

March 22, 2002

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



Director's Corner



This month I traveled to Washington DC to participate in national Community Action activities. It occurred to me that many of our staff may not be aware of the larger "Community Action World". In Oregon we have 16 Community Action agencies serving low-income families all across the state. We have formed an association of our agencies called The Community Action Partnership of Oregon, formerly known as CADO (Community Action Directors of Oregon). The Executive Directors meet bi-monthly, around the state, to address advocacy, training and funding issues that effect our agencies and low-income people. Our state association sponsors an annual conference on poverty in Oregon, which attracts nearly 500 staff from community action agencies and our partners around the state, for two and half days of training, networking and inspiration. This year's conference will be held in Seaside, November 6-8, and will feature Juan Williams as our banquet keynote speaker. Hopefully, we will be well represented at this conference. In future Paycheck News, I will talk about our regional and national Community Action Associations and sister organizations.

News of Note

We would like to say "Thank you" to all the staff for your kind thoughts, patience and deeds during our time of loss the last couple of weeks. It has meant so much to us to have such support during this time. Elaine and Cilicia Burrell.



With Spring break coming up, you might be interested in some tickets/discounts to Six Flags theme parks. We have some free ones at the front desk of the Main office – First come, First Serve. If interested contact Delores Rodriguez at the reception desk.

CAO STAR

byline: Joani Hagen

Ginger Williams, joined our organization a short five months ago, & is the CAO star this week. Ginger's title is Family and Community Resources Opening Doors Team Leader and her responsibilities include managing the Hillsboro and Beaverton Opening Doors offices and four Family Support Workers for the New Parent Network. This position fits her well. She stated, "I've always wanted to do social work since I was a little girl. I really enjoy this work and like the ideals of the program." Ginger and her family moved to Oregon 17 years ago. Soon after moving she realized that she didn't know a lot of people and she wanted to give her preschool children opportunities to interact with other children. She found the ideal situation at Tualatin Hills Park and Recreation where for seven years she taught the preschool and was able to bring her children with her. Ginger taught preschool for a total of 15 years. She attended PCC and earned her AAS degree in early childhood education and then transferred to PSU and received a degree in child and family studies. Reading, sewing and cake decorating are her special interests. She has decorated many birthday cakes and also made and decorated her brother's wedding cake!

Comings & Goings

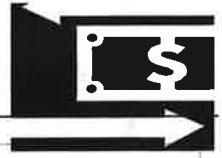
Please join me in welcoming the following folks to CAO. Emma Hanley, a Teacher I (aide) substitute for Early Head Start; Rachael Hocking, a new Shelter Resident at the Hillsboro Shelter; and Donald "Pat" Rogers the new Housing Program Specialist at the Hillsboro Shelter.

Congratulations to Claudia Gutierrez-Garcia & Claudia Hernandez who moved from part time class room aide to the Bus Aide positions.

Since the last edition we haven't had anyone leave, so no good-byes this week!!!

Upcoming Events!

Safety Meeting4-2-02
 Next Bldg. Meeting.....4-16-02
 Head Start
 Fed. Review 4-8 to 4-12-02
 Wellness Day 4-26-02
 (at Trinity Lutheran Church
 in Hillsboro)
 Community Spirit
 Dinner.....5-2-02



Family & Community Resources

The Energy Assistance Program had its busiest season ever! We nearly doubled the amount of families served compared to last year, and had the participation of more than 70 different people doing intake. At this time, there are no more funds available for LIEAP, and additional OEA (Oregon Energy Assistance) funds will not be available until June.

We are referring people who heat with PGE to Salvation Army (503) 640-4311 for possible help with the Oregon Heat Program. People with City of Forest Grove utilities can call the city at (503) 992-3223 to see if they qualify for their energy assistance program called CAPE.

Thanks to all of you who helped keep families safe and warm this year!

