



Community "IN" ACTION

Newsletter July 27th, 2009

Deadline is the second Friday of the month; Contacts for articles are: Child Dev. - Farzana Siddiqui, F&CR & Layout - Barb Dame, Morale & Wellness - Phyllis Johnpoll, Development - Lisa Brown, All others - Nancy Peters. Editor: Renée Bruce

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Summer has arrived and as I am writing this column the Hillsboro main office is a-buzz with packing and preparing to move out for the carpet removal and installation project. My office is almost empty and I have these grand hopes of continuing to purge masses of papers when I return to unpack; we'll see. Sure, it would've been better to have purged more before packing, but I simply ran out of time. C'est la vie! This is a big project and I want to express my appreciation to John Russell and his team for all of the preparation that has gone into this behind the scenes and for the long hours they will be putting in to oversee the work. I also want to thank everyone involved for your patience and good natured spirits as we go through this temporary upheaval, and for everyone else who is impacted by our closure. And the good news is, we will have gotten rid of a lot of old, tattered and stained carpet and replaced it with a carpet that will take us through the next decade.

On another note, Nicole and I attended a three day training offered by CAPLAW, a legal support organization to Community Action. We attended a variety of workshops, most of which I found very useful and interesting. Besides getting the latest update on Head Start, the Economic Stimulus and Community Action's national legislative agenda, I attended workshops on "Leadership Transition Strategies", "Transformational Leadership and the High Impact CAA" and "Trust: The key to Collaborative Leadership".

While I had many "take-aways", let me

Directors' Corner continued

share some of what I learned from the "Trust" workshop.

Trust was defined as: "Confident reliance on someone when you are in a position of vulnerability." I found that definition to be unique and when applied to the workplace, it is definitely trust that enables us to get the job done. Trust is a critical component to our working relationships and something that we are always building and strengthening so that we can not only get our jobs done, but thrive in doing so.

Behaviors that build trust and increase collaboration include:

- be clear on expectations; tell the truth respectfully with active listening; be transparent; don't let concerns mushroom into difficult problems;
- be accessible and show interest in people; be consistent in how you treat people; "sleep on it" before reacting to provocation; criticize behavior, not people; maintain other's self-worth;
- recognize good work and show gratitude; display appropriate empathy;
- make it easy for others to see things as you see them;
- seek the best outcomes for people and the organization, don't focus on merely "winning";
- recognize others concerns and enhance their sense of security; "seek first to understand, then to be understood";
- be open to the influence of others; make yourself vulnerable;
- nurture and display openness.

Directors' Corner continued

While these are highly summarized concepts, I know that you recognize most of them and are practicing many of these behaviors. Experiencing distrust and successfully transforming the relationship into one of trust is an empowering experience that reminds us of why it is so important to commit to doing the hard work of relationship building.

Enjoy these glorious days of summer and I look forward to all of the ways we will be working together to carry out our important mission in the upcoming fiscal year.

Thank you for all that you do to make Community Action such an outstanding organization.

NEWS OF NOTE



"We love the new carpet"

A **BIG** thank you to everyone who coordinated and participated in the carpet project.

It looks amazing and we love it!

~ the Employees of Hillsboro Main

COMINGS & GOINGS

Welcome to:

Cherryl Edar-Allred, Family Support Worker
Beaverton Opening Doors

Goodbye to:

Carrie Claeys, Wenona Ford, Jim Frank, and
Brittany Johnson



UPCOMING EVENTS!

IS Committee Meeting	8/4
Safety Committee Meeting	8/13
Hillsboro Building Meeting	8/18

August 2009 BIRTHDAYS



Kristin Ludwig	8/1
Benivaldo DaSilva	8/3
Amelua Mule	8/4
Cindy Johncola	8/4
Karen Murray	8/5
Patricia Taylor	8/5
Faria Scamorne-Garcia	8/6
Debjani Ghosh	8/6
Laura Bish	8/7
Elizabeth Draper	8/7
Christine Persson	8/8
Dora Dominguez	8/14
Wendy Polanco	8/16
Sandra Lazo-Lopez	8/20
Debra Owsley	8/21
Melissa Hills	8/22
Melissa McDonald	8/24
Genie Guisinger	8/25
Joyce Suchoski	8/29
Lacey Risner	8/30
Jack Allee	8/31
Romona Conklin	8/31
Dawn Powers	8/31

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

August 2009 ANNIVERSARIES



Margaret Blaylock	19
Dolores McNee	15
Jimi Smith	12
Kris Long	10
Bobbie Ludwick	9
Dolores Rodriguz	9
Leticia Flores	8
Patricia Gamboz	7
Ann Hering	7
Terri Smith	6
Patricia Taylor	6
Natalia Merencias	5
Francis Nichols	3
Ana Marisela Alvarez	3
Angelica Molina Alvarez	3
Desiree Clark	2
Elizabeth McLeod	2
Helen Fern	2
Jan Alvarez	2
Saul Chavez-Hernandez	2
Abigail Demirci	2



CHECKS & BALANCES

Fiscal –

WE ARE NOW IN A NEW FISCAL YEAR

There are outstanding purchase orders that need to be taken care of. Please go through any outstanding purchase orders. **If you have a June purchase order you did not use please return it to Fiscal immediately** with a note saying you did not use it.

