



Paycheck News

June 27, 2003

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

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Jeri Alcock, Jodi Davis, Natalie Horne, a consultant we are working with, & I attended an all day "train the trainers" seminar offered by our national Partnership office. The training focused on the Community Action culture & how to "translate our promise into action, activities & behaviors that are unmistakably Community Action." It covered how to deliver our message more effectively, embrace our values & build exceptional relationships with ourselves, those we serve & our community. The intent of this training was to begin the process, from the inside out -- of living our values or what we are calling our "Brand Promise."

Our trainer reported to us: *"When we look at all of our research, we find that the most distinctive & unique thing about Community Action is the long lasting and caring relationships we build with those we serve. Excellence, service commitment & caring are all part of the uniqueness of the Community Action brand."* A great deal of emphasis was placed on how we make people feel. *"People you work with may not remember the details of their last transactions; they may not remember what you told them on the phone; but they will always remember how you made them feel."* These words ring very true for me, across many of my experiences. And it makes me proud to know that what makes us so unique is how good people feel about the way they were treated at Community Action.

NEWS OF NOTE

Check out Jerralynn's column (p.3) for info relating to annual COLA Also Check out Winnie's column for info regarding **privacy issues** around health information.

Kathleen Buckley is leaving to serve a 2-year term with the Peace Corps in Bulgaria. *We wish her well.*

COMINGS & GOINGS

Congratulations Russell Fields on your promotion from substituting to becoming a Teacher II at the Beaverton CDC.

We said goodbye this month to Arlene Olson-Kimberling, Sarah Albert, Jay Lushina, Christie Mattingly, and Marilyn Whitman.

CA STAR



Byline Sharon Bolmeier
and Elaine Burrell

Celebrating twenty years, CA Star Marilyn Harrison and her family live in a renovated farmhouse on the outskirts of Banks. Tucked in their little corner Marilyn and John raise sheep, grow vegetables including kiwi, artichokes, asparagus and lots of flowers. Marilyn enjoys digging in the dirt and exploring their acreage. A few years ago Marilyn gathered artifacts from the farm and with new garden art from her friends created her own garden "shrine", a place for contemplation. Marilyn and her husband John will be "empty nesters" when their youngest daughter Tracy goes to college this fall. Other children include two daughters, Suzie and Kate, and son Paul who volunteers as pianist at our Community Spirit dinners. Keeping the home fires burning will be their dog and two cats.

Marilyn has taken Head Start from the world of part day preschool for three and four year olds, to full day for infants, toddlers and preschoolers, a home based program for infants and toddlers, a summer preschool program for children and their caregivers and the part day combination program for infants and toddlers, including the program at the Coffee Creek Correctional Facility. Marilyn's leadership and commitment has put our Head Start program on the cutting edge of services to children and families in Washington County.

Congratulations, Marilyn, and thank you for **20 years of service!**

Have a Fun and
Safe 4th of July
Holiday!



EVENTS!

Independence Day	7/04
Building Meeting	7/15
Head Start Policy	7/15



FAMILY & COMMUNITY RESOURCES

I&R - I&R News:

Ready To Rent is here again! Please spread the news to all folks who have barriers finding rental housing, that Ready To Rent provides tenant education, and help finding housing. This training will be held at the Hillsboro Family Resource Center, 222 NE 6th in Hillsboro, beginning Wednesday, July 23rd from 5:00-7:00 PM. Please call 503-640-3260 to sign up or for more information.

Congratulations to Anne Schlereth on her marriage June 28th to Scott Remick. Anne and Scott are "back home" in New York for the event, will honeymoon in San Francisco and Napa Valley and return in early July. We wish them the very best!



CHILD DEVELOPMENT

The Summer Plus Program – summer preschool for Head Start children is operating at two sites, Beaver Acres and Downtown Tigard CDC. Beaver Acres Summer Plus hours are 8:15 am to 11:45 am. Downtown Tigard CDC hours are 10:00 am to 2:30 PM. Classes are offered Monday through Thursday.

