

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 and Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

As most of you know, Jerralynn is on vacation sailing the high seas (but due back next Monday).

I'm using her column to share with you some preliminary data we've been developing from the Employee Opinion Survey which all of you were kind enough to complete in December 2001.

Normally we would have shared this info with you much earlier, but things happen and it took us 3 tries to pull the data out in a way we can understand what it is telling us & I apologize for the delay. This is the info we presented to the Board of Directors in January 2003.

This was a voluntary survey & we had a 67% response rate (considered extremely good); out of 180 employees, 121 of you took time to tell us your thoughts. To refresh your memories, the survey covered Medical/ Prescription/Vision benefits, Dental benefits, Life & AD&D, Vacation, Sick Pay & Holidays, Training, Retirement, the Benefit enrollment process & Communications, Worklife benefits & the work environment in general.

Continued under HR Q&A section

NEWS OF NOTE

Have you noticed that the days are getting longer? It's TRUE!

Just before we started the presses to print this edition, we were told that Lolita Velez will be getting married in February – CONGRATULATIONS!!

Wellness Day is coming & we need volunteers to serve on the committee. If interested contact Brooke- ext. 203

COMINGS & GOINGS

WELCOME !!!!

Gloria Enciso the new Teacher II at our Beaverton 1 Area Chehalem facility.

Tom McKeating is joining us as the I&R Data Specialist at our Hillsboro Main Office.

Happily, this month we do not have anyone leaving the organization.

UPCOMING EVENTS!

Presidents Day	2/17
Building Meeting	2/18
Head Start Policy	2/18
Board Retreat	2/28
Safety Meeting	3/03
At a glance tour	4/08
Wellness Day	4/25



CA STAR



Byline Beth Dasher

If you like talking to an interesting and well-traveled person, stop in sometime to say "Hi" to Judy Schilling.

Judy has been with Community Action for 29 years now! She started here as a Housing Advocate, working with clients to help with Landlord/ Tenant issues. She worked closely with Jerralynn Ness, who was a Welfare Advocate at the time. (She said they were in trouble a lot, but didn't elaborate. Hmmm...)

Although Judy has had many duties and positions at Community Action, one of her favorite was being the editor of the Rural Tribune, which was a Bi-lingual Newspaper published by Community Action. (At the time, it was the only bi-lingual newspaper in Oregon.) She currently holds the position of Energy & Emergency Assistance Coordinator.

Judy grew up in Idaho and moved to this area to attend college in 1966. Besides working here, she also owns her own small business – Bali Batik. She sells this handcrafted clothing at festivals, events, & wholesale markets.

Her hobbies include playing the piano, hiking, attending music festivals, and traveling. Judy's made many visits to Mexico, has lived in the Caribbean and in Europe.

Now she lives in the country with her husband Gunawan, her big dogs Tiga and Indy, and some random cats and chickens. Judy loves good wine (Gunawan was the grand prize winner of last year's wine raffle), and a good practical

FAMILY & COMMUNITY RESOURCES

Washington County READS 2003

What if everybody in our community read the same book? This first year, the book to read is *Pay It Forward* by Catherine Ryan Hyde. All of Washington County is invited to join in and read.

Ways that you can share your experience about this book with others include:

- Attending a Discussion Leader Training
- Joining a Book Group
- Attend the Panel Discussion
- Celebrate Students Paying It Forward
- See the Movie for FREE

For more information about these ideas, and learning more about the Washington County READS project, contact your local library, visit www.WILInet.wccls.lib.or.us, or read the flyer posted outside Beth and Renée's offices downstairs in the main office.

I&R – In the future, look here to see the latest I&R Updates.



CHILD DEVELOPMENT

Another Federal Review! The Early Head Start program is going through their first Federal Review from February 3rd through February 7th, 2003. The specialists on the review team are meeting with parents, staff and community partners in a series of focus groups that have a question and answer format. Observation in the classrooms, review of documentation, parent meetings and home visits will help reviewers to understand how we work together to meet the needs of children and families. The review team will be stationed in the conference room 2.

The Child and Adult Care Food Program follow-up review is scheduled for February 27 & 28.

The Coffee Creek program is now full – serving 8 EHS children, their incarcerated mothers and caregivers!

The Pre-K Self-assessment will begin in February, more details will be coming in later!

Head Start Staff Survey completed in September-October of 2002 rated personnel and payroll services high (highest rating in the last three years!). GOOD JOB, way to go Winnie and Thank you!



Topics

Like many of you, my favorite treat is chocolate. I even recommend it as a snack - as long as you can find good quality, dark chocolate and you don't go overboard (an ounce or two a few times a week). In fact, while I wouldn't call chocolate a health food, it is a source of polyphenols, the same type of antioxidants found in red wine. Also, the fat in chocolate is stearic acid, which doesn't affect cholesterol levels. And the latest good news for chocolate lovers? **One study found that the flavonoids in dark chocolate are good for your heart.** These compounds reduce the stickiness of Platelets (cells that play an important role in blood clotting), reducing the danger of coronary artery blockages. That's the kind of news that makes my day. Happy Valentine's day!

