



Paycheck News

January 24, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Roving Reporter: Joani Hagen. Production: Christina Taft. Editor: Winnie Althizer Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Martin Luther King Day has special meaning to Community Action, as our organizational roots are tied to the civil rights movement in America. The following is an excerpt from Martin Luther King's obituary: "On August 28, 1963, over 250,000 Americans gathered at the Lincoln Memorial in the capital. It was here that King delivered his stirring "I have a dream" speech. The civil rights movement took a giant leap forward in 1964 when Congress passed the Civil Rights Act of 1964. This act prohibited racial discrimination in public places and called for equal opportunity in employment and education. Later that year, King became the youngest person to receive the Nobel Peace Prize." The following year, King organized a march in Alabama to protest efforts to deny African Americans the chance to vote which resulted in Congress passing the Voting Rights Act of 1965. He then shifted his efforts to focus on the economic struggles faced by African Americans. Martin Luther King was only 39 years old when he died on April 4, 1968 by assassination.

NEWS OF NOTE

OOPS!

We goofed and omitted to include Iris Smith's 1-yr. anniversary date of January 2 in the appropriate issue. Happy Anniversary to you Iris!



COMINGS & GOINGS

A BIG WELCOME

to Brenda Rubio our new F&CR OD Family Support Worker for Beaverton Opening Doors.

Sadly, this month we said goodbye to Penelope Brown.

UPCOMING EVENTS!

Safety Meeting	2/05
Presidents Holiday	2/17
Building Meeting	2/18
Head Start Policy	2/18
Board RETREAT	2/28
Wellness Day	4/25



CA STAR



Byline Joani Hagen

This week's star, Brooke Zimet, has been with us for a total of ten days as of January 17th. A short history with our organization, but she comes to us with excitement and energy for an extended future as our Human Resource Assistant. Brooke holds a Comprehensive Resource Management Certificate from PSU school of extended studies. She is currently enrolled in classes at PSU and will graduate in a couple years with a double major in Human Resource Management and Business Management.

Brooke started her human resource career with a temp agency. She worked her way up to recruitment and enjoyed the experience. Then, working with a partner, she started a new web design and internet business consulting company. She managed the recruitment and supervision of the personnel.

Originally from New York City, Brooke has also lived in D.C. and Wisconsin. She followed her family to the Pacific Northwest and has been in Portland for 4-1/2 years. A big fan of the arts, Brooke enjoys attending plays, musicals, and operas. During her first year in college she was a student of opera performance.

"I'm excited about working at CAO because of its commitment to help the community. And, I'm looking forward to having Winnie as my mentor in human resources."

Welcome aboard, Brooke!



FAMILY & COMMUNITY RESOURCES

Kudos!

submitted by Jenny Choban

A woman named Lydia Krivoy from Beaverton School District called to ask me for information. She also said that she wanted to thank Community Action for all the help we give to their families. She said that families have told her that when they come to Community Action, even if there is no help available for them, they are always treated with respect. Great job, everybody!

CHILD DEVELOPMENT

Welcome back to all the pre-k program staff who hopefully rested and relaxed over the holidays and came back the week of January 6, 2003 with renewed energy for our kids and families. A few CDC staff got some time off too, since attendance was light.

Our **Head Start All Staff Meeting** will be **January 31st** at the Village Baptist Church. We will be there from **8:30 to 4:30pm.**

The University of Portland Senior Nursing students will be assisting Head Start program to meet federal performance standards related to the screening of anemia. The students will be visiting Head Start sites gathering information on the students via the student files and control sheets. After collecting the information they will identify who has not been screened and conduct screenings for anemia. The U of P students will be with us for a total of 7 weeks.

MORALE & WELLNESS

Topics Thinking About Forgiveness

Are you having trouble forgiving someone who has wronged you? Try reflecting first on a time when you wronged someone. Holding a grudge can increase your stress levels and take a toll on your physiological health. However, letting go of hurt feelings can be hard, too. In a study, people were better able to adopt a forgiving attitude toward an offender when they first thought about an instance when they had mistreated someone.

Solution for keeping your New Year's

Resolution – Social science research suggests the formula that can help you achieve a New Year's resolution goal:

- 1) Use strategies that both focus on rewarding yourself for successful steps and take away rewards for not achieving those steps.
- 2) Schedule regular activities or steps in pursuit of the goal.
- 3) Monitor your progress in writing.
- 4) Use positive self-talk or other reinforcement for successful steps. Self-criticism backfires – don't use it!
- 5) Make attempts to keep your environment supportive of your goal.

adapted from Interviewing Strategies for Helpers 2002

Tip

Puzzled No More

Here's a brain-training activity you can do at home for little cost: put a puzzle together.

A recent study of older adults revealed that regularly filling free time with brainy tasks helped to slow age-related declines in mental ability. Any activity that strengthens problem-solving skills, such as working on puzzles or playing memory games, appears to do the trick.

