



Community "IN" ACTION

Newsletter June 15th, 2009

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

June marks the end of another fiscal year and the closure of many of our Head Start classrooms for the summer. It usually feels like a time when our "busy-ness" is related to end of the year close-outs, lay-offs and moves. But this year includes all of that, plus a lot of work to request, set-up and respond to the new economic stimulus funding that we will be receiving from the American Recovery and Re-investment Act (ARRA). This is a tremendous opportunity, during a very difficult recession, to provide more service to our community at a time when the unmet needs have never been greater.

Head Start has been busy developing grant proposals for expansion of Head Start Pre-K and Early Head Start; while at the same time monitoring the state budget cuts that will reduce the number of children we can serve. At this time it looks likely that the state cuts will amount to about 18-20 kids or one Pre-K classroom and that the ARRA funds could allow us to add 90 kids or 5 Pre-K classrooms; so we may still grow by a total of 4 classrooms. In addition, if our Early Head Start expansion is funded we will be able to serve an additional 24 infants and toddlers in a home based model. We won't know about Head Start expansion until the end of the summer and then we will have some time to prepare for a January 2010 start up.

Family and Community Resources (&CR) has been tracking all of the other ARRA funding options for Community Action, as well as state cuts that could affect their services. Weatherization has been busy ramping up for weeks and we finally got our first installment of funds to help with start-

Directors' Corner continued

up costs. We have submitted our initial plan for CSBG ARRA, which will help support or expand a number of our F&CR services that are so badly needed. In addition, it looks like we will also be able to provide support to the Summer Feeding Programs to keep them operational. We also anticipate receiving more funding through our partners for housing stabilization and other emergency basic needs services.

Resource Development is looking at the possibility of obtaining two ARRA Ameri-Corps Volunteers to help with our outreach to the faith based community. In addition, CSBG ARRA funds will help to increase their community education and engagement efforts to bring greater support to all that we do. All of our Administrative components are also in high gear to make sure that all of our work is well supported. This month the Admin office moved back to Hillsboro from Forest Grove into the old Carnation Building. Our HR Staff has joined them to better co-ordinate their department's functions and to free up some office space for growth at Hillsboro Main.

It seems like each week we get new information to factor into our planning. And all of this change can be very stressful at times. But when I look around I see a staff so dedicated to doing what it takes to make this all work because we know that the stakes are high for the families who turn to us for help. And this is definitely Community Action's time to shine. There is recognition of the importance of our services to the community, as well as of our knowledge, expertise and leadership that is greater than ever. Thank you for all that you are doing.

Warmly, Jerralynn

COMINGS & GOINGS

Welcome to:

No new hires this month

Goodbye to:

Brittany Johnson, Carrie Claeys and Jim Frank

NEWS OF NOTE



HR, Fiscal, IS, Facilities, Courier Services and the Warehouse have all moved to a new location at **669 S. 1st Street, Suite 300, Hillsboro.** This building is also known as the Carnation Building and is a historic landmark in the Hillsboro area.

All packages are to be shipped to this address from now on. Make sure that they are listed as:

Community Action
Attn: Name/Program
669 S. 1st Street, Suite 300
Hillsboro, OR 97123

There is a shipping/docking area at the west side of the building for pick up and receiving goods.

Please contact Ann Hering x854 or ahering@caowash.org, if you have any questions. Thanks.



UPCOMING EVENTS!

Holiday (4 th of July)	7/3
IS Committee Meeting	7/7
Safety Committee Meeting	7/9
Hillsboro Main Closure	7/13-7/17
Hillsboro Building Meeting	7/21
Green Team Meeting	7/28

July 2009

BIRTHDAYS



Callie Bump	7/2
Giovanna Winder	7/2
Renée Bruce	7/3
Lori Kirschenheiter	7/3
Rachael Agnesse	7/5
Mary Davila	7/10
Elizabeth Hosler	7/12
Elaine Burrell	7/13
Flroibertah Hernandez	7/17
Nikole Hash	7/20
Sharon Bolmeier	7/21
Hali Kekua	7/21
Maria Infante	7/22
Verna Church	7/23
Kimberly George	7/24
Melissa Smith	7/24
Sandra Dunlap	7/27
Scott Schlegel	7/28
Cassandra Gonzalez	7/31
Tami Minnieweather	7/31
Elaine Parsons	7/31

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

July 2009

ANNIVERSARIES



Bruce	Horne	16 years
Larry	Hauth	8 years
Erika	Early	2 years
Katherine	Galian	7 years
Barb	Dame	5 years
Lindsay	Ersan	4 years
Karla	Castillo	3 years
Shauna	Sauer	2 years
Kim	Pastor	1 year

PAYROLL TIMESHEET ALERT!

