



# Paycheck News

October 18, 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 Layout: Natalie

## DIRECTOR'S CORNER



Often I am asked by people in the community what has kept me at Community Action for 30

years. It is very clear to me that first & foremost, it's because every day I have the opportunity to make a positive difference in the lives of others & our community. But it is also because of our mission, the values we hold dear, our workplace culture & the commitment we have to our employees' well being.

And then I realize that at times I take for granted what we have, forgetting that most work places are not like ours. Our board of directors is committed to paying the best we can for all of our positions, and to do better than most non-profits. They continue to provide a package of benefits that is well above average. For example, we provide full health care to all employees who work 20 hours or more a week & to their entire family after they have been with us for 3 years. In addition to sick, vacation & holiday leave, we are able to provide flexibility to many employees regarding their work schedules. We have learned that in order to thrive in the work place, we must value the whole person, and not just what employees have to offer at work. I never expected to be here 30 years, and I'm still not ready to leave!

## NEWS OF NOTE

All-Staff meeting

October 25<sup>th</sup>

8:30 am- 4:30pm

Trinity Lutheran Church

Maps available at front desk

"Building Community through Diversity"

Morning Facilitator: Steve Manamura

Afternoon Facilitator: Hadiyah Miller

Lunch catered by Reedville

Door prizes, Anniversary Celebrations,

United Way Campaign and more!



## CA STAR

Byline Joani Hagen



Our Star talent needs someone to fill a supporting role... It is just not possible for one person to cover the beat. We are looking for a 2<sup>nd</sup> roving reporter. If you would enjoy interviewing fellow employees and writing a short article, please let Joani know. Soon.

## Comings

Here are some of the new faces we'll be seeing around Community Action...

Aloha Park: Mary Britt, Teacher IIIA.

Barnes: Anoma Peiris, Teacher I.

Beaverton CDC: Trista Barsotti, Teacher II; Jeron Beaulieu, Teacher II; Lettie Hilles, Teacher II; Amie Kelson, PAC; Pearl Lopez, Teacher II; Shelby Sears, Teacher IIIA substitute; Vita Sidani, Teacher IIIA; Rosa Villarreal, Teacher 1.

Beaverton office: Sarah Albert, Teacher IIIA substitute.

CA-East: Joy Rasmussen, Community Resource Advocate.

Hillsboro: Elizabeth Sommo, CDC Family Advocate; Karla Trujillo, CDC Teacher II; Gavin Ugale, F&CR Community Resource Advocate.

Indian Hills: Jennifer Smart, Teacher IIIA.

Tigard: Debbie Agee HS Teacher I.

Vose: Kate Cashill, Teacher II.

Welcome!

## ... & GOINGS

During late September and into October we said good-bye to Breanna Bruce, Kelly Christian, Estela Guillen and Jessica Mooyman-Beck.

## UPCOMING EVENTS!

Board Meeting	10/17
<b>ALL STAFF DAY</b>	<b>10/25</b>
Safety Meeting	11/4
Building Meeting	11/19
Head Start Policy Council	11/19





# FAMILY & COMMUNITY RESOURCES

**A media star at CAO.** Donald Shaw talked about the energy program during a recent show on the Tualatin Valley Television station. You can see him on the soapbox segment of "Conversations with Dr. Don" show. The program airs on cable Channel 23 on the 18th at 9pm, the 19th at 5pm, the 21st at 6am, and the 22nd at 4pm.

## Awesome Job!

By: Renée Bruce

Recently, **Jenny Choban – Grants Manager** submitted three grant applications to the Washington County Commission on Children & Families. One application was for the Opening Doors program and two were for the Child Care Resource & Referral program. We recently received the "Good News" that each of the applications were funded. Most of you already know that Community Action has a pretty good track record applying for funding and receiving it. So, why brag about it in Paycheck News? This is why! The Washington County Commission on Children & Families – Request for Proposal Process is highly competitive! We compete for dollars with many agencies throughout the County. I recently received a copy of the Commission's Funding Recommendations that showed that in each area where we applied, our **(Jenny's) applications received the highest score & rank! Awesome job Jenny! Thank You!**

# CHILD DEVELOPMENT

The update on Child Development programs for the year 2002-2003.

## Pre-Kindergarten Program: 467 children.

- Hillsboro/Gaston: 7 classes, 4 schools
- Beaverton I & II: 13 classes, 8 schools
- Tigard-Tualatin: 6 classes, 4 schools & Downtown Tigard
- Summer Plus: Children enrolled in pre-k whose parents work; will continue through the summer.

## 0-5 Child Care Programs: 166 children.

- Hillsboro CDC: Home based services, 3 EHS classes, 2 preschool classes, 4 Community Child Care providers
- Beaverton CDC: 2 EHS classes, 2 preschool classes, 6 Community Child Care providers
- Coffee Creek CDC: Nationally recognized partnership, 1 class for child, incarcerated parent, and child's caregiver.

## A Kid's Domain: Before and After School program 90 children

- Cornelius Elementary
- Echo Shaw Elementary
- Harvey Clarke Elementary

**Total number of children, 0-12 years old served by all Child Development Programs is 723.**

## Topics

We are entering the Holiday season and with lot's of work folks begin to feel overloaded & stressed.

If you have some good ideas on how to de-stress, send them to us & we'll share with everyone.

## Recipes

We had so many last week, everyone is busy making the goodies & tasting them – so perhaps next week we'll have some more to share (I sure hope so!).

