



# Paycheck News

February 21, 2003

**Deadline** is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Editor: Winnie Althizer. Layout: Natalie Horne. Production: Christina Taft.

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

I want to acknowledge the incredible uncertainty that we are all living with these days. The prospect of going to war creates great anxiety and stirs up lots of emotion. The state budget crisis continues to worsen with news of an additional \$300 million revenue shortfall projected by the end of June, which will impact all segments of our community. Schools and human services will absorb the largest cuts, along with the Oregon Health Plan. And Community Action's state funded programs (Head Start, childcare, homeless and housing services) could also be effected. All together, it feels like the Oregon we have built and believed in is rapidly being dismantled.

At times like this, it is so important to have a supportive work environment that encourages open dialogue. It is also important to feel that we have a voice in these decisions. While this must be done on your own time, I encourage all of you to let your state and federal elected officials know your views and what is important to you. We will continue to "educate" our officials about the difference our programs are making and the effect cuts would have on the lives of our most vulnerable residents. And last, but not least, Community Action will continue to be a place where low-income families are treated with respect and concern, because of our fine and dedicated staff. Thank you for all that you do.

## NEWS OF NOTE

### CONGRATULATIONS to...



**Patricia Gallardo**, teacher at AKD Cornelius, who will become a US Citizen on February 27<sup>th</sup>, 2003.

## COMINGS & GOINGS

### WELCOME !!!!

**Jenelle Dancel** the new On Call Teacher II Sub at Beaverton CDC

**Phyllis Johnpoll** joins us as the new Bookkeeper at our main office.

Sadly, this month we said our goodbyes to Rosella Tripp, Elizabeth Garcia Guzman, and Sherrie Riggs.

## UPCOMING EVENTS!

Board Retreat	2/28
Safety Meeting	3/03
Building Meeting	3/18
Head Start Policy	3/18
At a glance tour	4/08
<b>Wellness Day</b>	<b>4/25</b>



## CA STAR



Byline Sharon Bolmeier

An avid sun lover and grandmother of two, Mary Davila loves to ride horses, camp on the Wilson River and lay out in the sun. A "perfect day" for Mary is working in her garden on a nice, sunny day. The mother of six boys, three of them in high school, Mary and her husband, Carlos, spend a lot of time sitting in the bleachers at their basketball games. Two of their boys play for the Hillsboro Youth Basketball Organization. Needless to say with four boys at home, Mary and Carlos love to go out for quiet dinners alone.

Mary began her career at Community Action in 1989 as a Head Start parent in Cornelius at the United Methodist Church. A mentor had convinced her to enroll her son in the program and she's been here ever since. She was a regular volunteer with Nancy Alderman, coming in two days a week to work in her son Robert's class. Mary says that she was grateful for the opportunity to learn to be a parent to her children and also how to advocate for them in the schools. After her successful classroom experience she became a substitute teacher at Hillsboro East (Hillsboro Presbyterian Church) and then at the Albertson's site on 10<sup>th</sup> and Baseline. She's worked with Carolyn Westlake and Debbie Griffin as an assistant teacher in various other Hillsboro locations. Taking baby steps towards becoming a lead teacher, Mary got her CDA (Child Development Associate Credential) and then became a lead teacher in the Head Start mid-year expansion in the late 90's. Mary is currently working at JB Thomas in Hillsboro.



## FAMILY & COMMUNITY RESOURCES

**I&R** - Woohoo! I&R isn't a one-person dog and pony show anymore. Our department now has a Data Specialist!! Tom McKeating has joined CAO and will be doing a lot of database work as we update all of our resource records. We are preparing to produce a printed resource directory in late March or early April. And that's just the beginning. There are several other projects on his desk, too. Give him a "Hi and howdy" (he's from Texas) when you see him in the Hillsboro office.

**\* SPECIAL EVENT \*** Community Action will be holding a special I&R Networking Breakfast on March 6<sup>th</sup>. The topic will be "Life After Measure 28" and will be a roundtable discussion. With all the changes taking place due to the failure of Measure 28, it is critical for us to pool our resources and knowledge. This breakfast is being added to the regular schedule at the request of Washington County service providers. **Note to CAO staff:** Parking will probably be an issue, so use public transportation or carpool if possible.