From Dr. Weil.com

MORALE & WELLNESS

Tips

Recipes

Citrus Spinach Salad

- | | |
|---|----------------------------|
| 3 Tbsp honey | 2 Tbsp lime juice |
| 1 tsp. grated lime peel | 1/8 tsp. ground nutmeg |
| 1/3 cup vegetable oil | 10 cups torn fresh spinach |
| 3 med. navel oranges, peeled and sectioned | |
| 3 med. pink grapefruit, peeled and sectioned | |
| 1 med. red onion, sliced and separated into rings | |

In a blender, combine the honey, lime juice, lime peel and nutmeg; cover and process until blended. While processing, gradually add oil in a steady stream until dressing is thickened. In a large salad bowl, combine spinach, oranges, and grapefruit. Drizzle with dressing; toss to coat. Top with onion. Serve immediately.

WHAT'S DEVELOPING?

Do you have a great volunteer that you would like recognized? The Oregonian wants to know about volunteers that make a difference in our community. Do you know someone? If so, call Jodi at (503) 693-3254. Please make sure you have permission from the volunteer to give their name and number to the media. This is a great opportunity to highlight the work of our volunteers and promote the great work of Community Action!

Community Action brochures are in.

Let Resource Development know if you need any.

Win prizes! Do you speak in the community? If so, you could win a gift basket of goodies! Anytime you speak to a group of people about Community Action, drop a note in Jodi's box or call her and she will add your name to the drawing. Prizes will be drawn once a quarter. Make sure to include whom you presented to and how many people were in attendance.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

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

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
Health Coordinator \$13.91 – 16.89
Teacher I Subs (EHS) \$ 8.00 – 9.20

Development Advancement

Family & Community Resources

*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.



CHECKS & BALANCES

Fiscal –

Facilities - Conference Room Reservations.

Admin has changed procedures for reserving Conference Rooms. Room requests must be made in writing, using a Conference Room Scheduling Request form. These can be found in the common work areas, at the front desk, or on the Common drive (I:). Requests are to be placed in the Admin box for approval. The front desk can help you check for available dates, however, scheduling can no longer be done via email or at the front desk.

Please confirm any rooms you may have previously scheduled for future dates with the front desk.

Thank you!



February 17th
Presidents Day

“Happily the Government of the US, which gives to bigotry no sanction, to persecution no assistance, requires only that they who live under its protection should demean themselves as good citizens in giving on all occasions their effectual support.”

George Washington (1790)

“A house divided against itself cannot stand...”

Abraham Lincoln (1858)

USTOUS – SALES, SERVICES, NEEDS

For Sale: 2-drawer file cabinet (for home office) walnut grain formica. Contact Natalie at ext. #250.

HR - Ask Winnie Benefits, Diversity...



Medical – the majority of employees (90.9%) who are enrolled in the medical plans use the plan for basic or routine services & 53.4% use it for preventive/wellness care. 64.9% of employees are satisfied with provider services. Cost is the #1 concern (whether co-pays, dependent coverage or premiums paid by the employee). Employees value controlling monthly premiums, preserving medical co-pay, and preserving low prescription drug co-pays. To maintain what employees value, you are willing to limit providers, increase co-pay, pay more for dependants, and the least preferred is an increase of prescription co-pays. **Dental** – 96.2% of you think it is important for CA to offer a dental plan; 59.3% of you consider Kaiser dental to be average to above average, but 20.8% consider it below average; to summarize it appears that you have a high interest in having a dental plan, but feel lukewarm about the one option available. **Vision** – 97% say it's important to very important to have a vision plan with the majority indicating it is very important; 33.3% felt vision was not applicable to them (which may indicate a communication problem). **Life & AD&D** – 50% felt the benefit was average; 24% felt the benefit is below average. This brought up the question of CA's purpose in offering the benefit, which will be thought through by management. In the area of Vacation, Sick Pay & Holidays it appears that all of you value time off and are highly satisfied with these benefits. **Training** – 81.2% are satisfied to very satisfied with training benefits. **Retirement** – Results show least amount of overall satisfaction within the survey which was anticipated; Employees feel this benefit is difficult to understand and you want more control over retirement savings. With respect to the benefit enrollment process & communications overall your responses were positive, & you feel the information is timely, easy to understand, accessible, & well informed. Here is how you ranked the top ten benefits:

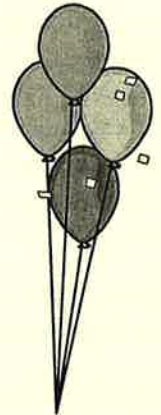
- | | |
|---------------------------|--------------------------------|
| 1) Medical | 6) Number of Vacation days/yr. |
| 2) Dental | 7) Number of Holidays /yr. |
| 3) Prescription drug | 8) Retirement |
| 4) Vision | 9) Number of sick days/yr. |
| 5) Flex work arrangements | 10) Life insurance & AD&D |

The work environment survey showed us very positive results overall. The areas of concern were: holding employees accountable; being paid fairly compared to other non-profits & retaining qualified employees.

Our next step is to look at the demographics to determine what information they can give us & we'll keep you posted.

February BIRTHDAYS

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)

February ANNIVERSARIES

Georgiana Landa	4 yrs	2-08
Alejandra Lopez	4 yrs	2-08
Arlene Olson-Kimberling	1 yr	2-12
Juana Meraz	2 yrs	2-12
Jenny Choban	4 yrs	2-16
Carolyn Westlake	18yrs	2-19
Cathy Meyer	4 yrs	2-25



Happy
St. Valentine's Day!

SAFETY

Please DO NOT REMOVE the evacuation maps that are posted in the bldg. Today I found one under the microwave. I've also noticed these go missing when we re-configure a workspace or move offices. These are posted for your safe exit from the bldg. in case of fire. By law we are required to post them. Please help us save lives and remain in safety compliance - repost it if you have to move it for some reason. Thank you.