Baby Shower

On Wednesday, March 27th from 11:30-1:30 in the Cafe, we are going to have a potluck lunch/baby shower for Rachael Brown (formerly Criswell). Her daughter, Mikhaya Cole, was born on January 14. She now weighs about 13 lbs. Please bring something to lunch on and something "Baby." See you there.

Head Start

A Kid's Domain will be offering Spring Break Camp at Cornelius Elementary School. The program will run from Monday, March 25th through Friday, March 29th from 6:00am until 6:00pm. There will be guest speakers coming in and lots of fun activities are planned for the week!

A small grey calculator was removed from Diana Greene's desk about a month ago, please call her at extension 289 if you find it . Thank you.

Wellness Day

Your wonderful Wellness Committee is on the job! Things are starting to get more and more interesting as people agree to lead a breakout session, and as we have begun to arrange for speakers and displays. If you have ideas for sessions or displays, please speak with a representative from the Wellness Day Planning Committee. They are: Sandy Kitchen, Elaine Burrell, Anne Schlereth, Cortnie Hoefel, Bob Watson, Winnie Althizer, Valerie Conner, Beth Dasher, Dolores Rodrigues, and Jeri Alcock. Remember to thank these people for giving their time and effort to make Wellness Day such a great day!

Morale & Wellness

Tips National Sleep Awareness Week April 1 – April 7, 2002

Want a better night's sleep? Try the following:

- Consume less or no caffeine and avoid alcohol.
- Drink less fluids before going to sleep.
- Avoid heavy meals close to bedtime.
- Avoid nicotine.
- Exercise regularly, but do so in the daytime, preferably after noon.
- Try a relaxing routine, like soaking in hot water (a hot tub or bath) before bedtime.
- Establish a regular bedtime and waking schedule.

*From the National Sleep Foundation
www.sleepfoundation.org*

What's Developing?

Volunteer Sheets are Due April 1st.

Volunteer times sheets are due April 1st. These are the green and blue forms that volunteers use to track their hours. Please collect them from your site and send them to Jeri in Resource Development (x254) at the Hillsboro office. We are required to report volunteer hours quarterly: in August, November, February, and April. Thanks to all who have sent their forms in already!

Please Don't Take the Newspaper

The Oregonian newspaper that is delivered to the Hillsboro office each morning is for the Resource Development department and Jerralynn's use. News articles are kept for the purpose of tracking press regarding our agency, partner organizations, funders, businesses and board members. Several days each week the newspaper is missing and this is interfering with our public relations efforts. Thanks for your cooperation!

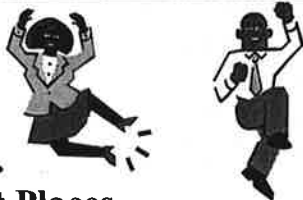
Checks & Balances

IT Tips

byline: Sam Widmer

In the past there have been some issues with non-work related network and computer resource utilization. While the situation is improving, I would like to explain what the problem is and why it's an issue. At the computer level the problems have been with programs brought from home, downloaded from the Internet, or received in e-mail that doesn't relate to the user's job. While this software seems harmless it can have several negative affects on system performance. First, it is impossible to know how new software might affect other programs in our environment without extensive testing. Second, it can complicate trouble-shooting of systems by Information Systems staff when problems do arise. Third, some of this software consumes system resources needed for other programs even when it is not actively being used. Finally, the software may contain hidden malicious programs designed to compromise our systems security.continued on page 4

Lookin' fer Work in All the Right Places



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

Administration

Exec. Assist 10.28 – 17.13
(no longer accepting outside applications)

Child Development

Prog. Area Coord. (PAC) 11.57 – 15.89
Teacher I (4 pos.) J.B. Thomas 8.00 – 9.20
Family Advocate J.B. Thomas 10.75 – 13.40
Kinship positions:
Teacher I, II & III 8.00 – 13.50
Bus Driver 8.00 – 10.78
½ time Ed. Specialist 9.00 – 12.95

