



INSIDE OUT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient.

Executive Director's Update:

- Our annual Winter In-Service will be held on Friday, December 10th at Hickory Ridge. Registration and a light continental breakfast will begin at 8:30 am, the program will begin promptly at 9:00, and we plan to finish by 1:00.
- The Salvation Army bell ringing campaign is quickly approaching. In Orleans County, the funds raised play a huge role in us being able to meet client needs. I encourage staff to participate by signing up for a time slot of bell ringing. The greatest challenge is finding people willing to stand outside to ring the bell at Wal-Mart in Albion. As an agency, we will again this year allow staff up to 4 hours of paid time to ring bells during work time as long as it's approved by your supervisor and director and can be scheduled within your normal scheduled hours with minimal disruption to agency operations/services. Please contact Annette Finch for further information.
- Thank you goes out to Bonnie, Nate, Jan Albanese, and Jamie Fragnito for their hard work on the proposal to NYS Dept. of Health for the Comprehensive Adolescent Pregnancy Prevention (CAPP) program. Their efforts have produced a very high quality proposal! This funding, if approved, will allow us to continue to provide ACT program services. There will be significant differences between the current program and the new program, including the addition of Genesee County to the service area. The current funding stream for the program is ending on 12/31/2010. We are optimistic about our prospects for funding through this new program.
- Thank you also to everyone involved in the Head Start refunding application, especially Bonnie, Tina, Nate and Carol for their hard work in again submitting a great application.
- We will be hosting an open house in honor of Beth Nesbitt's retirement on November 18th. (see details later in this newsletter).
- We will also be hosting an open house in honor of Cheryl Boyer's retirement on December 3rd from 3-6pm at Hickory Ridge. Please stop by to say good bye to Cheryl as she moves on to a life of relaxation.
- Congratulations to the CCR&R program staff on completing 100% of their milestones (again!) for their contract year that ended 9/30/10.
- As you likely know, our Employment Support programs that were funded through the CSBG ARRA ("stimulus") have ended. It's unfortunate that funding is not available to continue these services. The outcomes far surpassed the initial program goals. A total of 839 people received assistance in gaining and retaining employment! 87 people obtained employment with our assistance! Thanks go out to everyone involved in the planning and implementation of these services, especially Annette and Sue who took on the additional oversight responsibilities, Nate for support with planning and reporting, and Tina for accounting and reporting.

- We have been awarded a “third round” of RESTORE funding. This funding will allow us to provide emergency home repairs to 17 low income senior citizens in Orleans/Genesee counties.
- Congratulations to the Main Street Store on being selected for funding from the Women’s Foundation of Genesee Valley. This funding (\$9,825) will support the economic self-sufficiency programs at the Store.
- CATS has received 3 new replacement buses and a new minivan, ridership numbers are up, and the financials are solid so far this year. Thanks go out to Heidi and her staff for continuing to do a great job of meeting the daily challenges of juggling the service needs of our riders.
- Our Community Action Angels “Mending Homes” project was included in this year’s NYS Community Action Impact report produced by our State Association. Congratulations to Joni, Annette, and our Angel volunteers!
- Our funding for the Holley Afterschool program has not been renewed this year. We are in the process of advocating for reconsideration of this decision and believe that we have a good chance that we will be successful in our appeal. In the event that we are not, we plan to continue to operate the program on a limited basis through the balance of the school year while we apply for funding to continue the program. Over 100 youth accessed services through the program this past year. Thankfully, as a result of ARRA funding, we have some CSBG carry-over funding this year that allows us the opportunity to continue the program during our appeal.



For a life time of giving to children and families, please join us in celebrating
BETH NESBITT
as she retires from
Community Action of Orleans & Genesee
Head Start.

Come and wish Beth good wishes.



Open House – Thursday, November 18, 2010
4:00 – 7:00 PM at Hickory Ridge Club House
Lynch Road, Holley, NY
Please RSVP by Friday, November 12 to 589-5683

WORKPLACE

QUOTE OF THE HOUR

The golden rule does apply at work, or, as professional speaker [Leslie Charles](#), says, “Implement the platinum rule: treat others as they wish to be treated.”

