

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

After 4 1/2 months of recruiting for an HR Director, I am pleased to announce that we have hired our new Director, scheduled to start work on July 9th. Because she is currently employed and planning her public announcement for June, I will hold off on giving you her name and current employer. But I can share with you that she has a Masters in Human Resources Management and over ten plus years of professional HR management experience with a large employer locally. The focus of her HR work has been in organizational development, team management, process transformation, leadership development, workforce planning and diversity. She has solid experience with all of the core HR functions. Our interview panel members and our HR team had consensus that she was the best fit for our organization and we are all looking forward to her arrival.

In the meantime, I have hired an interim HR Manager to oversee the department's work and to give support to our staff team. Her name is Julie Zimmerman and she comes to us from a firm called HR Answers, with 20 years of professional HR experience. She will be with us at least through July and can be reached at 503 693 3257 or zimmerman@caowash.org. Feel free to contact her with your HR support needs. She will either help you directly or connect you with the right team member in HR. She's located in Winnie's former office.

Soon our Head Start children will be

Directors' Corner continued

graduating and many of our staff will be on lay off for the summer. I want to thank all of them for another incredible year of service to children and families in our community. And I want to congratulate everyone once again for the excellent federal review. Enjoy your summer break and I look forward to seeing you when you return.

If you haven't been to our Hillsboro Shelter Home recently, we have a great playground project being installed by volunteers. Lisa Brown has been working with a group from the Hillsboro Chamber Leadership program who adopted this as their year-end project. It is such a thrill to see a group of people from the community step forward and bring their skills, resources and passion to benefit our programs. And what a wonderful space they are creating so that the children and their families can experience some joy during this difficult time in their lives. Stop by and see the progress!

Program Assistant's Corner

Need a book to read while at the beach or in the air? Check out the book exchange in the café at the Hillsboro main office.

COMINGS & GOINGS

Welcome to the following new employees:

Debjani Ghosh, Teacher II Sub, Head Start
Amy Mahmoud, Teacher II Sub, Head Start
Joy Staten, Teacher II, Head Start
Paul Hawkins, Maintenance Specialist
Julie Zimmerman, Interim HR Manager
Maria Cervantes, Program Assistant, Head Start
Kindra Groshong, Teacher II Sub, Early Head Start

Sadly, we say goodbye to:

Amber Laurie

NEWS OF NOTE



Are you new to the Agency?

You may have heard the term "common drive". The "common drive" is a drive found on the agency's computer system.

Some areas are restricted or "read only", but look under "Agency Info" for forms, lists, instructions, job postings, etc.



UPCOMING

Memorial Day Holiday	5-26
IS Committee Meeting	5-27
Safety Committee Meeting	6-2
I&R Networking Breakfast	6-5
Hillsboro Building Meeting	6-17
Annual Board Meeting	6-19
New Hire Orientation	6-27

June 2008

BIRTHDAYS



Serena Ducksworth	1
Blanca Silva	1
Maria Cervantez	2
Margaret Rodriguez-Springer	2
Jamie Hauth	4
Bob Watson	4
Gordon Eaton	5
Kathy Zane	5
Sandra Kitchen	6
Amy Mahmoud	6
Tricia Davis	7
Abigail Demirci	7
Andrew Zaleski	7
Kristina Hargie	10
Erica Tafoya	14
Anna Camardella	15
Manuela Pacheco	17
Gladys Martin	18

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

Birthdays continued

Judy Schilling	19
Debra Griffin	20
Kindra Groshong	20
Ana Diaz	21
Ana Suazo-Munoz	22
Phyllis Johnpoll	23
Maritza Urbina	24
Sonia Yanez-Diaz	30

June 2008

ANNIVERSARIES



Congratulations to all of you that will have an anniversary this month with Community Action

JUNE IS

Rose Month (naturally!)
 Flag Month
 Zoo and Aquarium Month
 Turkey Lovers Month (who knew?)

AND, not mentioned last month is that **May is National Community Action month**



June 5 is UN World Environment Day

June 8 is Race Unity Day

June 14 is Flag Day

June 15 is Fathers' Day

June 16 is Morticians' Day

(No, I didn't make that up!)

June 19 is Juneteenth, the oldest known celebration of the end of slavery

June 21 is the Summer Solstice, longest day of sunlight

June 26 is Baseball Day



For Fathers' Day, surprise Dad with a new kind of burger:

Sausage Burgers with Grill-Roasted Peppers

Serves 4

1 medium red bell pepper

For the burgers:

2 pounds coarsely ground pork shoulder

2 teaspoons salt

1 teaspoon paprika

1 teaspoon ground red pepper

1 teaspoon ground fennel

4 hamburger buns

4 slices fontina cheese

1 bunch arugula or soft lettuce



Grill the bell pepper over Direct Medium heat until evenly charred on all sides, 10 to 12 minutes, turning every 3 to 5 minutes. Remove the pepper from the grill and place in a paper bag; close tightly. Let stand 10 to 15 minutes to steam off the skin. Remove the pepper from the bag and peel away the charred skin. Cut off the top and remove the seeds. Cut the pepper into strips. Set aside.

To make the burgers: In a small bowl combine the burger ingredients. Add 1/4 cup of water and mix. Shape the meat into four patties of equal size and thickness. Grill over Direct Medium heat until the juices run clear, about 10 minutes, turning once halfway through grilling time. During the last 30 seconds, grill the buns over Direct Medium heat until lightly toasted.

