



# Community IN ACTION

Newsletter November 20, 2006

**Deadline** is the second Friday of the month; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR Serena Villafaña, Morale & Wellness -Phyllis Johnpoll. Development – Scott Schlegel, All others – Nancy Peters. Editor: Winnie Althizer

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

After a 3-month break, I've returned to Community Action refreshed and "back in the saddle". I left with full confidence that the organization had the leadership in place to perform well, and I wasn't disappointed. It was truly a pleasure to return to work. A big thanks to Renee for her enthusiastic and responsible leadership and to our Directors team. Clearly, there was an extra workload to be absorbed by many, but Community Action trucked on!

My sabbatical was an opportunity for our organization to "try out" a change in leadership. This is an important part of succession planning. Succession planning is defined as "Thoughtful planning, education and leadership development to assure organizational sustainability through leadership transitions."

During this 3-month period of operating with an acting executive director, our expectation was that the agency would continue to receive appropriate and effective leadership from the board, the acting ED and the staff directors. As a result, work would productively continue, issues would be effectively addressed and any unexpected events would be professionally handled. In addition, the temporary change in leadership would not disrupt relationships with our community partners or funders. And by all of the key indicators, Community Action passed with flying colors!

*Continued from column 1*

There are two main types of succession plans. One is an emergency plan for short-term absences or the unplanned departure of a leadership position. The other takes a proactive approach often in the context of strategic planning and is referred to as "strategic development". This type of planning emphasizes leadership development throughout the organization and strengthening management and governance functions. The goal is to strengthen the organization so that leadership change is manageable. We will include succession planning in our 2007-2010 strategic plan so stay tuned!

And what about my sabbatical you ask? It was wonderful to have the time to spend with family and friends, to explore my roots in Norway, to hike and tour the regions of Switzerland and northern Italy...and to eat a lot of great food! Thanks for asking!

Admin. Bulletin: The front desk has responsibility for assisting the agency with photocopying needs. We ask that you complete a Production Request form to send with the original document. This allows us to track progress and meet your "need by" date.

In the past, the photocopy request was not done unless a production request was completed – there is no change to this requirement. We also require the "need by" blank to be filled in with a date – one that gives Alicia room to manage other "priority" jobs and still get orders delivered on time. Putting "ASAP" in that blank is not sufficient. Alicia has authority to schedule the requests by the "need by" date. If you have an unexpected urgent production request, please work with her to get a partial or whole order completed WITHOUT disrupting service to others. No one appreciates being put on hold to accommodate another's request. We all have "emergency" requests at some time in our employment with the agency and/or are in need of emergency assistance. All of us will need to understand if your order is the one delayed due to another's emergency.

## NEWS OF NOTE

The Agency will be open for business during regular business hours the Friday before the Christmas weekend and the Friday before the New Year's weekend. Both Christmas and New Year's fall on a Monday this year.



## UPCOMING EVENTS!

Thanksgiving	11-23 & 24
All Staff	12-01
Safety Meeting	12-04
<del>Building Meeting</del>	<del>12-19</del>
Head Start	
Policy Council	12-19
Board Meeting	12-21

## December 2006 BIRTHDAYS



Joan Ellen Jones	
Diana Green	
Vianey Nunez-Quevedo	9
Julia Perez	10
Nancy Alderman	11
Brenda Rubio	11
Veronica Miglavs	12
Ana Alvarez	13
Maria Rodriguez-Perez	13
Stefanie Huff	14
Francis Nichols	14
Linda Watt	17
Carla Chilton	19
Joy White	19
Sam Widmer	19
Rosanna Ferguson	20
Cilicia Burrell	21
Carolyne Westlake	21
Sonia Sanchez	22
Natalie Horn	23
Irma Perez-Gomez	23
Mary Carol Britt	24
Lorena Carrillo	28

## December 2006 ANNIVERSARIES



Diana Green	16
Tracy Robison	14
Wendy Crislip	12
Corie Jensen	11
Darlene Dacey	8
Sonia Espinoza	6
Marielena Banek	5
Ruzica Djurdjevic	5
Miriam Pleitez	5
Patricia Taylor	4
Terri Smith	4
Natalia Mercias	4
Janie Alonzo-Hernandez	2
Susan Sager	2
Maria Solis-Tovar	2
Kathy Zane	2

MORALE & WELLNESS

December is Drunk and Drugged Driving Prevention Month. For information, go to <http://www.cdc.gov/ncipc/duip/spotlite/3d.htm>.

December 7 is Pearl Harbor Day.

December 10 is UN Human Rights Day.

December 15 through 22 is Hanukkah.

December 26 is Boxing Day, when English servants were given the day off after working on Christmas

### DID YOU KNOW

Sweet potato isn't really related to yams? Sweet potatoes are in the same plant family as the morning glory; they have a sweet flavor, and originated in tropical America. Yams are part of their own plant family (Dioscoreaceae) that originated in West Africa and Asia and have a starchy flavor as well as a dry mouth feel. Whatever you call them, though, sweet potatoes are a good source of beta carotene, as are carrots, and yummy as well.

### Hot Brown (Recipe courtesy of the Brown Hotel, Louisville, KY)

- 4 oz. Butter
- Flour to make a Roux (about 6 tablespoons)
- 3 to 3 1/2 cups Milk
- 1 Beaten Egg
- 6 tablespoons Grated Parmesan Cheese
- 1 oz. Whipped Cream (optional)

- Salt and Pepper to Taste
- Slices of Roast Turkey
- 8-12 Slices of Toast (may be trimmed)
- Extra Parmesan for Topping
- 8-12 Strips of Fried Bacon

Melt butter and add enough flour to make a reasonably thick roux (enough to absorb all of the butter). Add milk and Parmesan cheese. Add egg to thicken sauce, but do not allow sauce to boil. Remove from heat. Fold in whipped cream. Add salt and pepper to taste.