Family & Community Resources

Homeless Children's Prog. 9.33 – 12.44
Shelter Assistants (ongoing) 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.*

Us to Us – Sales, Services, Needs

1970's Singer sewing machine, sewing table and chair. Machine is fully functional, needs feeder bars replaced. 3-drawer desk, in excellent condition, machine folds underneath work surface. Knee pressure bar enabled, or you can use the pressure foot. Machine manual, bobbins, thread, extra needles, and special stitch wheels included. Seat on chair lifts off for storage. \$125 OBO. Contact Christina Taft (503) 693-3256, or ctaft@caowash.org.

Eggs –

I've got farm fresh eggs from happy hens for sale at \$1 per dozen. Please contact Judy Schilling, (503) 693-3225, Hillsboro main office.

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



As many of you already know, Community Action provides regular full time employees a Group Term Life Insurance Policy. The basic benefit amount is \$13,000 (this amount could be greater if your death is caused by an accident). Community Action pays the premium for you. We have recently added a Supplemental Life feature to our policy, which allows you to purchase additional amounts of insurance coverage in increments of \$10,000. You would pay for this additional coverage through a payroll deduction and the premium is "age rated". This means the younger you are the less expensive the premium is – for instance a person under age 30 would pay \$1.00 per month for the additional \$10,000 or \$2.00 per month for an additional \$20,000. If you want more information on your specific situation, please contact me in HR & I'll send you the brochure & application. Because this is a change to our policy, we are issuing new policies to everyone who is covered. [Yes, I know – some of you have never received a policy, ever!] Over the next few weeks you should be receiving a full policy with your name at the top. Everyone should receive his or her copy by April 5th. If you don't have a copy on that day, check first at your work location to see if it is there. Secondly, if not there, please let me know so I can send one to you. You will want to put this policy with your other important family documents.

Checks & Balances Continued from pg. 3

In the realm of network usage most problems have stemmed from non-work related Internet usage. Our main problem here is that we have a limited amount of room on our connection to the Internet. So, if one person is checking mail or shopping on-line that activity takes space away from our staff that uses web-based programs for their jobs. Unfortunately it's hardly ever just one person but several and this only multiplies the problem. However, to help this situation improve we have new software in place that tracks Internet usage by user.

In closing, I would like to urge everyone to take a glance at the computer usage policy they signed at the beginning of their employment and evaluate their usage according to its guidelines. Finally, I am sure that with the help of new monitoring software and your cooperation. We can make our network more responsive and useful for everyone.

If you have any questions feel free to contact me at Ext: 295. If you need a copy of the computer usage policy, please contact Human Resources. Thanks for your cooperation.

APRIL 2002 Birthdays

| | |
|------------------|------|
| Maria Martyniuk | 4-1 |
| Carla Salcedo | 4-1 |
| Lidia Schibic | 4-1 |
| Jessica Liberty | 4-2 |
| Miriam Pleitez | 4-3 |
| Lolita Velez | 4-8 |
| Doris Harris | 4-16 |
| Danny Cox | 4-16 |
| Kristen Long | 4-22 |
| Ingrid Alquinta | 4-23 |
| Winnie Althizer | 4-25 |
| Karen Henkemeyer | 4-30 |

APRIL 2002 ANNIVERSARIES

| | | |
|-----------------------|---------|------|
| Lu Lamping | 24 yrs. | 4-10 |
| Vicki Ware | 16 yrs. | 4-1 |
| Rocio Ceja-Roman | 2 yrs. | 4-17 |
| Guadalupe Diaz | 2 yrs. | 4-17 |
| Maria Rodriguez-Perez | 2 yrs. | 4-19 |
| Judith Del Porto | 1 yr. | 4-2 |
| Christine Finney | 1 yr. | 4-9 |
| Jason Pirga | 1 yr. | 4-10 |
| Christina Taft | 1 yr. | 4-27 |