# MORALE & WELLNESS

## Tips

Did you know that both Pacificare & Kaiser offer services from an on-line Advice Nurse? That is a 24 hr. service to assist members with non urgent health questions. Like how warm should the bottle be for the baby, to what kind of rash does the baby have & how can I make the baby more comfortable; most any question you would ask your doctor. When it's 10:00 pm on a Saturday night & you are worried about a health issue, they can reassure you. Check you membership packet, or member card, for the number for the advice nurse.



## WHAT'S DEVELOPING?

**Attention all Community Action teachers and program staff:** Do you want your program adopted for the Holidays?

If you want a business or community group to adopt your classroom or program for the Holiday season, you must contact Jodi Davis at 503-693-3254 with your wish list. Your wish list should include supplies that your program needs to be successful.

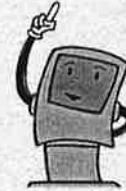
### Just a reminder!

If you talk to the media, including news reporters of any kind, it is extremely important that you let Jodi Davis know ASAP at ext. 254.

**Resource Development needs baskets!** If you have a basket that you would like to donate to Community Action, please contact Jodi Davis at ext. 254.

## CHECKS & BALANCES

**Fiscal** – This is the paycheck that will show your pre-tax deduction for health & dental insurance premium – check your checks & call Winnie or Val if you have a question. This is also the first check with the new October 1 premiums.



### Tip IT

Our phone list has been updated and is available on the network at **I:\Lists\Hillsboro Phones Short list.doc**

## USTOUS – SALES, SERVICES, NEEDS

Nothing this time – look for this column in the next issue.

## LOOKIN' FER WORK...

### ... IN ALL THE RIGHT PLACES

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

#### Administration

I&R Data Specialist (.50% FTE)	\$9.28 – 11.27
Office Specialist II	\$10.41- 12.64
HR Assistant	\$12.17 – 14.78
IS Coord. (reopened)	\$14.89 – 18.08

#### Child Development

Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher II Subs for Early Childhood	\$8.79 – 10.67
Teacher II Summer Plus (.50% FTE)	\$8.79 – 10.67
Teacher II Pre-K	\$8.79 – 10.67
Food Service Specialists – Beaverton CDC	\$

#### Development Advancement

Director of Development & Community Relations	\$49,774 – 60,424
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#### Family & Community Resources

Energy/Auditor Weatherization	\$13.65 – 16.58
Family Support Worker Opening Doors	\$11.21 – 13.62
Family Advocate – SAFAH	\$11.21 – 13.62
Early Childhood Specialists (changed to 100% FTE)	\$11.61 – 14.09

\*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...



It's coming up to that time of the year when folks begin to think about paying taxes. If you have not already opened a 403B Retirement Savings Account, you may want to do so, and packets are available in HR. Once you get the packet you should contact our rep., John Honnold, who will meet with you to map out the right investment strategy for you and your family. You can open this account at any time in your employment. After you second anniversary (beginning of 3<sup>rd</sup> year of employment) CAO will make contributions to your account - of course you must have an open account for CAO's contributions to be initiated.

As all of you know, computer software can sometimes be tricky - so as we create the payroll for October 18<sup>th</sup> we are making changes in the system in order to use the Personal Choice Account to save you some dollars on the premiums you pay. We've had our challenges & believe all will come out OK, however, if you see a problem, please let us know. If you have more money than you thought we did it right-yea!! If you don't then call Winnie or Val & we'll figure it out.

## SAFETY

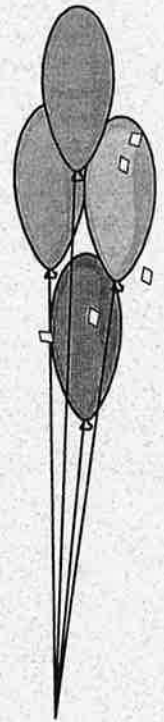
Is everyone's responsibility. If you see a hazard, report it immediately to your supervisor - this will go a long way towards preventing work injuries.

The Safety Committee suggested we list work injuries so we can watch out for each other - all of these required a doctor's visit.

9-4-02	Back strain
9-9-02	Sprained ankle
9-18-02	Repetitive Motion Injury
9-20-02	Cut head on cupboard
9-26-02	Foreign object in eye
9-30-02	Back injury
10-3-02	Back/shoulder abrasion from cupboard

## BIRTHDAYS (late Oct - early Nov)

Dave Lindell	10/19
Val Laws	10/19
Donna Bennington	10/23
Joy White	10/23
Shireen Spencer	10/23
Farzana Siddiqui	10/26
Iris Smith	10/26
Marlene Dougherty	10/27
Arlene Olson-Kimberling	10/27
Terry Andersen	10/29
Jewell Taylor	10/30
Tracy Robison	10/31
Darlene Dacey	11/03
Gilda Godinez	11/06
Erika Early	11/06
Margarita Hernandez	11/06
Angelina Rodriguez	11/06



Remember, if you want your birthday to appear here, you need to complete a "Birthday" form that tells us to publish the information.

## ANNIVERSARIES (late Oct - early Nov)

Esther Arana	4 yrs	10/19
Manuela Pacheco	4 yrs	10/19
Margarita Hernandez	1 yr.	10/19
Dave Lindell	16 yrs	10/20
Judy Harris	9 yrs	10/21
Serena Villafana	3 yrs	10/22
Celia Elizarraraz-de Gueva	1 yr.	10/23
Christina Brown	1 yr.	10/23
Norma Stewart	1 yr.	10/23
Charlotte Salgado-Zerber	2 yrs	10/24
Val Laws	14 yrs	10/24
Pamela White	1 yr.	10/26
Clara Villanueva	4 yrs	10/27
Kristin Ludwig	9 yrs	11/01
Alisha Stoecklein	6 yrs	11/04
Linda Watt	19 yrs	11/04
Sylvia Castellano	2 yrs	11/08