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:

Summer is coming to a close and we can look forward to cool autumn days, colorful foliage, and before you know it, trick-or-treaters. It has been a busy summer and I hope you all were able to take some time to enjoy it with friends and family. A new group of kiddos, and some who are returning, will fill our classrooms. It will be good to hear the sound of laughter when they take walks outside. Fall is when our Community Service Block Grant Cycle begins and with the new workplan, we welcome some new and exciting initiatives like Axis-of-Care. I am happy to announce that not only do I have the privilege of presenting this program at the next NYSCAA conference, but Community Action of Orleans and Genesee will be the recipient of the NYSCAA Innovation Award for our Axis-of-Care program. I will accept this award at a ceremony in late September. You should all be very proud of the work of our agency and the way we are able to adapt to fulfill changing needs of our community. I appreciate all that you do to support our mission.

Speaking of adapting to changing needs, I have been working with our fiscal team to update our Fiscal Policy. This is the place to look for processes on expenditures, approval levels, accounting structure, and document retention schedules. The proposed policy will be presented to our Board of Directors and Policy Council in October. Once it is official we will post to our Intranet so we all have easy access to a "single source of truth" without having to worry about finding the most current version.

Also coming soon will be a name change contest for the Main Street Store. We will be asking customers to stop in, look around, and come up with ideas for a fresh new name that tells the world how it is SO much more than a thrift store. Stay tuned for details.

We have many more exciting things in the pipeline that I can't wait to share with you over the next few months.

As always, thank you for all that you do. Together we are making our communities stronger, healthier, and resilient!

Be Part of the Solution

HUMAN RESOURCE MANAGEMENT

CSBG Standard 7

7.1- The organization has written personnel policies that have been reviewed by an attorney and approved by the board within the past 5 years.

7.2- The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.

7.3- The organization has written job descriptions for all positions, which have been updated within the past 5 years.

7.4- The board conducts a performance appraisal of the CEO/executive director within each calendar year.

7.5- The board reviews and approves the CEO/executive director compensation within every calendar year.

7.6- The organization has a policy in place for regular written evaluation of employees by their supervisors.

7.7- The organization has a whistleblower policy that has been approve by the governing board.

7.8- All staff participate in a new employee orientation within 60 days of hire.

7.9-The organization conducts or makes available staff development/training (including RO-MA) on an ongoing basis.

Your hard work is appreciated,

Melinda Daniels

September

September is
Gynecological cancer awareness month

Early detection is key
Schedule regular screenings with your medical professional.

Batavia office utilizes funding for new emergency services storage shed. This shed will be used to store donated clothing, excess food, and other items relevant to our emergency services program. We would like to thank the many staff who helped make obtaining this shed possible.

Farmer Market

Main Street Thrift Store

Sundays Thru October

Weather Permitting

10:00 –2:00

Navarra Farm Market & Garden House

Red Check

Pretty Sweet Bakery

Big Bulbs Garlic Produce

Crave'n Curbside Food Truck

Main Street Thrift Store

BACK 2 SCHOOL SALE!

25% OFF CLOTHES AND SHOES

25% off