



I need a name News

OCTOBER 3, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer, Brooke Zimet. Editor: Winnie Althizer. Layout: Natalie Home.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Well, October has arrived on our calendars but somehow it just doesn't feel like summer has let go. Lucky us to have the gift of some extended sunny, warm days before the inevitable Oregon rain returns.

I'm looking forward to our Fall All Staff, which is scheduled for Friday, October 24th. Our theme is "Our Promise, Our Future", as we prepare to develop a new strategic plan for 2004-2007. Hearing from you about your ideas and suggestions for strengthening Community Action and our services to the community will be the focus of the day. We've arranged with Holly Pruett to be our facilitator and she has agreed to provide us with a summary report of your input. This information will be provided to all of you and will go to our Board Strategic Planning Committee to incorporate as they help us to shape a future direction for Community Action. In preparation for this, I asked our Directors what they would want to know from all of you as we move into strategic planning. And some of the things they mentioned were: What do you need to do your jobs? Tell us about the clients we serve and any changes you see. Are we serving clients in the best ways? What kind of training do you need? What do you see as the most rewarding part of your work? What obstacles do you face in terms of work flow? What would you like to see us do differently? So come prepared to think big and to have a wonderful day!

NEWS OF NOTE



It's OCTOBER and time for our annual fall ALL STAFF. It will be held on Friday, 10-24-03 and there are flyers being distributed to give you more info about where and what time. This year we will be focusing on the development of our Strategic Plan for the next 3 yrs. We hope to get a lot of info from you to share with our Board and with the new Board Committee who will guide us as we make our plans. Put your thinking caps on and come prepared to discuss how we can strengthen our internal & external competencies to become a stronger organization.

CA STAR



Byline

We continue to hope several of you will volunteer to be "reporters" so we can continue to know our co-workers. You don't have to be perfect, just interested in other folks.

COMINGS & GOINGS

In the last issue we had computer difficulties so this edition we have a lot of catching up to do.

.....continued in next column

COMINGS & GOINGS CONTINUED

Let us introduce you to our new arrivals.

Teacher III

Shannon Flynn- Tigard CDC
Maria Ochoa- Aloha

Teacher II

Jessica Foote- BCDC sub
Teacher II/Family Support
Floribertha Hernandez- JBT

Maria Gutierrez – Walker

Teacher I

Rosa Gutierrez -JBT
Steven Lewis-Walker
Maria Mercado- Peter Boscow
Graciela Palma- Barnes
Annalisa Van Domelen- Bridgeport

Opening Doors Staff Additions

NPN Supervisor

Gordon Jones

Office Specialist II

Sarah Meyers

Family Support Workers

Robin Hudson-Montoya

Tiffany Jordan

Olivia Estrada

Marisa Harrison

Outreach Worker

Maria Regino

Caronna Garcia has moved to an Outreach Worker position. Congrats!

Jackie Magill is moving to a new position as SAFAH Family Advocate.

We said good-bye to a number of folks as many decided to move on or not return from summer layoff. They are – Victoria Gomez; Lynn Fairweather; Sylvia Castellano; Nikole Kay; Rachael Hocking; Maria Ospina-Todd; Elizabeth Sommo; Sheri Salcedo; and, Jennifer Carlson. We wish all them good fortune for the future.

UPCOMING EVENTS!

Safety Meeting	10-6
Agency New Hire Orientation	10-10
Building Meeting	10-14
Board Meeting	10-16
Head Start Policy Council	10-21
At a glance tour	
ALL STAFF	10/24



CHILD DEVELOPMENT

Head Start staff from all program models participated in all day Pre-Service training on Monday, September 22 at Village Baptist Church. On Wednesday, September 23, staff in 25 Pre-K, Part-Day classrooms welcomed about 350-400 preschool children on the first day of school.

We are working very closely with Department of Human Services to recruit low income working families who are eligible for Employment Related Day Care. We have several openings in Community Based and Center Based Full Day Full Year programs. If you know someone who is working at least 30 hours/week, has a child 0-5 years old and needs child care, please have them call Juana at 503-693-3262.

