

THIS JUST *INDIRECT*

Volume 39 / September Issue

JANELLE'S JOTS AND THOUGHTS

I look forward to seeing you all this week. Don't forget: if you haven't already, please complete the employee survey that should have been sent to you via Energage. This is our greatest tool for where to steer the ship for the upcoming year, and we take it very seriously. Today is the last day to participate. Also, if you think of any ideas or suggestions you think could have a positive impact on our agency, please feel free to reach out at any time.

Stay healthy and safe,

-Janelle



CATCH – A – CO-WORKER

Did you know Employee of the Year nominations come from Catch-a-coworker submissions? Well, it's true!

Any time you "catch" someone going above-and-beyond, staying positive, and/or just being generally amazing, email HR! Those are celebrated and kept in a file until the Board votes on who they feel should be Employee of the Year. This happens the last board meeting before Employee Appreciation Day.

Please take the time to recognize your coworkers – we always want to hear some good news!



"Accept responsibility for your life, for it is you who will get you to where you want to go..."

- Les Brown

ALL STAFF TRAINING

Don't forget - we'll all be meeting at BOCES in Newark on **Friday, September 8th from 8am-noon** to do mandated agency training. *(This day is a black-out request date – meaning NO General or Personal Leave will be approved, agency-wide. Please make arrangements to attend.)* We look forward to learning new things, answering questions, and seeing your faces! Agenda for Friday's festivities at the end of this newsletter.

CALM

Recently announced was another way to help protect our mental health – using the CALM app. We'll be hosting sessions via ZOOM at 7am and 3:15pm each Wednesday starting on September 13th to help us do a little mid-week reset. These are completely optional, and you do NOT need to clock out for these, but please give your supervisor notice if you plan to attend one. To ensure comfortability, these will be cameras and mics off, so people can fully focus on taking those moments for themselves. Further discussion on this on Training Day!

ANNUAL GOLF & GALA

Covid is over and the party is on! Our annual Golf and Gala tournament: Masters of Achievement is scheduled for Saturday, October 7th. If you've been a part of this in years past, you know it's usually a great time. Members of the community, town and state officials, board members, and employees of FLCA all come and get together to raise money for our great agency and the work we all do! There are raffles, chances to win prizes, trophies, and entertainment. We encourage all of you to try to attend this fun, worthwhile event with us!

Because this is a fundraiser, prices are set to make some money for the agency. The Gala is set at \$60 per plate, and to be in the Golf Tournament is \$75 per player. You do NOT have to attend both if you don't want to. Email Rosanna your answer to this month's riddle: what goes up but never down? is Payroll deductions are an option, and the sooner you get enrolled, the less the weekly amount to pay is! Contact someone in HR to get started with your deductions, and any questions about this event/the fundraising committee in general, please contact our chair: Shannon at x3314.

OPEN ENROLLMENT

We know we have plenty of time before December, but it's a good time to start thinking about Open Enrollment! We have tentatively picked the first week in December, the 5th – 7th. We wanted to give as much notice as possible, because we are bringing back the ONLY IN-PERSON event. Feedback from employees has told us not everyone knows all the great benefit FLCA offers them, and this is the only time all the benefit specialists will all be in one room. More details to that closer to the event.

BRANDING

We have some new and exciting resources being generated for all to use within Finger Lakes Community Action! The Branding Committee has been working to put together a library of templates, graphics, etc. for all staff to have access to and use. A complete "Brand Guide" is being created that will provide guidance on how to represent our agency visually moving forward. All staff are invited to attend a Zoom meeting on Wednesday 9/6 @ 2pm for a Q&A session regarding branding, marketing, etc.

EFFECTIVE IMMEDIATELY: Any version of the "red hands and heart" logo that you may have used in the past, please delete all versions. The approved and standard logos (plus some NEW variations of the logo) are available to all staff on SharePoint.

Additionally, all staff should have updated their email address signature to match the standardized template that was created by the committee and approved by management. If you have yet to do this, please update your signature as soon possible to reflect the template. This is an agency-wide effort that everyone needs to participate in!

