



# Community "IN" ACTION

Newsletter November 17th, 2008

**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

"This month, I am giving my column to Nicole Cossette who has provided the following information about our Fall All Staff. We are looking forward to an excellent program and a day filled with learning, celebrating and re-connecting with one another."

Our Keynote speaker will feature Debbie Wooten, a comedian from Tacoma and an expert on overcoming adversity. Debbie was born with Spina Bifida and then contracted Polio when she was only five months old. Because of her skin color, the white kids wouldn't play with her and the black kids didn't accept her because she was different. Debbie has done amazing things in her life by taking her problems and facing them with strength, grace and a lot of humor. She speaks to thousands of people every year to consistent rave reviews and standing ovations. Her message is simple: "See people for who they are on the inside." It doesn't get more basic than that and it doesn't get more true.

After Debbie's keynote address, Joseph Quinones, the Diversity Development/Affirmative Action Manager with the City of Portland, will guide us as we further develop our skills in cultural competency. We will explore assimilation in our work-

*Directors' Corner continued*

place and what it means to "fit in" or "not fit in." We will learn important steps that we can take as co-workers to help everyone feel a sense of belonging and inclusion. We will then consider differences and similarities and how each can act as a bridge or barrier to communication and connection. By understanding how assumptions, feelings, and trust issues are interrelated, we might also learn to communicate more effectively with each other. All of these factors influence how we treat each other during the day and how we interact with our clients. For me personally, this is a daily exercise in learning to get along in the world. I hope you will join me in this wonderful learning opportunity!

We also have many individuals who are celebrating very important anniversaries here at Community Action and I can't wait to celebrate their wonderful successes with them!

And as always, potentially valuable door prizes will be given away by your delightful Directors!

## NEWS OF NOTE



### Fall All Staff

Friday, December 5<sup>th</sup> will be at Trinity Lutheran  
2194 SE Minter Bridge Road in Hillsboro. Begins at 8:30 am.  
Ends at 5:00pm.

**Attendance is required.**

If you would like to support the food pantry at our Hillsboro Family Shelter, we will be providing food barrels at All Staff for you to drop off any donations.

**Thank you** to those who have generously contributed canned goods and other shelf-stable items.

*It is greatly appreciated!*



## COMINGS & GOINGS

### Welcome To:

Cristine deWitt, Teacher II Substitute  
Jennifer Johnson, Teacher II Substitute  
Jessi Adams, Family Advocate, Shelter  
Lindsey Schleder, Program Assistant Fiscal  
Maria Daniel, Teacher I, JB Thomas  
Melissa Smith, Teacher Family Support  
Sally Augustenborg, Teacher II/Family Support Substitute  
Thacher Schmid, Family Advocate, Shelter  
Wenona Ford, Teacher II/Family Support Substitute

### Goodbye to:

Ariana Chandler, Brooke Zimet, Cristina Jensen, Kelsie Dille, and Nathan Griffin



## UPCOMING EVENTS!

IS Committee Meeting	12/02
Safety Committee Meeting	12/03
Fall All Staff	12/05
Hillsboro Building Meeting	12/16
Head Start Policy Council	12/16
Board Meeting	12/18
Christmas (Holiday)	12/25

## December 2008 BIRTHDAYS



Jonielle Bright	12/4
Dominica Webber	12/5
Joan Ellen Jones	12/7
Cherlyn Page	12/7
Julia Perez	12/10
Nancy Alderman	12/11
Randy Webber	12/11
Veronica Miglavs	12/12
Ana Alvarez	12/13
Maria Rodriguez-Perez	12/13
Francis Nichols	12/14
Linda Watt	12/17
Carla Chilton	12/19
Rosanna Ferguson	12/20
Carolyne Westlake	12/20
Sonia Sanchez	12/22
Natalie Horne	12/23
Irma Perez	12/23
Mayra Barrera de Gomez	12/24
Mary Carol Britt	12/24
Cristine deWitt	12/24
Randall Marker	12/27
Robyn Gonzales	12/31
Rachelle Mejia	12/31

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

## Recognitions:



The following staff will be recognized for their five year anniversaries at the **Fall All Staff on December 5th**. These are employees whose anniversaries occurred between June 1, 2008 and December 31, 2008.

Anniversaries after December 31, 2008 will be recognized during Wellness Day on May 8th.

**25 years** - Linda Watt

**20 years** - Val Laws

**15 years** - Sunni Brasseur and Kristin Ludwig

**10 years** - Beth Dasher, Joan Brown, Michele Walker, Esther Arana-Olea, Manuela Pacheco and Darlene Dacey

**5 years** - Mary Jones, Michael Connor, Maria Regino and Hali Kekua

If your name should be on this list and isn't, contact Nancy Peters (x202) asap.