FAMILY & COMMUNITY RESOURCES

Energy Fair - Saturday, October 18th, 2003, from 9 am - 3 pm at David Hill Elementary School, Hillsboro. Please encourage families and clients to attend.

I&R -

CONTEST to name the newsletter will continue until October 10th. Your entry is encouraged and if received before 10-10-03 will be considered along with the others. It's easy - just email your suggestion(s) to Winnie. The winner will be recognized at All Staff.

MORALE & WELLNESS

Tips

Mental Clarity: Taking a News Fast (*Good Morning From Drweil.Com*)

Been feeling stressed out after watching or reading the news lately? A "news fast" - avoiding news on the television, newspaper, or the Internet for a few days or even a week-may be in order. It is a good way to gauge how you react to and process news and how the news affects you.

If a news fast seems outlandish, consider the following:

- Both local and national network news have increased their emphasis on crime, even as U.S. crime rates continue to decline. This is particularly true of local news.
- Studies show that violence death, and other negative images can provoke changes in mood and aggravate anxiety, sadness and depression.
- Feelings of depression and sadness can lead to a negative view of your own life.

Perceiving the world as violent, unsafe, and hostile can have negative affects on your body, as well. By taking a news fast, you can develop a more conscious relationship with the media - and promote greater mental calm within yourself. When you spend more time in harmonious mental states, your body will function better, and anxiety and over stimulation may be minimized.

Please send me ideas for topics, tips or recipes that you would like to see included in this section. Natalie

WHAT'S DEVELOPING?

Working together: Our mission and our promise

Many people are wondering what the difference is between our mission and the new Community Action Promise. Some employees are concerned that the mission will be replaced by the promise. Other people have asked if the promise is in contradiction with the mission.

Community Action's goal of becoming better known and being viewed as distinct and unique does not require us to dismiss our mission. In fact, the promise reinforces our mission.

Our mission is *what we do* and our promise is *how we feel*. Our mission hasn't changed: we still work in partnership with the community to help low-income people achieve self-determination. Our mission is internally focused and continues to guide our work each day at Community Action.

Our promise is an externally focused proclamation; it is our commitment to our community and a declaration of how we carry out our mission: we embody the spirit of hope; improve our community and care about the entire community. We help people to achieve self-determination because we help people to help themselves.

Our promise really isn't new. We have been helping people this way for a long time but we didn't use these words to describe it. Our promise reminds us of our commitment to our community. At the end of each day we should ask ourselves, did I embody the spirit of hope? People you work with may not remember the details of their last transaction with you. They may not remember what you told them on the phone. But they will always remember how you made them feel. That *feeling* is the Community Action promise in action.

CHECKS & BALANCES

It is exciting when your staff move on to other positions in the organization. And that is what happened recently. Both Caronna & Jackie are moving to other depts. and we have a couple of temporary folks to help us man the phones and mail. Since there are many more of us, and our phone systems sometimes get cranky, we ask that you have patience and understanding for them.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

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

Administration

Child Development

Teacher II Family Support (2 positions) Chehelem, Peter Boscow,	10.40 - 11.95
Teacher II /Family Support On-Call Sub (2 positions)	\$10.40 - 11.95
Teacher III On-Call Sub (2 positions)	\$10.55 - 13.45
Teacher III JBT	\$10.55 - 13.45
Family Advocate	\$11.21- 13.62
Home Visit Education Specialist	\$11.61- 14.09
Bus Driver	\$8.79 - 10.68
Teacher III Subs-EHS BCDC(2 positions)	\$10.55 - 13.45
Teacher II Subs-EHS HCDC (2 positions)	\$8.79 - 10.67
Teacher II EHS- HCDC (1 position) BCDC(1 position)	\$8.79 - 10.67
Teacher III Sub-Coffee Creek	\$10.55 - 13.45

Development Advancement

Family & Community Resources

Community Resource Advocate	\$11.10-13.48
Shelter Resident Assistant	\$8.32 -10.10

*NOTE: Please check this address weekly for current information and

USTOUS - SALES, SERVICES, NEEDS

Cell phone, approx. 3 1/2 years old. "Sanyo 3000", complete with battery, leather case, AC charger/adapter, car charger/adapter, and instruction manual. All items in excellent working condition. Must use service with Sprint PCS network. Great for first-time cell phone users/owners. \$50 Call Joy White at 503-640-7799.

