



PAYCHECK NEWS



October 6, 2000

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

OUR NEXT MONTHLY STAFF MEETING IS TUESDAY, OCTOBER 14

Submitted by Carol Hadley

CAO's October All-Staff meeting will be Tuesday, October ^{10th} 14 8:30 a.m. to 9:30 a.m. If you like, bring a breakfast item to share.

NEED TO USE THE LAMINATING MACHINE?

Submitted by Serena Ruiz

The Laminating machine is now in the Hillsboro Head Start building in the purple room. If you need to laminate you can do laminating from 4 p.m. – 5 p.m. Monday – Thursday or on Friday from 1 p.m. – 4 p.m. Due to hazardous conditions, please make sure that you turn the laminator off when you are finished. Please plan ahead. Thank you for your understanding.

CONGRATULATIONS TO THE WINE RAFFLE WINNERS!

Submitted by Melissa Campbell

Prior to the board meeting on September 21st, we held the 5th Annual Wine Raffle drawing. Five different Washington County Wineries were in attendance to each receive an award recognizing them for their loyal support and participation over the past five years. At exactly 6:00pm, Ralph Brown, Board Chair, drew the lucky Grand Prize winner, Nan Horton-Levy and Andrew Levy. Followed by ten runner-ups: Judy Willey, Jack Flaig, Kristin Webb, James Culp, Su Casa Imports, Bibianne and Ken Scheckla, Sharon and Michael Totman, Sunrise Rotary Club, Ruth Loomis, and Cindy Sehorn. Community Action has raised more than \$43,000 over the past five years to benefit many low-income residents in our community. Thank you to all whom put their time and effort into making this year's wine raffle a great success!

REGISTER TO VOTE

Submitted by Kristin Ludwig

October 17 is the deadline for registering to vote in the presidential election. But new voters aren't the only ones who should tend to their registration. Ginny Kingsley, Washington County elections manager, said all those with a new residence, a new mailing address or a new name must update their registration. Those who did not receive a ballot for the mail primary should figure their registration isn't active. Registration cards are available at most government offices, post offices and banks. For information, call Washington County Elections at 846-8670.

PAYROLL ANNOUNCEMENT

Submitted by Val Laws

Effective immediately, merchants such as Fred Meyer, Safeway, Winco, etc., will no longer be cashing CAO employee payroll/reimbursement checks. Please take your checks to any bank facility to be cashed. Direct deposit is available for your convenience. For information on direct deposit setup, contact Val Laws at 693-3285.

HOLIDAY BASKET PROGRAM

Submitted by Sharon Bosserman-Benson

The Oregon Food Bank is again coordinating the effort to ensure all families who need food baskets for the holidays will get them, and that families who want to donate baskets can. Mary Louise Billings at the Food Bank is the coordinator (503) 439-6510 x210. She says the applications for families who require baskets are in the mail to CAO. Please refer families who want to donate items to Mary Louise. Thank you!

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Diana Greene



Tuesday October 24, 2000, 12:00 noon - 3:00 p.m.

Community Action Organization, Hillsboro

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or are eligible for the Oregon Health Plan, but do not have a family doctor. Head Start physical exams available. Sorry, no immunizations or dental care. If you have any questions, please call 693-3272.

CAO'S 2ND ANNUAL CLOTHING EXCHANGE

Submitted by Kristin Ludwig

Have any clothes, clean and good condition, you'd like to find a new home for? You can have some fun bringing and selecting something on Tuesday October 10, 10 a.m. - 5 p.m. (building meeting day) in Conference Room #3. All items left will be donated to Play It Again.

NOW IS THE TIME FOR FURNACE INSPECTIONS

Submitted by Kristin Ludwig

With winter around the corner, now is a good time to request a free inspection of your home furnace. As part of its utility service, NW Natural will send out a technician to your home to inspect all gas appliances including the furnace. The technician will make minor adjustments if necessary and ensure the equipment is working properly. When cold weather strikes, NW Natural is swamped with requests for furnace service. By calling now, customers can avoid having to wait for the service. Customers also may request an audit or evaluation of heating equipment and weatherization of the home.

CLIENT AND VISITOR PARKING

Submitted by Serena Ruiz

The first 6 parking spaces near CAO's main entrance are reserved for clients and visitors. Please remember to not park in these spaces.

EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-9.51/hr.	Until filled
Early Childhood Specialist	CCR&R	\$9.46-\$11.83/hr.	Until filled
Family Advocate	Head Start	\$10.36-\$12.95/hr.	Until filled
Homeless Education Services	Hillsboro Shelter	\$9.55-\$11.94/hr.	Until filled
Lead Teacher/Home Visitor	Head Start	\$10.09-\$12.62/hr.	Until filled
Homeless Educ. Resident Asst.	Hillsboro Shelter	\$6.83-\$8.54/hr.	Until filled
Homeless Educ. Resident Support	Hillsboro Shelter	\$9.68-\$10.53/hr.	Until filled