



# Paycheck News

March 07, 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 am writing this column from our national Community Action

Partnership office in Washington DC. There are still signs of the big snow that fell just a week ago, but the sun is shining and it is a beautiful day. I am here to attend our national partnership board meeting and participate in our annual Legislative Conference, put on by the National Community Action Foundation. It's always inspiring to be reminded that community action is a national movement, not just what we do in Washington County or in the State of Oregon. But that we are 1,000 agencies strong across the country carrying the same promise to our local communities. *"Community Action changes people's lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other."* Last Friday, our board of directors and program directors met together for an all day retreat. In the morning we talked about poverty and our first experiences with it. We examined our mission and the Community Action promise, discussing how we were carrying them out and in what ways we could be more aligned with them. I was so proud of the way our board engaged with the essence of who we are and why we exist. They all come to their board role with passion, believing in our work and the positive impact we are having on the lives of many. At the end of the day, it was a great feeling to unanimously agree that the organization is on track, with no major problems to work through. Our challenge will be to continue to stabilize the agency and to focus our resources on services most needed by our community.

Continued next column.

We are deeply concerned by the growing number of people who are un- or under-employed, experiencing hunger and losing critical state funded safety net services. Community Action has always been a place for low-income people to turn, in the worst and the best of times. And we will not let the community down now. Thanks for all you do.

## NEWS OF NOTE

We're planning a tour of Coffee creek Corrections Facility March 24, 9-11:30am. Let the front desk at CAO Main know by next Friday, 3-14<sup>th</sup> if you are interested in participating.

## COMINGS & GOINGS

Robin Wagner has moved to our Peter Boscow location; Fabiola Contreras was promoted to Teacher II – Congratulations! WELCOME !!!! Wendy Sotelo the new program aide at our Downtown Center, Tigard location.

Sadly, we said our good-byes to Jessica Kelly and Elizabeth Garcia-Gusman.

## UPCOMING EVENTS!

Building Meeting	3/18
Head Start Policy	3/18
Board Meeting	3/20
Coffee Creek Tour	3/24
Safety Meeting	4/07
At a glance tour	4/08
Wellness Day	4/25



## CA STAR



Byline M.J. Milam

**Leprechauns.** The one I know is a wee lass, our own Diana Greene, Referral Team Asst. She's worked as a FA for the homeless farm worker's, an ARC Respite Care Volunteer and at the community shelter. In 1991 she became a Head Start Family Advocate and also volunteers 12 hours a month as a medical interpreter at the Essential Health Clinic.

There's always a story, and a journey, that goes along with someone as remarkable as Diana and this one starts in County Cork, in the city of Castletownroche, on the Isle of Green. Social Reform was just being birthed in Ireland to help alleviate the distress & poverty caused by the "Great Potato Famine of 1823". Busted Greene heard of a chance "to survive, to prosper" in Canada, so he immigrated. He & his wife opened a wee Irish Tavern in Ontario where they raised a family of 11. Like their father, the children went in search of a better life and ended in Lewisville, WA. One of the sons, Albert, became a successful farmer and music teacher. When his son continued the search he found his "pot o' gold" in NY City -- as a cartoonist. That's where Diana was born and learned to dance (later she danced with many flamenco dance groups.) Diana's time in Spain increased her skills in Spanish language and dance.

Now Diana lives a quiet life with her husband Roberto. She has two grown children, Maya a nurse at OHSU and Tom a student at PSU, and a wee lil' granddaughter, Alexa. Diana loves a good Irish jig and wishes you all ...

*Slainte. Go mbeannai Dia Duit!*

## FAMILY & COMMUNITY RESOURCES



### Congratulations to Joy Rasmussen,

Our Community Resource Advocate at CA-East went home to Colorado to get married on February 23. Her new husband Kevin is a Graphic Design student.

The Weatherization Program will be holding another Energy Conservation Workshop on March 12th at 5:30 p.m. at the main office. The workshop is offered to clients that apply for energy assistance. Please encourage clients to come and learn how to be more "energy wise." Clients who attend will receive free weatherization materials for their homes.

### Heart-Warming ♥

Overheard in the hallway of our Hillsboro office, a man walking out with his son whispers, "Do you know what this means?"  
Son, "No, what?"  
Dad, "This means our electricity gets to stay on..."

## CHILD DEVELOPMENT

**CONGRATULATIONS** to Farzana and thanks to all of you for your cooperation and support with our CACFP review. The reviewers visited again on 2/27 and were satisfied that we have met their requirements. They remind us that they may do unannounced follow-up visits at any time between now and our next review, so **STAY ON IT**, everyone! A cozy group of 17 people spent 8 hours on Wednesday, February 19<sup>th</sup>, crammed into conference room 2, discussing plans for next year. Our Federal grant application and budget is due the end of March for the fiscal year starting July 1<sup>st</sup>. It was wonderful to have so many fine minds and diverse personalities working together.. Our goal: develop a plan for next year that increases our cost effectiveness while continuing to improve our systems and services.

**Don't forget the First Annual 70's Spring Dance Fund raiser for A Kids Domain at Echo Shaw on Friday, March 21<sup>st</sup> from 6-8pm. The cost is \$0.50/person.**

More info in next Paycheck news, or look for one our flyers to be coming soon!!

## MORALE & WELLNESS

### Topics – Tea for tooth?

Amazing. One cup of black tea has enough fluoride to help prevent tooth decay – and green tea has twice as much. Green tea is actually richer in flavonoids and antioxidants.

### Tips

A **tea party** may be the perfect prescription for annoying allergy symptoms.

A recent study revealed that a compound in green tea may help inhibit certain aspects of the immune system response that produces allergy symptoms. Whether it's grass, pollen, pet dander, mold, or dust that makes you miserable, regularly drinking green tea may help.