NEW FACES:

AUGUST:



Paige Boor – Head Start



Lisa Ford – Community Schools



Emma Ibbottson – Community Schools



Kevin Meehan - ACE



Emily Genesky – Head Start



Marilyn Lopez – Healthy Families



Clive Guy – Community Schools



Leslie Vecchiotti – Community Schools



AbbyRae DeBuyser – Head Start



Rhonda Jones – AmeriCorps



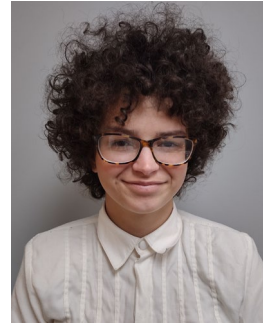
Lisa Tryon – Head Start



Chana Bearce – Community Schools



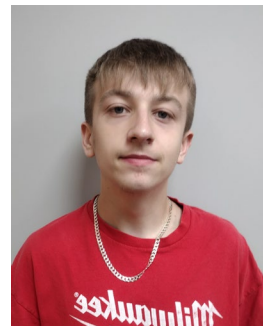
Courtney Herrington – Healthy Families



Taisha Mendoza-Torres – ACE



Brittney Shamma - AmeriCorps



Tristian Williams - Weatherization

SEPTEMBER BIRTHDAYS:

Maliq Gilliam	1-Sep	Catherine Wilson	22-Sep
Christine Shove	4-Sep	Tia LaCroix	27-Sep
Gavin VanLare	6-Sep	Jeremy Hughes	28-Sep
Kaprina Peters	17-Sep	Leah Grzybowski	30-Sep

UPCOMING CAP-AVERSARIES:

Kassandra Ladd	1-Sep	2 years	Allison Burrows	12-Sep	4 years
Jean Phillips	4-Sep	4 years	Alyssa Johnson	19-Sep	1 year
Lori Randolph	6-Sep	1 year	Stephanie Cooper	20-Sep	21 years
Tammy Smith	7-Sep	2 years	Wanda Felix	21-Sep	2 years
Patricia Lomire	9-Sep	7 years	Lauren Lapp	22-Sep	2 years
Adam Morrison	9-Sep	3 years	Donna Johnson	23-Sep	18 years
Andrea Baley	10-Sep	4 years	Candice Ikeler	29-Sep	2 years
Donna Robbins	11-Sep	23 years			

SPOTLIGHT EMPLOYEE:



CAITLIN SHAFFER

Program Coordinator
IMPACT – housing mods.

ABOUT CAITLIN:

Caitlin was nominated to be the spotlight employee of the month by her supervisor, Pam. Here is what she had to say about Caitlin:

"I would like to recognize Caitlin Shaffer. She started her position with the Agency in March and goes above and beyond her job responsibilities. Caitlin is a go getter and has joined 3 of the agency committees : safety, rebranding, and orientation. She brings fresh

ideas to all three of the committees. She is thriving in her role as the Housing Modifications Administrative Assistant. (Now program coordinator. 😊) She knows her role and is never afraid to step up and assist me and her co-workers. She has taken it upon herself to ensure that 28 Canal St looks it's best. While I was on vacation, she took it upon herself to weed the back entrance and called the town to get big branches removed from the back parking area. She takes pride in her role, our building, and the agency. I am extremely grateful to have her on this team."

Thank you, Caitlin (and Pam)!

SPOTLIGHT PROGRAM:

IMPACT

Established in October 2021, IMPACT collaborates with outside agencies to ensure that homes in Wayne and Ontario counties are safe and healthy so individuals can remain in their homes. Impact has provided clients with roofs, asbestos and mold removal, new appliances, to name a few, and many people wouldn't be able to be approved for Weatherization without this program. Impact secures contractors to take care of the health and safety concerns found by Weatherization auditors. For any questions about this program, please reach out to Caitlin Shaffer, x 3209 or Pam Precourt, at x3206.

Finger Lakes Community Action

A Division of Wayne County Action Program, Inc.



