

# Agency Newsletter

November 2023

## Community Action of Orleans and Genesee

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

Hello Team:

I will begin with some wonderful news! I am excited to announce that on November 13th, Tina Schleede will be joining our agency as Director of Finance/CFO. Tina has over twenty years of experience in accounting and human resources and has a Bachelor of Science degree in Accounting. Tina is a resident of Orleans county and very invested in the communities that we serve. Please join me on November 13th, in giving Tina a warm welcome to our agency.

I wish I had more positive news on the subject of the potential government shutdown situation but is just impossible to tell how this will go. Last month we were looking at a potential shutdown that could occur on October 1st. Fortunately, a Continuing Resolution (CR) was passed until November 17th, which held our CSBG eligibility level at 200%. However, depending on how this goes, it could cause an obstacle to us receiving our CSBG funding. As a reminder, the Community Service Block Grant (CSBG) is our foundational funding. It is the backbone of a Community Action Agency. So, in short, we are essentially in the same place I described last month but the dates have changed. To review what we discussed last month here are potential outcomes:

1. All parties can come to an agreement on appropriations, and we are back to business as usual, albeit with some potential funding and eligibility cuts. For example, the current CR is holding CSBG eligibility at 200%, there is the possibility it could return to 125% which would cut off vital services to individuals in need.
2. Another continuing resolution (CR) could be passed. This essentially buys some time for the government to come to an agreement about the appropriations or delay a shutdown.
3. Government shutdown. If the government shuts down, federal agencies discontinue all discretionary functions. They cannot incur new expenditures unless essential to life and safety. What this means for us is we would not be able to draw new federal funds that are not already appropriated. An example is CSBG for which our fiscal year begins on October 1st. Fortunately, funding for some programs, like Head Start, operates under a different fiscal year so we are still within the funded grant period.

As mentioned last month, we are doing everything possible to minimize impact on the agency. I am committed to maintaining complete transparency by sharing with staff all information that I am able. I will keep you updated as this situation unfolds. As I stated last month, it is a difficult situation, but we are not new to challenges, and we will get through this. Should you have questions or concerns, please see your manager.

On a lighter note, we have three paid holidays in November. Yay!!! We will be closed on November 10th in observance of Veteran's Day. We are also closed on November 23rd and 24th. I hope you are able to take some time to enjoy family and friends.

Thank you for your commitment to our agency and customers, and for everything you do for our communities!

Be Part of the Solution

Renée





# EMPLOYEE OF THE MONTH Joe Wright

Joe is an employee of our Weatherization Program. He has been stepping up his game to keep up with getting jobs completed while two of our other Weatherization employees were out having surgery. He has filled some big shoes while both men were out. Joe shows that he can adapt and conquer the situation. He has kept us up and running these past two months.

Joe has been putting forth a lot of effort in learning and growing in his position to become our next Auditor. Thanks to his leadership skills, even while learning his future Auditor duties, he has been training a new employee!

He has basically been holding us together in order to keep us progressing along on jobs. Otherwise, we could be at a complete stand still. We couldn't be prouder of Joe in his role here at Community Action.



November 2023

## COMPLIANCE CORNER

### DID YOU KNOW...

Employee compliance is achieved when workers are familiar with all of the laws that govern their industry or job and know how to conduct business in an ethical manner. It often requires procedural training and encouragement to learn from mistakes. Everyone plays a role in keeping our workplace secure and compliant. Employees handle personal information all the time. They also have access to sensitive data and information, depending on their roles.

If employees aren't educated on how to keep company data safe, they might be a security risk to the organization. It's crucial that employees understand their responsibility to maintain compliance.

Here are a few examples of different teams beyond IT handling data that needs to stay secure:

- Finance: Personal addresses, credit card numbers, bank account numbers
- Marketing: Email addresses, cookies, browsing histories, click-tracking, mailing preferences, social media activity, and in some cases, names and images
- HR: Social security numbers, names and addresses, phone numbers, self-identification, immigration, and other demographic information
- Operations: Customer names, client contacts, purchasing histories, visitor logs

An organization loses an average of \$5.87 Million in revenue due to a single non-compliance event. But the financial impact goes far beyond just revenue—it's vastly more expensive to your company's bottom line. To understand the true cost of a non-compliance event, you have to consider some of the hidden costs. These include:

- Fines, penalties, and fees
- Business disruption
- Revenue loss
- Productivity loss
- Loss of assets
- Reputation damage

The agency's CSBG ACROS report is due in January 2024 to the Department of State. Please ensure you are reviewing the standards and adding information to the files.