## CHILD DEVELOPMENT

A Kids Domain would like to announce the First Annual 70's Spring Dance fundraiser on **Friday, March 21<sup>st</sup> 2003** at **Echo Shaw**. The cost is **\$0.50/person**.

We are also trying to get donations for snacks to sell at the fundraiser to raise money for a foosball table. All AKD families, children and community members are invited. We hope you will bring your families and show your support. More information will be coming in later in the paycheck news. Also look for our Flyer in your mailboxes!

Early Head Start review has been completed. A 10-member team visited classrooms, attended several home visits, parent meetings, talked with policy council and the board, and looked at lots of records. The review team acknowledged many strengths and complimented us on how well we have done in just one year of operation. There were a number of findings and a clear message that we need to support and develop our home-based program (with policies and procedures, for example). Early Head Start staff will develop the corrective action plan on February 21<sup>st</sup> when they have their next closed day.

## MORALE & WELLNESS

### Topics – Have Fun!

Research suggests that keeping the mind active can prevent or even reverse the effects of aging. So pursue activities you enjoy to help reduce stress and keep control over your life.

### Recipes

#### Bran Muffins

Combine: 1-1/2 cup milk, 1/2 cup molasses  
Pour over: 2 cups Fiber One cereal in large bowl  
Stir, then let sit at least 20 minutes  
Add: 1 beaten egg  
Sift together: 1 cup flour, 1 teaspoon baking soda  
Add dry ingredients to cereal mix. Stir to mix well.  
Add raisins if desired.  
Pour into greased muffin tins.  
Bake at 350 for 20 minutes.  
Makes 1 dozen

*Calories – 100, Fat – less than 1 gram, Fiber – 4 grams*

### Tips

#### Stay Slim with Breakfast

If you want to boost your weight loss efforts, be sure to catch your morning meal. A recent study revealed that people who had lost weight and were successful at keeping it off tended to eat breakfast each day. Over 75% of the people in the study who were successful in keeping weight off for one year reported eating breakfast every day of the week.



## WHAT'S DEVELOPING?

### Who are those people?

Development is working hard with various foundations. We have had several site visits from foundation representatives such as **US Bank, Community Partner's for Health, and the Women's Health Care Foundation.**

Foundation representatives make site visits when they are considering sponsoring our programs or looking for ways to support our work. Often, the representatives will want to meet the staff, get a better understanding of our programs, and see our programs operating successfully. Thank you to all the staff who took time to speak with these representatives about our work!

### Who do you know?

Do you know a business or vendor that would like to be involved with us or perhaps learn more about our work? Think about businesses that have supported your program in the past, or someone that you may know outside of work that may be interested in partnering with us. Contact Jeri Alcock with your ideas 503.693.3255.

### Upcoming Events

**Forest Grove Chamber-** Thursday, February 27<sup>th</sup> 4:30-5:50pm at A Kid's Domain in Cornelius Elementary

**Tigard Chamber-** Thursday, March 7<sup>th</sup> 7:30-9:00am at Community Action East, King City

## LOOKIN' FER WORK ...

### ... IN ALL THE RIGHT PLACES

See this info \* at:

Common CAO Main/CAO Info/HR Resources / Current Job Descriptions.

#### Administration

#### Child Development

Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Health Coordinator	\$13.91 – 16.89
Teacher I Subs (EHS)	\$ 8.00 – 9.20

#### Development Advancement

#### Family & Community Resources

Family Support Worker	\$11.21-13.61
-----------------------	---------------

*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.*



## CHECKS & BALANCES

**Admin** – Your Office Specialist Team offers production services. If you have large copying, printing, folding, stapling or envelope stuffing projects that you would like us to prepare please complete a Production Request Form. Forms are available in the production areas. Turning in your request early ensures the best possibility of having your request completed when you need it. Some projects may be too large or complex for our equipment. If this is the case, we will be happy to help you coordinate with local printing companies. If you need any assistance please don't hesitate to ask.

*Jackie Magill.*

**Facilities** - Bob Watson, Transportation Coord. for Head Start has agreed to take on the facilities management as well. This includes a new warehouse with an inventory system – WOW!