ALL-STAFF TRAINING DAY

SEPTEMBER 8TH , 2023

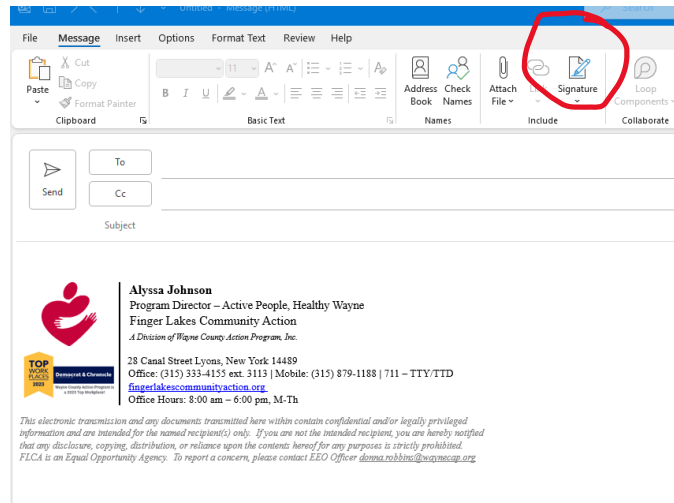
BOCES TRAINING CENTER, NEWARK

AGENDA

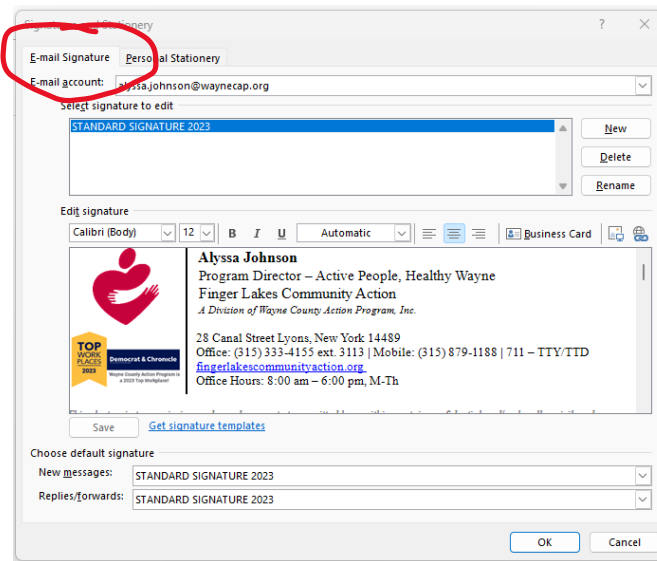
- 8:00 **Sign in** and Breakfast
- 8:15 Welcome, Introductions & State of the Agency
- 8:45 Branding Re-Roll Out & Discussion
- 8:50 **BREAK**
- 9:00 **ROMA TRAINING**
- 9:30 Human Resource Policy Updates / Q & A
- 10:00 **BREAK**
- 10:15 2024 Health Insurance Discussion
- 11:00 Mandated Trainings
- **Diversity Commitment**
 - **Grievance procedure/ Whistle blower training [Compliance]**
 - **Emergency Procedure**
- 11:30 Boxed **Lunch**

Step by step instructions to set up standard e-mail signature:

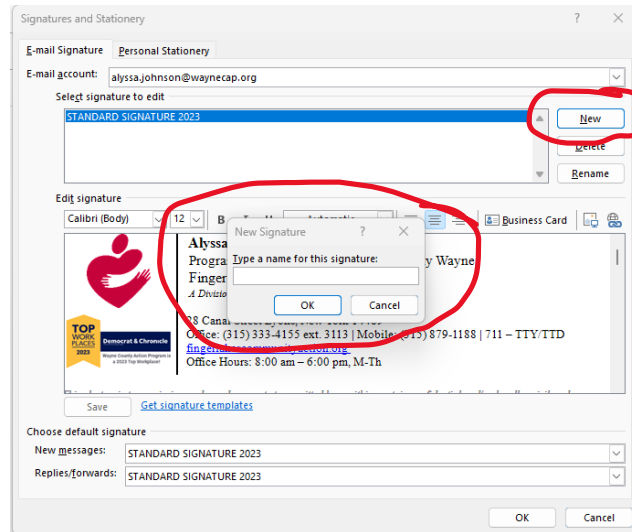
1. Open a new blank email in Outlook.
2. Maximize the window to fit the whole screen (so you can see all the menu options along the top)
3. In the menu bar, click the Signature drop down arrow and select “Signatures...” and a pop-up window will open



4. At the top there should be 2 tabs: E-mail Signature and Personal Stationery. Make sure E-mail Signature is the one you're working on



- Click New to add a new signature and then name the signature, I used “STANDARD SIGNATURE 2023” but title yours how you want.



- In the text box, copy and paste Alyssa’s signature there. Make necessary changes to reflect your name, title, number, etc. Including your mobile # and Office Hours is optional. If you don’t wish to include them, just simply delete.

The font type is ONLY Times New Roman and all black, except the hyperlink for the website which should automatically show as underline and blue.