Please do not put anything on green sheets, mileage sheets, etc. that cross fiscal years. Anything for July 1 forward **MUST** go on a separate form from anything for June 30th and back. The deadline was **July 25th** to turn in any green sheets or mileage forms for the fiscal year ending June 30, 2009. Please remember that we cannot pay expenses that are over 90 days old.

Most programs now have different grant period designations (069 has mainly become 060, but there are exceptions). Please call Fiscal if you have any questions about grant program period designations.

By following these instructions, we can get your purchases paid and reimbursements sent out on time.

FISCAL CONTACT INFO

Accounts Payable: Phyllis 503-726-0847

Accounts Receivable: Kurt 503-726-0848

Payroll: Javier 503-693-3285 or Kim 503-726-0846

Fiscal Program Assistant: Cindy 503-726-0849

Fiscal Manager: Keith 503-693-3247

Safety

Tips for Preventing Heat-Related Illness; The best defense is prevention. Here are some prevention tips:



- **Drink more fluids** (nonalcoholic), regardless of your activity level. Don't wait until you're thirsty to drink.
- **Don't drink liquids** that contain alcohol or large amounts of sugar—these actually cause you to lose more body fluid. Also, avoid very cold drinks, because they can cause stomach cramps.
- **Stay indoors** and, if at all possible, **stay in an air-conditioned place**. If your home does not have air conditioning, go to the shopping mall or public library—even a few hours spent in air conditioning can help your body stay cooler when you go back into the heat. Call your local health department to see if there are any heat-relief shelters in your area.
- Electric fans may provide comfort, but when the temperature is in the high 90s, fans will not prevent heat-related illness. **Taking a cool shower or bath, or moving to an air-conditioned place is a much better way to cool off.**
- **Wear lightweight, light-colored, loose-fitting clothing.**
- **NEVER** leave anyone in a closed, parked vehicle.



CHILD DEVELOPMENT

At the end of the school year, many of the Head Start teachers participated in a two day training opportunity. Instructors from the renowned Opal School presented a workshop the importance of free play.

We discussed the fact that American children lead very structured lives. In Oregon schools, the majority of class time is spent on preparing for mandated tests or meeting state required benchmarks.

All that structure, according to the American Academy of Pediatrics, might impede a child's development. Children need opportunities to make decisions, try on different roles, interact with each other without adult interference, and work through problems on their own. Unstructured, imaginative play provides opportunities to do all of those things, and more.

The Benefits of Free Play

Children who engage in plenty of unstructured, imaginative play deal with stress better, and develop better self control. They are better at identifying their likes and dislikes, acting independently, and making decisions than are children whose lives are rigidly structured. These benefits help them do better in school.

Child Initiated Play

The kind of play children need most is the kind they dream up for themselves, drawing on their imaginations. Sometimes they will play this way alone, and sometimes in groups. Adults can *participate*, but must resist the impulse to *direct* the activities. Let the child take the lead.

The adult's job is to *facilitate* imaginative play by creating an environment where it just *automatically happens*. In the summer, when there is more free time and more good weather, that's not hard to do. Here are a few simple rules for encouraging imaginative play:

- *Schedule fewer activities.* The less time you spend driving them around, the more time all of you have to play.
- *Restrict television and computer games.* Enough said.
- *Get your kids outdoors.* Take them to the park, the woods, or the beach. Let them get dirty. Children, and their clothing, are easily cleaned.
- *Keep the toys very basic.* Was there ever a better toy than that extra big cardboard box?
- *Stop Worrying!* Children like to climb, jump, balance on top of things, and try other activities likely to lead to a lot of scraped knees and the rare broken bone.

When "back to school" time comes, we hope our teachers provide a curriculum with lots of freedom and imagination and to remember that play has an important purpose.



Summer Reading Recommendation:

Contributed by Karen Murray, Head Start, Pre-K Program Manager.

The book I enjoyed so much was "Breaking Through" by Francisco Jiménez. It is about an immigrant's struggles in the late 50s and 60s. This boy went on to go to Santa Clara and eventually got his masters and PhD from Columbia. He is now a professor at Santa Clara. I was so impressed by the book that I sent him an email and to my great surprise, he emailed me back!

Read more about this book on [Powell's Books](#) website.