HR - Ask Winnie Benefits, Diversity...

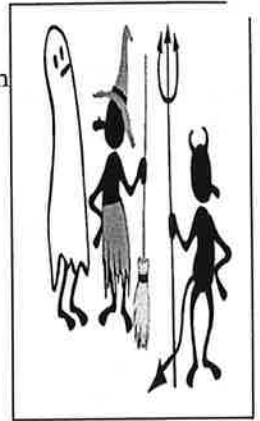
Q&A
Q&A

WHEW!
we made it through open enrollment. I want to thank all of you who worked hard to make the deadline. Now all I have to do is get through 200 Health and 200 Dental forms so that all of you can receive your membership cards quickly. There will be some folks who will get their enrollment forms back with a request to complete the form (many signatures were left off or a selection between HMO & Added choice wasn't made). This will cause a slight delay, but if you get it turned around & back to HR quickly we should be able to manage.

Another piece of the Strategic Plan for HR, has been accomplished. We are now conducting Agency New Hire Orientations to introduce the new staff to our entire agency, our mission, vision, values and the Employee Handbook. An orientation is scheduled for every other Friday morning (8:30 to 12:30) beginning last Friday, 9-26-03. While we only had 2 people attending, they said it was informative and they appreciated getting the "big picture" view. It is my hope we will have personal representation from all areas of Community Action to tell new staff about the work they do in their programs.

OCTOBER BIRTHDAYS

10-3	Ann Herring
10-7	Cindy Von Ofenheim
10-8	Jeri Alcock
10-13	Teresa Williamson
10-13	Jaclyn Magill
10-19	David Lindell
10-19	Val Laws
10-22	Ana Estes
10-23	Joy White
10-23	Donna Bennington
10-26	Iris Smith
10-26	Farzana Siddiqui
10-27	Marlene Dougherty
10-29	Terry Andersen
10-31	Tracy Robison



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



OCTOBER ANNIVERSARIES

(for first part of the month)

1 yr.	10-14	Melissa Baca
1 yrs.	10-17	Ana Estes
1 yr.	10-9	Makana Oak
1 yr.	10-7	Joy Rasmussen
1 yr.	10-15	Veronica Rivera
1 yr.	10-4	Sonia Sanchez
1 yr.	10-10	Shelby Sears
1 yr.	10-7	Gavin Ugale
2 yrs.	10-2	Aldina Orellana
2 yrs.	10-12	Susana Castaneda
2 yrs.	10-2	Fabiola Contreras
2 yrs.	10-8	Claudia Hernandez
2 yrs.	10-2	Gema Hernandez
2 yrs.	10-19	Margarita Hernandez
2 yrs.	10-4	Julie Kyser
3 yrs.	10-9	Benita Navarro
3 yrs.	10-9	Winnie Althizer
4 yrs.	10-12	Kathleen O'Neill
5 yrs.	10-19	Ester Arana
5 yrs.	10-19	Manuela Pacheco
6 yrs.	10-7	Marina Gomez
6 yrs.	10-14	Cindy Johncola

SAFETY

ATTN: Safety Committee Members.....

We have a meeting scheduled for next Monday, 10-8-03 from 12:30 to 1:30 pm. Our new Loss Control representative from SAIF will be here to give us an annual update on our accident record and help us develop our goals for the coming year. Also, at the last meeting we distributed a copy of a DRAFT policy regarding communicable disease --please remember to bring it with you to the meeting along with your suggestions and comments.

See ya on Monday!!!