

INSIDE OUT

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

Executive Director's Update:

- As I write this, the government is re-opening after a 16 day “partial shutdown”. The politics in Washington lately are very contentious creating some uncertainty in relation to funding for our programs. At this point, the government is funded through Jan. 15th, including funding for our programs. The direct impact and timing of funding for our programs gets a little convoluted. For example, our Head Start program is funded through January 31st with funds from the previous Federal fiscal year. Therefore, there is a lag in timing from the Federal budget cycle and our grant cycle, providing us with a little bit of protection from being immediately impacted by budget decisions (or lack thereof) in Washington. Management by crisis seems to have become the norm in Washington, so there's a real possibility of another shutdown in January. As long as any future shutdown (and lack of funding appropriations) doesn't last for several weeks, our agency is in “good shape” to continue to operate programs and provide services to our community.
- The Salvation Army bell ringing campaign will be here soon, and planning has already begun. In Orleans County, the funds raised (over \$22K last year!) play a huge role in us being able to meet client needs. I ask that staff considerer helping out again by signing up for a time slot of bell ringing at Wal-Mart in Albion. Unfortunately, bell ringers must stand outside to ring the bell (Wal-Mart policy); therefore it's more difficult to get volunteers. If you are able to ring, plan for the weather conditions! 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 you normal scheduled hours with minimal disruption to agency operations/services. Please contact Annette Finch for further information.
- Reminder: Vacation balance carry-over from one calendar year to the next is limited to 25 days. Unused time in excess of the limit will be lost. Please be sure to use your time!
- Congratulations to the CCR&R program staff on completing 100% of their milestones (again!) for their contract year that ended 9/30/13. Keep up the great work!
- We have an issue in the agency that we ask for everyone's help to improve. Our incidence rates of employee injuries is simply too high. As a result, our rates for Worker's compensation insurance have increased dramatically (by \$45,000) this year, negatively impacting budgets across the agency. Our total cost of \$160,000 is roughly \$60,000 higher than an employer of our size with a “normal” claims experience. That's \$60K that's unavailable to us for more pressing needs (think \$ for staff pay!). The program budgets most impacted are programs with high employee counts (i.e. Head Start), and programs with higher risk work (i.e. drivers for CATS, crew for Weatherization). AND, the cost of the insurance is only a portion of the cost to the agency. When an employee is injured, we have the cost of losing the services of a valuable team member who knows their job and often need to train someone else to carry their workload during their absence. AND, there's the financial problems faced by the injured worker, including delays in receiving compensation and reduced compensation during their absence. When an employee is injured, it's a lose-lose situation for everyone. How can you help? We need to be sure that we are all working in a safe manner. If you're lifting something, don't be a tough guy (or gal), ask for a hand. Be sure you and your coworkers are following safe work practices and agency policies, using personal protective equipment, etc. If you see a situation that's not safe, do something about it or report it to someone who can resolve the situation. If you have suggestions, forward them to your supervisor and/or the safety committee. The bottom line is that we need to try to raise the level of safety awareness in the agency and reduce the number and severity of injuries.

- On a positive note, we've received preliminary renewal rates for our Health Insurance for 2014. Rates are increasing by roughly 3%, which is the smallest % increase in at least 10 years. Further details will be provided when the rates are finalized.
- We are in the beginning stages of conducting our triennial Community Needs Assessment (CNA). Nate is spearheading the effort and is currently working with a workgroup of board members to steer the process. You will hear more details in the near future, and some staff will likely be asked to assist with surveys. The results of the assessment are used to steer decisions on provision of services and strategic direction for the agency. If you have thoughts on specific needs that you see in the community related to our mission, please feel free to shoot Nate and email for possible exploration in the assessment process. If you know of any information or data that would help, please let Nate know.