Green Tip of the Month

Contributed by Kimberly Gazaway, A Community Action Green Team Member



What better time to reorganize your work space than after a big move? Your stuff is already in boxes, so it's easy to sort through and decide what to keep and what to get rid of. Wondering what to do with the unwanted items? Here are some **green** options:

Reduce. Getting rid of extra clutter can help reduce work stress. Start keeping electronic copies of documents and print only when necessary. Bring a coffee cup from home instead of using the paper cups that Community Action supplies.

Reuse within the office. Your coworkers may want what you no longer need. That saves money for Community Action and space in local landfills.

Recycle old cardboard, magazines, telephone books, spiral notebooks and paper. No need to remove staples, paper clips or metal spirals. That can all go into the mixed recycle bins.

Reduce. Reuse. Recycle. The motto of **Green** teams across the globe. By taking small steps in the office, Community Action is on the way to helping the Earth and the environment. Think **Green**. Be **Green**.

WHAT'S DEVELOPING?

The faith community has long been involved in helping those in need, partnering with Community Action on many important initiatives. Whether raising funds to provide emergency rent and energy assistance, operating food pantries, or opening warming shelters for the homeless, there is a sincere commitment within the faith community to alleviate the pain and suffering caused by poverty. The current economy has heightened the desire of this dedicated network to mobilize around issues of hunger, housing, and healthcare and a county-wide summit is planned for September 26th. If you belong to a church or faith organization that might be interested in participating in the forum or working directly with Community Action on a service project, please contact Lisa Brown (lbrown@caowash.org or 503-693-3230).



Resource Development looks forward to welcoming two AmeriCorps members in late August to support our strategic goal to increase community engagement in issues of poverty and economic stability by developing new partnerships within the faith community. More to come next month!

SHOP FOR COMMUNITY ACTION! Visit Border's Books at Bridgeport Village during the month of August and participate in the store's book drive benefiting Head Start.

HR – from Nicole

Lactation Break Room



I am pleased to announce that, in the midst of all the office shuffling at the Main office building, we have been able to dedicate a private space for those employees who need to take lactation breaks during their normal work hours.

This space will be located in room #231 on the second floor of the main office building and should be reserved using the Outlook scheduling system. The room is called "HR/Employee Room." A sign will be placed on the door to indicate when the room is in use and we hope that all employees will honor that notice in order to create a private space for this activity.

Employees are permitted to take a reasonable rest period in order to express milk during each 4-hour work period if their child is 18 months of age or younger. The break should be taken in approximately the middle of each work period. This portion of the break is unpaid but should be added to the normally paid 15 minute rest break whenever possible.

Employees who intend to express milk during work hours must give their supervisor reasonable oral or written notice of her intention so that the supervisor can make necessary preparations to cover time away from normal work activities.

Employees who do not work at Main are also permitted to take breaks to express breast milk and supervisors should make efforts to provide a private space within close proximity to the work station whenever possible.

Any employees or supervisors who have questions or need assistance regarding this policy are encouraged to contact their HR Generalist. Katie Roth (x 435) supports the Child Development program and Tina Amela (x 261) supports F&CR, Admin and Fiscal, as well as Resource Development.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

Job Opportunities may be viewed online at:
www.communityaction4u.org/employment.php

*NOTE: Please check this web site 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.

FAMILY & COMMUNITY RESOURCES



Jerralynn wanted to share this letter received from PGE with Community Action staff :

"Dear Energy Assistance Partners,

Re: PGE Trojan Customer Refund

In 2008, the Oregon Public Utilities Commission revised the amount that Portland General Electric customers should have paid for the decommissioned Trojan Power Plant, and ordered PGE to refund customers \$33.1 million dollars.

Households who were customers of PGE between October 1, 2000 and September 30, 2001 may be eligible for a refund--however, funds must be applied for by September 18 using one of the methods noted on the following web page:

http://www.portlandgeneral.com/about_pge/current_issues/trojan_refund.aspx

Although letters and claim forms were sent to potential recipients, we know that mobility is a particularly salient issue for low-income Oregonians. The average payment is estimated at \$23, however could be higher or lower based on consumption. As seen everyday, anything helps when budgets are tight.

If you need assistance and/or resources to contact past energy assistance recipients who may be eligible, please let me know. I'm happy to pull up names and most recent contact information for those households served during the noted time period.

Please don't hesitate to contact me if you have questions or need further information.

Melissa Torgerson
State LIHEAP Director
Oregon Housing and Community Services"

Information & Referral:

The next I&R Networking Breakfast meeting will be held on **Thursday, August 6th from 8am-10am** at Tuality Community Hospital. The topic this month will be "Washington County Mental Health Services Updates". Kim Burgess, Washington County's Community Mental Health Program Director, will be our presenter.

Read more on our website:
www.communityaction4u.org/find/brkfst.php