## DECEMBER IS

### Human Rights Month



- Dec 1 is World Aids Day
- Dec 7 is Pearl Harbor Day
- Dec 10 is UN Human Rights Day
- Dec 13 is Saint Lucia Day (Sweden)
- Dec 18 is Al Hijra (the Muslim new year)
- Dec 21 (night) is the first night of Hanukkah (which ends the night of the 28<sup>th</sup>)
- Dec 22 is the winter solstice (longest night of the year)
- Dec 25 is Christmas
- Dec 26 is the first day of Kwanzaa (which runs until Jan 1<sup>st</sup>)
- Dec 31 is New Years Eve

### When Times are Tight: 168 Frugal Tips to Make Your Dollar Stretch

Check out this website for helpful ways to save money on grocery shopping, cooking, cars and gas, utilities and other ideas for everyday living:

<http://beingfrugal.net/2008/04/03/frugal-tips-to-survive-a-recession/>

\*\*\*\*\*  
Here's something different to do with pumpkin in place of the traditional pie. (Because what is tradition for if not to be shaken up a bit?)  
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### *Pumpkin Turnovers*



- 1 cup canned pumpkin
- 1/4 cup brown sugar
- 2 teaspoons ground cinnamon
- 2 teaspoons pumpkin pie spice
- 2 sheets frozen puff pastry, thawed

1. Preheat an oven to 350 degrees F (175 degrees C). Line two baking sheets with parchment paper.
  2. Mix pumpkin, brown sugar, cinnamon, and pumpkin pie spice in a bowl.
  3. Roll out puff pastry into a 12x12 inch square and cut each sheet into 9 - 4 inch squares.
  4. Spoon pumpkin mix into center of pastry squares; wet edges of each square with water, fold over, corner to corner, and pinch edges together. Place onto prepared baking sheets.
  5. Bake in the preheated oven until pastry is puffed and golden brown, about 15 minutes. Cool on the pans for 10 minutes. Remove to a wire rack and cool completely.
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## CHILD DEVELOPMENT

### *Teachers Teaching Teachers*

We recognize that every classroom teacher can be an expert, and they are working hard to build "professional learning communities" in which teachers take on leadership responsibilities. Those teachers are sharing their expertise with others by leading professional development sessions, sharing new ideas, and challenging other teachers to think in new ways.

Our program provides many opportunities for teachers to step up and play active roles in peer training. We have teachers leading training workshops and we devote time during area meetings for mini-presentations and sharing ideas and strategies. We had a very successful science fair where teachers from two areas set up science activities for other Head Start teachers to participate in and gather new ideas for their own classrooms.

Teacher-led professional development fosters accountability, collegiality, professionalism, and pride. Teachers feel appreciated and respected for their contributions and knowledge, and they become confident and more competent in their own teaching practice.

Our staff works hard to be professional and student-centered in all they do.

**They are truly making a difference.**

### The Green Team

#### *Tip of the Month*



Turn off your computers (and the monitors) when you're not using them, especially overnight and weekends.

This practice costs nothing and can potentially save as much as \$44 per year, **per computer**, depending on what you pay per kilowatt-hour.

"Smart" power strips are being marketed that sense the presence or absence of office workers and turn the attached equipment on and off accordingly.



## CHECKS & BALANCES

**Fiscal** ~ Because of the Thanksgiving holidays, **please have your time sheet into the Fiscal Office by Wednesday, November 26, at the end of the day.** Thank you.

**Tip IT** ~ Please look over your outstanding purchase orders. If you have any dated September or earlier, please return them to the Fiscal Office to be voided, or replaced by a current one. Thanks for your help in this.

Also, please remember to use a pen, not a pencil, when filling out forms for Fiscal. If you need to make a correction on a form, cross the error out and write the correction above or beside the strike-out. Per instructions from our auditors, we cannot accept forms with white-out on them.

**Who to call** ~ Fiscal office main phone number is:

503-357-6054 & the Fax Number is: 503-357-6057

**Accounts Payable:**

Phyllis Johnpoll x742 or Kurt Cabrera x744

**Accounts Receivable:** Ann Hering x743

**Payroll:** Francisco (Javier) Peña x740 or Kim Pastor x741

**Fiscal Program Assistant:** Cindy Johncola x749

### WHAT'S DEVELOPING?



Do you know of a group or business looking for a unique and special way to help people during the holidays? Adopt-A-Class offers opportunities to "adopt" a Community Action Head Start Pre-K classroom of 20 children. Donors agree to provide gifts from our "wish list" of items including: warm clothes, rain boots, hats, underwear, socks, educational games and puzzles, and books (we provide a list of titles selected by Head Start staff). Once matched with a classroom, groups work directly with the Teacher III to schedule a gift delivery time, obtain children's first names, and more. Groups often visit with children when gifts are delivered, sometimes they bring goodies, play with kids and take pictures!

