



Community IN ACTION

Newsletter December 18, 2006

Deadline is the second Friday of the month; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR Serena Villafaña, Morale & Wellness -Phyllis Johnpoll. Development – Scott Schlegel, All others – Nancy Peters. Editor: Winnie Althizer

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Jeri Alcock, Director of Development and Community Relations, will be departing her position as of January 1, 2007 and launching her consulting business, "On Course". Her tag line is "Helping charitable organizations to reach their destinations." We have been recruiting for her replacement since October, but word has it that there are 80 Development Director positions open in our region and not very many experienced Development Directors looking for work. So we have put in place a transition plan while we continue to search for Jeri's replacement. Mary Jones will serve as the Development Team leader and the point person for staff and the others wishing to make contact. Her phone number is 503-693 3230. Scott Schlegel and Margaret Springer round out the team and all 3 will continue to move our projects forward.

Community Action will become one of Jeri's first clients as we contract with her to put together our 2007 "Celebration of Community Spirit Dinner". While we regret losing Jeri, I wish for her the very best and thank her for all of her wonderful contributions to our work. I'm pleased that she can continue to assist us and proud to have a strong staff team to carry on the work of the department.

I wish you all a glorious holiday season. May it be filled with love and the warmth of family and friends. And may the New Year bring us all peace and a renewed sense of hope.

NEWS OF NOTE



Many thanks to the organizers of the Holiday Party at the Main Office. Unfortunately with the wind storm the party was cancelled.

The Wellness Day Committee will soon begin the planning of that all staff event. If you would like to be on the committee, please contact Nancy Peters in HR. Each year feedback tells us it just gets better and better.

Pre-K Head Start has left for the winter break 12-16-06 to 1-2-07. All Day All Year Head Start will take winter break the week between Christmas and New Years, returning on 1-2-07.

DID YOU KNOW???????

When you are out of the office for several days, you can put your phone in a Do Not Disturb mode.

To send all calls to voicemail without ringing your phone:

1. Lift handset
2. Dial *8 – listen for the service tone and replace the handset.

To take your extension off DND:

1. Lift handset
2. Dial #8 – listen for the service tone and replace the handset.



COMINGS & GOINGS

Welcome to the following:

Dominica Webber-(Teacher-II Sub), Cherlyn Page-(Teacher-II/Family Support), Imelda Cirilo-Avelino-(Teacher-II Sub), Mika Nukaga-(Teacher-1), Claudia Castillo-(Teacher-1) & AnCuong Ta-(Community Resource Advocate)

We say goodbye to the following

people: Maricruz Estrada-Cortez, Melinda Frink & Gilda Godinez.

UPCOMING EVENTS!



Board Meeting	12/21
Christmas	12/25
January	
New Years	01/01
Safety Meeting	01/08
M.L.K. holiday	01/15
Building Meeting	01/16
Head Start	
Policy Council	01/16
Board Meeting	01/18

January 2007
BIRTHDAYS



Danny Chhy	
Alisha Stoecklein	
Melissa Baca	
Claudia Gutierrez-Garcia	04
Martha Knapp	04
Carol Bump	06
Larry Hauth	07
Margarett Blaylock	08
Michael Connor	09
America Morales	09
Kathleen O'Neill	12
Barb Dame	17
Lucia Guerrero-Perez	18
Deborah Smith	22
Joan Brown	25
Catalina Solis	25
Sonia Hurtado	31

January 2007
ANNIVERSARIES



Manuel Alcaraz-Navarro	2 years
Antonietta Narcio	2 years
Jessica Sloan	2 years
Brooke Zimet	4 years
Blanca Silva	5 years
Sam Widmer	5 years
Susana Salgado	6 years
Debra Palmer	8 years
Vilma Banek	8 years
Brenda Neri	9 years
Rafael Alcaraz	9 years
Carol Bump	13 years
Amberlie Wiley	13 years

MORALE & WELLNESS

January is:

Birth Defects Prevention Month
 Blood Donor Month
 It's also Oatmeal Month and Prune Breakfast Month
 January 10 is "Where's The Beef?" Day, commemorating the first time the famous ad appeared on national TV.
 January 28 will mark the 20th anniversary of the explosion of the shuttle Challenger.
 Chinese New Year (Year of the Dog) is on January 29.

There are lots of reasons to like black pepper. It has demonstrated antioxidant and antibacterial effects. It helps you derive the most benefit from your food and the outer layer of the peppercorn stimulates the breakdown of fat cells, keeping you slim while giving you energy to burn.
 Here are a few ways to use it:
 Coat steaks with crushed peppercorns before cooking to create the classic dish, steak au poivre.
 Olive oil, lemon juice, salt and cracked peppers make a delicious salad dressing.

RECIPE

A treat for the Designated Driver on New Year's Eve.

Mock Sangria
 Makes 2 servings

- 2 cups raspberry flavored drink
- 1/4 cup cold orange juice
- 1/4 cup cold white grape juice
- 3 each: lemon, lime and orange slices

Combine all ingredients in plastic or glass pitcher. Refrigerate until ready to serve. Serve over ice cubes in tall glasses.

WHAT'S DEVELOPING?

