

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



DIRECTOR'S CORNER



Many of you may be aware that I am on a special leave granted by the board for the month of July. I am going through the national Community Action Certification process and will be sitting for the final exam this month. Marilyn Harrison has been serving as the Acting Executive Director and Natalie Horne has been the point person for my scheduling and communications. Hopefully you haven't noticed my absence because everything is normal and we are all moving forward with our mission! I want to thank all of you for that.

I hope that you all are having a wonderful summer and I look forward to seeing you in August. Don't forget to mark your calendar for our staff picnic to be held Friday, August 16th from 12:00 until 4:00 at Shute Park.

I would like to close with an inspiration from Andy Rooney:

"I've learned that being kind is more important than being right.

Life is indeed precious...

NEWS OF NOTE

Beginning in September... our Building Meetings will be held on the third Tuesday of the month (rather than on the second Tuesday).

✓ Mark your calendars now.

UPCOMING EVENTS



Building Meeting 8/13
Staff Picnic 8/16



CAO STAR

byline: Joani Hagen

"I came looking for a job that had meaning and wasn't just a paycheck."

That's how Jennifer Gunterman feels about her position as coordinator for A Kids Domain and Gaston Head Start center. Eighteen months ago she started her work as lead teacher for A Kids Domain. After 7 months she moved into the coordinator role.

Jennifer's school years were spent on the island of Oahu. Her mom placed foreign students in USA homes and she has many good memories of the foreign students that stayed in her home. Upon high school graduation, Jennifer came to the mainland to attend University of Montana. It took 6-1/2 years to get her degree in psychology but, she says, "I had a really good time in the process."

While in college she met her husband. They moved to Oregon so he could attend graduate school. Working as a manager for Blockbuster Video she combined her retail experience and love of movies. She was able to watch every new movie for free--and frequently purchased her own videos. At one time she had over 500 movies in her collection!

This summer Jennifer is overseeing the AKD Camp ECO program which she says is "going really, really, well."



FAMILY & COMMUNITY RESOURCES

No Funds currently available for Energy Assistance: Due to extremely heavy winter demand the Energy Assistance program does not have any funds available at this time. Because of the tremendous participation by CAO program staff and other partners in the community, Energy Assistance served an incredible number of families in a very short period of time. Nearly 5,000 families received assistance between October and March, compared to 2,000 the previous year. Thanks to state legislation creating the Oregon Energy Assistance Program, the amount of Energy Assistance dollars available for clients has tripled during the past two years.

We want to thank everyone who helped take applications. Your hard work and dedication helped our low income neighbors keep safe, healthy and warm this past winter. Muchas gracias!

CHILD DEVELOPMENT

We have a new staff member in our team at central office and her name is **Linda Blackwood**. She is the new Program Area Coordinator for Hillsboro Area. She will be involved in planning for Part-Day Head Start program and will also help in the enrollment. Welcome to the office Linda!

The **Coffee Creek Child Development facility** is ready for classroom set-up! This Early Head Start program will provide the opportunity for incarcerated mothers and their children to spend time together two days a week in a classroom setting. Caregivers will be offered a variety of opportunities during the time children are in the classroom with their mothers. Activities are designed to strengthen and enhance the mother-child relationship and the caregiver-mother relationship in preparation for the mother's release. The program will begin the third week of September.

Topics

MORALE & WELLNESS

Tips

Calling For Volunteers.....

Our Annual Employee Picnic is only a few weeks away (August 16th) and we need some help. This is for employees & their families by employees and if you would like to put together some children games and/or activities, or help with setup...we need you. Also, this year we need some volunteers to **COOK!** We were not able to get the caterer from last year to donate their services again this year (boo hoo) – but, he can donate the use of the equipment. So you'll have good equipment on which to cook. We will need help in locating an organization who will donate hamburgers & hot dogs (buns?). Please give us a lending hand and call either Natalie at ext. 250 or Winnie at ext. 257 to volunteer ---

Let's make it a **FUN EVENT!!**

More bits of inspiration from Andy Rooney:

“ I have learned that...

You should never say no to a gift from a child.
That when you plan to get even with someone, you are only letting that person continue to hurt you.
That the easiest way for me to grow as a person is to surround myself with people smarter than I am.
That I can't choose how I feel, but I can choose what I do about it.
that when your newly born grandchild holds your little finger with his little fist, that you're hooked for life.”

Thank you, Jerralynn, for sharing these with us!

CHECKS & BALANCES

Admin Support Your Office Specialist Team is now offering production services. If you have large copying, printing, folding, stapling or envelope stuffing projects that you would like us to prepare please complete a Production Request Form. Forms will be available in the production areas or you can get one from Serena, Mary or Jackie. Turning your request in early ensures the best possibility of having your request complete when you need it. Some projects may be too large or complex for our equipment. If this is the case, we will be happy to help you coordinate with local printing companies. If you need any assistance please don't hesitate to ask.