For each Hot Brown, place two slices of toast on a metal (or flameproof) dish. Cover the toast with a liberal amount of turkey. Pour a generous amount of sauce over the turkey and toast. Sprinkle with additional Parmesan cheese. Place entire dish under a broiler until the sauce is speckled brown and bubbly. Remove

## WHAT'S DEVELOPING?

Community Action's Fall People You Should Know campaign has been a huge success! We have raised approximately \$55,000 so far. The People You Should Know breakfast, attended by 130 guests, featured a new short film about Community Action Head Start. The program honored Head Start graduates, including Cilicia and Desiree Burrell.

This holiday season, Community Action is selling boxed Holiday Cards, available for \$10 per box to the public. Staff can purchase boxes of 8 cards for \$8. each. To purchase cards, pay for them at fiscal and bring your receipt to Margaret Springer, x252. Card art is by children at KidZone 2005.

## CHECKS & BALANCES

**Fiscal** – We want to wish all of you a Happy Thanksgiving!

Please get all your old Purchase Orders (PO's) dated before October 31, 2006 turned in with receipts or with a note on them, asking us to VOID it because you didn't use it. If you have any questions, or need to extend the date, give me a call. Ann (503) 693-3243.

## COMINGS & GOINGS

**Welcome to:** Kayla Meyer, Brent Wilson

**Goodbye to:** Donald Shaw, Brenda Rubio, Blanca Blanco, Maria Rodriguez, Elizabeth Mendoza, Maria Alonso-Hernandez, Olga Martinez-Chavez



## CHILD DEVELOPMENT

It was wonderful to see so many Head Start graduates and staff at the People You Should Know breakfast last week. We hope you all get to see the video about Head Start that was produced for the event.

We are saying goodbye and good luck to Melinda Frink, our education coordinator.

Our teachers are using all the screening and assessment results and meeting with parents to set individual goals for each child.

At Coffee Creek the moms each hosted extended family along with their children for a wonderful Thanksgiving lunch, which was attended by Marilyn Harrison and Jerralynn Ness.

We are funded for 645 children. At this point we have already enrolled 724. We have 691 on the waiting list.

## LOOKIN' FER WORK ... ...IN ALL THE RIGHT PLACES

Job Openings may be viewed at  
Common /Agency Info/HR Resources/Job Postings

\*NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the next publication and we will take applications as each job is posted.

## HR - Ask Winnie Benefits, Diversity...



Some interesting facts that have come across my desk recently.

Over the past six years, health insurance premiums in Oregon rose 5.9 times faster than earnings! From 2000 to 2006 Health care premiums rose **82.2%** and median earnings rose **14.0%**. This info is from a state-level analysis of rising health costs and the burden they impose on working families.

There are still a few of you out there who have not completed and returned a Sec. 125 form. Remember we need you to complete the form, even if you are not enrolled in our insurance programs, or are not qualified for the benefit. We have to show proof that you were advised of the program. Please get them back to HR as soon as possible. If you intend to send us a completed form, but are not sure if you turned it in before, just send it in. If it is a duplicate we will discover that, make sure information on both forms agree and retain the one with most recent date. We appreciate your help in this project.

Remember if you have questions regarding benefits please email them to me. I'll answer as soon as I can, and who knows, it may be the kind of question that should appear in this column because many folks are interested.

### The Next I&R Breakfast Meeting: What's Been Happening at DAVS?

On the morning of December 7<sup>th</sup> we will be holding our next I&R Networking Breakfast Meeting. from 8-10am in the Hillsboro office conference rooms.

Members of Washington County Disability, Aging and Veteran Services Program Development team will be sharing information about changes in the organization and the services they provide. Come and learn about Medicare changes, the basic services and the Older American Act services. You'll be invited to share your input for the DAVS's next strategic plan. Please join us.

The next breakfast will be February 1, 2007

## USTOUS - SALES, SERVICES, NEEDS

## FAMILY & COMMUNITY RESOURCES



### Housing & Homeless Services Self-Quiz

1. If a family signs up for Section 8 (federal subsidized rent program) through Washington County Department of Housing Services, they would probably be on a wait list for \_\_\_\_ years.
2. If you and your family became homeless today, you would probably have to wait \_\_\_\_ weeks to get into emergency family shelter in Washington County.
3. Nationally and locally, the average age of a person experiencing homelessness is \_\_\_\_ years old.

### Answers:

1. The Washington County waitlist for Section 8 housing can be 3.5 to 5 years. Presently, more than 5,500 residents are on the waitlist.
2. The wait to get into emergency family shelters in Washington County is 4 to 6 weeks. At any given day, 20-40 families are awaiting shelter placement.
3. The average age of a person experiencing homelessness is 12 years. Forty percent of children experiencing homelessness are under the age of five.

### BURNING RUBBER:

100,000 - number of barrels of oil that could be saved each day if Americans properly inflated their automobile tires.

### ELECTRICITY:

90 percent of total electricity used by a standard incandescent light bulb is wasted as heat.

By replacing one incandescent light bulb with a compact fluorescent bulb 1000 pounds of carbon dioxide is not emitted into the atmosphere over the bulb's lifetime.

## PROGRAM ASSISTANT'S CORNER

### FALL FESTIVAL POTLUCK



Thank you, for attending and bringing your wonderful soups, salads and breads