Alyssa Johnson
 Program Director – Active People, Healthy Wayne
 Finger Lakes Community Action
A Division of Wayne County Action Program, Inc.

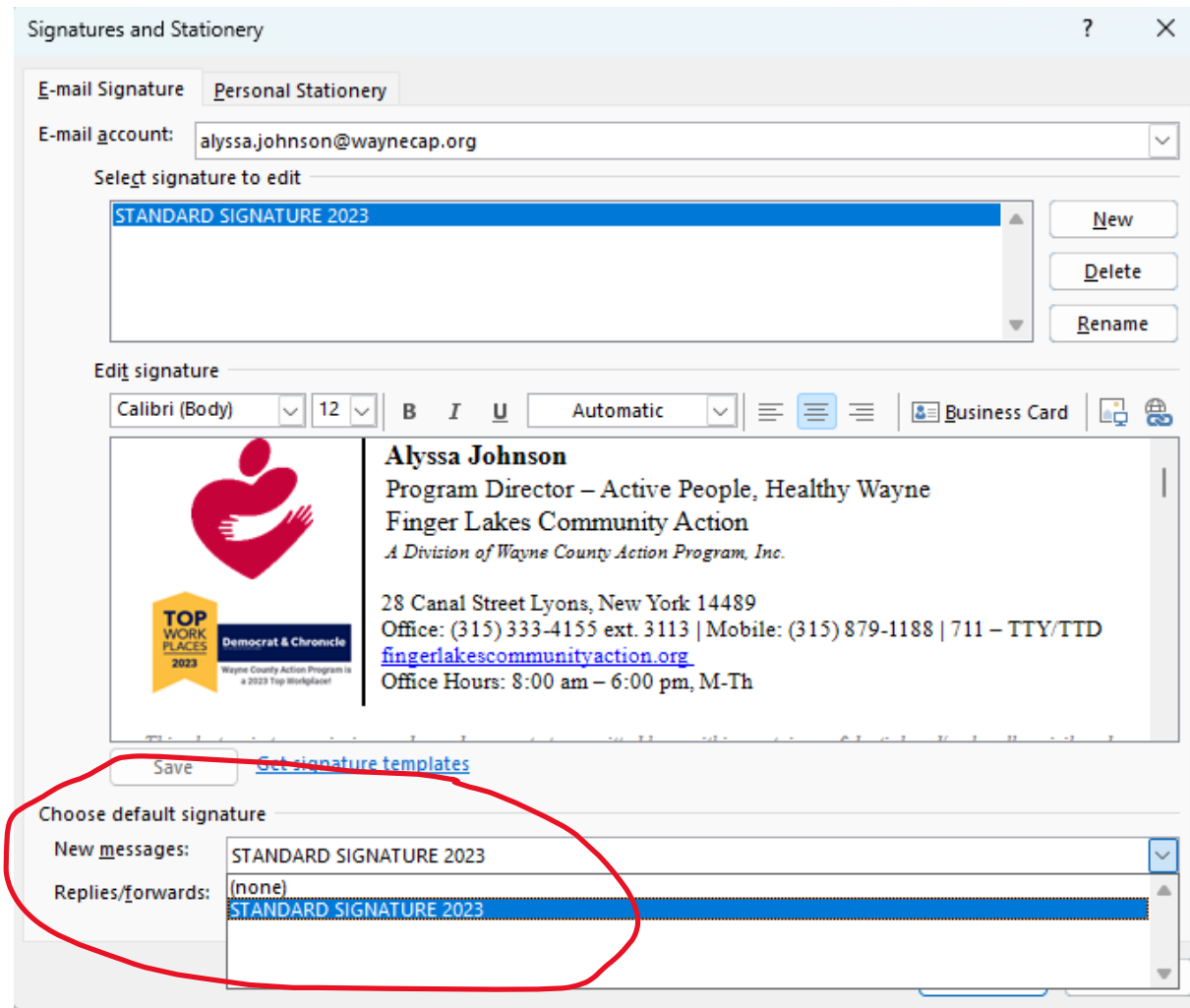
28 Canal Street Lyons, New York 14489
 Office: (315) 333-4155 ext. 3113 | Mobile: (315) 879-1188 | 711 – TTY/TTD
fingerlakescommunityaction.org
 Office Hours: 8:00 am – 6:00 pm, M-Th

This electronic transmission and any documents transmitted here within contain confidential and/or legally privileged information and are intended for the named recipient(s) only. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents hereof for any purposes is strictly prohibited. FLCA is an Equal Opportunity Agency. To report a concern, please contact EEO Officer donna.robbins@wayneacap.org

Name: Size 12, bolded
Title – Program: Size 11
Agency: Size 11
A Division...: Size 8, italicized
Space: Size 9
Your Work Address: Size 10
Phone Numbers: Size 10
Web address: Size 10, hyperlinked blue/underlined
Office Hours: Size 10
Fine print disclaimer: Size 9, italicized, dark gray “White, Background 1, Darker 50%”

- At the very bottom of the window, under “Choose default signature”, select the name of your newly created signature.

