



I need a name News

SEPTEMBER 19, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer, Brooke Zimet. Editor: Winnie Althizer. Layout: Natalie Horne.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

This week our Board of Directors will be meeting after having the summer off. We plan to kick off their first meeting of the fiscal year by introducing them to our new look and talking about this year's initiative to "live the Community Action promise" from the inside out. I encourage you to read Resource Development's column to learn more about this. This is also the year that we will be developing our next strategic plan, which will be guided by our promise and core values. Community Action strives to no longer be "a best kept secret." The work that we all do to help families achieve a better life is too important to be stumbled upon, discovered by accident. Every time we have the opportunity to talk to people in our community about poverty and our services, they always respond in a very positive way. They want to learn more or know how they can help out. They wonder if we could speak to their group. And if they know one of our programs, they marvel at how that program is connected to something much larger that is having a significant impact on our community. They wonder how it is that they haven't heard much about us. And yet, to our close friends and those we serve, we are considered a lifeline, a leader, a place to turn for help, hope and change. We have so much to be proud of and so much to strive for.....the year 2004 is *THE year for Community Action!*

NEWS OF NOTE



The Declaration of Independence (actual original document) will be visiting Portland from 9-20 to 9-28 at the Oregon Historical Society, 1200 SW Park Ave., Portland, OR 97205. Hours: 10am to 5pm M-F, & Noon to 5pm on Sundays. This is a unique opportunity to see the original document, arguably one of the most important in history. I saw it in 1962 and was thrilling – made you think about the risks the men and women took to ensure our freedom. Especially since the 2nd yr. anniversary of 9-11-01 has just passed what that has meant to us as a country. For more info go to www.IndependenceRoadTrip.org.



Alfredo Solares-Vega, a Board Member, announced last night that he is working on a plan to have the Guatemala Consulate to visit Centro Cultural October 4th or 5th. We'll try to keep you posted.

CA STAR



Byline

Still looking for reporters who would be interested in sharing information about our co-workers with all of us.

COMINGS & GOINGS

Due to a computer glitch, we are unable to collect the data for this column. We do know there is a lot of activity and hope to have it published in the next issue.



UPCOMING EVENTS!

Safety Meeting	10/6
At a glance tour	10/9
Board Meeting	10/16
Weatherization –	
Energy Fair	10/18
Building Meeting	10/20
Head Start	
Policy Council	10/20
ALL STAFF	10/24

FAMILY & COMMUNITY RESOURCES



Energy Fair - Saturday, October 18th, 2003, from 9 am - 3 pm at David Hill Elementary School, Hillsboro. Please encourage families and clients to attend.

ENERGY ASSISTANCE NEWS

OLGA, (Oregon Low income Gas Assistance) is a new program that has started up to assist people with their Northwest Natural bills. Guidelines are the same as other energy assistance programs (LIEAP, OEA, etc.) and funds are currently available for those who need help with their gas bill. Refer applicants to us in Hillsboro or King City.

In October we will begin sending out our LIEAP mail out applications for seniors and people with disabilities who are on fixed incomes. This allows them to be served early in the heating season, since they are a federal priority. New staff will be coming on board during October so we will be gearing up for our busiest months ahead. We'll keep you posted regarding any additional funding news or upcoming training sessions for staff taking applications. We expect our large group training to take place November 12.

MORALE & WELLNESS

ERGONOMICS - Tips

Back to school, back to work – for some of us, just a good reminder *taken from Prevention Magazine, December 2002.*
Try a New Position, Reduce muscle tension and curb computer related pain – by Doug Dollemore

Computers are a real pain in the neck...and shoulders... and back... now, new research from Emory University confirms what desk jockeys have felt all along; Upper body pain and stiffness are much more prevalent among computer users ... but their solution may surprise you.

- ✓ Position your keyboard lower than your elbows. (Try raising the height of your chair and folding the legs on your keyboard.)
- ✓ Push the keyboard farther back on your desk, so that your forearms and palms are supported by the desk when you type. Or, rest your palms and forearms on a keyboard wrist rest and the arm rests of your chair.
- ✓ Tilt your head slightly downward to view your monitor.
- ✓ Stay aligned. Keep your keyboard directly in front of your monitor. If you have to look sideways to view it, you increase the risk of upper body pain.

Researcher Frederick Gerr, MD was surprised to find “that people who didn’t use conventional good computer posture actually experienced less pain.”

Please send me ideas or topics, tips, recipes you would like to see in this section.. Natalie

CHILD DEVELOPMENT

I would like to express my appreciation for the flowers, cards and kind words at the loss of my brother. Thank you
Carolyne

Welcome back to all Part Day, Pre-K staff who returned to work on Monday, September 8 and are now busy with trainings, setting up their classrooms and preparing for Orientation with parents and children. The first day of school for children in Part Day, Pre-K program is Wednesday, September 24.

A Kids Domain sites are up and running, some sites are full and have a waiting list now. The new AKD Fern Hill site is worth a visit, please stop by whenever you are in the area.



What's Developing?

Living the promise, keeping the promise

By now you have probably heard a lot about Community Action's branding campaign. But this column is different: it is about what our brand *is not*.

Our brand is not our logo. It is not our tag line. It isn't our particular shade of green. These things help reinforce our identity in the community but they are not our brand. Our brand is not how we look - it is how people feel about us.

It lives in our commitment that every individual who seeks help at Community Action leaves with their dignity in tact. It is the enthusiasm in our volunteers and donors voices when they tell their friends about our work. It is how we treat each other - those we work along side each day - with respect and kindness. A true brand is not a thing, it is an experience, and the experience is not limited to our clients.

