



Paycheck News

August 8, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Development -Farzana Siddiqui, Family &Community Resources -Anne Schlereth, all others – Winnie Althizer, Brooke Zimet. Editor: Winnie Althizer. Layout: Natalie Horne.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

This summer, Jeri Alcock and I have been visiting each of our Board members to learn more about them and their particular interests for involvement in Community Action. I am continually impressed by the depth of their commitment to our mission and the wide range of talent and expertise that they bring to our Board. This one-hour investment of time has resulted in board members identifying how they can be most helpful and offering suggestions and assistance that will enrich and strengthen our efforts. Each one has been pleased to receive a copy of "Nickel and Dime" and I'm looking forward to hearing their comments after reading it. By the time you are reading this, we will have held our summer Board and friends picnic, hosted by one of our donors. A handful of our leadership staff and major supporters will be joining our board members for an informal get together and afternoon potluck, including our family members. Events like this help us to build relationships with some key constituents who are so vital to our work.

NEWS OF NOTE



DON'T FORGET THE PICNIC!!!! It is **FRIDAY, August 15th** from noon to 4:00 pm. at Shute Park in Hillsboro. We need your form showing the number of people you are bringing with you. It's important so that we'll have enough food for everyone. Our hamburgers, veggie burgers, & hot dogs will be donated, but we'll need folks to volunteer to help grill – contact Brooke if you are interested (30 min. shifts). Joy White (of AKD) is working on games for the kids. Check last paycheck news or flyer to find out what you should bring. Remember to mark your utensils & dishes so that they get returned to you.

COMINGS & GOINGS

WELCOME **MICHAEL CONNER**
OUR NEW **TEACHER III** SUB AT
HILLSBORO CDC.

UPCOMING EVENTS!



Picnic	Aug 15
Building Meeting	Aug 19
Head Start Policy	Aug 19
Safety Meeting	Oct. 06

CA STAR



Chris Kurans is one of the Head Start teachers of the afternoon class at J.B. Thomas, working with Debi Palmer (whom she describes as "fantastic and funny"). She's learned a lot this first year with Head Start, and improved her Spanish. Prior to her work with Community Action, Chris worked with children and their families in a variety of settings including elementary school and family child care, and as assistant librarian at a local high school.

Her daughter Melissa Campbell once worked at CAO now lives with her husband Jason in Texas. Her son Kevin is a high school senior and has an internship with Intel; daughter Karen is a sophomore. Chris's husband Joe is the technical director for Washington County 911. The happy family shares their home with a dog and a cat (names undisclosed).

This summer Chris plans to finish her master's degree in education at PSU, landscape her backyard, do some canning and make jam. She enjoys stamping and camping at the beach

FAMILY & COMMUNITY RESOURCES



Energy Assistance News: OLGA is here!

Our Energy and Emergency Services Program has received funding for a new natural gas assistance program, which is now starting up at both of our intake locations: Hillsboro and King City. The program is called OLGA (Oregon Low income Gas Assistance) and is funded through a 25 cent fee added on to every residential gas customer's bill. Washington County's share should be approximately \$7,000 per month, to be used for bill payments for families who meet our energy assistance guidelines. The program will run basically the same as our LIEAP and OEA programs. Gas customers who need assistance with their bills should call our offices at either Hillsboro (503.648.6646) or King City (503.598.0505).

CHILD DEVELOPMENT

Enrollment in Head Start Pre-K Program is in progress. The enrollment team has been busy, working hard to keep up with phone calls, processing applications and data entry. After the returning children's placements were confirmed, first round of selection of new children was completed. And then the fun part began - several hundred phone calls to parents to notify them of their child's selection in Head Start - some parents yelled with excitement, others were happy that their child got in Head Start and several others thanked the staff for the good news they received. At any given time during the year, Head Start waiting list has about 400-600 children waiting to get in!

Work is in progress to put together several hundred newly selected children's files, Orientation packets, Screening Fair packets, and not to forget several hundred forms for various program models that needed to be edited and printed and will now be organized for each classroom!

The Enrollment team would like to thank all staff and volunteers for their support - we could not have done it without you! Keith and his team - Jackie & Caronna, Bob, Jody, Cindy Johncola, Linda Johnson, Olga, Clara, and our wonderful volunteers Martha, Craig, and Tracy.

Thanks Again!

Topics -

MORALE & WELLNESS

Recipes - Chai Concentrate

2 ounces black tea (Indian Assam recommended)
2 cinnamon sticks, broken into small pieces
6 whole cloves
1 tsp. whole green cardamom pods, crushed lightly
1 (2") piece of fresh gingerroot, cut into rounds
1 cup water or milk
Place all ingredients in saucepan, bring to a boil and let stand about 15 minutes. Strain the solids and cool. Use as a flavoring or moistener. Yields about 3/4 cup.

One delicious option for serving:

Add crushed and sieved raspberries and sparkling apple juice and pour over crushed ice. Float a little cream on top for looks.

Tips

Friend Indeed

Here's an easy way to improve your health this weekend: make a date to get together with your favorite friend.

Not only are friends good for your mental well-being, but they also may improve your physical health profile, too. In a study of people with hypertension, the people who had the fewest friends and family members in their social circle had the highest blood pressure readings.

RealAge Benefit: Taking care of your emotional health and well-being can make your RealAge up to 16 years younger.

WHAT'S DEVELOPING?

Welcome Mary Jones!

Mary Jones has joined the Resource Development team as a temporary employee. Mary is writing grant proposals, managing foundation reports and helping us to improve our donor database. Welcome Mary!

You are invited to Fiesta Latina!!