Keep up the great work you do!

Melinda Daniels, Executive Assistant/Compliance Officer



# The Agency will be closed on:

Community Action of Orleans & Genesee, Inc.

will be closed on **Friday, November 10, 2023**

in observance of **VETERANS  
DAY**



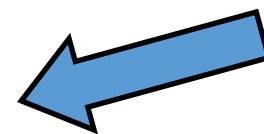
**Thursday, November 23<sup>rd</sup> and Friday, November 24<sup>th</sup>  
in observance of Thanksgiving**





## Second Annual Turkey Dinner Giveaway

Open to income - eligible Orleans County residents.  
Id and proof of income are required.



*Sign up  
online!*

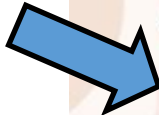
<https://caoginc.org>



Income Guidelines	
1	\$2,430
2	\$3,287
3	\$4,143
4	\$5,000
5	\$5,857
6	\$6,713
7	\$7,570
8	\$8,427



For assistance, please call (585) 589 - 5605



# Thanksgiving

Proof of income for all household members is required in order to receive the box.

Please contact David Dodge at 585-343-7798 x114 or [ddodge@caoginc.org](mailto:ddodge@caoginc.org) to sign up for the program. No one may receive a box without signing up in advance.

please donate

# HOLIDAY GIFTS FOR CHILDREN

5073 Clinton St Rd Batavia,  
NY 14020

**Community Action in Batavia is seeking new and like new gifts for children in need this year.**

Please contact David Dodge at  
585-343-7798 x114 or  
[ddodge@caoginc.org](mailto:ddodge@caoginc.org) to donate.





## NEW EMERGENCY SERVICES WALK-IN HOURS Batavia

<b>Tuesday</b>	9am - 4pm
<b>Thursday</b>	9am - 4pm
<b>Friday</b>	9am - 12pm

**CLOSED 12pm - 1pm for lunch**

Alternate times are available

**BY APPOINTMENT ONLY**

**585-343-7798**

**ddodge@caoginc.org**



## ALBION EMERGENCY SERVICES WALK-IN HOURS

Effective Tuesday, September 5th

<b>Tuesday</b>	<b>9am - 4pm</b>
<b>Thursday</b>	<b>9am - 4pm</b>
<b>Friday</b>	<b>9am - 12pm</b>

***CLOSED 12pm - 1pm for lunch***

Alternate times are available

**BY APPOINTMENT ONLY**

**(585) 589-5605**





## WINTER COAT DRIVE

5073 Clinton St Rd | Batavia, NY

Community Action in Batavia is in need of new and used winter coats in all sizes and genders.

We are in particular need of kids coats.  
No broken zippers, broken buttons, rips, or stains.

*We also accept clothing  
for kids and adults all year.*



To schedule a donation or to receive services:  
585-343-7798 x114 | [ddodge@caoginc.org](mailto:ddodge@caoginc.org)



Caregivers  
Revitalize

*We're offering:*

Organized activities, support, and respite for caregivers with supervision for those they care for. This program is **free** to all caregivers in Orleans County.

*Please join us for a weekly respite **Care** program!*

**1<sup>st</sup> & 3<sup>rd</sup> Thursday's from 1pm – 4pm**

**Orleans County YMCA**

306 Pearl St., Medina, NY 14103

**2<sup>nd</sup> & 4<sup>th</sup> Thursday's from 1pm – 4pm**

**Community Action's Eastern Orleans Community Center**

75 Public Square, Holley, NY 14470

**Email:** [Caregiversrevitalize@gmail.com](mailto:Caregiversrevitalize@gmail.com)

**Phone:** 585-209-3416 or 585-209-9151

*Start date to be determined. Please email or call for more information, to register your care recipient or for volunteer opportunities.*