Facilities The Facilities Team has been busy organizing their work schedule. To help us help you we ask that you complete a Facilities Work Request for all maintenance work. This includes building repairs, placing items in or removing items from storage, and any other normal day to day operations. All requests need to be submitted to John Russell. Please remember that advance notice is necessary in order for your request to be completed when you need it. Any maintenance that poses immediate danger to life or property needs to be brought to John's attention immediately. John can be reached at 503-693-3245 and jrussell@caowash.org

IT

Need technical Assistance?

The quickest way is to visit our v
The "HELP DESK" address is:



<http://helpdesk.caowash.org>

Submit a form electronically (it is so convenient) and be amazed by the service!

Did you know that there is a current copy of our phone list online?

Common\caoinfo\lists\hillsboro phones short list.doc

WHAT'S DEVELOPING?

June 30 marked the end of our private fundraising year. The community has donated nearly \$1 million this past year in cash gifts, grants, pledges and goods and services to help us conduct our work with low-income families! The bulk of these private funds help underwrite our programs and others helped with program expansion. Good job everyone who worked with donors this past year — please continue to let them know how much we appreciate their involvement with our work!

Congratulations to Opening Doors who recently received a wonderful donation of baby products and cash from employees at Intel! Many, many thanks to Joan Brown who informed the Resource Development office of the gift (in addition to turning in cash and checks to the front desk) so we can make sure the donors are acknowledged both individually and as a group. When you receive group gifts, please notify our office so we acknowledge and account for the gifts and include all the little details.

Many thanks to Joan Swanson for selling wine raffle tickets at the Forest Grove Wine Festival in June. Mark your calendars for **August 13th** when the Hillsboro Tuesday Market will feature food and music with Latino influences complimented by local wines. Any takers for ticket sellers at this event? Contact Sharon BB at x255.

Thank you so much to all programs who submitted their volunteer tracking sheets to Beth in the Resource Development office. Elaine Burrell has offered to remind Head Start staff to submit their volunteer hours three times throughout the year: before winter break, before spring break, and finally at the end of the school year in May.

We are on track for raising the most ever from private contributions! This includes donated items and services ("gifts-in-kind"). If your program has received goods or services during July 1, 2001-June 30, 2002 and you have yet to submit a "Receipt for Donated Items and Services" — please do so! Forms are available upstairs in the main office, on the shelves that hold the personnel and fiscal forms. Please submit your forms to Carol Hadley in Resource Development (x252) by July 19th.

**LOOKIN' FER WORK ...
... IN ALL THE RIGHT PLACES**

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

Administration

Bookkeeper (Accts Payable)	\$11.46 – 13.91
IS Systems Coordinator	\$14.98 – 18.08

Child Development

Teacher I (aide)	\$ 8.00 - \$ 9.20
Teacher II all areas (11 positions)	\$ 8.79 - \$10.67
Teacher III A all areas (4 positions)	\$10.55 - \$12.81
Teacher III B Early HS Coffee Creek	\$10.55 - \$12.81
Teacher AKD (school age)	\$10.80 - \$13.12
Family advocates all areas (4 positions)	\$11.21 - \$13.61
Enrollment Systems Spec.	\$12.17 - \$14.78

Development Advancement

Family & Community Resources

Program Assist (Weatherization)	\$10.41 – \$14.07
Auditor/Inspector (Weatherization)	\$13.65 – \$16.58
Opening Doors Team Leader	\$12.17 – \$14.78
Early Childhood Specialist (50%fte)	

**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.*

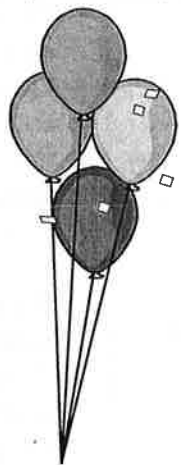
**HR
Ask Winnie
(Benefits/Diversity...)**

I just wanted to thank those of you who attended the Open Enrollment meetings we held in June. It is important information and I'm glad we were able to provide it to you. For those of you who didn't make the June meetings, we will have a "one time only" repeat for Open Enrollment during September 2002. The next Open Enrollment after that will be September 2003. We are changing our plan year to October 1st in order to accommodate Head Start or other partial year employees who usually go on layoff at the same time we are holding meetings. Hopefully this will help all of us get the information we need at the right time, and the right forms turned in at the right time.

For those of you on summer layoff and have selected COBRA coverage during the summer, don't forget to mail you premium payments to us on the first of the month.

JULY ANNIVERSARIES

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

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

Us to Us – SALES, SERVICES, NEEDS

Bali Batik, a small business owned by Judy Schilling sells handpainted (batik) clothing from Bali. Sold at festivals, Judy gives a 10% discount to CAO employees.

July 11-13	Turkeyrama in McMinnville
July 19-20	Robin Hood Festival in Sherwood
Aug 16-18	Garlic Festival in North Plains