Recipes

Come on folks – send us some yummy stuff for this section.

WHAT'S DEVELOPING?

RESOURCE DEVELOPMENT HAS A NEW DIRECTOR

Jeri Alcock has returned to Community Action as the Director of Development. Her experience and energy will be a real asset to Community Action's development program.

COMMUNITY ACTION EAST

Community Action East will be celebrating the Grand Opening of their new building this week on January 23 in King City. Former Mayor of King City, Jan Drangsholt, and Mayor of Tigard, Jim Griffith, will be among the guests welcoming us to the community. Please note that the address is 11735 SW Queen Elizabeth, Ste. 101, King City, OR 97224

VOLUNTEER UPDATES

Head Start Teachers- Thank you for welcoming volunteers in your classroom so generously. I have heard nothing but positive comments from volunteers! P.S. Remember to turn in your volunteer time sheets in to Jodi Davis at the end of every month.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at: Common CAO Main/ CAO Info/ HR Resources/ Current Job Openings.

Administration

Bookkeeper \$11.46 – 13.91

Child Development

Program Assist. Billing,
Purchasing, Data Entry \$10.41 – 12.64
Teacher IIIA Subs for
Early Childhood \$10.55 – 12.81
Teacher II (Part Day, Part Year) \$ 8.79 – 10.67
Health Coordinator \$13.91 – 16.89
Teacher I Subs (EHS) \$ 8.00 – 9.20

Development Advancement

Family & Community Resources

I&R Data Specialist (.50% FTE) \$9.28 – 11.27

*NOTE: Please check this address weekly for current information and e-mails. 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 –

Facilities -

If you need work done in your area, don't forget to fill out and send in a Facilities Request Form. Once we receive it, we will get it on our work schedule.



Tip IT



USTOUS – SALES, SERVICES, NEEDS

Pentium III Laptop w/Microsoft Office. \$800.00.
Call Joan Brown at CAE 971-223-6009

HR - Ask Winnie Benefits, Diversity...



Here's some helpful information to secure TEAM success: What makes teams successful isn't necessarily what you learned for individual success. See more energy, less conflict, and better morale within your team by adopting these team principles. Discuss and reinforce the principles and make them part of your success strategy.

- 1) There are no team failures, only unexpected outcomes. Mistakes are lessons to be avoided a second time. When things don't work out, the focus is on change, not blame.
- 2) Team members share resources. Knowledge, time, materials, and information are the lifeblood of teams, never to be hoarded.
- 3) Feedback is valued and sought. Constructive feedback is a tool for growth when used between team members and offered to the team as a whole.

On another note, we will begin to bring you information from the Employee Survey we asked staff to complete in October 2001 (FINALLY). We have begun to analyze the raw data and will be delving into this data to see if any differences occur according to the dynamics. Once again, I apologize for the lateness of this feedback. We tried 3 times to get the data in readable format—the 3rd time was the charm! So watch this space over the next few issues.

SAFETY

Our next meeting will be February 5th (that's a Wednesday). This is a special meeting date due to the availability of our SAIF Loss Control Specialist who will be providing training for the committee. The meeting time is from 12:30 to 1:30 pm at our main office in Hillsboro.

We have some vacancies on the Committee to fill. If you are interested please contact Winnie or Brooke. Your work on this committee & the time needed to participate is fully supported by all of the Directors.

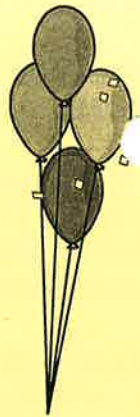
BIRTHDAYS

January

MJ Milam	1/24
Joan Brown	1/25

February

Marielena Banek	2/02
Ruth Iliaifar	2/03
Linda Blackwood	2/06
Olga Hopkins	2/07
Shari Woolen	2/08
Patricia Gallardo	2/09
Rebecca Jacobs	2/10
Bobbie Ludwick	2/11
Jill Hansen	2/12
Augusta Lang	2/17
Debbie Burrows	2/20
Becky Smith	2/21
Todd Bentley	2/24
Sunni Brasseur	2/26
Wendy Crislip	2/26
Christina Brown	2/29



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

ANNIVERSARIES

January

Mirna Hernandez	4 yrs	1-27
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February

Rosezelta Bush	10 yrs	2-1
Jenny Choban	4 yrs	2-16
Robyn Gonzales	1 yr	2-4
Georgiana Landa	4 yrs	2-8
Alejandra Lopez	4 yrs	2-8
Juana Meraz	2 yrs	2-12
Cathy Meyer	4 yrs	2-25
Arlene Olson-Kimberling	1 yr	2-12
Rachel Penland	1 yr	2-2
John Russell	5yrs	2-5
Judy Schilling	29yrs	2-1
Carolyn Westlake	18yrs	2-19