

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

## DIRECTOR'S CORNER



*Executive Dir.:  
Jerralynn Ness*

On June 20th, the Community Action Board of Directors will hold its last meeting of the fiscal year and then take a break until September. This is our annual meeting when board elections occur and our annual budget and work plan is approved. We have welcomed four new members to our board since January, including Ron Sarazin, Mark Christensen, Kim Hernandez and Elizabeth Eng...all who bring tremendous gifts to our work.

In June, Lili Olberding will be elected to the board, leaving us with one vacancy to fill in September. Leslea Smith, who is the director of our local Legal Services office, chairs our board nominations committee. She is a strong advocate for increasing the involvement of low-income people on our board. She recently facilitated a discussion with the committee regarding barriers that low-income people may experience that could inhibit their participation on our board. Community Action, across the nation, is unique in its requirement that one third

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of our board of directors must be representatives from the low-income community. This, along with representatives from the private sector and public elected officials, has made our board relevant, rich and effective.

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with a degree in Human Development.

Recently Carol became a sales representative for Longaberger baskets. She loves their baskets and enjoys spending her spare time showing them to others. She also enjoys collecting eggcups, teacups and pens.

A high point for Carol this year was to attend her daughter's college graduation in Kentucky. Now, another major event is ahead for her. With a combination of joy and apprehension she states, "I'm sending my one and only daughter across the ocean to Sapporo, Japan where she'll teach English."

## Comings & Goings

Please welcome Katherine Galian who started 6-3-02 as our Homeless Children Program Coord. at the Shelter.

## CAO STAR

Byline: Joani Hagen



Meet our CAO star, Carol Stewart, Head Start Program Area Coordinator. Carol came to CAO in December of 1992. Her first assignment was to teach 20 pre-schoolers at the Cedar Mill Head Start center. Currently her position finds her supervising six Head Start classrooms in the Tigard-Tualatin area.

Portland is home for Carol, husband Ken, daughter Charlotte, and pet cat Sara Tiger who "loves my lap". Her first years were spent on a farm in the small town of Gordon, Nebraska. She loved "the wide open spaces." After high school graduation and some college, she received a limited teaching certificate and taught in a one-room country school -- 13 children and 5 different grades. She taught for two years and then decided to come to Oregon where she attended Warner Pacific College and graduated

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## Upcoming Events!

Fiscal year ends	6-30-02
July 4 <sup>th</sup>	7-04-02
Bldg. Meeting	7-09-02
All Staff Picnic	8-16-02



# Programs – Top 10 Hits

## Family & Community Resources

**Metro CCR&R** – Okay, so we're a little late with this, but Metro would like to welcome to their staff Dolores Rodriguez, formerly of the front desk staff. And now that she has been officially welcomed and recognized as Metro staff, we would also like to announce that she is currently on maternity leave to be home with Alex Javier Cerriteño, her new baby boy, born on June 6. Welcome to both Dolores at Metro and Alex to this world!

### Its Report Time Again!

Jenny Choban would like to remind any and all of you who have the privilege of submitting reports to her that it is the end of the year, and that reports have to be in to her by the 10<sup>th</sup> of July. (That means the 5<sup>th</sup> of July for all you procrastinators!)

*The following picture is her warning to you...*



## Child Development:

Last week we said good-bye to Lidia Schibic, Head Start Enrollment Systems Specialist – the drive from Gresham to Hillsboro became a little too much for her! We will miss her and we wish her luck. We hope to fill the position soon.

Ivette Cruz, the family advocate from J B Thomas is now working in enrollment until August and is busy doing data entry, filing and returning phone calls. Welcome to the office Ivette!

Head Start Summer Plus is running smoothly, serving about 40 preschool children. An Open House is scheduled for parents, children and providers participating in the program on Wednesday, June 26 from 4-6pm at Beaverton Community Center.

A Kid's Domain summer program, Camp ECO is up and running at Echo Shaw Elementary school! We are serving about 30 children from 6:00am to 6:00pm. On a nice warm day if you would like to get wet in sprinklers, please stop by at Echo Shaw Elementary school and have fun with the campers!

## Topics

People with ideas to help plan the annual summer PICNIC for CAO folks. Please contact either Winnie or Natalie if you are interested in helping develop a flyer, create some games for kids, & plan the potluck.

August 16<sup>th</sup> sounds like a ways away, but it's sooner than you think. I know there are some fun folks out there who can really make sure we all enjoy the day.

## Morale & Wellness

### Recipes

If you have a good recipe to share, send it to us to include in this space.

## Tips

## Checks & Balances

The end of the fiscal year is approaching and there are still outstanding purchase orders. Please go through any outstanding purchase orders that you still have. I need all receipts turned in by June 30th in order to close out this fiscal year. If you did not use your purchase order, I need the original if you still have it and a note stating that you did not use it. Any questions call Cilicia @ 693-3243.

Also, remember, all receipts for reimbursement requests need to be in as well. **END OF FISCAL YEAR IS JUNE 30<sup>TH</sup>!** You have until July 26<sup>th</sup> to turn in your receipts. Help us to help you.