PERFECT ATTENDANCE

July – August – September- October

Jan Albanese
Anamarie Conley
Alana Fabry
Mary Guzik
Sherry Martin
Corie Read
Sam Seager
Nate Varland

Ann Bartel
Cheryl Cotton
Ed Fancher
Ruth Higgins
Brittany Merritt
John Read
Angel Slick
Heidi Wyant

Lisa Church
Leanne Donovan
Carl Fields
Lynn Homer
Carrie Moreland
Deb Rothmund
Jim Smith
Frank Yacono

Julie Clark
Willie Drisdorn
Michele George
Edith Jones
Peggy Race
Edna Schramm
Kim Sucrese

CHERYL BOYER OPEN HOUSE –
Friday, December 3, 2010
3:00 – 6:00 PM at Hickory Ridge
Club House
Lynch Road, Holley, NY

Drop in at your convenience to wish
Cheryl farewell!



Cheryl started working part time as an Office Clerk for Head Start in December of 1988. After about 4 years she became the Receptionist/Secretary to Jim Scharping (Executive Director at the time) and then later took on the job of Administrative Assistant. Cheryl says she will miss the friends that she has made here, as they have been like a second family to her during trying times. She will be spending time with her daughter, son-in-law, 18 year old grandson, and 12 year old granddaughter in Alabama. It is one of her favorite vacation spots along with the New England states. Cheryl's dog, Sadie, and her two cats, Thumbelina and Lucy keep her company at home.

Cheryl grew up in Scio (near Wellsville, NY) and likes visiting that area frequently. Something most people do not know about her is that she won a dance contest doing the Twist!!



Favorite Food: Prime Rib

Pastime: Reading and Baking

Favorite Drink: Diet Pepsi

Favorite Color: any shade of Red

Favorite Song: Will you marry me Bill? And the Wind Beneath My Wings.

Favorite TV: FOX News

Favorite Movie: Oh, Brother, Where Art Thou? and Mrs. Doubtfire

Pet Peeves: People NOT taking responsibility for their own actions

Schools just passing kids through with minimal education

Check out YOUR new web site

www.caoginc.org -

There is a special page on the website just for YOU!! Go to the website – go to Resources and scroll down to staff resources. There you will find many employee forms and links:

Staff Resources - Links

EZ Labor Manager – <http://workforceportal.elabor.com>

Principal Retirement Account Portal -- <https://secure05.principal.com/signon/member>

FLEX Benefits Portal -- <https://www.myebaccount.com/home.aspx>

Internet E-mail Portal -- <http://mailwny.com>

View my Benefits – www.viewmybenefits.com – Username: **orleans** Password: **employee** – this contains LTD policy and Life insurance policies, Summary plan description and All health insurance and dental summaries

Newsletters _____ **Staff Newsletter–**

Resources

[Employee Handbook](#)

[Complaint Resolution Form](#)

[Personal Information Change Form](#)

[Time Off Request](#)

[Time Off Request - Head Start](#)

[Head Start Purchase Sheet](#)

[Head Start Day Care Regulations - Part I](#) and [Part II](#)

[Head Start Performance Standards](#)

[Mileage](#)

[Travel Advance](#)

[Nomination Form for Staff Awards](#)

[Goodwill Policy and deduction form](#)

Drug Testing Policy for [DOT Covered Employees](#) and for [All Other Employees](#)

[Incident Report](#)

[Safety Hazard Form](#)

[General Safety Rules](#)

[Direct Deposit Form](#)

[Retirement Form](#) (to enroll or change %)

[Community Action Acronyms](#)

[Emergency Cards](#)

[Payroll Schedule - Calendar](#)

Tax Forms

[W-4 - Federal Withholding](#)

[IT-2104 – State Withholding](#)

[W-5 – Earned Income Credit Form](#)

In addition you can send anonymous emails with your constructive suggestions!

CHECK IT OUT!!!

Help Us Help Others

For over 100 years, The Salvation Army's Red Kettles have been a symbol of good will during the Christmas season.

Please help us spread our message of hope to less fortunate families & individuals by volunteering your time as a bell ringer at a Red Kettle site.

The heart you warm, may be your own.

For more information on ringing bells for The Salvation Army...Call Grace Denniston at 585-682-3067 or Annette Finch at 585-589-5605.

