



# Community IN ACTION

Newsletter September 18, 2006

DEADLINE IS THE SECOND FRIDAY OF THE MONTH; CONTACTS FOR ARTICLES ARE: CHILD DEV. - FARZANA SIDDIQUI, F&CR SERENA VILLAFANA, MORALE & WELLNESS - PHYLIS JOHNPOLE, DEVELOPMENT - SCOTT SCHLEGEL, ALL OTHERS - NANCY PETERS, EDITOR: WINNIE ALTHIZER

## DIRECTOR'S CORNER



Renée Bruce  
Acting Executive Director

In last month's column I enjoyed sharing with you some year-end program results that were a "Great" reflection of the work we accomplished during our past fiscal year. I also promised that this month I would share some of Fiscal & Human Resources year-end accomplishments.

As most of you know, the programs we operate here at Community Action generate a lot of work for Administration, which includes; Fiscal, Information Technology, Facilities and Human Resources. During the last fiscal year our Fiscal Department processed 12,892 Green Sheets, of those 1,638 were Purchase Orders! These numbers do not reflect the additional work that goes into processing our paychecks every other Friday - all year long. We generated 760 Information Technology - Help Desk Tickets & that number does not reflect all the work that is required to maintain our main computer system. We also generated 657 Facilities - Help Desk Tickets and what that number does not tell us, is that some of those requests were for major moves or for jobs that involved hiring contractors.

We keep Human Resources very busy as well. Here at Community Action we have approximately 250 employees

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At one time we were putting articles about employees in the newsletter. This brought us closer together across departments and allowed us to get to know each other. This is a project that could begin again if someone in the agency wanted to play "reporter". If interviews were conducted several at a time so that an "inventory" was built up, we could publish the article without putting deadline pressure on the "reporter". We only need 12 articles for the year and they need not be large-short & informative is what we look for. If anyone is interested please contact Nancy Peters in HR.

## COMINGS & GOINGS

### Welcome to the following employees:

Ana Alvarez, Angelica Molina-Alvarez, Laura Linda Negri-Pool, Beverly Sampson, Kelsie Dilley, Karen Murray, Sheri Anderson, Dany Chhy, Serena Ducksworth, Genie Guisinger, Rebecca Lahti, Stefanie Scovill, Deborah Smith, Leah Solomon, Erica Tafoya, Maribel Valdovinoso, Willy Silva-Cruz, Joslyn Edmonson, Vianey Nunez-Quevedo, Ashley Lindberg, Araceli Contreras, Laura Geraci, Marlene Rodriguez, Maria de Jesus Flores, Victoria Harriman, Rachel Agnesse, Rosa Castro-Mata, Suzi Southworth

### We are sorry to see you go:

Rosaura Martinez, Wendy Sotelo, Christina Sweany, Clara Villanueva, Lolita Velez, Annalisa Van Domelen, Melissa Heart, Robyn Gonzales, Maria Pascual, Rosy Quiterio-Rodriguez, Francisca Salgado, Adriana Perez-Hernandez, Larine Wallace, Mary Jo Martin, Sonia Diaz, Linda Blackwood, Veronica Villalobos

*Continued from column 1*

that our Human Resources Department has to keep track of. When any one of us has a question pertaining to medical, dental or life insurance benefits, who do we call? Human Resources. When we have questions about medical or other types of leaves, who do we call? Human Resources. If we need to open a new position or hire a new employee, who do we call? Human Resources! I think you get my point . . . Human Resources spends a majority of their time answering our questions!

As you can see, Administration works very hard to support the work we do here at Community Action.

As we near the end of September, we are also nearing the end of the first quarter of our 2006 - 2007 fiscal year. How time flies, when we are all working very hard to help those that need our services and our support. Keep up the good work! Before you know it - it will be time once again to report on another successful year for Community Action!



