



Paycheck News

July 11, 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

At the June Annual meeting of our Board of Directors, we presented board members with a copy of the book *Nickel and Dimed: On Not Getting By In America*, by Barbara Ehrenreich, for their summer reading. The author spent several months in 1998 working for very low wages and experiencing first hand the struggles of poverty. Here is an excerpt from a news article regarding this book, which was on the New York Times best-seller list for 24 weeks:

"It was a day to day struggle to pay for the most basic of needs. The biggest challenge was finding housing that didn't suck up every penny of her meager paychecks. She found there's much more to getting out of poverty than getting a job.

"During her research, the writer faced the tough choices common to those living near the poverty line..."

"Now safely back to her middle-class existence as a writer, Ehrenreich said her life had been changed..."

Anyone who is interested in checking out a copy of this book can contact Natalie at 503-693-3250 or nhorne@caowash.org.

Happy summer reading!

NEWS OF NOTE



COMINGS & GOINGS

Welcome Jennifer Carlson!!

Jennifer is a new substitute at the Beaverton CDC.

Sadly we said goodbye to Kathleen Buckley and Tom McKeating this month. Good Luck in all your endeavors!

UPCOMING EVENTS!

Building Meeting	7/15
Head Start Policy	7/15
Safety Meeting	none



PICNIC 8/15

CA STAR



Byline Kathleen Buckley

Love is the operative word for this issue's CAO Star. Anne Schlereth, Community Action's LIEAP Program Assistant, developed her love for the outdoors as a water baby who grew up racing sailboats and swimming during childhood summers in New York. Her love of creating change in the world came by way of education, a BS in Social Work and Anthropology and, later, grad school classes at Boston University. Following college, she worked in health and human services in Boston, providing crisis intervention and advocacy for abused and troubled teens and adults.

Another love, that for adventure, has taken Anne all over eastern and central Europe: Russia, the Baltic States, Hungary, Poland, Czech, Austria and Germany. It was that same love for adventure that prompted Anne and her partner Scott to pack up and move west to Oregon. Here, they have explored the state...from the coast to John Day, from Mt. St. Helen to Mt. Hood. In fact, it was on a trip to Alaska last September that another love came full circle. For it was then that Scott proposed marriage.

Anne and Scott returned to New York to be married on June 28. Congratulations to them from all their family at Community Action!

FAMILY & COMMUNITY RESOURCES



READY TO RENT:

Ready To Rent is coming again to the Hillsboro Family Resource Center! All those faced with barriers (evictions, credit, and criminal history) to finding affordable housing are invited to sign up at the Shelter for the next 6-week class. **It will be begin on July 23 at the Hillsboro Family Resource Center, (222 NE 6th Avenue) from 5:00-7:00 p.m.** Contact the Shelter for more information at 503-640-3263.

NEW NAME AND NUMBER:

Our Child Care Resource and Referral (CCR&R) has a new name and new phone number effective July 1st. The new name is **Child Care Resource and Referral of Washington County**. The new referral number is **971-223-6100**. In the past we were a Metro CCR&R partner, and now this change will allow us to provide direct services to Washington County parents and providers regarding childhood care and education issues.

CHILD DEVELOPMENT

Last chance to order A Kid's Domain, Camp ECO T-shirts for only \$10.00! Come see what they look like at Jennifer Gunterman's Desk. If you would like to place an order contact Jennifer by Friday July 11th.

Enrollment in Pre-K, Part Day program begins during the week of July 7th and in Full Day, Full Day year programs, the enrollment will begin in August. The Enrollment Team will be very busy processing and data entering applications, selecting children, making about 500 to 600 phone calls, documenting the initial phone contacts, and preparing children's files.

We have a wonderful volunteer Craig in our office has helped organize our files and put labels on Orientation folders. Craig is Linda Rothschild's (Enrollment Systems Specialist) husband and has been a great help! Linda Johnson is also working in the office when she is not driving Head Start bus and has been busy putting together the contents of Orientation packets. Thank you folks, your work is greatly appreciated.

MORALE & WELLNESS

Topics –

A recent study revealed that people who spent a great deal of time together, such as couples or roommates, tended to adopt each other's emotional responses to stimuli over time. Surrounding yourself with happy, emotionally stable people may help you adopt their positive outlook.

Tips

Meatless Meals

We are often advised to eat less animal protein as a way to lower our intake of saturated fats and avoid environmental toxins. If you need some simple ideas to get your family or yourself started on a lifestyle that reduces or eliminates animal protein, try the following:

- Use meat as a side dish, not as the entrée.
- Prepare meatless meals that you are familiar with, such as bean burritos and pasta salads.
- Eat meat less frequently. Start with breakfasts that are meatless, then incorporate meatless lunches as well.
- Substitute fresh vegetables for meat in recipes. Vegetarian chili can be just as delicious as the meat version.
- Try new types of cuisine. Many ethnic cuisines offer meat-free dishes; you may not miss the meat when you have new flavors to entice you!