Money raised in Orleans County stays in Orleans County

RE-GIFTING PROJECT

Community Action Re-gift Project is accepting donations! Bring in your new or gently used items (including wrapping paper and to/from tags, no clothing) or money donations by Wednesday, December 1st. Low-income children can buy your donations for little or no money, and will be able to give these presents to their family members for the Holiday Season. The Holiday Season is all about giving and with your donations, you can help a child give a present to their family members! For more information or any questions, talk to Annette or Joni.

*E*mployee *A*ssistance *P*rogram

This is a program that is available to all part time and full time employees and their families. The Employee Assistance Program is a very valuable benefit that we have here at Community Action of Orleans & Genesee, Inc. Most of you are probably not even aware of the access we have to this helpful service. This service can help with so many daily issues, or what some people refer to as life issues. If you are having problems with juggling family & work, marital problems, depression or just need some support to make some changes in your life, this service is there for you to help with these frustrations.

CALL 1-800-451-3281 for help

REMINDER – THIS IS A CONFIDENTIAL PROGRAM

COMMUNITY ACTION ANGELS



SUPPORT OUR TROOPS

We are preparing care packages for the troops on Veteran's Day, 11/11/10 at the American Legion from 10: 00 am until 11:00 am. We need volunteers to help put the packages together as well as personal care items. To volunteer or to see what products are needed call Joni at 589-5605.



EVERYBODY'S BABY SHOWER

“ Helping Those Too Little To Ask”

This project promotes the healthy development of infants and toddlers by supplying basic infant needs, supporting families, creating more community awareness of childhood poverty, and opens the door to providing educational materials relevant to infant and toddler health and safety to parents accessing our agency programs.

Call Joni at 589-5605 for details.

NEW STAFF

Ashley Aratari – 09/13/2010 – Substitute

Ashley lives in Holley and is working in the Kendall Head Start. She has a son – Xavier King. She likes fishing and spending time with her family.

Jazmine Bruce – 09/13/2010 – Substitute

Jazmine lives in Batavia and is a substitute at the Batavia Head Start Site. She likes spending time with her family and friends. Her Mom is Diane Bruce and she has 3 brothers, 3 sisters and 3 nieces.

Anmarie Conley – 09/20/2010 – Teacher

Anmarie works in the Batavia Head Start center and lives in Elba.

Leanne Donovan – 09/13/2010 – Family Advocate

Leanne just moved to Albion from Holley this past summer. She is working in the Medina Head Start Center and is very excited to be at Head Start. Leanne's family consists of her children, Krystal, who is 23, Tommy, who is 16, and a boyfriend, Chris Frazier. She enjoys spending time with her family and friends. She likes boating and baking and has recently started scrap booking.

Joy Gardner – 08/29/2010 – Lead Teacher

Joy lives in Medina and works in the Kendall UPK class. She has worked for 20 years at a private preschool. Joy is married with 3 children, 15, 12, and 11. She likes spending time with her family, reading and playing pickle ball.

Linda Karp – 10/22/2010 – Home Visitor - Albion

Linda lives in Lyndonville with her husband, Michael and their 3 teenage sons, Josh, Jonathan, and Zachery. She enjoys crafts and painting.

Darlene Kline – 09/13/2010 – Substitute

Darlene lives and works in Batavia.

Taryn Moyle – 10/25/2010 – CCRR Child Care Specialist

Taryn works at the Albion office. She lives in Medina with her husband and their 2 children, age 3 and 7. Taryn likes spending time with family and friends. She enjoys music and sewing.

Wendy Murray – 08/30/2010 – Teacher

Wendy lives in Darien Center and works in the Batavia Head Start Center. She has 2 sons in college and enjoys scrap booking, walking and anything Disney.

Corie Read – 09/01/2010 – Teacher Assistant/Bus Monitor

Corie lives in Albion and works between the Albion Head Start and Kendall.

Alisha Richardson – 09/10/2010 – Teacher

Alisha lives in Albion with her husband and 2 year old son. She works at the Medina Head Start.

Caroline Way – 09/13/2010 – Substitute

Caroline lives in Medina and works at the Medina Head Start Center.