### Recipes

#### Abigail's Buttermilk Scones

Mix together with a fork: 2¼ cup flour  
1 tsp baking powder  
¼ tsp baking soda  
⅛ tsp salt  
¼ cup sugar

Blend in: 2½ TBLS chilled butter

Add 1 cup buttermilk

Fold dough together to mix in all the flour.

Turn onto a floured counter, knead until dough takes on a satiny finish; roll or pat dough to @ ¾" thick

Cut in triangular sections or use a glass to cut out rounds

Bake at 425 on greased cookie sheet 10 –12 min

Serve when warm with butter and jam or clotted cream and lemon curd...or whatever your heart desires!

*"If you are cold, tea will warm you.*

*If you are heated, it will cool you.*

*If you are depressed, it will cheer you.*

*If you are excited, it will calm you."*

*(William E Gladstone)*



## What's Developing?

Resource Development met with Bank of the West and Washington Mutual to discuss future partnerships with Community Action. Thank you to the staff who allowed us to tour your sites and took the time to speak with the bank representatives. They were very impressed!

Kathleen Buckley has joined the development staff of Community Action to work on publications, special events, and grants. Her expertise and experience in fundraising and development work will be a real asset to our team.

### Upcoming Events

March 6th -Community Action is hosting the Tigard Chamber of Commerce at Community Action East

March 14<sup>th</sup>- Community Action is partnering with the Tualatin Hills Park Foundation to host the Beaverton Chamber of Commerce at the Nature Conservatory Park.

## 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

Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher I Subs (EHS)	\$ 8.00 – 9.20
Teacher I Aide(2 positions)-JBT	\$ 8.00 – 9.20

### Development Advancement

### Family & Community Resources

*\*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

**Fiscal** – Each employee can help us in this time of budget crunch. All you have to do is turn in your expense & mileage forms on a weekly & consistent basis. This will allow the fiscal dept. to be more effective managing the cash flow of the agency.

### Facilities -

### 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”*



**E-mail limits.** Remember that the *e* in e-mail doesn’t stand for “emergency.” Avoid the temptation to check e-mail constantly. Set 3-4 check-in times a day and stick to them.



‘Enthusiasm  
is contagious.  
Be a carrier!’

- Susan Rabin

Learn from the mistakes of others....  
there is not enough time to make them all yourself!

from Building Exceptional Results by Timothy Galpin, PH.D.

## USTOUS – SALES, SERVICES, NEEDS

Queen size sleeper sofa – good condition, mauve upholstery...\$300.00 (you move). Contact Winnie at ext. 257 or 693-3257.

## HR - Ask Winnie

### Benefits, Diversity...

# Q&A

In the last column I talked about the raw data we had pulled from the December 2001 Employee Opinion Survey. Since then we had the opportunity to look at the same data by work group – we wanted to see if a particular demographic had a bigger or smaller issue. We found that the data was similar when viewed by work group as it was in the raw form. The same issues of dissatisfaction with dental coverage & retirement and the same high satisfaction levels in other areas existed in the work groups as in the raw data. It means we are all on the same track.

In December 2001 staff was concerned about retaining competent employees & I thought I'd give you some figures. As of the last pay roll (Feb 28, 03) we had 275 current employees. Of that 275, 40% have been with the agency 2 or more years, and 22% have been with the agency 5 or more years. These are pretty good numbers, especially when you factor in that Head Start has expanded the Pre-K program and the Early Head Start program in the past 2 years. This kind of expansion will bring in a lot of new faces and make us feel like everyone is "new" when in fact we do keep the very best.

I would like to respond to questions that staff have about policies, pay & benefits and I encourage you to drop me an email or voice mail with your question & perhaps I can answer it here in this column.

## SAFETY

When ever you suffer an injury at work, no matter how minor, remember to tell your supervisor. The "near miss" will be recorded & this info will help us identify issues before they seriously injure an employee. By reporting it on the day it happens, you are also helping us capture important information that may be needed if your injury needs attention from a doctor. If you do see a doctor about a work injury you must visit HR within 5 days so that we can comply with reporting requirements.

The Safety Committee will meet on April 7, 2003 from 12:30 to 1:30 pm. Let us know if you have concerns.

## March BIRTHDAYS

Emmalu Lamping	3-09
Cathleen Mc Luckey	3-09
Jenine Macon	3-10
Letica Flores	3-10
Natalia Merecias	3-10
Christina Taft	3-11
Elisabeth Dasher	3-12
Ludivina Morales	3-13
Fabiola Contreras	3-13
Patricia Gamboa	3-17
Robert 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)



## March ANNIVERSARIES

Donald Rogers	1 yr.	3-11
Gail Boil	2 yrs	3-12
Catherine Virgilio	2 yrs	3-13
Raymond Bentley	1 yr.	3-15
Jerralynn Ness	30 yrs	3-17
Terry Anderson	6 yrs	3-17
Doris Harris	2 yrs	3-20
Rocina Hernandez	6 yrs	3-24
Cynthia Von Ofenheim	1 yr.	3-25
Keith Byerly	5 yrs	3-31
Elisa Gurrola	2 yrs	3-31

### The Ides of March – just one of a dozen Ides.

As far as Caesar knew, the Ides were just another day. The soothsayer's warning to Julius Caesar, "Beware the Ides of March," has forever imbued that date with a sense of foreboding. But in Roman times the expression "Ides of March" did not necessarily evoke a dark mood --it was simply the standard way of saying "March 15."



Surely such a fanciful expression must signify something more than merely another day of the year? Not so. Even in Shakespeare's time, sixteen centuries later, audiences attending his play Julius Caesar wouldn't have blinked twice upon hearing the date called the Ides.