Recipes - Humus

5 cups cooked chickpeas or garbanzos (from three 15-oz cans, drained or 2 cups dried chickpeas, cooked)
1/4 cup sesame tahini
2 tablespoons cold water
2 tablespoons fresh lemon juice
1/2 teaspoon ground cumin
3-4 cloves garlic, chopped
1 tablespoon extra-virgin olive oil

1. Drain and rinse chickpeas, if using canned.
2. Combine chickpeas with remaining ingredients (except olive oil) in a food processor or blender container. Blend to a rough puree texture adding a little more water if necessary. The mixture should not be totally smooth.
3. Scrape the mixture into a bowl. Stir in the olive oil.



This wonderful bean spread offers all the benefits of a more traditional humus recipe, but with less olive oil. The combination of garbanzo beans (also called chickpeas), tahini, lemon juice, cumin and garlic are showstoppers. This is great as a sandwich spread or as a dip with raw vegetables or pita triangles. Keep a batch in your refrigerator all the time, and you'll never be without a nutritious snack or lunch.

WHAT'S DEVELOPING?

Development just finished mailing the summer newsletter highlighting our major accomplishments last season.

Each staff member should be receiving a copy in the mail. We would love your feedback and comments.



We are still in the process of looking for a candidate for the Special Events and Communications Coordinator. Sadly, Kathleen left us for Bulgaria.



There is still one month left to buy raffle tickets to win wine! Tickets can be purchased at the front desk for \$2.

Remember if you sell 30 tickets, you get a free bottle of wine.

Jeri held down the development office alone last week while Carol and Jodi were out on vacation. Carol had foot surgery and Jodi was in Kentucky visiting family.



LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:
Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

Teacher III Subs-EHS (5 positions)	\$10.55 - 13.45
Teacher III -EHS Beaverton CDC	\$10.55 - 13.45
Teacher III -EHS Hillsboro CDC	\$10.55 - 13.45
Education Specialist	\$11.61 - 14.09
Teacher II Subs(2 positions)	\$8.76 - 10.67
Teacher II-EHS Mobile Infant	\$ 8.76 - 10.67

Development Advancement

Communications & Events Specialist \$12.11 - 14.71

Family & Community Resources

*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

Admin - BULK MAIL

Do you need training on how to handle bulk mailings? Contact Jackie at x202 to coordinate with the Post Office and arrange a training class for you.

Fiscal - When turning in receipts:

When filling out a Requisition for Disbursement "Green Sheet" form, please remember to attach a receipt with the itemized articles listed. This includes receipts for Visa Card a.k.a. "First Bankcard". An itemized receipt should always be included, detailing what the expense was for, in addition to the actual charge slip. Also, make sure that Invoices from Companies we do business with, turn in "proper" printed receipts, with a signature from their sales staff, etc. Hand printed Company receipts will not be accepted. If you have any questions, please don't hesitate to call us in the Fiscal office at 693-3243 or 693-3256.

Facilities -



Summer Time
and
time for our annual
Potluck Picnic
Friday, August 15th



Watch for more information to follow soon!



USTOUS - SALES, SERVICES, NEEDS

HR - Ask Winnie
Benefits, Diversity...



The month of June has been a busy one for the HR dept., especially since I've been out mending my broken feet making a real load for Brooke. Why is it busy you ask? Because all of the Pre-K staff go on layoff, and there is a scramble to identify those who will be in summer plus, and those who want to pick up extra hours for the summer working as substitutes in Early Head Start while on layoff. This means a lot of paperwork and follow up is necessary. First, there were the COBRA notifications for those going on layoff. Every person (about 140) received a packet that included a 3-page explanation of how to enroll, make payments, and where to send them; along with an enrollment form and a HIPAA form. If you are one of the ones calling in for this information, you may want to check your home files & review this information, then call Brooke with your questions. Once all the COBRA notices are sent out & layoff begins, we have to respond to each & every unemployment inquiry within 10 days; and, we must track the enrollment forms for 60 days regarding who enrolled and those who didn't. Then we track those who enrolled to make sure their payment is on time (due the first of the month) which requires us to send a letter if payment is 15 days late notifying the employee that they have until the end of the month to make payment or lose coverage. And, tracking all payments made. So those of you who are having fun in the sun think of us slaving away at the office.

July BIRTHDAYS

- 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

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.



SAFETY

Summertime may = fun in the



But remember to
S l o w d o w n



when you drive



Watch for kids at play.

Let's all have a fun & safe Summer !