Early Head Start – Batavia NEWS FROM THE TODDLER ROOM

The Toddler room has been very busy doing many things with paint. We have been making leaves, with a sponge shaped leaf, we have painted with cars, we have painted with water color pens, and the most fun way to paint is with our hands. The toddler room will be getting two new toddlers, one is a little girl named Madeline, the other is a little boy named Evan, welcome to a room filled with love and laughter.

Toddler Room Primary Caregiver, Ruth Bell

Welcome to SavingsNut.com™

SavingsNut.com™ is a free website that provides thousands of money saving tips and ideas and real-world budgeting advice on how to be frugal and save money on all your expenses, with only minimal lifestyle changes. The site is organized into 8 sections including **Shopping, Household, Transportation, Energy & Utilities, Travel, Health & Leisure, College & Wedding and Home Finance**. Click on one or more of the 40 saving categories to learn how to spend less and enjoy life more

Go to www.coupons.com and put in your zip code for great coupon deals!!

CONGRATULATIONS TO:

New Moms

Jessica Cook – Primary Caregiver – Medina



Mason Robert Cook – 08/30/2010

6lbs. 10 oz

20 inches long

Christy Robertson – Head Start Site Coordinator - Medina



Shawn Michael Robertson

born 10/18/2010

7 lbs. 13 oz.

20 ½ inches long

ANNIVERSARIES - OCTOBER - NOVEMBER - DECEMBER

OCTOBER

Laura Harvey – 10/23/1978
Janet Foppes – 10/18/2002
Norman Michael – 10/09/2007

Lisa Church – 10/04/1999
Ruth Higgins – 10/21/2002
Cassandra Kinne – 10/07/2008

Joni Dix – 10/22/2001
Consuela Smith – 10/01/2007
Ann Bartel – 10/20/2008

NOVEMBER

Jim Watts – 11/15/1976
Larry Lee – 11/26/1990
Jennifer Wolfe – 11/08/2006

Jim Soccio – 11/04/1987
Edna Schramm – 11/26/1990
Cathy French – 11/13/2006

Ed Fancher – 11/23/1987
April Stevens – 11/08/2005

DECEMBER

Annette Finch – 12/05/1977
Frank Yacono – 12/12/2005
Ruth Bell – 12/08/2008
James Willis – 12/08/2008

Cheryl Boyer – 12/05/1988
Diane Bruce – 12/02/2008
Becky Capwell – 12/08/2008
Jessica Cook – 12/09/2008

Joan Mrzywka – 12/12/2005
Kim Sucrese – 12/02/2008
Pam Hage – 12/08/2008
Rion Pawlak – 12/03/2009

SUPER JOB



Lily Boyd daughter, of Jenelle Boyd (Head Start Education Specialist) was recently recognized by the Lyndonville Central School Board for having a perfect score on the New York State ELA (English Language Arts) Exam. Lily is a former Medina Head Start Student. She is currently 11 years old and in the sixth grade.

GREAT JOB



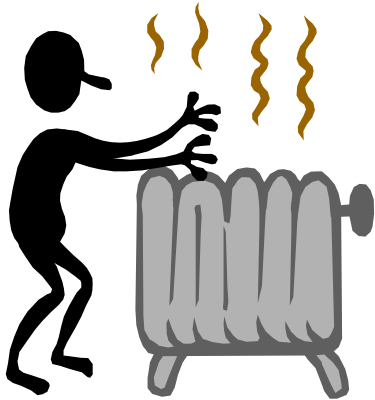
Submitted by Cathy Tracy (Weatherization Dept) :

My daughter, Jessica Tracy has been awarded her CDA (Child Development Associate Credential). The CDA is a competency-based, nationally-recognized credential awarded by the Council for Professional Recognition in Washington, DC. The CDA is an entry-level credential which is required in most states for family child care licensing and to be a lead teacher or a director in center-based programs.

The CDA process requires 120 clock hours of training, a collection of documentation, observation at the workplace by a CDA Advisor, and participation in a Verification Visit with a Council Representative.

All I know is it was a lot of work for her and I am proud of her achievements!!

The Buzz from Batavia!