## UPCOMING EVENTS!

Building Meeting	10-17
Head Start	
Policy Council	10-17
Board Meeting	10-19
Safety Meeting	10-02
Fall All Staff	12-01

## October 2006 BIRTHDAYS



Nancy Miller	01
Antonieta Narcio	01
Ann Hering	03
Kathy Nelson	04
Lorena Alvarez	06
Jeri Alcock	08
Susana Castaneda	08
Ana Hernandez-Franco	11
Kelsie Dilley	13
Rosalva Garza	14
Val Laws	19
Dave Lindell	19
Willy Silva-Cruz	19
Donna Bennington	23
Farzana Siddiqui	26
Terry Andersen	29
Tracy Robison	31

## October 2006 ANNIVERSARIES



Dave Lindell	20 years
Val Laws	18 years
Cindy Johncola	9 years
Esther Arana	8 years
Manuela Pacheco	8 years
Kathleen O'Neill	7 years
Serena Villafana	7 years
Winnie Althizer	6 years
Benita Navarro	6 years
Susan Castaneda	5 years
Fabola Contreras	5 years
Claudia Hernandez	5 years
Margarita Hernandez	5 years
Norma Stewart	5 years
Melissa Baca	4 years
Makana Kim	4 years
Veronica Padilla	4 years
Sonia Sanchez	4 years
Joy White	4 years

MORALE & WELLNESS

Topics -

### INTERESTING SEPTEMBER HOLIDAYS

Mexican Independence Day was September 16. This day marks the independence of Mexico from Spain.

It is also, coincidentally, the anniversary of the day the Mayflower sailed from Plymouth, England, towards America in 1620.

And September 17 commemorates the final meeting, in 1787, of the Constitutional Congress. The Constitution was signed then, although it took nearly two more years for the states to ratify it so it could go into effect.

### Tips

#### HOW TO TREAT A SPRAIN

It's never too early to prepare for winter injuries. To treat a sprained ankle, remember RICE.

- Rest (Try not to walk too much)
- Ice (To reduce swelling, apply ice pack)
- Compression (Wrap with an Ace bandage)
- Elevation (Keep foot elevated when possible)

### Recipes

So you need to use up all that zucchini from your neighbor's garden? Here's one way. It's like a huge pancake. You can substitute cabbage if you'd like.

#### Zucchini Rosti

Serves 4

##### Ingredients

- 2 1/2 cups peeled, seeded, and coarsely grated zucchini
- 1-2 tablespoons water
- 2-3 tablespoons combined oil and/or margarine
- fresh chives or dill to garnish

- 1/3 cup all purpose flour
- 2 teaspoons parsley, finely chopped
- Sour cream to garnish
- salt and pepper to taste

##### Directions

Place zucchini in a kitchen towel and twist to dry. In a large mixing bowl, combine zucchini, flour, water, parsley, salt and pepper. Add more water if needed to bind. Pour onto a plate and press into a round patty. It should be about 1/2 thick and 9 across. Heat the oil and/or margarine in a 9" frying pan on medium heat. Slide the patty into the pan. Don't worry if it breaks. Cook until browned on the bottom, about 5 minutes. Cut into quarters, flip, and brown the second side for 5 minutes. Serve hot

## WHAT'S DEVELOPING?

During October and November, Community Action is inviting people to participate in the People You Should Know fundraising campaign by donating safely and securely on-line. Links to JustGive.org, and I Give Where I Live can be found at our home page:  
[www.communityaction4u.org](http://www.communityaction4u.org).

Community Action's annual People You Should Know breakfast will be held on November 16, from 7:30 to 8:30 a.m. at the Kingstad Center, 15450 SW Millikan Way in Beaverton. The program will focus on our great Head Start programs, staff, kids and families, featuring a short film.

### *Anniversaries Continued from page 2*

Melissa Hansen	4 years
Erin Pearce	4 years
Hali Kekua	3 years
Susan Hernandez	3 years
Dawn Galli	2 years
Sonia Hurtado	2 years
Scott Schlegel	2 years
Maritza Urbina	2 years



## CHILD DEVELOPMENT

Our before and after school program in Forest Grove school district has closed. Last year we scaled this program down from A Kid's Domain serving over 100 to KidZone serving 30 children from migrant families. The school district no longer has space for us and we had no alternative but to let it go. However, OCDC, which serves migrant preschoolers and has sites in the Forest Grove and Cornelius areas, is looking at whether they might be able to pick up the contract from the state. Stay tuned....

Meanwhile, our new Head Start program year is off to an excellent start. There is lots of energy and excitement as we learn to use our new database, move to new sites in Beaverton and Tigard-Tualatin, and welcome our new staff and families.

