Renner
Nakita Doxey	Christy Robertson
Nevada Dressel	Tami Slingerland
Willie Drisdom	Jim Soccio
Rick Drury	Freddie Stewart
Gary Elich	Terri Taylor
Helen Engelhardt	Cara Wachob
Michele George	Joe Wright
Greg Gilman	Sharon Wright
Stacie Graton	Heidi Wyant
Kristen Hale	Danielle Wyder
Renee Hungerford	Mary Yockel

DECEMBER

ANNIVERSARIES

Annette Finch	12/05/1977
Sally Kidney	12/05/2011
Sheila Colf	12/06/2012
Ruth Bell	12/08/2008
Virgie Brooks	12/15/2015
Ann Dhanda	12/17/2012
Guy Burke	12/18/2019

DECEMBER

BIRTHDAYS

Laura Grose	December 1st
Brenda Mault	December 1st
Shelcy Plueckhahn	December 2nd
MaryBeth Robinson	December 3rd
Ann Dhanda	December 5th
Christina DeBoard	December 8th
Taryn Moyle	December 8th
Chris Schuster	December 8th
Tabitha Miller	December 9th
Karyn Giltner	December 15th
Kathy Alexander	December 17th
David Reis	December 21st
Renee Hungerford	December 23rd
Ann Bartel	December 28th
Linda Malaniak	December 29th

NOVEMBER

NEW HIRE

Carol Pietrzykowski Director of Finance & Operations November 3rd

Do you have news you would like to share in the newsletter? Email: newsletter@caoginc.org

The 2 items below are from one of our Community Action Board Members, Emily LeMaster, who is running the Giving Tuesday Campaign for Head Start on December 1, 2020. Emily, as well as Board Members Barb Shine, Esther Leadley, Melissa DeRose, Debbie Miller and Ronnie Barhite all are part of the Local Match Ad- Hoc Committee that has worked diligently to help solve the Head Start in-kind problems/issues. Many thanks to all of them for their additional volunteer time and their passion for the cause!

Bonnie

GIVING TUESDAY

Giving Tuesday is on its way! On Tuesday, December 1st, Head Start will be asking for donations for Giving Tuesday. If you are interested in and able to donate, on December 1st, please head to our Facebook page titled Community Action of Orleans & Genesee (you can search for us using Facebook's search bar). One of our first posts should have a Donate button attached to it. Click on this and you will be taken to a form where you can enter your payment information and the amount you wish to donate. This is a safe and secure way to make a donation. If you are unable to donate, please share our donation post by clicking the Share button!

1. We are also looking for anyone interested in running their own donation campaign. It's much easier than it sounds - check the instructions we've included! Log into Facebook if you have not already.
2. Click on where it says "What's on your mind, [name]?"
3. In the box that opens, you will see an "Add to your post" box. There should be three dots indicating a "More" option. Click on this, and choose the "Raise Money" option.
4. In the "Search for a nonprofit to support" box, type "Community Action of Orleans and Genesee" and choose our organization.
5. Next, type your status to indicate to your friends that you are raising money for Head Start, why, and that you would appreciate their help by either donating or sharing your post. Sample text: "Today I am raising money for my local Head Start program to help low-income families receive a quality preschool education. Please donate if you are able to, and share this post to get the word out. Thank you so much for your help!" If you can make the post more personal to you, that's even better.
6. Before you post, look under your name on the post to see what your privacy settings are. It may say, "Friends", "Public", "Friends except...", or something else. If it is not set to Public, please set it to Public by clicking on it and selecting the "Public" option. This allows your friends to share your post. (Please note that if you do not prefer to have all of your posts be Public, you will have to change your settings back to your preferred settings when you make your next non-Public post.)
7. Click the "Post" button to create your fundraiser.
8. Facebook suggests that when you start a fundraiser, that you make the first donation yourself to encourage other people to also donate. If you would like to do this, go to the post you just made and click the "Donate" button. This will take you to a page where you can enter in the dollar amount you would like to donate as well as your payment information. (This is a secured, safe way to pay.)
9. You can share your own post throughout the day to make sure your friends see your post. You can do this by going to your post, clicking the "Share" button, and choosing either the "Share Now" button, which shares your post exactly as it is, or the "Share to News Feed" button which allows you to write additional text (if you would like to update your friends on how much you have raised, or if you would like to thank them, for example).
10. That's it! You don't have to do anything else, Facebook and its nonprofit program Network for Good will take care of the payments and distributing the money to our Community Action.