Heap Opens November 1st

- *On food stamps, call your caseworker to apply for Heap
- *Over 60 yrs old, call office for the aging at 343-1611
- *Received Heap last year, mail in your completed application to DSS
- *People working during the day,

Call Debbie at Community Action: 343-7798 ext 115

New This Year: You have a choice of a phone interview OR a face to face interview, Indicate on your heap application which one you would like.

HEAP Guidelines are as follows:

Household size Income cut off

1	\$2,129
2	\$2,784
3	\$3,439
4	\$4,094
5	\$4,749

Household size Income cut off

6	\$ 5404
7	\$ 5527
8	\$ 5650
9	\$ 5773
10.	\$ 5896

The Main Street Store

45 & 49 North Main Street

Monday – Friday
10:30 am – 5:00 pm

585-589-1430

Saturday
10:30 am – 4:00 pm

TAX RECEIPTS given for all DONATIONS

SPECIAL SALES

GIFTS and GIFT BASKETS now on sale 25% off
WINTER COATS on sale 50% off for month of NOVEMBER
FORMAL DRESSES on sale 50% off for month of DECEMBER
CHRISTMAS ITEMS on sale 25% off from NOVEMBER 15- DECEMBER 31
CHRISTMAS TREES reasonably priced, some include decorations!

The Main Street Store is now taking orders for Specialty Glass Totems,
Plant Stands, Centerpieces, and other Home Décor!



Needed: Glassware (all odds and ends as well), Portable Sewing Machines,
as well as all household items, furniture, clothing, shoes, and office supplies.

ANNOUNCING:

The 3rd Annual Chinese Auction To benefit the Community Action Goodwill Fund

Where: At the Community Action Winter In-Service at Hickory Ridge

When: December 10, 2010

Raffle tickets for gift baskets will be on sale at \$ 3.00 for a whole sheet!!

Plus,

Three special prizes will be raffled off at just \$ 1.00 a ticket

- 50/50 Raffle
- \$ 25.00 Walmart Gift Card
- Lottery Card Tree

You don't have to be a Goodwill member to participate, so come to the In-Service prepared to have some fun, and try for some great prizes!

All baskets generously donated by the Main Street Store and Community Action employees. Proceeds will go to the Goodwill Fund so that we are more able to lift the spirits of members who are experiencing rough times, and help celebrate the joyous occasions in their lives.



2010 DANCE REFLECTIONS HOLIDAY DANCE – A – THON

Sponsored by Dance Reflections by Miss Heather

OUR OBJECTIVE: To raise money for Community Action

OUR GOAL: To raise \$ 1000 plus

DATE & TIME: Saturday, December 4th, 7:00 PM - 8:00 AM Sunday, December 5th.

If you are interested in sponsoring a dancer you can call Annette at 589-5605.

Let's help those in need this Holiday Season and in the future. Your gratitude and generosity will go a long way!!! Thank you!

HOLLEY YOUTH CENTER



The Holley Youth Center is attracting record number of kids. The new school year has brought many of our regulars back, and a few new faces have joined the fracas!

October ended with a spooktacular Halloween Scavenger Hunt and November is filling up with exciting events. Brian Albanese is an awesome addition to our staff. The boys, especially, really love him and ask about him on his non-working days. Everyone, except Alana, has benefited from his Boondoggling classes- in order to preserve the budget Alana has recently decided to quit trying! Seriously, Brian engages the youth with bracelet making, computer activities, Jeopardy and Mind Trap games, plans to build 3D paper models, and in general has been a well-rounded role-model.

A trip to Strong National Museum of Play is scheduled for November 11th! We are excited to provide this cultural event for our kids. GICASA is active in a new youth- based committee for our youth; Students United for Positive Action (SUPA) will meet 2x month at the center. The ACT Girls Group is also popular. The girls can't wait to talk to Kathy on Tuesdays. Unfortunately, due to budget constraints, Holley Youth Center is only available to the kids Mondays, Tuesdays and Thursdays at this time. We hope to be open longer hours in the coming months!

FOR SALE

Beige with multi color accents ----Full Size Sofa, Love Seat, Two end tables w drawers, corner table, and coffee table w drawer - \$ 1200.00

Double Canopy Bed with Pink Canopy – \$ 100.00

Call Lynn at 585-344-5687 for details