**It's not too late...**  
**CALL NOW to get a**  
**HEAD START in school for your**  
**3 or 4-YEAR OLD.**

## **HEAD START**

**has half-day openings in**  
**Albion**

**(must be 4 & resident of Albion CSD)**

**Kendall**

**(residents of Kendall or Holley CSD)**

**Batavia & Medina**

**FUN & EDUCATIONAL PROGRAM**

**WARM, NURTURING TEACHERS**

**HEALTHY MEALS & SNACKS**

**HEALTH & DEVELOPMENTAL**

**SCREENINGS**

**RESOURCES & SUPPORT FOR**

**PARENTS**

**\*\*\* FREE \*\*\***

**Call: 585-589-5683**

## **DO WE QUALIFY?**

**Food Stamps / TANF / SSI? – YES!**

**Foster Child? – YES!**

**Homeless? – YES!**

Family Size	Gross Income
2	\$25,636
3	\$32,318
4	\$39,000
5	\$45,682
6	\$52,364
7	\$59,046
8	\$65,728



**YES!**

**Send a message:**



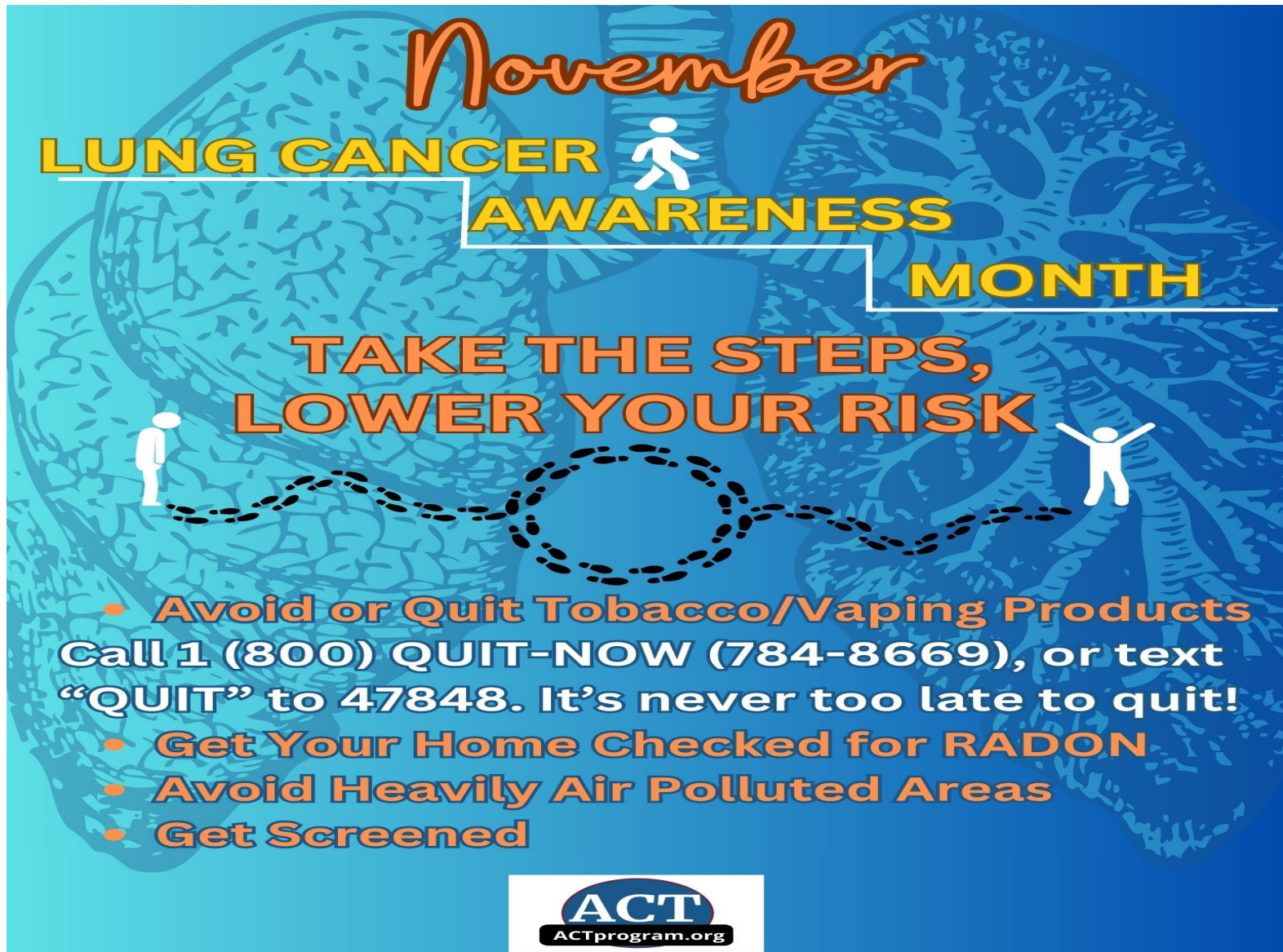
**Hello Community Action,**

**The Office of Head Start has identified our Head Start, Early Head Start & Early Head Start Child Care Partnership as “chronically underenrolled.” While we believe there are a variety of reasons for this, we also believe THERE ARE MORE CHILDREN IN OUR COMMUNITIES WE COULD AND SHOULD BE SERVING. (Most of the openings are in half-day classes.)**

**We need your help!!! Please share the information above with agencies, clients, family & friends to make sure children and families in our communities get a HEAD START.**

**Thank you all for your support,**

**Your Head Start Colleagues**



**ACT Staff:**

**Manager:** Jan Albanese

**Health Educators:** Marty Taber, Jennifer Benz, Lindsey Greene

**Director:** Bonnie Malakie

## Main Street Corner Thrifts, Gifts & More

131 S. Main Street, Albion, NY 14411

During October we had a volunteer at the store. Muriel the Mummy Mannequin.

She helped by greeting customers, checking things out and hanging clothes.



Check out our sales calendar for November Sales and be sure to stop by during the days after Thanksgiving!

Employees listed for perfect attendance can receive \$15 of free merchandise during the month they appear on the newsletter and a 30% discount every day!

Volunteers are now included in the staff discounts, so let us know if you have a volunteer that qualifies!

# November

2023

### Sales Calendar

Stop in for DAILY Pop Up sales !