PERFECT ATTENDANCE

April – May – June

Ann Bartel	Jeff Bater	Dawn Bellinger	Lisa Church
Jackie DeMarco	Ann Dhanda	Willie Drisdorn	Gary Elich
Jennifer Forward-Rumsey	Lisa Friesen	Michele George	Kim Gloskowski
Laura Harvey	Bonnie Malakie	Kari Powers	Deb Rothmund
Edna Schramm	Angel Slick	Jim Straight	Donna Wojdat
Heidi Wyant	Joann Zajaczkowki		Ray Zuczuski

July-August -September

Ruth Bell	Becky Capwell	Lisa Church	Cheryl Cotton
Willie Drisdorn	Andy Ebbs	Gary Elich	Janet Foppes
Jennifer Forward – Rumsey		Michele George	Kim Gloskowski
Pam Hage	Bonnie Malakie	Kari Powers	Deb Rothmund
Edna Schramm	Chris Schuster	Angel Slick	Dyllon Soccio
James Soccio	Nate Varland	Lisa Wittmeyer	Heidi Wyant

NEWS FROM THE FISCAL OFFICE

Recently letters were mailed to employee's homes regarding the Affordable Care Act (ObamaCare). We have had a few of these letters returned with incorrect addresses. If you have moved please remember to update your address. In January 2014 we will be distributing W-2's so it is important that the correct address is on that for your taxes. There is a form (Personal Information Change) on the website to change your information or you can get it from your supervisor.

IN THE SPOTLIGHT

NEW STAFF

Tracy Zakes – 07/22/2013 – Lead Teacher

Tracy lives in Oakfield and is working at the Albion UPK Head Start program. She and her husband Kevin have 3 daughters, Randi, Morgan and Sara. Tracy enjoys spending time with her family and attending the children's' sporting events. They also like to go camping.

Stacie Gronski – 07/29/2013 – Primary Caregiver

Stacie lives in Middleport and is one of the new staff at the Medina Early Head Start program. She has a sister Sarah and Stacie enjoys music.

Shelcy Plueckhahn – 08/19/2013 – Family Advocate

Shelcy is the new part time family advocate for the Medina Head Start. She lives in Albion with her husband, Brian and daughters, Aggeliki and Evelina. Shelcy enjoys writing poems and stories, baking and gardening.

Ann Marie Smith - 08/12/2013 – Bus Driver

Ann has joined the CATS department as a substitute bus driver. She also works for Medina School. Ann lives in Barre and her family consists of Duane Girvin, Scott Smith, Chris Smith, Joshua Girvin, Rebecca and Chad Sherwood and 2 grandchildren, Chace and Colin. She enjoys camping, fishing, and boating.

Kim Schroeder – 08/21/2013 - Mental Health/Disabilities Specialist

Kim is working in the Albion office. She lives in Medina and has 2 sons attending college who are very active in sports. Kim loves spending time with her family, including her sons, nieces and nephews whenever she can. She encourages them to be the best that they can be and dream big. Kim is very excited to be on board with Head Start and working with families and children.

Barbara Kiefer – 09/09/2013 – Finance & Administration Clerk

Barb is working in the Fiscal Department at the Main office in Albion. She lives in Waterport with her husband George, and her daughters, Rachael, Brooke, Erin and Amber. Some of her hobbies are Dog agility, basket weaving and Running.

Jennifer Colton – 09/12/2013 – Data Entry/Receptionist

Jennifer lives in Medina. She will be helping out in the Albion Head Start Administration office.

Joyce (Peggy) Grillo – 09/11/2013 – Teacher –

Peggy is working in the Batavia Head Start Center. She has 3 sons and 4 grandchildren. She lives in Barre. Peggy enjoys walking, reading and theater productions. She is very excited about getting back into the classroom and working for Head Start as she previously worked as a trainer and registrar for a family day care.

Katrina Lynch – 08/28/2013 – Teacher

Katrina is working at the Batavia Head Start. She lives in LeRoy and has 1 son and 1 daughter, 2 dogs and cats. She enjoys cooking, baking, photography, reading, and writing.

