



I need a name News

January 23, 2004

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

DIRECTOR'S



CORNER
Jerralynn Ness
Executive

"We celebrate the birthday of

Dr. King for a number of reasons: to honor the achievements of this man and of the civil rights movement, to reflect on how far we have come towards the actualization of Kings' vision of a just and equitable society, and to recommit and re-inspire ourselves to continuing to move our communities forward toward his- and our -dream."

These were the opening words of Amie, my 27 year old daughter, in her keynote address that was the final event of Missoula, Montana's day long MLK celebration. She delivered a very powerful speech, and words cannot describe how proud I am of her. The civil rights movement & the war on poverty are intricately connected. It was forty years ago this summer that America passed the Civil Rights & Economic Opportunity Acts. And a lot has happened since then, but the road is long as we continue to progress to achieve our dream of economic & social justice for all. Amie goes on to say, *"I am not one who believes that racism or any form of oppression is natural, or inherent to humankind. I do not believe that there are good & bad people. I believe deeply that there are just good people who are all socialized in an often confused and damaging system. None of us created this system, & all of us have inherited it. And with this inheritance, we also gain the responsibility & opportunity to work to transform this and all forms of oppression"*. I close with words from Dr. King's Noble Peace Prize Award acceptance speech. *"I refuse to accept the view that mankind is so tragically bound to the starless midnight of racism & war that the bright daybreak of peace & brotherhood can never become a reality... I believe that unarmed truth & unconditional love will have the final word."*

America is truly a better place because of Martin Luther King, Jr.

NEWS OF NOTE



I know that it is chilly outside, rainy & sometimes snow/ice are on the ground – but some of us are anticipating SPRING. We are seeking committee members for the Community Action WELLNESS DAY to be held **April 16, 2004**. Iris Smith in the Pre-K program has already volunteered. We know that some of the guys are wishing for more “guy things” and hope that some of you will be on the committee to help figure it out. WELLNESS DAY is a time when the entire Agency comes together to share our experiences and learn to balance work with our personal lives.

If you are interested in joining the committee, please contact Winnie. We need to set up planning meetings as this event is only 10 weeks away.

Comings & Goings

Say hello to our new employees Emma Giardello, Family Advocate; Elizabeth Mendoza, Teacher II Sub., Carlos Mendoza, Teacher II/Family Support and Nellie Aguilar, Community Resource Advocate in Energy.

Congratulations to Bridgette Pisarek for her promotion to Teacher II, & Jessica Foote who moved from a Sub position to a Teacher II.

CA STAR



Byline Michael Conner
Amber Wiley, Teacher III in the Hillsboro CDC Pre-K Classroom, recently celebrated her 10 yr anniversary with Community Action. A former parent in Head Start, Amber has worked seven years as a part-day teacher and three more in different teaching roles within Head Start.

She helps parents strengthen their parenting skills, through modeling, one-on-one contact, and with a parenting curriculum.

In her ten years, Amber has seen changes at Community Action. "We're a lot bigger," she says, "and financial issues affect us a lot more. It feels like we're a pretty good team, and I really enjoy working for Community Action."

Amber identifies several strengths of Community Action, starting with one much-admired person: Monica Barrett. In addition, Amber says, "Human resources has things accessible to employees, and coordinators can answer your questions. Internal employees have chances to develop skills and resources." And weaknesses? "As a large organization, lines can get blurred."

She has two children who reside with her, 13 and 15 years old, and Amber's daughter went to Head Start as a four-year-old. Her three-year-old son attended class taught by Carolyn Westlake, now Education Coordinator at Community Action.

Amber says that being a former Head Start parent "helped in my understanding of being on food stamps, being in poverty. It helps me understand what people are feeling, and it makes it easier to make some connections."

UPCOMING

EVENTS!



Safety Meeting	2-2
Host Hillsboro Chamber at Hillsboro Office	2-10
At a glance tour	2-12
Building Meeting	2-17
Head Start Policy Council	2-17
Board Meeting	2-19
Holiday (President's Day)	2-16
AKD Hearts & Happiness	TBA

FAMILY & COMMUNITY RESOURCES



This is such a busy time for Energy, especially when it is cold & people are in need. Gavin, one of these busy people is leaving at the end of January to begin his work in the Peace Corps. & that dept. will be looking to replace him. Tell interested folks to check our JOB INTEREST BOOK at the reception desk.

CHILD DEVELOPMENT

A reminder from Jan Ostby (from Head Start Weekly Bulletin)

This is a good time to take inventory of your bike helmet and make sure it is in good repair and sized appropriately for you or the child who will be wearing it. Helmets should fit comfortably snug but not tight and sit flat on the head. Helmets should not move more than an inch in any direction. I would suggest that you measure head circumferences of the child or adult who will be wearing the helmet.

Self Assessment time is here again and we encourage other staff members of Community Action to participate. It will only take an hour of your time (in the classroom – travelling would be additional). This is an excellent opportunity to “cross train” in another area of the agency and get a first hand look at how work is done in the Pre-K classrooms. If interested check with Elaine Burrell & she will get you connected with the right party.

In the next 2 weeks we will begin contacting Head Start employees with instructions to get their TB & Communicable screening completed.

Topics – Laughter

Now *That's Funny* According to USA Today, the average man laughs 69 times a day, the average woman, 55 times. *Reminder:* Experts say laughing is good for your health.

“Laughter is internal jogging.” – Norman Cousins

Morale & Wellness

Tip:

Hazard to Your Heart

If you're dieting your way to a slimmer waist, make sure it's not at the expense of your heart.

Studies show that even if you are losing weight on a diet plan, you could be hurting your heart if your diet plan includes high amounts of fat. In one study, people who ate a restricted calorie diet that was high in fat experienced an increase in several heart disease risk factors, despite the fact that they lost weight on the plan.