### Updated Store Hours:

Thursday & Friday 11am - 5:30pm

Saturday 10:30am - 3pm

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Closed <sup>1</sup>	Fall Décor 50% off <sup>2</sup>	All shirts \$1 <sup>3</sup>	BOGO Shoes <sup>4</sup>
Closed <sup>5</sup>	Closed <sup>6</sup>	Closed <sup>7</sup>	Closed <sup>8</sup>	Knick-Knacks 25% off <sup>9</sup>	All Pants \$1 <sup>10</sup>	Fill a Bag Kids Clothes \$5 <sup>11</sup>
Closed <sup>12</sup>	Closed <sup>13</sup>	Closed <sup>14</sup>	Closed <sup>15</sup>	Linens 30% off <sup>16</sup>	Single Dishes \$.25 <sup>17</sup>	Furniture 30% off <sup>18</sup>
Closed <sup>19</sup>	Closed <sup>20</sup>	Closed <sup>21</sup>	Closed <sup>22</sup>	Closed for Thanksgiving <sup>23</sup>	BLACK FRIDAY Store Wide 50% off <sup>24</sup>	Small Business Sat Store Wide 25% off <sup>25</sup>
Closed <sup>26</sup>	Closed <sup>27</sup>	Closed <sup>28</sup>	Closed <sup>29</sup>	Lamps and Lighting 50% off <sup>30</sup>		

Donations accepted on Thursdays and Fridays 11am - 3pm.



# Thanksgiving Dinner

## Holley Community Center

75 Public Sq.

Holley, NY 14470

(585) 638-6395

If you have any questions

*November 22, 2023*

*11:00 - 12:30*

**Dine-in**, please be here early

so we can make sure you have a seat!

Turkey, Mashed Potatoes and all the fixings.



## *Holiday Baskets Sign-ups*

### **Eastern Orleans Community Center**

*75 Public Square*

*Holley, NY 14470*

*(585)-638-6395*

**Applications will be taken October 12-Nov 10  
9am-2pm**

### *Please bring with you:*

- Proof of address, *Electric bill, Water bill*
- Proof of Income, *check stubs, DSS Budget Sheet, Bank Statement, SSI*
- Proof of who is in the house, *Social Security Cards, Birth Certificates*

## *Holiday Basket Distribution*

**Thanksgiving Baskets** may be picked up:

*November 15 and 16 9am-2pm*

**Christmas Baskets** may be picked up:

*December 13-14 9am-2pm*



# Eastern Orleans Community Center

## In September:

We Served 434 Lunches

We served 25 families emergency food boxes

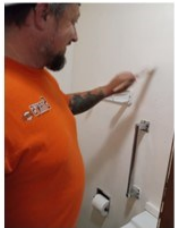
We served 22 families clothes and personal care items

Miss New York came to volunteer and handout food and personal care to our patrons.