Katrina Chaffee – 08/28/2013 – UPK Teacher

Katrina works in the Kendall Head Start. She lives in Lyndonville and has 3 children, Colin (20), Alex (17), and Faith (11). She has a daughter-in-law, Stephanie and 2 Granddaughters, Kennedy (2) and Kayleigh (8 months). Katrina likes reading, fishing, and dancing.

Jazmin Andino Berrios – 08/27/2013- Lead Teacher

Jazmin is working as a Lead Teacher for the Albion Head Start UPK class. She lives in the Albion area.

Sharon Wright – 10/10/2013 – Primary CareGiver

Sharon family consists of her husband, Ron, 3 children and 5 grandchildren. They live in Shelby and she works at the Medina Center. She enjoys her work in the Shelby Auxiliary.

Maria Rowcliffe – 10/10/2013 – Primary CareGiver

Maria works at the Medina Center. She lives in Medina with her husband and 14 and ½ month old son. She enjoys traveling, crafts and spending time with family, friends, and pets – even chasing her son around the house!!



BONNIE'S NEWS

Welcome to fall and yes, then winter! Enjoy the beautiful days while you can! I want to bring you some brief updates about the Children and Youth Programs:

Head Start- It is an exciting year for Head Start! We have started our 1st year of a new 5 year grant and are excited about how smoothly it started! The Leadership Team worked hard over the summer to be sure we had as many things as possible in place to start the new program year.

Of special note are the following:

- Pat McCall-Small and all the Family Advocates worked very hard to begin our year with full enrollment and having almost completely full classrooms as of 9/23! Give them a “high-five” for good job when you see them!
- Julie Helsdon, Andy Ebbs, James Willis, Dyllon Soccio, Cheryl Bartz and Jeff Bater all worked very hard to have classrooms ready for September! Thanks and nice job to all!
- Thanks to perseverance by Pam Wadhams and Jenelle Boyd we were able to receive funding to have the Head Start/Early Head Start Education staff trained on *Creative Curriculum* in August. New materials to support this curriculum have also been purchased. Two small grants (thanks also to Nate Varland for helping us obtain this money) were received to allow us to implement the new curriculum! Stop by a classroom and see what the children are working on!
- We have had a great deal of staff turnover (as you can see above). I want to say a special thank you to Diane Bechteler who was a tremendous help to me and Head Start in Carol’s absence. I also want to acknowledge how grateful I am that Carol Berray is “back in the saddle” again- you were missed!

- Thank you also to Christy Robertson, who has agreed to take on the challenge of oversight for Albion full-day, Kendall and Albion UPK as well as Medina!
- A special thank you goes to all the staff who have had to make changes and adjustments (hours, schedule, responsibilities, etc) due to the impact of sequestration. Change is not easy and yet because people have been willing to work together and do what is best for the program, we have been able to make it through to a new year!
- Welcome to all of the new staff and thank you to all of the seasoned staff who work tirelessly to make sure that children and families are served every day in our program, no matter what your role is- remember, **every day you make a difference for children/families!**

In Head Start this year we are going to be focusing on language and literacy as our overall program goal! You will begin to see more items pointing to this when you visit the sites, talk with staff and families, etc. We will be publishing materials for parents in newsletters and focusing on this school-readiness area in multiple ways through-out the program! If you have ideas about how to implement this goal please see a Leadership Team member or me.

CCR&R- Congratulations to Lisa Friesen, Judy Martino, Taryn Moyle, Kari Powers and Cheryl Cotton for again meeting the milestones for service to Providers and Families in both counties. As a reminder to all agency staff, CCR&R provides services for parents who are seeking child care of any kind, as well as services to child care providers. Please visit the CCR&R tab on caoginc.org and see the wide variety of information and services this program offers!

ACT- Congratulations to Jan Albanese, Stacey Radford and Cathy French for again providing a great summer experience for youth through Adventure 2013 (a one week program for select youth through Orleans County Mental Health). The ACT program has also exceeded their outcomes in all areas of the program, long before their year is over! Nice work Jan, Stacey and Kathy! If you know of a group of youth who might benefit from receiving services from the ACT program (primarily education following a curriculum related to pregnancy and STD prevention and helping youth ACT responsibly) call 589-5754. For up to date information visit them at www.facebook.com/ACTprogram.

