



Community IN ACTION

Newsletter March 21, 2005

Vol

DEADLINE IS THE FRIDAY BEFORE PAY DAY: CONTACTS FOR ARTICLES ARE: CHILD DEV. - FADZANA SIDDIQUL F&CP. - BETH DASHER, MOPALE & WELLNESS - NATALIE HOPPE. ALL OTHERS - WINNIE ALTHIZER. EDITOR: WINNIE ALTHIZER.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

This month I attended our National Community Action Foundation (NCAF) Legislative Conference in Washington DC. I participated in a pre-conference workshop titled "How Congress REALLY works" where we learned how a bill becomes law and how the budget and appropriations processes work. During the course of the conference we heard from many congressional leaders who informed us with their insights, and inspired us with their passion and courage. The conference began with Representative John Lewis, an author and civil rights activist from Georgia and ended with Senator Ed Kennedy who announced his initiative to end childhood poverty. And in between we heard from many others, all of whom knew Community Action & supported our work. David Bradley, NCAF Executive Director, briefed us on our legislative issues so that we could be well informed when we visited our Congressional delegation. Congressman David Wu, who serves on our board, gave our team from Oregon a very warm welcome. We also visited staff from Senators Wyden and Smith's offices, all of whom voiced support for our work and the continuation of the Community Services Block Grant (CSBG). The President's budget did not include CSBG, our core funding, but since returning from DC, we have learned that the Budget Resolution now

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includes CSBG! Here at Community Action, this important funding supports AKD, Opening Doors, Shelter Home, Emergency Needs, Information & Referral, Resource Development & Admin. Our work remains relevant & our national support continues... a testament to your good work!

COMINGS & GOINGS WELCOME!!

Nancy Peters our new Admin Program Assistant@ the main office. Scott Schlegel our Community Relations Specialist. Lorena Alvarez, Head Start Program Assistant.; Georgina Pereyra, Temp. Office Spec II @ Opening Doors.



UPCOMING EVENTS!

Safety Meeting	4-4-05
Building Meeting	4-19-05
Head Start	
Policy Council	4-19-05
Board Meeting	4-21-05
Wellness Day	5-20-05
**Community Spirit Dinner	4-13-05

News of Note WELLNESS DAY UPDATES

Due to complications with location, the date for Wellness Day has been changed to May 20. Remember that this is an all staff function and employees are required to attend, so please mark your calendars. It will be held at the Village Baptist Church in Beaverton again.

Some things to know about this year's event:

Part of lunch will feature a "Chili Cook-off". Be thinking of your favorite chili recipes to share with the group!

There will be a clothing exchange during the day. Bring up to 10 items of clothes you wish to give or trade (clothes must be clean and nice enough to wear to work). Any clothes that are not spoken for at the end of the day will go to a worthy clothes closet.

We are still looking for a main speaker. If you have any suggestions, contacts or ideas, please let a member of the committee know.

From your 2005 Wellness Day Committee: Nancy Peters, Winnie Althizer, Elaine Burrell, Beth Dasher, Joy Rasmussen, Barb Dame, Margaret Springer, and Antonietta Narcio.

April 2005 BIRTHDAYS



MIRIAM PLEITEZ	4/3
MARY JONES	4/7
LOLITA VELEZ	4/8
ILEANA LOPEZ GONZALEZ	4/13
VILMA BANEK	4/13
HEATHER ROBERTS	4/15
DANNY COX	4/16
OLIVIA ESTRADA	4/16
DORIS HARRIS	4/16
PATRICIA TELLEZ	4/17
JANINA TABOR	4/21
JESSICA SLOAN	4/21
KRISTEN LONG	4/22
JENNIFER SCHEIB	4/22
INGRID ALQUINTA	4/23
MAKANA OAK	4/24
VERONICA RIVERA	4/25
WINNIE ALTHIZER	4/25
LYNNE THOMPSON	4/28
CHRIS KURAN	4/30
KAREN HENKEMEYER	4/30
SERENA VILLAFANA	4/30

(If you want your birthday acknowledged, be sure to complete an authorization form - contact HR)

April 2005 ANNIVERSARIES



LU LAMPING	4/10/1978
VICKI WARE	4/01/1986
MARY PANAGGIO	4/01/2003
NICK NISSEN	4/07/2003
TAWNIA MCGURTHY	4/14/2003
TRI TRUC CHAU	4/01/2004

WHAT'S DEVELOPING?

The Development dept. is working hard on the final arrangements for our Community Spirit Dinner to be held on April 13th. They will have lots of info for us in the next issue.

MORALE & WELLNESS

Topics – Common Headache Triggers

1. Stress
Frayed nerves are a frequent cause of "tension" headaches and may also trigger migraines. Ideas: take 30 minutes a day just to daydream, meditate or otherwise relax.
2. Diet
Certain foods contain substances that can trigger pain. Examples: caffeine, red wine, processed meats, MSG, chocolate, cheese, citrus fruits, lentils, and snow peas.