Our brand promise is centered in the spirit of hope because we care about the entire community. For 38 years our community has looked to us for leadership around issues of poverty and we have provided it. But, perhaps more importantly, we have also provided hope- to those striving to help themselves *and* to those striving to help others. Our brand promise is not what we do. Our brand promise is how we make people feel.

Taking pictures?

Remember photos of Community Action clients must have a photo release on file. You can find photo releases for your programs on the common drive, under [caoinfo/forms/ model release.doc](#)

SAFETY

Next meeting is October 6, 2003.

Remember to keep the aisles open so that we continue to meet Fire and OSHA requirements. If setting up a work table in a hall way, take it down as soon as you have finished your work - do not leave it up for more than 1 or 2 days.

CHECKS & BALANCES

SUPPLY ORDERS

Orders for office supplies occur on the 1st and 15th of each month. Please have your orders to your department's ordering staff before that date to ensure your supplies will be ordered on time.

Department ordering staff are as follows:

Head Start- Elaine Burrell ext. 271 or eburrell@caowash.org

F&CR- Beth Dasher ext. 291 or bdasher@caowash.org

Admin & Resource Development- Jackie Magill ext 202 or jmagill@caowash.org

**Fiscal -
Facilities -
Tip IT**

USTOUS - SALES, SERVICES, NEEDS

Nickel and Dimed

Community Action is putting together a group of people that want to see Barb Ehrenreich's "Nickel and Dimed" at the Artist's Repertory Theater playing from Oct 8th-Nov. 16th. The play is based on her book, Nickel and Dimed: Not getting by in America where the author goes undercover to do some good old-fashion journalism to find out just how people survive on low wages. Barb's book highlights the struggles of the working poor. She brings attention to the fact that low-income worker's civil liberties are often ignored and helps break the myth that hard work is the ticket out of poverty. This is a must read for all of you interested in the plight of the working poor! Call Jodi if you're interested in attending 503.693.3254.

FOR SALE

1990 Subaru Legacy, 130,000 miles, good condition, \$1700 OBO. Call Jenny at 693-3294

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at: Common CAO Main/CAOInfo/HR Resources/Current Job Descriptions.

Administration

Child Development

Teacher I -HS (5 positions) Metzger, Peter Boscow Walker, Bridgeport, Barnes	\$8.00- 9.20
Teacher II Family Support (5 positions) Chehelem, Peter Boscow, Walker, Barnes, JBT	\$10.40 - 11.95
Teacher II /Family Support On-Call Sub (2 positions)	\$10.40 - 11.95
Teacher III -Aloha Park	\$10.55 - 13.45
Teacher III On-Call Sub (2 positions)	\$10.55 - 13.45
Teacher III Tigard CDC	\$10.55 - 13.45
Teacher II EHS at Tigard CDC	\$8.79 - 10.67
Family Advocate	\$11.21- 13.62
Home Visit Education Specialist	\$11.61- 14.09
Bus Driver	\$8.79 - 10.68
Teacher III Subs-EHS BCDC(3 positions)	\$10.55 - 13.45
Teacher II Subs-EHS BCDC/HCDC(4 positions)	\$8.79 - 10.67
Teacher II EHS- HCDC (1 positions) BCDC(3 positions)	\$8.79 - 10.67
Teacher III Sub-Coffee Creek	\$10.55 - 13.45

Development Advancement

Grants Manager	\$17.25-24.64
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Family & Community Resources

Family Advocate-SAFAH	\$11.21-13.62
Office Specialist II	\$10.41-12.64
New Parent Network Supervisor	\$12.17-14.78
OD Family Support Worker (3 positions)	\$11.21- 13.62
Early Childhood Specialist	\$11.61-14.09
Outreach Worker (1 position)	\$11.21-13.62
Community Resource Advocate	\$11.10-13.48

*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

SEPTEMBER BIRTHDAYS

CHRISTINA SUMMERS	9/15
DEBRA PALMER	9/15
JANICE AMBURGEY	9/17
KATHERINE GALIAN	9/20
MARIA VILLALOBOS	9/21



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

SEPTEMBER ANNIVERSARIES



MARLENE DOUGHERTY	4 yrs	9/13
MELLISA HEART	4 yrs	9/13
VICTORICA DOMINGUEZ	7 yrs	9/13
MIRNA HERNADEZ	4 yrs	9/15
AMIE KELSON	1yr	9/16
ANOMA PEIRIS	1yr	9/16
JERON BEAULIEU	1yr	9/16
KARLA TRUJILLO	1yr	9/16
LETTIE HILLES	1yr	9/16
MARY BRITT	1yr	9/16
MICHELLE WALKER	5yrs	9/16
OLGA HOPKINS	6yrs	9/16
PEARL LOPEZ	1yr	9/16
ROSA VILLARREAL	1yr	9/16
CLAUDIA GUTIERRAZ-GARCIA	2yrs	9/17
SILVIA CAMPUZANO	2yrs	9/17
WILLIAM URBAN	5 yrs	9/17
ELIZABETH SOMMO	1yr	9/18
SUE CRAWFORD	3yrs	9/18
VERONICA VILLALOBOS	3yrs	9/18
RENEE BRUCE	13yrs	9/19

HR - Ask Winnie Benefits, Diversity...

Q&A)

Deadline for insurance enrollment forms is 9-26-03 – they must be in HR by that date.