Congratulations to Alejandra Lopez, Head Start Program Assistant on her marriage to Manny Perez on Friday, June 6th. Alejandra and Manny moved to their new apartment in Beaverton and we wish them the very best!

The children in AKD Camp ECO have begun their "walk through time" - please stop by and join the fun if you drive by Cornelius Elementary School. We love to have visitors!

MORALE & WELLNESS

Topics Healthy Yard – Healthy Kids

Before letting your kids run free in the yard this summer, take some time to check out the toys and equipment your children use outdoors. By keeping recreational items in good shape, you may help to prevent possible injuries.

Make sure your family's toys and equipment:

- ✓ *Are age-appropriate, for both your children and visitors' children.*
- ✓ *Do not have any rough edges, sharp corners, or splinters.*
- ✓ *Have all parts and screws intact.*
- ✓ *Are free of rust or weak parts that could become hazardous.*
- ✓ *Follow current standards. The U.S. Consumer Product Safety*

Tips

Easy on the Iron

If you're getting more iron than you need from your supplements, you may be doing your health more harm than good.

Multivitamins are a good way to fill in the nutrition gaps in your diet. However, getting too much of a good thing may be bad for your health. In a recent study, people with too much iron in their diets were more likely to develop Parkinson's disease compared to people with moderate iron intakes.

Recipes - Sweet-Sour Franks

- 1 Cup chili sauce
- 1 Cup currant jelly
- 3 Tablespoons lemon juice
- 1 Tablespoon mustard -- prepared
- 2 Pounds hot dogs -- or cocktail franks
- 2 Cans pineapple chunks -- 27 ozs.

Combine first four ingredients in removable liner; mix well to break up jelly chunks. Place liner in base. Cover and cook on high 15 to 20 minutes to soften jelly and blend sauce ingredients. Cut hot dogs in bite-size pieces and add. Add pineapple.

Cover and cook on high for 2 hours; or low for 4 hours. Set control to low to maintain temperature while serving.

Submitted by Phyllis Johnpoli

Remember...

"people you work with may not remember the details of their last transactions; they may not remember what you told them on the phone; but they will always remember how you made them feel."

WHAT'S DEVELOPING?

Community Action Wine Raffle competition heats up!

Remember if you sell 30 tickets or more, you get a free bottle of wine. The staff who sells the most tickets wins a basket full of goodies. Clearly, those with the first letter of "J" in their name are ahead of the game!

Jackie has sold 70 tickets
Jerralynn has sold 65 tickets
Joy has sold 30 tickets
Jodi has sold 15 tickets

Interviews

The Development office has been busy interviewing candidates for the Communications and Special Events coordinator. We should have a new addition to our team shortly!



LOOKIN' FER WORK IN ALL THE RIGHT PLACES

Administration

Child Development

Teacher III Subs-EHS (5 positions)	\$10.55 - 13.45
Teacher III -EHS Beaverton CDC	\$10.55 - 13.45
Education Specialist	\$11.61 - 14.09
Teacher II Subs(3 positions)	\$8.76 - 10.67
Teacher II-EHS Mobile Infant	\$ 8.76 - 10.67

Development Advancement

Communications & Events Specialist	\$12.11 - 14.71
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**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*



CHECKS & BALANCES

Fiscal -

We will no longer accept any type of document (*Timesheet, Reimbursement Requests, Travel Reimbursements, etc.*) that has "white out" used on them. Also, Trip Meter or Odometer readings need to be filled in on Travel Reimbursements.

To fulfill our part in the Audit process, these requirements are a necessary must. Please help us process your payments in a timely fashion, and keep on track with the Auditors.

Admin -

Attention main site staff:

Summer's here! This means that many of you will be taking time off. Please keep the front desk staff advised of your schedule in order to prevent unnecessary paging, mail problems, etc. Either stop by the front desk or email to cgarcia@caowash.org
Thanks for your cooperation and enjoy the sun!