Serve the burgers hot on the toasted buns and top with cheese, grilled peppers, and lettuce.

MORALE & WELLNESS



CHILD DEVELOPMENT

This year our part day Head Start program had one new director, one new program manager, four new PACs, one new education coordinator, one new health and nutrition coordinator, two new CACFP people, 14 new teacher IIIs, 16 new teacher IIs, and seven new teacher Is! The significant word here is new!

Speaking on behalf of all the people new to Head Start or people in new positions, I would like to say "thank you".

Thank you for your patience as we learned our new jobs and all that was involved with them. Thank you for explaining something over and over again until we finally got it. Thank you for your encouragement and support. Thank you for your faith in us. Thank you for appreciating our efforts. Thank you for a great first year on the job.

If you concentrate on finding whatever is good in every situation, you will discover that your life will suddenly be filled with gratitude, a feeling that nurtures the soul.-- Rabbi Harold Kushner

Thank You



Kevin Aguirre, Board Chair, Darcy Winslow from Nike and Jerralynn Ness at the 2008 Community Spirit Dinner.



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 into Fiscal, on or by June 30th.**

Do not put crossing fiscal year receipts, mileage, etc. on the same green sheet or mileage request forms. Anything for July 1st forward, **MUST** go on a new request form. You have until July 25th to turn in a green sheet, including receipts, or mileage sheet for Fiscal year ending June 30th, 2008. Anything over 90 days old will not be reimbursed.

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

If you have any questions, feel free to call Phyllis at 503-693-3256 X256.

WHAT'S DEVELOPING?



Community Action celebrated the 10th anniversary of the Community Spirit Awards at the Oregon Zoo Ballroom on Wednesday May 14.

In addition to honoring award recipients of past years, 170 guests recognized 2008 Community Spirit Award winners. Nike received the Outstanding Corporate Partner Award. Legacy Health System Director of Community Relations and Community Programs, Kari Stanley, received the award for Outstanding Business Leader, and the Westco Emergency Fund was given the award for Outstanding Community Partner. Jack McGowan, retiring Executive Director of SOLV and emcee for the first Community Spirit event in 1998, gave the celebration's keynote speech. The Celebration of Community Spirit Banquet, one of two public fund-raising events for Community Action held annually, raised \$55,000 for Community Action programs and services.

Thank you to Community Action staff who volunteered to assist with the event. You helped make the celebration a memorable evening for all!

HR – from Nancy

This is a reminder for Pre-K staff getting ready to go on summer layoff. Those of you who have elected to continue working during the summer, as substitutes will have your status changed from

“regular” to “casual on call”. This will allow you to get time sheets and a paycheck. Because your hours are being reduced, you will still need to consider whether or not you want to enroll in COBRA coverage. Working as a substitute does not allow for your health & dental benefits to continue over the summer.

Anyone going on layoff in June will have regular coverage for Health & Dental through the end of June (or if your last day of work is in May, the coverage ends the last day of May). Your portion of the June premium will be paid through your last paycheck. Then your coverage will be stopped. If you enroll in COBRA, the first month of coverage will be July.

Recall letters will go out in August and you will notify the Head Start office if you will be returning. Those who return in September will have coverage reinstated as of September 1st, at the same level of coverage as you had in June. Open enrollment will also occur the month of September that will allow you to make changes in the type of plan, adding dependents, signing new Section 125 forms, W-4's etc.

For those affected, plan on attending the May 30th summer layoff benefits meeting to learn more. The meeting is at Hillsboro main offices from 9:00 a.m. - 12:00 p.m. in Conference Rooms 2 & 3.



FAMILY & COMMUNITY RESOURCES



Breakfast Meeting for June -

The next **I&R Networking Breakfast Meeting** will be held on Thursday, June 5th. The topic will be **“Benefits for Veterans”** Check out the flyer on our website at: www.caowash.org/find/find_docs/brkfstflyer.pdf Remember, these breakfast meetings fill up the parking lot – if you're coming to CA main, please car pool, or use public transportation that day.

Beaverton Energy & Emergency Rent Office Update:

The Beaverton office of Energy and Emergency Rent is moving to another location in central Beaverton. Our phone numbers should remain the same, and we hope to move by the end of June. We will update you with our new location as soon as a lease is signed!

Tips to keep your A/C bills down this summer:

There are simple and easy things you can do as a homeowner to prevent higher electrical bills, and even costly A/C repairs.

- Change out your filters once a month during the summer. This helps to keep dust at bay, and also relieves your unit from having to work overtime to get enough air.
- Clean your A/C unit using a garden hose. Just make sure to shut off the system before spraying. Use low water pressure to prevent damaging the unit - and just spray horizontally to clean off the coils.
- Schedule yearly maintenance, which is a good way to make sure everything is in working order. Generally, service runs between \$45-\$90, which is a lot less expensive than replacing a compressor or an entire unit - which can run as high as \$12,000.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

Job Openings may be viewed at
Common/Agency Info/HR Resources/Job Postings

*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.



Kevin Aguirre, Board Chair, and Jerralynn Ness present Kari Stanley of Legacy Health Systems an Outstanding Business Leader award.