Holley Youth- During the summer months the Holley Youth program changed their hours and had some new members join. Now that fall is here they are taking part in program and community activities. Thanks are due to Amber Batdorf, Deb Rothmund and the volunteers who make this program work on truly a “shoe-string budget”! Special thanks to Leanne Serrato who has been our AmeriCorps staff member for 2 years and will be completing her time with us in December. She has been a tremendous help at the Youth Center and will be greatly missed. However, she will have finished her Nursing degree and will be a wonderful Nurse! Best wishes Leanne! We will be looking for a new AmeriCorps member to begin sometime between December and January. We will be again having a partnership with the Albion 1st Presbyterian Church and the AmeriCorps Member would be expected to work approximately 10 hours per week. Do you know someone (including yourself) who: is in college; wants to work in the human service field with youth; is available in the afternoons at least 2 days per week; has additional time in the summer; wants help with education expenses? If you do, contact me at 589-5683 for more information.

SAFETY ACTION TEAM ----- PLEASE WORK SAFELY!!

Members: Director – Donna Wojdat – 589-5605 – Chairperson – Cathy French – 589-5754
Secretary – Diane Bechteler 589-5605, Staff Members – Mary Guzik – 589-7700, Laura Harvey- 589-5683
Andy Ebbs – 589-5605, Julie McAdoo – 798-2261, and Jim Soccio – 343-7798

See information on our comp in Ed's article at beginning of newsletter.

Tips for Lifting Properly

- If you are approaching a box and don't know what's in it, try moving it a little with your foot first to see how easily it moves. This will help you gauge how heavy the box is.
- Always wear nonskid shoes when you are lifting often or lifting potentially heavy objects.
- Never bend at the waist and lift the box up with your **back**. Keep your upper body straight and parallel with your lower legs. Grab the item and push up with your legs, not with your back.
- Never jerk your body around when lifting. You may feel fine after doing this once, but repeated occurrences can easily lead to injury in even the healthiest workers.

The Goodwill Committee, Giving Support When Needed

Although we function year-round, September always marks a big change for the Goodwill Committee, since a large number of Head Start staff members are returning from summer break. This is usually a happy time, full of anticipation and optimism for the new school year. Unfortunately, this year has started out with our entire agency being hit pretty hard with sadness and grief. Many of our dear co-workers have lost loved ones or are struggling with serious health issues in themselves or in close family members.

The Goodwill Committee is here to assist these friends with encouraging cards and small gifts. Whether it's a gas card to make it possible to drive back and forth to the hospital, or a Wal-Mart card to help lessen the financial burden; we want to be there for our co-workers, and support them in whatever way we can.

If you are not already a member, please consider becoming one today! You can contact any of the representatives listed below to become a member, or increase your semi-weekly donation.

Janet Foppes	343-3807	jfoppes@caoginc.org
Amy Lester	589-5605	alester@caoginc.org
Judy Martino	343-7727 opt. 1	crrgen@caoginc.org
Pam Wadhams	589-5683	pwadhams@caoginc.org
Christina Robertson	798-0030 x100	crobertson@caoginc.org

ANNETTE'S NEWS

Community Action of Orleans and Genesee – 50 YEARS!!

Happy 50TH!



Community Action has a 50th anniversary coming up. We are trying to plan some special activities or events to celebrate. We need to get started on this now, so we are looking for staff willing to volunteer to work on this committee. To get more details or sign up for the committee contact Annette at 589-5605 or email her at afinch@caoginc.org

WAY TO GO

Kathy LaLonde was a past employee who lost her battle with cancer. So, Annette does what Annette does best:

It was a beautiful fall Sunday morning and Team Community Action walked in a 5K Making Strides for breast cancer at Watt's Farm for our beloved Kathy LaLonde who lost her battle with cancer as well as for all women and men who have been diagnosed and for all who have survived.