Come join Community Action and Centro Cultural at the Hillsboro Tuesday Marketplace (Main & 2nd Ave.) for Fiesta Latina on August 13th from 5:00-8:30pm. Enjoy fine Mexican Cuisine and listen to Latin American Folk music played by the famous Grupo Condor. You can even learn to dance salsa! Watch local dancers highlight the best of Latin dance moves. Admission is free.

Who will win the wine raffle?

Come find out on Tuesday August 13th at Fiesta Latina, from 5:00-8:30pm. Dan Aberg, Chair of the Community Action Board of Director's will draw the winning tickets at 8pm in the Washington County Courthouse square. One grand prizewinner and three additional winners will take home a fine selection of Washington County Wines, courtesy of the Wineries of Washington County.

Tuesday August 13th is the last day to buy or turn in your raffle tickets!

SPECIAL - ADULT LITERACY:

"Dateline NBC will be focusing a full hour "Tom Brokaw Special Report" on adult literacy, scheduled to be broadcast on Friday evening, August 8 at 8:00p.m. EDT* on NBC-TV. "A Loss for Words" follows a group of four adult literacy students as they seek help at the Adult Learner Program at Queens Public Library in New York City.

This is a rare opportunity to highlight the collective work of our field, to focus attention on the issue of adult literacy and basic education, and to provide a window into these services for prospective students and the general public.

CHECKS & BALANCES

Fiscal -

Facilities - ICE

We have provided for employees filtered water and a refrigerator with icemaker in the Café. Please get your ice from there. Dipping for ice from the machine in the kitchen violates compliance with Health Dept. codes and could jeopardize our programs. Thank you.

Tip IT no tips this edition.

LOOKIN' FER WORK ...

... IN ALL THE RIGHT PLACES

See this info * at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

AKD Assistant Teacher	\$8.79 - 10.67
Education Specialist	\$11.61 - 14.09
Teacher III Subs-EHS BCDC(3 positions)	\$10.55 - 13.45
Teacher III Area Sub-EHS HCDC	\$10.55 - 13.45
Teacher II Subs-EHS(2 positions)	\$8.79 - 10.67
Teacher II EHS- HCDC	\$8.79 - 10.67
Teacher II EHS- BCDC	\$8.79 - 10.67

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.*

USTOUS - SALES, SERVICES, NEEDS

Due to Summer schedule we do not have anything for this column at this time.

If you do want to post something especially for our employees please contact Natalie via e-mail. No third party ads will be accepted.

HR - Ask Winnie

Benefits, Diversity...

I'm BACK - sort of!

I'd like to introduce you to a unique meet together to advise and give feedback to the Directors when it comes to Employee issues and policies. It is the HR FOCUS GROUP and it's members are:

- Jennifer Gunterman Carol Stewart
- Jenny Choban Ann Schlerath
- Jeanine Macon Joan Swanson
- Donna Bennington

This group was an important part of preparing the Employee Handbook and provided significant input regarding the policies and how they were written. As polices are updated they will continue to provide this "employee's view" of any proposed changes. Recently they have been asked to review & provide direction for this year's Health Insurance options and costs. As you may know from current news articles, health insurance coverage & cost is a major concern to the public. The input they provided is used as this discussion continues during August as we meet with the Board Personnel Committee & Directors to finalize our course of action. There will be changes in our options as of October 1st. We will be holding Open Enrollment meetings during the month of September, so look for the notices and mark a time in your calendar to attend one of these meetings.

Q&A)

August BIRTHDAYS

Kristin Ludwig	8-01
Cynthia Johncola	8-04
Patricia Taylor	8-05
Christie Curtis	8-05
Debbie Agee	8-05
Erin Pearce	8-05
Lorie Wilson	8-06
Shelby Sears	8-11
Clara Villanueva	8-12
Laura Bernards	8-14
Gavin Ugale	8-14
Elizabeth Sommo	8-14
Kathryn Gressett	8-17
Marilyn Harrison	8-18
Jody Dolan	8-19
Larine Wallace	8-19
Jodi Davis	8-21
Marcia Rutledge	8-23
Beverly Bean	8-24
Jennifer Gunterman	8-27
Melissa Heart	8-27
Mary Ryan	8-28
Eliana Gomez	8-28
Rafael Alcaraz	8-28
Judith Del Porto	8-30
Melissa Secrist	8-31



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

SAFETY

Our Safety Committee met on Monday, August 5th, this week. Here are some of the work we did. Reviewed the Accident Investigation training the committee members completed in June. The trainer used the accident in May (falling down the stairs at the main office) to provide first hand experience for the committee. We recognized a need for a follow up procedure to ensure that the committee's recommendations were acted on and should have this completed by the next meeting. We also distributed a DRAFT Communicable Disease Policy for the committee to act on at the meeting in October (this is for staff/employees & is not the same as the Head Start policy for the classroom). Our meetings are held the first Monday of each month.

August ANNIVERSARIES

Erika Early	2yrs	8-01
Eliana Gomez	1yr	8-02
Emma Hanley	1yr	8-05
Mary Ryan	1yr	8-06
Bobbie Ludwick	3yrs	8-07
Kathryn Gressett	1yr	8-12
Marcia Rutledge	1yr	8-12
Leticia Flores	2yrs	8-15
Margaret Blaylock	13yrs	8-15
Donald Shaw	1yr	8-19
Patricia Gamboa	1yr	8-19
Maria Martyniuk	8yrs	8-22
Cilicia Burrell	4yrs	8-23
Debra Griffin	9yrs	8-25
Jimi Smith	6yrs	8-25
Maria Villalobos	1yr	8-26
Ann Hering	1yr	8-28
Jewell Taylor	6yrs	8-28
Delores McNee	9yrs	8-29
Laura Bernards	4yrs	8-30
Delores Rodriguez	3yrs	8-31
Kristin Long	4yrs	8-31

