

Paycheck News

January 14, 2000

Staff is encouraged to use the Pay Check News for communicating events, relevant information or personal items to employees of CAO. Deadlines for submitting announcements is Wednesday noon prior to payday. Contact Carol Hadley at 693-3252, or save your item to I:\Common\Paychecknews. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

January Birthdays



Fredericka Stoecklein	Assistant Teacher Tigard	January 1
Rosella Tripp	Aide. Bus	January 4
Carol Nienaber	Assistant Teacher Kinnaman	January 5
Carol Bump	Teacher Aloha	January 6
Ginger Cox	Child Care Nutrition Specialist	January 6
Margarett Blaylock	Assistant Teacher N. Plains	January 8
Maria Flores	Even Start Child Care Teacher	January 12
Barbara Woodward	Child Care Nutrition Specialist	January 23
Joan Brown	Opening Doors Team Leader	January 25

SECRET PALS

Submitted by Elaine Burrell—

We have extended the deadline to join the Secret Pal Club. Please send your S.P. form in to Elaine at CAO by January 20, 2000. Come on guys! This is your chance to brighten a fellow employee's day at least once a month no matter where your work site is. It is a great chance to get to know folks from other programs and areas of the country. Please fill out your form and join the fun!

NETWORK NEIGHBORHOOD

Submitted by Jimi Smith—

Time to clean out the Transfer drive again. As you may have noticed, it hasn't been done since October. I had told you before that I would be cleaning it out on the first Monday after the end of the month. But I've already changed my mind about the timing. Instead I will be cleaning it out on the first working day of each month, first thing in the morning.



The next cleanup will be February 1st so that everyone has plenty of time to pull out any critical files. After the February cleanup, it will be done on the first of every month (without warning). And remember, the files are always backed up on tape. Just give me a call if you lost a file in the cleaning process.

CAO CAFE MENU

Jan. 14 Soup, salad, roll, apple crisp
Jan. 20 Chicken Cordon Bleu, mashed potatoes, green salad
Jan. 21 Chef Salad, bread stick, Brownie

LUNCH: \$3.50 Cookies: .25 Milk: .50

CAO CAFE' MENU

STAFF PERSONNEL COMMITTEE MINUTES

Committee Members Present: Todd Schooler, Beth Dasher, Carol Surrency, Joan Brown, Georgiana McQuown, Elaine Burrell, Roseanna Ferguson, Deanna French.

NEW BUSINESS:

Director's Representative: Jerralynn Ness attended the meeting as a representative of the Directors. She suggested that the committee should be structurally organized in a way that allows us to move ahead with what we are empowered to do. We should make decisions we can make and she asked that we let her know if she can clarify these issues or eliminate barriers. She also said that the structure of the committees should be that Moral, Wellness and Communication committees be subcommittees of and report to the Personnel Committee. Because all departments have members on the Personnel Committee this makes the most sense to facilitate staff representation.

Committee Recruitment: The committee needs to recruit a replacement for Bill Mattes from Resource Development. Jerralynn suggested that Brance Eckles would be a good choice because of the tie-in with his position. We also need Head Start to recruit another member.

Staff Survey: We have decided to survey the agency in an attempt to read how the staff feels about the organization. We have a form that we can use that we can tweak for our needs. It is hoped to have it ready for the spring All Staff Day so that we can have the results ready by fall. Everyone on the committee will be given a copy to get feedback on the format.

A report from the Communication Committee was that a schedule of meetings should be made available for all agencies in the Paycheck News so that everyone knows which meetings are open for attendance and that all meeting minutes should be made available for everyone. Jerralynn suggested that only a handful of meetings would be relevant and important for employees. Those meetings would likely be Personnel Committee, Staff Moral, Wellness, Building meeting, I & R Breakfast meetings, and some Headstart meetings. It was noted that the Safety committee needs to be reactivated. It was agreed that a monthly schedule should be posted and that a flow chart poster be made for All Staff Day showing all committees and members. Posted meeting minutes will be in summary format.

Secret Pal: The Secret Pal program was introduced by the Moral committee as a way to boost staff moral. Those who participate will learn who their secret pal is at the spring Wellness Day.

Wellness Day: Wellness Day is scheduled for 4/21/00 - Good Friday. Jerralynn suggested we should check back with our programs to determine if this might be an issue for some people. CAO has always been open for business on Good Friday.

Free Spanish Classes: A free Spanish class starts at CAO on Wednesdays in January beginning the 5th. They will run for 11 weeks. Everyone is welcome. Minnie Haxton of PCC will be the instructor. The only thing they need to do is buy a copy of the Spanish Now! book.

OLD BUSINESS:

Holiday Pay Policy: The Holiday Pay policy detailed in the Paycheck News still did not clarify the pay issue for shelter workers. It was suggested that Carol write a letter or talk to Jerralynn. Those who worked on the Thanksgiving holiday did not get paid according to the policy. Dee will also check those paychecks for correctness.

All Staff Day: Will food containers be picked up after All Staff Day to be delivered to the Food Bank or will the Food Bank pick them up. Beth will clarify if our truck has a Tommy Lift to help loading. Penny jars will be at the All Staff Day as well as the committee poster. Members of the Personnel Committee will be introduced so that staff knows who they can contact for information.

Next meeting is 1/17/00 at 10:00 a.m.