Thank you to Amy Lester and Annie Skowneski who organized the Team Community Action, and to the following who walked and gathered donations for this worthwhile cause:

Annie Skowneski and son Liam
Cheryl Cotton
Linda Helsdon

Mary and Dawn Guzik
Lisa Whittmeyer and son Mathew
Amy Lester

Laura Harvey
Larry Montello
Leanne Narburgh

I cannot tell you how great it was to see our dedicated staff and their families take part in this event, it gives me pride to be associated with Community Action and all we stand for, when it comes to events like this you can always count on people from Community Action to come forward.

With tears in our eyes and pride in our steps we all made a small contribution to this event which will help hundreds of people in their battle with cancer, and as we looked to the sky we all knew Kathy was watching all of us walk

Thank you all you make me proud -----Annette

HOLLEY -EOCC

In September, we were visited by a representative from the Boy Scouts who is looking to start a local troop here in Holley. He was very informative and a lot of the boys seemed excited about the prospect of being in the scouts.

The children participated in a “Holland Party” which is designed to help them figure out where their personality lies and what type of careers would best fit them when they are older based upon their personalities.

In October, there will be a GIRLS ONLY SLEEPOVER during the Columbus Day Weekend (Sunday to Monday). Since it is that time of year, the sleepover will be Halloween themed.

On the 26th, the Lion’s Club will be hosting a Halloween Party at the center from 10am-Noon. There will be many games and events. On Halloween, as last year, (if the makeup is provided) costume makeup can be done at the center before the children go out Trick-or-Treating.

HAPPY HALLOWEEN!! See information later in newsletter.



Keep a neighbor warm this winter! **Donate gently-used or new coats**

Community Action will be at the Farmer’s Market in Albion at 320 W Ave. (Save a Lot) every Saturday in October from 9am-2pm

We also accept hats, gloves, scarves, sweaters, boots and other winter attire for all ages.

****Contact Community Action at 585-589-5605**

**You may drop off your donation at
409 East State Street**

Albion, NY 14411 Monday through Friday 8:30am-4pm

GCC campuses in Medina and Albion are also doing a drive for these items for our agency, as well

Angel Action director awarded -

Pat Standish started Angel Action at her kitchen table. Sixteen years later, the organization has helped countless thousands of people, and has spurred more than 120 similar programs statewide.

She has received the 2013 Jayne Tomas Grassroots Volunteer Recognition Award, during the Community Action Partnership’s annual conference in Chicago.

Standish started Angel Action after facing challenges in her own life. “Angel Action’s philosophy from the start was the ‘Circle of Giving,’” she said. “Everyone who received our help is given opportunity to give back in some way. Many of the volunteers we have today were people we have helped in the past or who we may even be currently helping. That is one of our programs strengths and another reason for our success.”

(Daily News)

Note: Pat was the inspiration for our own Community Action Angels.



MOBILE PANTRY FOOD DISTRIBUTION/ COAT GIVEAWAY

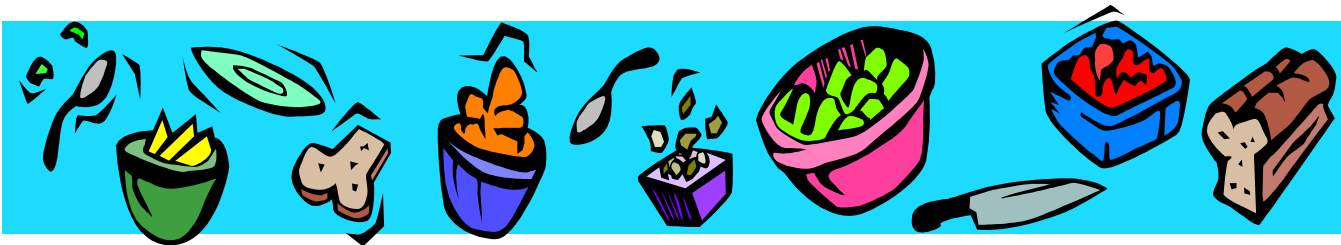
**WHERE: ALBION ELKS LODGE
428 WEST STATE ST.
ALBION, NY 14411**

WHEN: FRIDAY NOVEMBER 8TH

3PM-5PM

NO INCOME INFORMATION NEEDED

While supplies last!



