



PAY CHECK NEWS

June 16, 2000

Staff is encouraged to use the Pay Check News for communicating events or personal items to employees of CAO. Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 693-3252, or save your item to I:\Common\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

JUNE BIRTHDAYS:



Joan Hagen	HS Program Area Coordinator	June 18
Judy Schilling	ER Basic Needs Coordinator	June 19
Marilyn Whitman	HS Teacher, Gaston	June 19
Debra Griffin	HS Teacher, Tigard	June 20
Tracy Butzer	HS Substitute Teacher	June 21
Cathy Meyer	HS Driver	June 22

HEAD START SECRET PALS 10/99 - 6/00

Submitted by Elaine Burrell

<u>Gave</u>	<u>Received</u>	<u>Gave</u>	<u>Received</u>	<u>Gave</u>	<u>Received</u>
Amber W.	Michelle T.	Ileanette	Aurora B.	Pam O.	Larine W.
Aurora B.	Jeanine P.	Jeanine P.	Rose B.	Patricia P.	Sandra C.
Carol B.	Sharon B.	Jewell T.	Donna B.	Rose B.	Margarett B.
Chris S.	Carol B.	Josie K.	Chris S.	Rose T.	Olga H.
Cindy J.	Shar Bcub	Lara D.	Josie K.	Sandra C.	Patricia P.
Debbie W.	Cindy J.	Lu L.	Diana A.	Sharmane	Pam O.
Diana A.	Maria I.	Margarett	Jewell T.	Sharon B.	Lu L.
Dolores M.	Debbie W.	Maria I.	Georgianna M.	Sheri W.	Terry A.
Donna B.	Vicki W.	Mary D.	Elaine B.	Sunni K.	Ileanette R.W.
Elaine B.	Tracey R.	Michelle T.	Mary D.	Terry A.	Dolores M.
Georgianna	Amber W.	Olga H.	Lara D.	Tracy R.	Sunni K.
				Vicki W.	Sheri W.

CAO SECRET PALS 10/99 - 6/00

Submitted by Elaine Burrell

<u>Gave</u>	<u>Received</u>	<u>Gave</u>	<u>Received</u>	<u>Gave</u>	<u>Received</u>
Alejandra L.	Norma CL	Farzana S.	Serena R.	Kristin L.	Colleen C.
Beth D.	Jerralynn N.	Guadalupe G.	Guadalupe Montes	Marilyn H.	Kristin L.
Carol N.	Keith B.	Guadalupe M.	Diana A.	Norma CL	Guadalupe G.
Colleen C.	Alejandra L.	Jerralynn N.	Estela G.	Renee B.	Judy C.
Deanna F.	Beth D.	Jimi S.	Marilyn H.	Rocina H.	Farzana S.
Diana A.	Rocina H.	Judy C.	Tammy M.	Serena R.	Jimi S.
Estela G.	Deanna F.	Keith B.	Carol N.	Tammy M.	Renee B.

DIRECTOR'S COLUMN

Jerralynn Ness, Executive Director

I'm pleased to announce that our own Renee Bruce will assume a new position effective July 19 as the agency's Community and Family Resources Director. Renee brings years of experience with her to this position and I look forward to supporting her in this new role. Please congratulate Renee when you see her!

As many of you know, we bid farewell to Roni Pham of our CCR&R program last week. Jenny Choban has agreed to step into this position for the interim. Once we've completed planning for CCR&R, job openings will be posted.

There are important changes regarding the agency's phone numbers and clients seeking information and referral. First, effective July 1, CAO will no longer offer general information and referral, so clients calling in on the 648-0829 number will be informed that CAO no longer offers this service, and then will be referred to our main number for CAO programs, 648-6646. The 648-0829 number will be disconnected January 1st, but a recording will continue to refer clients

An automated phone system will go into effect July 1 for people phoning in on the agency's main line, 648-6646. The bi-lingual message will route callers to various programs or refer them to partnering agencies or community groups where they can get help. It links them to a phone directory, if they so choose. Staff from I&R, administration and our transition team have worked on the content of the detailed phone tree message and Jose Gonzalez will record the messages. We will continue to develop and expand the I&R database we use and Jose will continue to coordinate this work.

I hope you are all looking forward to summer. Remember to mark your calendar for August 25th when we will hold our agency picnic at our Shelter Home? This year we will be celebrating the shelter's 25th birthday and CAO's 35th anniversary. I will keep you posted on other changes as they occur. As always, feel free to contact me or your program manager for more information.

FYI FROM HUMAN RESOURCES DEPARTMENT

Please be sure HR has your correct address as we will be mailing information to all CAO employees with facts and figures regarding the many changes in HR. July is open enrollment for insurance coverage, insurance rates are increasing, our payroll is changing to an in-house system, and all CAO employees are receiving a COLA increase July 1, 2000. Be sure to fill out all applicable forms and return them in a timely manner to the Human Resources Department.

SHREDDER SCHEDULED JULY 7

Submitted by Dennis Sanders

The 'shredding' truck has been scheduled for Friday, July 7. Please bring any material to be shredded to the front desk, or contact Dennis Sanders for pickup, 693-3273.

A.D.D. PLUS TRAINING

Submitted by Elaine Burrell

A.D.D. Plus is offering a training on "Difficult, Defiant, Potentially Violent Children and Teens" by John F. Taylor, Ph.D., family psychologist in private consulting practice. This seminar includes practical answers for school, residential, correctional, clinical and family settings for Oppositional Defiant Disorder. July 21 & 22 in Portland, 8:30 am to 5:30 pm. Fee - \$49.00 CEU's Certification, University Semester Credit available. For more information, phone 800-847-1233, fax 208-255-1387, e-mail: addplus@hotmail.com.

<u>POSITION TITLE</u>	<u>DEPT.</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Family Advocate	Head Start	\$10.10-\$12.62/hr.	Until filled
Front Desk Receptionist (bilingual)	Admin.	\$8.00-\$9.00/hr.	Until filled