Below that is “Replies/forwards”: you can either leave this blank OR select the same signature again. This just means after the initial email is sent, when replying, your signature will or will not be added each time, depending on what you choose.



- Click OK, and your new standard email signature should be set up! Please follow the template and guidance provided, and do not customize your signature with additional graphics, colors, font types, text etc.



Become The Marketing Expert for Your Business!

5-WEEK MARKETING COURSE

Monday Evenings Starting September 18th

5:30-7:00 PM

LYONS PUBLIC LIBRARY
122 BROAD ST. LYONS, NY 14489

\$25 SUPPLY FEE
REGISTER ONLINE AT LYONSNY.ORG

Course Instructor:
SUZANNE RODRIGUEZ



SUMMARY ANNUAL REPORT
for
WAYNE COUNTY ACTION PROGRAM, INC. 403(B) THRIFT PLAN

This is a summary of the annual report for WAYNE COUNTY ACTION PROGRAM, INC. 403(B) THRIFT PLAN, 16-6069004/001 for 01/01/2022 through 12/31/2022. The annual report has been filed with the Employee Benefits Security Administration, formerly known as the Pension and Welfare Benefits Administration, as required under the Employee Retirement Income Security Act of 1974 (ERISA).

Basic Financial Statement

Benefits under the plan are provided by insurance and trust. Plan expenses were \$364,148. These expenses included \$4,535 in administrative expenses and \$359,613 in benefits paid to participants and beneficiaries, and \$0 in other expenses. A total of 456 persons were participants in or beneficiaries of the plan at the end of the plan year, although not all of these persons had yet earned the right to receive benefits.

The value of plan assets, after subtracting liabilities of the plan, was \$2,105,743 as of 12/31/2022, compared to \$2,605,805 as of 01/01/2022. During the plan year the plan experienced a decrease in its net assets of (\$500,062). This decrease includes unrealized appreciation or depreciation in the value of plan assets; that is, the difference between the value of the plan's assets at the end of the year and the value of the assets at the beginning of the year or the cost of assets acquired during the year. The plan had total income of (\$135,914), including employer contributions of \$81,447, employee contributions of \$168,733, gains of \$0 from the sale of assets and earnings from investments of (\$407,582).

Your Rights to Additional Information

You have the right to receive a copy of the full annual report, or any part thereof, on request. The items listed below are included in that report:

1. An accountant's report;
2. Financial and information on payments to service providers;
3. Assets held for investment;
4. Insurance information including sales commissions paid by insurance carriers;
5. Information regarding any common or collective trusts, pooled separate accounts, master trusts or 103 - 12 investment entities in which the plan participates;

To obtain a copy of the full annual report, or any part thereof, write or call the office of WAYNE COUNTY ACTION PROGRAM, INC., who is Plan Administrator at 51 Broad Street, LYONS NY 14489, (315) 333-4155. The charge to cover copying cost will be \$1.00 for the full annual report, or \$0.25 per page for any part thereof.

You also have the right to receive from the plan administrator, on request and at no charge, a statement of the assets and liabilities of the plan and accompanying notes, if any, or a statement of income and expenses of the plan and accompanying notes, if any, or both. If you request a copy of the full annual report from the plan administrator, these two statements and accompanying notes, if any, will be included as part of that report. The charge to cover copying costs given above does not include a charge for copying of these portions of the report because these portions are furnished without charge.

You also have the legally protected right to examine the annual report at the main office of the plan at 51 Broad Street, LYONS NY 14489 and at the US Department of Labor in Washington DC, or obtain a copy from the US Department of Labor upon payment of copying costs. Requests to the Department should be addressed to: Public Disclosure Room, Room N-1513, Employee Benefits Security Administration, US Department of Labor, 200 Constitution Avenue, NW, Washington DC 20210.