Narcotics Anonymous Meets here on Sundays at 7pm

Our Kids Halloween Party was a success and we had 36 kids attend

Our Bathrooms received a makeover and were painted



Please see our November Calendar for upcoming events



**NARCOTICS ANONYMOUS**

Want to stop using drugs, lose the desire to use and find a new way to live?

Narcotics Anonymous can help. Come to our meetings.

CALL **716-478-6992**

For Help or to Find A Meeting, including our online meetings, [www.nawny.org](http://www.nawny.org)





Narcotics Anonymous Meets at this location on Sunday Evenings at 7 pm

# Eastern Orleans Community Center November 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 <i>Hot Turkey Sand Mashed Potatoes Carrots/ Corn Fruit Salad</i>	2 <i>Egg Salad Sand. Soup/Crackers Chips Pears</i>	3 <i>Spaghetti with Broccoli Garden Salad Garlic Bread Peaches</i>	4
5	6 <i>Chicken Stuffing Bake Biscuits/Butter Garden Salad</i>	7 <i>Stuffed Pepper Soup Biscuits pears</i>	8 <i>Macaroni &amp; Cheese Garden Salad Peas Biscuits/ Pie</i>	9 <i>Tuna Sandwich Chicken Noodle Soup Chips/ Cookies</i>	10 <i>Veteran's Day Center Closed</i>	11
12	13 <i>Cheesey Chicken W Rice Rice Garden Salad</i>	14 <i>Turkey Sand Chips Applesauce</i>	15 <i>Scalloped Potatoes With Ham Carrots/ Peas</i>	16 <i>Taco's Refried Beans Nacho Chips Ice Cream</i>	17 <i>Tuna Noodle Cass Peas Garden Salad</i>	18
19	20 <i>Spanish Rice Corn Garden Salad Pears</i>	21 <i>Chicken Soup Salad Chips /Crackers Cookies</i>	22 <i>Thanksgiving Lunch Turkey Mashed Potatoes Stuffing/Pies</i>	23 <i>Thanksgiving Center Closed</i>	24 <i>Holiday Center Closed</i>	25
26	27 <i>Cheese Burger French Fries Green Beans Peaches</i>	28 <i>Grilled Cheese Sand. Tomato Soup Chips Applesauce</i>	29 <i>Hot dog/Bun Baked Beans Mac Salad Cake</i>	30 <i>Sloppy Joes Chips Salad Apples</i>		

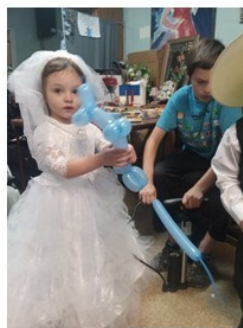
November 7 Election Day, Please Vote  
 November 15 Holiday Box hand Out 12pm-5pm  
 November 10 Veterans Day Center Closed  
 November 22 Thanksgiving Lunch 11:30am-12:30pm

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

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







**Halloween Festivities  
at the  
Eastern Orleans Community Center  
in Holley  
2023**



**The Weatherization Assistance Program (WAP) was created under Title IV of the Energy Conservation and Production Act to assist low-income families. Not only has WAP helped millions of families, but the techniques and technologies developed by it over the years helped launch today's home performance industry. BPI is an American National Standards Institute (ANSI) accredited national standards development organization for the energy efficiency and weatherization industry. BPI develops certifications based on upholding these standards and creating consistency throughout the workforce. BPI currently provides standards on home energy auditing, standard practice for the basic analysis of buildings and more. Every Auditor, Crew Leader, QCI (Quality Control Inspector) & Technician are held to these quality standards.**

**The U.S. Department of Energy's (DOE) Weatherization Assistance Program (WAP) reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring health and safety. It is the nation's largest residential whole-house energy efficiency program. WAP has created an industry, producing new jobs and technologies, all while helping the most vulnerable families across the country.**



**Orleans County 585-589-5605**

**Genesee County 585-343-7798**