Recipes: Chile Rellenos - Submitted by Blanca Silva

- 4 Green Bell Peppers
- 4 Eggs, separated
- 1/4 TBSP Flour
- Salt to taste

Fry 4 green bell peppers in skillet then peel off the blackened skin. You want 4 eggs white yolk mix with 1/4 tablespoon of flour salt when you bring it up to it's puffy you add the yolk and mix it again. You want to cut the pepper a little and take off the seeds and then you add the meat you want and Mexican cheese called Queso Fresco and you dip it to the egg yolk and fry it.

WHAT'S DEVELOPING?

Resource Development has been busy having the agency brochure translated into Spanish. The last time an agency brochure was translated some people had questions about the quality of the translation. Noting this concern, the Directors created a procedure for translation of publications.

This time the brochure was translated initially by two bilingual employees who have experience in translating agency publications. After the initial translation, a director and board member read the brochure for spelling, grammar, syntax and translation quality.

Each Resource Development team member wants our publications to reflect the quality of our agency's services. While there are many ways to describe services, we attempted to keep program descriptions in the Spanish brochure as consistent as possible with the English version while taking into consideration potential differences in meaning. Our sincere hope is that the revised Spanish brochure will suit our clients needs and reflect well on Community Action.

To order Spanish versions of the agency brochure contact Carol Hadley, x252.

February 9th-11th Winter/Spring Newsletter Mailing
-Volunteers Needed at Hillsboro Office
(call Jodi at 503.693.3254 to volunteer)

US TO US - SALES, SERVICES, NEEDS

I am moving out of the country and my furniture is staying...for reasonable prices. All furniture is described and can be seen through this site.

<http://portland.craigslist.org/fur/22807146.html>

If anyone is interested or can not view the pictures, my contact number at work is 503-693-3226 by Gavin Ugale.

CHECKS & BALANCES

Fiscal -

One last reminder that W2's will be mailed at the end of January. If you have a new address, and you have not already sent it to us, please make sure you do so in the next few days.

Facilities -

Tip IT Those of you who received new cell phones - the instructions for using were on the box in which the phone was given to you. The new voice mail is now working and Information Services will be sending out new instructions soon.

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

See this info * at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

Teacher 1 (3 pos.)	\$8.00 - \$9.20
Teacher I (Sub in Pre-K	\$8.00 - \$9.20
Teacher II p.t. Bvtn CDC	\$8.79 - \$10.68
Teacher II (Sub 2 pos) Bvtn CDC	\$8.79 - \$10.68
Teacher II (Sub 2 pos) Hillsboro CDC	\$8.79 - \$10.68
Teacher III (Sub) Coffee Creek	\$10.55 - \$13.46
Teacher III (Sub 2 pos)	\$10.55 - \$13.46
Teacher III (Sub 4 pos) Bvtn CDC	\$10.55 - \$13.46
Ed. Specialist - Home Visit	\$11.61 - \$14.09
Bus Driver	\$8.79 - \$10.68

Development Advancement

Family & Community Resources

Auditor/Inspector (Weatherization)	\$13.65 - \$16.58
Community Resource Advocate	\$11.10 - \$13.48

**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...

Q&A)

Continuing from the last edition, there are many factors to be considered when you try to compare your salary with someone else's. When developing a compensation plan, companies have the option of deciding if they want to pay above, at or below the market range. In addition if they have decided to pay at the market range, they may also decide that one or more jobs have a different importance within the company and they may decide to move that job up or down the range in accordance with how that organization values that job compared to other jobs in the organization. This would result in the same job in different companies would be paid differently.

Another strategy that a company may adopt is if it needs to downsize staff. The staff who remain and take other jobs in the company may not have their salaries reduced from the level they were at before the downsizing. My friend who is an HR Mgr. in another company may have been paid more than me, and when the company downsized she went from managing a staff of 4 to being the only HR Mgr. in the company, but her salary was not reduced - therefore she continues to make more than I do.

Just keep in mind when you are comparing rates of pay with your friends, there are many factors that go into a company deciding what they will pay for the jobs they have.

DID YOU KNOW?

That each Employee Handbook handed out has copies of certain forms - Address Change, Auto Deposit of check, examples of time sheets, Leave Request form, Internal Application form, etc. So if you need one in a hurry and the office has run out, you might want to try the back of your handbook.

That you can find HR forms at [Common on commonmain/CAOInfo/HR Resources/Forms](http://commonmain/CAOInfo/HR Resources/Forms).

SAFETY COMMITTEE

The next meeting is February 2, 2004 (that's a Monday).

If you have questions or problems that you believe are safety issues, please be sure to contact your representative who will research the problem and bring it to the committee for determination.

FEBRUARY BIRTHDAYS



RUTH ILIAIFAR	2 - 3
OLGA HOPKINS	2 - 7
SHARI WOOLEN	2 - 8
BARBARA LUDWICK	2 - 11
AUGUSTA LANG	2 - 17
DEBORAH BURROWS	2 -20
REBECCA SMITH	2 - 21
SUNNI BRASSEUR	2 - 26
CHRISTINA BROWN	2 - 29

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



FEBRUARY ANNIVERSARIES

Judy Schilling	2/1/1974	30 yrs
Rachel Penland	2/2/2002	2 yrs.
Robyn Gonzales	2/4/2002	2 yrs.
John Russell	2/5/1998	6 yrs.
Alejandra Lopez	2/8/1999	7 yrs.
Juana Meraz	2/12/2001	3 yrs.
Jennifer Choban	2/16/1999	7 yrs.
Phyllis Johnpoll	2/18/2003	1 yr.
Carolyn Westlake	2/19/1985	19 yrs.
Cathy Meyer	2/25/1999	5 yrs.