USTOUS - SALES, SERVICES, NEEDS

1991 Geo Prism

4 DR Automatic with air conditioning 117,000 miles.
Great little car. \$1,750.00
Contact Brooke @ 971-223-6023

2003-2004 COMPENSATION - from Jerralynn

At their annual meeting, our board approved our 2003-2004 budget. While it is a tight budget, it maintains our current mix of services to clients and provides a 1.5% cost of living increase to staff. Until the Legislative session is over, however, we still have a great deal of uncertainty about our state funding. Therefore, we are scheduling this increase to take effect on January 1st when we will have better information about our revenue. Our Board of Directors is solidly behind us improving salaries as our funding allows and has approved the implementation of a wage comparability study this coming fiscal year. We have made good headway in our pay rates and will continue to push to achieve our pay goals for all positions. We are grateful that this was not a year of significant lay-offs as it has been for many companies and other non-profits in our community.

HR - Ask Winnie

Q&A)

Benefits, Diversity...

First I wanted to thank all of you for the warm wishes and cards you sent me. Having broken both feet, the cards were really welcome. I'm back to work 2 half days a week, but hope to be at the office more as I mend.

At the beginning of April, the deadline for health organizations to implement new HIPAA privacy regulations took affect. HIPAA stands for Health Insurance Portability Act (can't remember what the last A stands for & don't have research materials at home). At any rate this has become a major factor in the administration of medical leaves, and it means that we will not be able to assist employees with health insurance issues unless we have a current release signed by the employee. Employees on PacifiCare & Kaiser will need to complete an authorization form with FMLA or ADA leaves. Kaiser actually requires you to complete another form with each occurrence. It is becoming more and more important that employees coordinate the need for medical leaves with the HR dept. prior to going on that leave. We now have forms available for both PacifiCare and Kaiser, so if you are going on a leave set up several months ago, you should contact HR to make an appt. to come in & complete the authorization forms. If you think you need to apply for an FMLA leave, contact HR for an appointment as soon as possible so that we can process your request in a timely fashion. It's still early in the implementation and we will continue to work our a system that is not burdensome to the employee or Community Action.

SAFETY

DRIVER SAFETY TIPS



Distracted drivers spend their time planning their day, rehashing yesterday's meeting, or worrying if they forgot something at the store. Distracted drivers may think of the daily commute as time to put on their make-up, talk on their cellular phone, and drink their morning cup of coffee.

If you are spend your time behind the wheel thinking about anything but your driving, you could be setting yourself up for a serious accident.

Here is a list of distractive driving situations to avoid:

1. Talking on your cell phones while driving.
2. Writing down directions, phone numbers, etc.
3. Constantly switching radio stations
4. Reading a newspaper, books, maps, or magazines
5. Shaving or applying make-up.
6. Combing your hair.
7. Distractions from other people in your car.

July BIRTHDAYS

7/03	Maria Ximena Ospina-Todd
7/03	Renee Bruce
7/03	Emily Bean
7/04	Rocina Hernandez
7/04	Victoria Gomez
7/06	Claudia Hernandez
7/10	Mary Davila
7/13	Judith Harris
7/13	Elaine Burrell
7/16	Norma Stewart
7/21	Sharon Bolmeier
7/22	Maria Infante
7/27	Francisca Salgado
7/27	Sandra Dunlap
7/28	Victoria Dominguez



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

July ANNIVERSARIES

Francisca Salgado	7/01	2 yrs
Susana Salgado	7/07	2 yrs
Gilda Godinez	7/09	2 yrs
Leyla Areval	7/09	2 yrs
Shashonee Perry	7/09	2 yrs
Lynn Fairweather	7/10	3 yrs
Deborah Burrows	7/12	2 yrs
Beth Dasher	7/13	5 yrs
Angela Johncola	7/23	2 yrs
Jodi Davis	7/29	1 yr.
Carol Hadley	7/30	6 yrs
Linda Rothschild	7/30	1 yr.

Online Resources for your Health Needs

Kaiser For Members Only:

www.kponline.org

Sign on to access in-depth health information and online services. Refill prescriptions, make appointments, and get health advice.

- Research health conditions, take a personal health assessment, and participate in online health discussions.

What's at MyPacifiCare?

www.mypacificare.com

For your convenience, MyPacifiCare for Members provides you several self-service options including the ability to access Online health programs and tools.