TOPHEALTH – October 2004 issue



CHILD DEVELOPMENT

No news from the Child Development this week. The Pre-K staff have been on Spring break and we will see them return on Monday 3-28-05. Those that remained are working hard to prepare for the federal audit due next month.

Simple Tips To Slimmer Waists - Tips

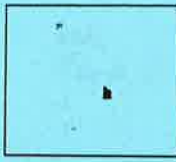
Eat Breakfast. It's true – regular meals and occasional low-cal snacks help prevent the "famine-then-feast" syndrome. Great start: fill up first thing with high-fiber cereal, whole-grain bread or fresh fruit.

TOPHEALTH – October 2004 issue

Easier Home Cleaning Tip

Dislike those baked dishes that leave baked on & greasy food particles in the pan? Try this.... fill pan with water to cover the baked on food, put a dryer cloth (you know, the ones you put in the dryer to take out the static from clothes in the dryer) and leave overnite. In the morning you will be able to wash out the pan with ease. And, in case there is an extra stubborn spot, use the dryer cloth to rub it away.
Source - unknown

FAMILY & COMMUNITY RESOURCES



Conservation Tips from Weatherization:

Where has all the water gone?

- 5 gallons of water, on average go down the drain if you leave the tap running while you brush your teeth.
- 30 gallons of water, on average go down the drain if you leave the tap running while you wash the dishes.
- 50 gallons of water per day can be wasted by a small faucet leak.

View and Reflect

Video Training Series

View and Reflect is an approach that enables child care providers to receive additional training by viewing videos, reflecting on the information, and completing reflection and activity worksheets that are relevant to the information shared on the video.

The videos are available through your local Washington County library. Once you view the video you complete and return the reflection and activity worksheets (also found at local library or at <http://www.communityaction4u.org>). For **each** video and the completed assignment, you can receive **one training hour** that fulfills Child Care Division training requirements.

If you have additional questions call 971-223-6100.

Wishing you the Happiest of Easters!!

CHECKS & BALANCES

Fiscal – As of April 30, 2005 we will no longer be able to use Target as one of our Purchase Order Vendors. They are closing out this option for purchases.

As of July 1, 2005 the mileage rate will go up to 40.5 cents per mile. There will be new mileage forms, so use the new form starting on 7/1/05. If you have any questions about the above mentioned information, please give Ann Hering a call @ (503) 693-3243.

Tip IT -

USTOUS – SALES, SERVICES, NEEDS

For Sale:

- Gas Stove – 8 yrs old, white Whirlpool Accubake 465, digital clock and oven controls. \$200 obo.
- Bakers Rack – Black metal with medium colored wooden shelves. 4 yrs old, asking \$50.
- Image 10.6Q treadmill, rebuilt \$400. Nancy at x202.

Wanted:

Nicer Ladies Bike – trade for one of the above items or purchase for up to \$100. Beth at x291.

Needed:

Babysitter - Mature and reliable person to take care of two girls (a 5 month and 3 year old) starting March 28. Indian Hills/Orencia area call Diana Greene @ 971-563-1051



HR - Ask Winnie

Benefits, Diversity...



From time to time I continue to get asked, or overhear, the question "if I do not take a break, can I add it to my lunch hour?" The answer is NO. It is a violation of state law to add the 2 15 min. breaks to the lunch hour. You cannot establish a work schedule that combines the breaks and lunch hour nor can you do this every once in awhile. Wage and hour laws for both state & federal regulations are complicated and were written before we were concerned with flex time schedules and other more modern ways to look at work schedules.

It is also important that you put all hours on your time sheet. This means all hours worked, all hrs. taken as sick time or vacation time (even if you are not paid for them), jury duty, FMLA, etc. Our funders require that all hours be accounted for on the time sheets. So, if you work 6 hrs. on Monday, put 6 hrs. on the time sheet and if you work 9 hrs. on Tuesday put that on the time sheet. You should not be entering 8 hrs for each day unless that is what you are actually accounting for. Time sheets have codes at the bottom of the form, and, sample time sheets are in the back of the Employee Handbook. If you have questions check with your supervisor or Winnie.

SAFETY

Every location in the Agency now has an up to date MSDS (Material Safety Data Sheet) book. It is RED & says MSDS on the front. There are regulations about keeping these in work locations so that employees may read them. We need your help to keep them up to date. Each time you order a product, check the MSDS book to see if you have an MSDS sheet for the product. If you do not, please sent Nick a work ticket to request we obtain that particular MSDS copy. He will determine who needs copies and send them out to be inserted. All Community Action sites are subject to an OSHA inspection. The inspection will be unannounced. If your site receives a visit from an inspector, please be sure you notify your supervisor and Winnie in HR. Do as asked by the inspector; know where the MSDS book is and what it contains. Know that the Safety Committee documents are in HR.; know that the Safety Committee meets monthly.