## CHECKS & BALANCES

**Fiscal** – Hello everyone and welcome back to all the Head Start staff.

I hope everyone was able to see the Memo that went out in August, it told of the new Fiscal Helpdesk, where you can ask and get answers to your questions. Please mark your Bookmark selection with:

<http://trac.caowash.org/cao>

If there is something you need looked up, please see your supervisor, they maybe able to use this new site to look up the information for you.

If you need help the first time, please don't hesitate to give me a call and I will try to guide you through the steps. Thanks, Ann (503) 693-3243

### PROGRAM ASSISTANT'S CORNER

If you haven't checked out the Book Share be sure to do so in the Café.

Mark November 1<sup>st</sup> on your calendar for our Fall Food Festival featuring homemade soups, salads and bread potluck. More information to follow.

### LOOKIN' FER WORK ...

#### ... IN 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.

### USTOUS – SALES, SERVICES, NEEDS

Need to get some exercise, but hate to leave home to do it? Here's a VOIT Gravity Rider just for you. It's only \$15 or best offer. Call Jimi at 503.693.3224.

## HR - Ask Winnie Benefits, Diversity...



Just a couple of reminders on items that need to be turned in.

Those who have attended a benefit meeting should be completing the Sec. 125 form for pre-tax deduction of insurance premium. The deadline is 9-27-06 (but it's nice to get them earlier). Everyone will need to complete this form due to the new cost share effective 10-1-06 (except for those who are covered under another employer's plan).

If you have not yet attended a meeting, I hope you will do so soon.

If you are planning on changing your plan or coverage level, you will need to complete the enrollment form and turn it in on or before 9-27-06

If you have been with the Agency more than 3 years, this is the only time of the year when you can change plans and/or add current dependents to your coverage. You may no longer do so on your anniversary after your 3<sup>rd</sup> year of service you can only do so at open enrollment.

Head start staff should be turning in the Self Health Assessment forms within one week of receiving it.

## SAFETY

A lot of Head Start staff are returning to the classroom at this time. It is important that you refresh yourself with safety prevention. Last year staff and the Safety Committee, together, reduced our reportable injuries significantly and that resulted in a \$12,000 reduction in our Workers Comp. premium. This proves that safety pays.

The committee has recommended for security purposes we adopt a practice of changing the entry code to the main bldg. John is looking into the costs of a few methods to do this.

When we are closer to completing this, we will let you know so you won't be "locked out".

## FAMILY & COMMUNITY RESOURCES



### Child Care Resource & Referral

This past year has been successful for our department. We provided child care referrals to 2,110 parents, distributed 7,800 newsletters, and provided 240 training opportunities for child care providers and parents. If you or someone you know is looking for child care or training opportunities, please call us at 971-223-6100.

### 2-1-1 Update

The word is getting out! Since announcing Verizon's activation of 2-1-1 in Washington County, our county's call volume at the regional 2-1-1 call center has gone up significantly – particularly in the Latino population. **“Overall, since 211 went live five weeks ago, calls from Washington County have increased over 26% from the same period a year ago. “We’ve only begun promoting the number and already people are finding us, so we’re excited about the growth to come.” Jeri Shumate, Executive Director 211info.**

Thanks for your help in spreading the word!  
Jimi

### The Next I&R Breakfast Meeting: Energy Service Through Community Action

On the morning of October 5<sup>th</sup> we will be holding our next I&R Networking Breakfast Meeting. This time our own Emergency Energy Assistance and Weatherization programs will be the stars of the show! Not only will we be providing an overview of each of these services, we're going to do an energy conservation workshop to share money saving tips and tricks you can share with others. You'll also get information about the next Energy Fair to be held later in October.

### Weatherization

Want to save money? Come to the Weatherization Energy Fair and learn ways to save. Saturday, October 21, 2006. The fair will start at 9:00 am and end at 1:00 pm. It will be held at the Beaverton Community Center, 12350 SW 5<sup>th</sup> St. Recycleman will be there! Free door prizes! Games! Clowns! Music! Snacks and drinks provided!

### Energy Assistance

Portland General Electric is partnering with Community Action in piloting an arrearage (helping to pay outstanding balances) forgiveness program that you and your clients should know about. The New Start Pilot can help reduce your debt if you owe money to PGE. If you have a PGE account in your name that is past due by \$100 or more, and you qualify for energy assistance, you may be eligible for the New Start Pilot. Please refer your clients with PGE arrearages to our New Start line at 503-693-3246.