Due to the July 4th holiday being observed on July 3rd, a Friday payday, please have your timesheets turned in to Payroll by **Thursday June 25th**. Timesheets turned in after 5 PM on June 25th will not be processed with the regular payroll. If you have any questions, call Javier at 503-693-3285.

MORALE & WELLNESS

Reminder:

PLEASE SHUT OFF YOUR COMPUTER MONITOR WHEN YOU SHUT OFF THE COMPUTER.



Power Button

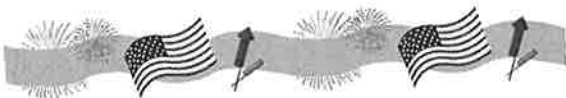
Enabling your monitor's power management features and turning it off at night not only saves energy, but also helps computer monitor equipment run cooler and last longer.

Thanks for helping us save energy and money!

SAFETY



Have a safe and happy Fourth of July weekend, relax, refresh, take time to spend with family and friends and most of all, please use common sense in whatever activity you are planning.



Green Team Tip

Pesticides we use to control weeds and harmful insects can also be toxic to pets, beneficial insects, birds, and people. Pesticides cause problems to rivers and streams miles away, killing fish and increasing algae growth.

So, are there alternatives?

First, remember that most insects are either harmless or beneficial. And a weed is just a plant growing where you don't want it. Here are some ideas to help you go "green" in your garden:

Keep weeds in check by hand pulling and mulching. Grow plants that are resistant to insects and diseases. Encourage natural predators by setting up birdhouses and birdbaths.

- ◇ Repair or remove rotten wood to discourage carpenter ants and termites.
- ◇ Mix dish detergent in water and spray on plants to kill aphids or whiteflies.
- ◇ Remove mosquito breeding sites, like old tires or cans that can hold water.



For more green tips, go to www.oregonmetro.gov.



CHILD DEVELOPMENT

"Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results."

Ask Head Start teachers what teamwork means to them and you will get many different answers. Our part day Head Start teachers work in teams of three sharing their classroom with another team of three. Not only do they share their classrooms, they share all of the supplies and furnishings as well. Try imagining sharing your workspace with five or six people. That's teamwork!

In a team-oriented environment, teachers contribute to the overall success of the program. The teams work together to produce these results. Even though they have a specific job function and belong to a specific department, we share a common goal with others in our program to accomplish the overall objectives. In a program as large and diverse as our Head Start program, we rely on each other for the support we need to be successful in delivering the services to our families.

A supportive work environment means that there is respect throughout the organization. It is important to acknowledge what people are doing, even if this is just a pat on the back or saying 'I really appreciate that'. And so a supportive work environment is not just about staff appreciation; it is about how can we work together to say thank you.

At the end of the school year it is time to recognize and appreciate the contributions each Head Start employee makes every day. Thank you for the willingness to share office space, to fill in when needed, to visit classrooms and offer support, to complete purchase orders in a day, to provide snacks at a moments notice, to attend parent meetings, to fill out forms over and over, to work out conflict, to mentor, to lend a helping hand, and to know that at the end of the day your actions made a difference.



Farzana Siddiqui is accepting the Leadership Beaverton award from Beaverton Mayor Denny Doyle at her graduation ceremony in May... Congratulations Farzana!



CHECKS & BALANCES

Fiscal –

THE END OF THE FISCAL YEAR IS JUNE 30th

There are outstanding purchase orders that need to be taken care of. Please go through any outstanding purchase orders. **If you did not use one and will not be using it before June 30th, return it to Fiscal** with a note saying you did not use it.

All purchase order receipts must be turned in to Fiscal on or before June 30th.