Please refer anyone interested in learning more about, or being matched for Adopt-A-Class 2008, to: Scott Schlegel, Volunteer Coordinator & Community Relations Specialist: 503-693-3254; [sschlegel@caowash.org](mailto:sschlegel@caowash.org).

## HR – from Nicole

Hi Everyone,



hope that November is finding you warm and dry!

Have you ever looked at your paystub and wondered where you should pick up the book of strange translations so you can actually read it? Me too! Our friends in Payroll sent me these “super secret” codes and I thought I’d pass them along to you.

Remember that your “wage amount” equals your “total earnings” minus “taxes” and then minus “payroll deductions.” Depending on the health care and retirement selections you’ve made during open enrollment, you might see a combination of these labels on your paystub:

- ◊ 403BEE Retirement EE
- ◊ 403B10 Retirement 10 Year; the year will vary per employee
  
- ◊ MK1RS Medical Kaiser 1 year 1 Employee
- ◊ MK1RD1 Medical Kaiser 1 year 1 Dependent
- ◊ MK2RD Medical Kaiser 2 year 1 Dependent
- ◊ MK3RF Medical Kaiser 3 year 1 Family
- ◊ MA1RS1 Medical Added Choice 1 year Employee
- ◊ MA2RS Medical Added Choice 2 year 1 Employee
- ◊ MA2RD1 Medical Added Choice 2 year 1 Dependent
- ◊ MA3RD Medical Added Choice 3 year Dependent
- ◊ MA3RF1 Medical Added Choice 3 year 1 Family
  
- ◊ DF125C Dental Family 125
- ◊ DM1RS Dental Met 1 year 1 Employee
- ◊ DM1ED1 Dental Met 1 year 1 Dependent
- ◊ DM1EF1 Dental Met 1 year 1 Family
  
- ◊ WC Workers Comp Employee
- ◊ ORWBF Oregon Workers Benefit Fund
- ◊ ERLife Employer Life
- ◊ ADV Payroll Advance

The “payroll benefits” section is what Community Action pays on your behalf.

Hope this helps! Nicole



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

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

Or check out the new web page:

[www.communityaction4u.org/employment.php](http://www.communityaction4u.org/employment.php)

**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.

## FAMILY & COMMUNITY RESOURCES



### Child Care Resource & Referral

of Washington County has received the Child Care Aware Quality Assured validation through the National Association of Child Care Resource & Referral Agencies (NACCRA). The process for becoming Quality Assured includes 3 criterion areas: Direct Services to Families,

Support Services to Families, and Fostering Community Engagement.  
**CONGRATULATIONS!**

**Breakfast Meeting for December** - The next I&R Networking Breakfast Meeting will be held on Thursday, December 4th. The topic will be “Let’s Talk-Cascade AIDS Update on Services?” Check out the flyer on our website at: [www.caowash.org/find/find\\_docs/brkfstflyer.pdf](http://www.caowash.org/find/find_docs/brkfstflyer.pdf) Remember, these breakfast meetings fill up the parking lot – if you’re coming to CAO main, please car pool, or use public transportation that day.

**Community Action’s Housing and Homeless Services** will be conducting the 2009 “One Night Shelter/Homeless Count” during the last week in **January 2009, or 1/25/09-1/31/09**. The data that is collected is useful to our county to determine where there are gaps in our homeless services continuum. Then we use that information to support requests for funding from HUD that will provide services to specific homeless populations, or areas of need. Collecting unduplicated information on the number, characteristics, and service needs of homeless people is a critical component of local homeless planning and program development.

Community Action and our partners use the information to:

- Justify requests for additional resources.
- Plan future services that will be relevant to unsheltered homeless people.
- Allocate resources to service providers or programs for different subgroups of homeless people.
- Understand changes in trends among homeless populations.

Each year we apply new strategies that will help us improve the accuracy of this important count. Last year we worked with several churches in the county, who have been willing to open their doors during the week of the count, and we plan to also work with them again this year.

In addition, Washington County’s 3<sup>rd</sup> Annual Project Homeless Connect will be taking place on Wednesday, January 28, 2009. This event is also a crucial component of our count strategy.

Our grants manager Katherine Galian, and Annette Evans of the Dept. of Housing Services, will be in charge of our shelter bed capacity and utilization count. This will cover all spaces in the county that are currently serving our community with bed space for people without living arrangements.

Each of the county’s school districts will give unduplicated numbers that will reflect all children that are attending school, and who have been identified as homeless.

We need help in all areas of the count, but where we face the greatest challenge, is in the actual “street count” category.

Volunteers are needed that are willing to go out into the streets an rural areas of the county, and account for as many people who are homeless as we can find. If you would like to participate as a volunteer, you can attend our next planning meeting on

**Monday, December 15, 2008, at 9:00 am**  
**Vision Action Network Offices**  
**3700 SW Murray, Beaverton.**  
**Or contact Pat Rogers at 503-640-3263.**