### Tip IT - New Timesavers

*Voice mail, e-mail, the Internet – so many "time-saving" devices, yet so little time. Here's how to keep timesavers from becoming "time stealers"*



Voice mail bypass. Don't waste time listening to outgoing messages unnecessarily. Try pressing the star (\*) or pound (#) key to skip the message and go straight to the beep to leave your own message.

*I would like to say a big "Thank You" to my Secret Pal. You have brightened my days so much. I am always receiving wonderful gifts and cards and thoughtful things. Thank you, thank you, thank you, whoever you are!*

- Elaine Burrell

## USTOUS – SALES, SERVICES, NEEDS

For Sale: **1986 Pontiac Fiero**, \$1250, 155,000 miles. Call 503-579-7638, ask for Christina (Debbie Burrows)

Correction – it is not formica (*what was I thinking?*)  
For Sale: **2-drawer file cabinet** (for home office) walnut grain wood laminate. \$25. Contact Natalie at ext. #250.

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

Q&A  
Q&A

Staff has an open invitation to let me know if there is a specific issue you would like me to respond to in this column.

As some of you know, our rep from Lincoln National (the company who has our 403B Plan) John Honnold has gone to a new life as an independent agent & has left Lincoln. His replacement is **Julie K. McDevitt**, her phone number is **503-699-4164**, and she is available to help you with questions regarding your Lincoln account. If she isn't available, leave her a message to return your call and she will get hold of you. All transactions with Lincoln need to go through Julie and HR. Please do not contact Lincoln's home office directly - when you do that we fear having the troubles we had in 2000 where the left hand doesn't know what the right hand is doing and you, the employee, suffer the consequences. Since many of you are getting your taxes filed early, you may want to consider your 403B and how you can maximize the pre-tax contribution. Please contact either Brooke or myself and we'll help get the info you need.

We are continuing work with the Employee Opinion Survey of 2001 and as (or if) we see any significant trends which are different from the raw data shared with you in the last issue, we'll let you know.

### NIGHT VISION

Having troubles seeing while driving at night? Before you have your eyes checked, clean your headlights. Auto experts say dirty headlights can reduce night vision by as much as 75%.

### SAFETY

Our next meeting is set for **March 3, 12:30 to 1:30 at the main office**. We will continue training with our Loss Control representative. The OSHA 300 report on injuries for the past year has been sent out to all of our sites & should be posted so staff can see it. This is required. We have a few more accidents than the norm, so am hoping we can reduce them in the coming year.

## BIRTHDAYS

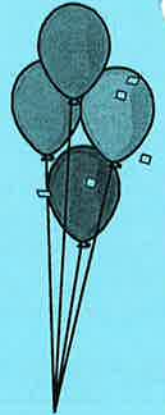
### February

Becky Smith	2-21
Todd Bentley	2-24
Sunni Brasseur	2-26
Wendy Crislip	2-26
Christina Brown	2-29

### March

Leyla Arevalo	3-03
Marci Gurrola	3-04
Brooke Zimet	3-05
Maria Lamb	3-06
Emmalu Lamping	3-09
Cathleen McLuckey	3-09
Jenine Macon	3-10
Letica Flores	3-10
Natalia Merencias	3-10
Christina Taft	3-11
Beth Dasher	3-12
Ludivina Morales	3-13
Fabiola Contreras	3-13
Patricia Gamboa	3-17
Bob Barber	3-20
Harry Weiers	3-21
Michele Walker	3-24
Donald Shaw	3-24
Terri Smith	3-25
Aldina Orellana	3-26
Charlotte Salgado- Zerber	3-29
Rosa Diggs	3-30

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



## ANNIVERSARIES

### February

Cathy Meyer	4 yrs	2-25
-------------	-------	------

### March

Sandra Kitchen	21yrs	3-01
Rachael Hocking	1yr.	3-02
Karen Henkemeyer	5yrs	3-02
Lucia Guerrero Perez	3yrs	3-03
Jill Hanson	2yrs	3-02
Pat Rogers	1yr.	3-11
Gail Boyle	2yrs	3-12
Catherine Virgilio	2yrs	3-13
Todd Bentley	1yr.	3-15
Jerralynn Ness	30yrs	3-17
Terry Anderson	6 yrs	3-17

♣ More March anniversaries in next issue.