*Do not put anything on green sheets, mileage sheets, etc. that crosses fiscal years. Anything for July 1st forward MUST go on a separate form from anything for June 30th or before. You will have until **July 25th** to turn in any green sheets or mileage forms for the fiscal year ending June 30, 2009.*

Please remember that we cannot pay expenses that are over 90 days old.

By following these instructions, we can get your purchases paid and reimbursements sent out on time.

WHAT'S DEVELOPING?



Is there someone you know who should be receiving Community Action's "Community Connections" newsletter? This publication goes out three times per year and is received by nearly 10,000 households. The newsletter is sent by both by regular mail and email and is intended to keep the community informed about our work and encourage involvement. Please let us know if you have contacts you'd like to add to either the e-list or the postal list. (We would especially like to expand our e-distribution list because this helps keep printing costs down).

"Community Connections" is a great publication to share with people you work with in the community. Think about program partners, government contacts, vendors and others who would benefit from knowing more about Community Action. Add family, friends, neighbors and others in your personal circles to help build our network of connected and knowledgeable advocates.

To add contacts to the newsletter distribution list, please email Scott Schlegel at: sschlegel@caowash.org.

HR ~ from Nicole

All,



Over the last year, the Director's Team has noticed intermittent use of the "All-Staff" email distribution list for topics that have not always been related to Agency business or perhaps, not appropriate for broad distribution to the entire Agency. We would like to see this distribution list used more judiciously in the future and offer the following guidelines:

- Use of the "ALL STAFF" distribution list is for Agency-wide related business only. Examples include:
 - ◊ details regarding Agency wide events such as Wellness Day,
 - ◊ communication of policy changes from Directors, and
 - ◊ distribution of Safety Committee Meeting Minutes as required by OSHA.
- Any message being sent to this distribution list must first be reviewed and approved by the Director of your department.
- Never respond to an email sent to ALL STAFF by hitting "Reply to All."
- Use staff newsletters and Agency bulletin boards to communicate items of general interest, such as events, opportunities, items for sale, etc

Use of this distribution list is a great aide to efficiency because it means that the user doesn't have to type in everyone's name in order to send an email to the entire Agency. Unfortunately, it can also create confusion and places heavy workload stress on the Agency's primary server, which can ultimately cause our electronic systems to work more slowly.

Please talk with your manager if you have any questions regarding use of this tool or any of our other electronic tools. Your attention to this issue is greatly appreciated!

~Nicole

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

Job Opportunities may be viewed online at:
www.communityaction4u.org/employment.php

*NOTE: Please check this web site 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.



Due to the closure of CAO Main in July, the CIA Newsletter will be published on Monday, July 27th.

FAMILY & COMMUNITY RESOURCES



Child Care Resource & Referral adds Columbia County

Beginning July 1, 2009, Community Action's Child Care Resource & Referral (CCR&R) will be serving Columbia County in addition to Washington County. Our new name will be "Child Care Resource & Referral in Washington & Columbia Counties". Our office in Columbia County will be at the Employment Department building in St. Helens. Parents and child care providers can call 971.223.6100 or 800.624-9516 for assistance.

Housing and Homeless Services

In Washington County, there are 1,243 men, women and children who are homeless on a given night. Each of them has a different set of circumstances that lead them to that point. For most, homelessness will be a temporary challenge and while the experience will stay with them for the rest of their lives, (especially the children) they will be able to take advantage of opportunities to improve their situation. For others the barriers become increasingly difficult to overcome.

Earlier this year, a man named Johnny began camping under the tree at the front of the property at Hillsboro Main. Today, Johnny is working with our Housing and Homeless Services to get into housing. While he is still outside, he has made progress toward ending his homelessness.

For more information about what is happening in Washington County to address the growing number of people experiencing homelessness please visit the County's website: <http://www.co.washington.or.us/Housing/10-year-plan-to-end-homelessness.cfm>



Information & Referral

The ECRS (Energy & Community Resource Support) program works closely with Energy Assistance and the Weatherization staff as they identify and refer families they feel could benefit from some additional support.

The I&R program recently added an additional team member. Kim Gazaway, formerly with the New Parent Network program, has joined Sonia Hurtado doing case management with the ECRS. This increases our capacity to assist more families.