## Lookin' fer Work ... ... in All the Right Places

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

### Administration

IS Coord. 14.89 to 18.08

### Child Development

Family Adv. (3 pos.) 9.33 – 13.40  
 Enrollment Systems Spec. 12.17 – 14.78  
 Teacher III (3 pos.) 10.75 – 14.86  
 Teacher II (2 pos) 9.25 – 10.50  
 Teacher II Subs. 9.25 – 10.50  
 Early Head Start Family Support Wkr. 9.33 - 12.44  
 Family Advocate JB Thomas 9.33 - 13.40  
 Teacher I (Aide) *ON GOING* 8.00 -- 9.20

### Development Advancement

Volunteer & Community Relations Spec. 9.92 – 16.54

### Family & Community Resources

Program Assist (Weatherization) 10.41 – 13.65  
 Auditor/Inspector (Weatherization) 13.65 – 16.57  
 Opening Doors Team Leader 9.33 – 12.44  
 CCR&R Spec. 9.24 - 12.82  
 Shelter Assistants *ON GOING* 8.00 -- 9.22

*\*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.*

## What's Developing?

There's another Beth in the office! Please welcome Beth Bendickson who is filling in temporarily until we hire a new Volunteer and Community Relations Specialist. We are very grateful to have her here. You can reach Beth at x254

Jeri Alcock left our Resource Development staff last month and is now the Director of Development at a human services agency located in Salem. We miss Jeri but wish her well.

Thank you to staff who have turned in their volunteer time sheets! If you have not yet turned them in, please do so by July 3, 2002. Send them to Beth Bendickson, Resource Development, Hillsboro Office (x254). Thank you!

Did someone say wine raffle? Thanks to Joan Swanson who sold wine raffle tickets at the Forest Grove Wine Festival earlier this month. Please connect with Beth Bendickson if you'd like to sell tickets over the summer and help us raise \$10,000 for Community Action programs!

Clothing for children ages 5-12 is being accepted at the Play It Again clothes closet during regular business hours, Tues, Wed, and Thursdays from 9 am to noon. Because everyone on staff has done such a great job marketing Play It Again as a donation site, we are temporarily **NOT ACCEPTING** clothing for infants and adults-we just have so much!

For more information, call x255. Please continue to refer families to Play It Again for their clothing needs.

## Us to Us – Sales, Services, Needs

### 1950's Antique Table

Red Formica top, chrome curved legs, 4 matching chairs (some need repairs). \$300 or make me an offer. Call Beth Dasher at (503) 693-3291.



## HR (Benefits/Diversity/Q&A) Ask Winnie

June is our traditional OPEN ENROLLMENT month when you can change plans, add dependents and the like. We've held 3 meetings this month to inform you of changes that will take effect on July 1<sup>st</sup> and those coming on October 1<sup>st</sup>. If you missed the meetings last week, your next chance is in September when we will have a 2<sup>nd</sup> Open Enrollment.

This year the COLA increase effective on July 1, 2002 will be 3%. Just a reminder that everyone will receive this increase, except those who are on a performance probation and those who are still in the 90-day New Hire Introductory period. It will appear in your check on 7-12-02. When you successfully complete the new hire introductory period or the performance probation period, you will receive the 3% COLA.

As you know, for several years now our hiring range has been between 60% & 80% of the market, and this year we are moving the hiring range to 70% & 85% of market. This is the first step in moving our pay to market. We are working on additional tools that will help move individual pay up to market as well.

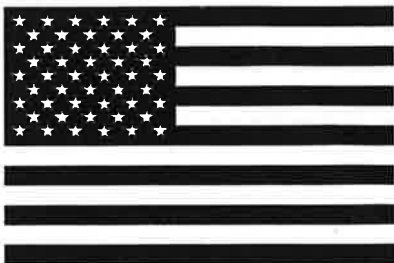
### JULY ANNIVERSARIES

Gilda Gutierrez	1 yr	07/09
Leyla Arevalo	1 yr	07/09
Maristela Torres	1 yr	07/09
Shashonee Perry	1 yr	07/09
Lynn Fairweather	2 yrs	07/10
Bruce Horne	5 yrs	07/11
Deborah Burrows	1 yr	07/12
Beth Dasher	4 yrs	07/13
Jessica Goodrich	1 yr	07/24
Jenine Macon	2 yrs	07/25
Carol Hadley	5 yrs	07/30



### JULY BIRTHDAYS

Christine Finney	07/01
Renee Bruce	07/03
Rocina Hernandez	07/04
Claudia Blanca Hernandez	07/06
Mary Davila	07/10
Elaine Burrell	07/13
Judith Harris	07/13
Sharon Bosserman-Benson	07/14
Norma Stewart	07/16
Rosa Loayza	07/20
Sharon Bolmeier	07/21
Maria Infante	07/22
Sandra Dunlap	07/27
Francisca Salgado	07/27
Victoria Dominguez	07/28
Estela Guillen	07/28



**SAFETY –**  
*Have a safe and happy Fourth!*