MOBILE PANTRY FOOD DISTRIBUTION/ COAT GIVEAWAY

**WHERE: EASTERN ORLEANS COMMUNITY CENTER
75 PUBLIC SQUARE
HOLLEY, NY 14470**

WHEN: THURSDAY NOVEMBER 14TH

3PM-5PM

NO INCOME INFORMATION NEEDED

While supplies last!

Your SNAP Benefits Are Changing

Why are my benefits changing?

Your benefits are changing for two reasons. First, your benefits are changing due to the cost of living. These changes happen every year. Second, your benefits are changing because increased benefits provided by a federal law called the American Recovery and Reinvestment Act of 2009 (ARRA) will expire on November 1, 2013.

When are my benefits changing?

On October 1, your benefits may go up a little bit due to changes in the cost of living. On November 1, your benefits will go down due to the end of the extra benefits provided by the 2009 law.

How much are my benefits going down on November 1?

Your benefits depend on many things like income, household size and expenses. So, it is hard to say exactly how your benefits will change. But if you live in a household of four and nothing else changes, your benefit would go down about \$36.

How can I eat healthy on a low budget?

Here are some places you can find tips to help you prepare healthy meals on a low budget:

- [10-Tips Nutrition Series](http://www.choosemyplate.gov/healthy-eating-tips/ten-tips.html) (<http://www.choosemyplate.gov/healthy-eating-tips/ten-tips.html>)
- [ChooseMyPlate.gov](http://www.choosemyplate.gov/) (<http://www.choosemyplate.gov/>)
- [Plan, Compare and Prepare](http://blogs.usda.gov/2013/03/28/healthy-eating-on-a-budget/) (<http://blogs.usda.gov/2013/03/28/healthy-eating-on-a-budget/>)
- [Eat Right When Money's Tight](http://snap.nal.usda.gov/resource-library/eat-right-when-moneys-tight). (<http://snap.nal.usda.gov/resource-library/eat-right-when-moneys-tight>)

The USDA [Recipe Box](http://www.fns.usda.gov/fncs-recipe-box) (<http://www.fns.usda.gov/fncs-recipe-box>) helps you find healthy low cost recipes and create cookbooks and shopping lists. Use it to search for recipes based on total cost or cost per serving.

What should I do if I need food right away?

Contact your [regional food bank](http://feedingamerica.org/foodbank-results.aspx) (<http://feedingamerica.org/foodbank-results.aspx>, see zip code search at top) and ask for the nearest food distribution site.

[Don't forget – if you need a form check out the agency web site](#)

www.caoginc.org - There is a special page on the website just for YOU!! Go to the website homepage – go to the Resources tab and with the drop down menu go to “staff resources”. There you will find many employee forms, past newsletters 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.myebsaccount.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

[Employee Handbook](#)

[Complaint Resolution Form](#)

[Mileage](#)

[Personal Information Change Form](#)

[Time Off Request](#)

[Time Off Request - Head Start](#)

[Direct Deposit Form](#)

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

[Emergency Cards](#)

[Head Start Purchase Sheet](#)

[Goodwill Policy and deduction form](#)

[Travel Advance](#)

[Travel Advance Worksheet](#)

[Community Action Acronyms](#)

[Incident Report](#)

[Safety Hazard Form](#)

[General Safety Rules](#)

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

[Head Start Performance Standards](#)

[Nomination Form for Staff Awards](#)

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

[Payroll Schedule - Calendar](#)

Tax Forms

[W-4 - Federal Withholding](#)

[IT-2104 – State Withholding](#)

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

CHECK IT OUT!!!