Dear friends,

As we say goodbye to 2006, it is time for me to say goodbye to all of you. December 29th will be my last day as Director of Development. Here are my parting thoughts: During my five-year tenure with Community Action, one of my major roles has been to define and promote the Community Action promise. It was a privilege to promote the work you all do every day and an incredible experience to be part of an organization with a four-decade legacy of excellence. Every person who is involved with Community Action is an example of the brand in action: the promise of hope, help and change. You have a bond with and a commitment to the communities you serve. Feed your inner activist: keep the poverty education alive. Hold each other to a high standard. Best wishes to each of you and **THANK YOU!**

Jeri Alcock



CHILD DEVELOPMENT

Head Start is looking forward to the winter break—it will be one week for the full time childcare centers and two weeks for our pre-k program.

As soon as we return from the break, it will be time to jump into our annual self-assessment. Parents and community partners will be visiting classrooms and riding buses. Parents will also fill out a survey. Once all the information is in, our Leadership Staff will use the official Head Start review protocol to determine if they think we are in compliance with performance standards.

In February, our Policy Council will review the recommendations of the leadership staff and by March we will have plans for improvement in place. This process helps us to continuously improve the quality of our services and the results we achieve. If you are interested in visiting one of our sites for self-assessment, you can contact Farzana or Carlyne or any of the Program Area Coordinators and they will put you to work!



CHECKS & BALANCES

FISCAL – Happy Holidays to everyone! I was asked to let you know how to speed up the PO (Purchase Order) Process.

When filling out the Requisition for Disbursement (Green Sheet), please include dates of when you plan to use the PO for supplies, i.e. Classroom supplies for January 2007, or Family event on 12/21/06. This lets our department know what date we should make your PO available for the next 30 days. Also, make sure that you include your name and what site you want the PO sent to, on the upper right hand corner of the Green Sheet. We don't necessarily know where you work, so including what site, helps speed sending the PO back to you a lot.

Please try to request your PO's 30 days in advance of when you plan to use them. That way you don't have to worry if you are going to get it before you need to use it.

If you ever have any questions about what to do, or how the PO process works, please don't hesitate to call Ann, 503-693-3243 or Phyllis, 503-693-3256.

LOOKIN' FER WORKIN 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.

ASK Winnie



Benefits, Diversity...

The end of the year is here and you will want to be thinking about taxes, and financial health (OK – so you don't want to think about taxes).

If you are not already enrolled in our Community Action Retirement Savings Plan 403(b) now is a good time to give it some consideration.

All employees (part time and full time) may enroll and make pre-tax salary reduction amounts for investment beginning with the first day of employment (or at any time).

After your 2nd anniversary (beginning of your 3rd year of employment) you are eligible to participate in the Agency's contribution to your account. To be eligible for the Agency's monthly contribution you have to be age 18 and have worked a min. of 2 years with 1,000 paid hours in each year. If you have already worked a min. of two years (i.e. 3 yrs. part time & 3 yrs. Full Time) you may have already met the 2 yrs. with 1000 hr. paid time requirement. If you are not enrolled in the plan and think you meet the requirements for Agency contribution, please contact HR to request a 403(b) packet.

SAFETY

Use the following checklist to prepare or restock your winter car kit

- Battery-powered radio, flashlight, and extra batteries
- First aid kit, fire extinguisher, and booster cables
- Bottled water, non perishable set of foods and a blanket
- Maps, matches, and flares
- Sleeping bags, extra clothes, and a small set of gloves
- Tire chains, shovel, and a small sack of sand for generating traction under tires

Safe Behavior: Extension Cord Use

- Insert plugs fully into socket.
- Don't use electrical tape to repair extension cords
- Replace cracked or worn cords
- Never use plugs with a broken grounding prong.
- Use specially designed extension cords for outside use.

FAMILY & COMMUNITY RESOURCES



One Night Shelter Count

Community Action's Housing and Homeless Services has sponsored a count of homeless persons for about 17 years. During these counts, we have collected important demographic information for Oregon Housing and Community Services (OHCS). Most counties in the state have participated in this as well. OHCS tabulates the data we provide, and then produces a report that reflects numbers of homeless persons statewide, as well as in each county. These numbers are used to compare the level of need in an area, with the services that are available.

Until 4 years ago, this count has only considered homeless persons in Washington County who are receiving some type of services. We all know that there are an increasing number of single homeless individuals in this county who have not been able access any type of services. Therefore, they weren't being counted. To address this issue Community Action has been organizing efforts to reach out to those who have been previously overlooked.

Housing and Homeless Services has organized an effort to go out into the county and interview as many homeless families and individuals as we can find. Last year 25 volunt participated in the effort. They went into camps and various other areas, and made contact with 1162 children, women and men, who were experiencing homelessness. Washington County has a great deal of geographic area, and it is always a huge undertaking.

This year the count will take place during the last week of January. We get better at this each year, and this year we are adding a new strategy. We are planning countywide hot meals throughout the week. These will take place in Tualatin/Sherwood, Tigard, Beaverton, Hillsboro, Cornelius and Forest Grove. Each of the sites will **also provide** comfort items, as they are made available. All of this will occur in conjunction with our usual approach. All volunteers are welcome. For info contact Pat Rogers at 503-640-3263.

Volunteers Needed

For several years the main office in Hillsboro has provided office space on weekends for the purpose of assisting low income residents prepare tax returns (AARP Tax Aid Volunteers). To prepare for the upcoming tax season, they are recruiting volunteers (especially Spanish speakers). If you want to know more about the qualifications to be a volunt or ask any other question about the program please contact Kris Broughton at 503.243.7765 or e-mail: cashoregon@gmail.com.