If you have any questions at all or need some extra help setting up your fundraiser, please email me at emilymarialemaster@gmail.com or text me at 585-483-9504. I'm happy to help!

1. We've also included instructions for how to use AmazonSmile to donate a portion of your Amazon purchases towards Community Action! This is an incredibly easy way to help our organization while doing your regular shopping. If you use Amazon for holiday shopping, make sure it's through AmazonSmile! Go to smile.amazon.com.
2. Click the "Get Started" or "Sign in" button.
3. It will prompt you to type in the email or phone number associated with your Amazon account; enter it.
4. Enter your password.
5. It should take you to a "Start by picking your charity" page. Type "Community Action of Orleans and Genesee" into the search bar.
6. Choose our organization from the list by clicking the "Select" button.
7. Check the box that says "Yes, I understand that I must always start at smile.amazon.com to support Community Action of Orleans and Genesee Inc."
8. From now on, whenever you shop using AmazonSmile, Amazon will donate 0.5% of your eligible purchases toward our organization. This does not cost you any extra. However, this only works when you shop through AmazonSmile, not regular Amazon. To make sure you are shopping through AmazonSmile, type smile.amazon.com into your address bar, go to the page, and then drag the icon next to the address bar into your Bookmarks bar. Whenever you're ready to shop, click on your Bookmarked page and it will take you right to AmazonSmile.
9. You can also use AmazonSmile on your Amazon app if you have an Android device with version 5.0 or newer, or on iOS devices with version 12 or newer. Go to the Settings on your app by tapping the three lines in the lower right corner, tapping on Settings, tapping on AmazonSmile, and tapping "Turn on AmazonSmile."
10. If you would like to use AmazonSmile on your mobile device but do not have the versions mentioned above, go to your web browser and type in smile.amazon.com and use it that way instead.



happy HOLIDAYS

FROM ACT

Wishing you and
your loved ones
a safe & healthy
holiday season.

STAY CONNECTED
on social media



@ACTprogram



@act.program



@ACT_Program

TEXT (585)412-8022
for anonymous sexual health
information & guidance

VISIT actprogram.org
for local resources & statistics

Batavia Coat Give Away



Walt Almeter, volunteer

Thank you to those who donated over 150 coats to our Coat Drive. We were able to give away 100+ coats to those who came out who needed one. Thanks also go to the volunteers who helped set up the tents and clothing and volunteered their time so we were able to make this event possible.



Lisa Wittmeyer, Case Manager and a community member

Check out the video from the Batavia Daily News

<https://youtu.be/8C7r0Mad2yU>





Holley Community Center News:

Christmas holiday basket hand outs 12/12 10a-2p.

Christmas meal 12/18 11:30a

For more info on the above, contact Debbie Rothmund at 638-6395

> Check out our Facebook page: **Community Action of Orleans & Genesee** for agency information. Information is updated frequently.



If you have something that you would like posted on the agency's social media, please email Jan Albanese at: jalbanese@caoginc.org



Brand new winter coats and jackets (while supplies last)



Due to COVID-19 regulations, masks are required.

Store Hours: 10:30a -5:00p Wed- Sat
Donation Hours: 10:30a-3:30p Wed-Fri
Great Christmas gifts in every department.
Daily, weekly, and clothing color sales.



Please share us on Facebook: [mainstreetthriftstore.albion](https://www.facebook.com/mainstreetthriftstore.albion)
Weekly/daily sales info and pictures of store items are posted on here.
Sales can be up to 80% off, so make sure to check this out!

DON'T FORGET TO USE YOUR EMPLOYEE DISCOUNT , 15% off REGULAR priced household items, and 30% off REGULAR priced clothing.

*** Blue & green tag items are excluded from discounts and discounts can't be combined.**

