



Director's Corner



This week, the directors held a planning session to discuss the central administrative support needs of our programs. Central administrative support includes John's area of business and finance, as well as Winnie's area of human resources. Business and finance include office management, fiscal operations, facilities management and technology support. We have learned that when our programs grow, change, relocate, increase or decrease staff, all of our administrative support functions are impacted. We have also learned that if we don't plan for these impacts before they happen, we aren't positioned to give good support that is needed by our programs. One of the results of this planning discussion was a decision to break out the Executive Assistant position from the office management function and have that person report directly to me rather than business and finance. The duties of that position to support the Executive Director and Board of Directors have become full time, making it difficult to also manage the office operations. John will be working with his staff to reorganize the supervision of our office staff. We will keep you informed of other changes along the way. ■

News of Note

Congratulations to Sam Widmer – he became a first time father week before last – it's a girl! Both his daughter and his wife have now joined him on this side of the mountain.

We have a new USA Citizen! Lupe Garnica has just completed the naturalization process and was sworn in on 3-28-02. Lupe said that she & her husband have been working towards this goal for a long time and this year they said they would just do it!

DON'T FORGET – WELLNESS DAY IS APRIL 26, 2002. We'll be expecting you.

CAO STAR

Our star reporter has been working hard to prepare for the Head Start Federal Audit which is being conducted next week. We'll have more exciting interviews when this is all over (next paycheck news).

Comings & Goings

WELCOME to the new folks who've joined us since the last edition! Sandra Lazo-Lopez is a new Teacher I at Indian Hills; Maria Valenzuela is also Teacher I at JB Thomas. Cynthia Von Ofenheim is the new Education Specialist (1/2 for Kinship Prog. & 1/2 for Full Day Full Year Prog.), and Harry Weiers Jr. is a new Shelter Resident Assistant at the Hillsboro Shelter.

Rachael Criswell returned to her position at Neighborshare (she became a new mother too!)

There were no departures in the past few weeks, so again, no good-byes.

Upcoming Events!

Next Bldg. Meeting...4-16-02
 Head Start Federal
 Review 4-8 to 4-12-02
 Wellness Day 4-26-02
 (at Trinity Lutheran Church
 in Hillsboro)
 Community Spirit
 Dinner..... 5-2-02
 Safety Meeting5-6-02



Programs – Top 10 Hits

Family & Community Resources

The Energy Assistance and Emergency Services Program has received over one hundred and seventy signatures in a little over a week on its petition appealing to President Bush to release additional funds for energy assistance. Also, the program recently participated in a rally with other local energy assistance affiliates that exhibited strong support for these additional funds to be released. Press was covered by OPB and Channel 6 news. Thank you to all of you who have been working with us to appeal to our state senators and President Bush!

Child Development:

Head Start State and Federal Review is coming up next week - Monday, April 8 through Friday, April 12. The review team will be working in the Conference rooms 2 and 3 during the week.

Fall 2002 enrollment for all A Kid's Domain sites will begin on May 15.

Selection of preschool children for the Head Start Part-day program will begin in July.

Morale & Wellness

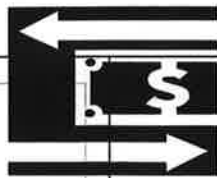
Wellness Day 2002

With this paycheck news, you should have received the brochure for this year's Wellness Day event. Please fill out the attached pre-registration form and send it back to Dolores. Remember, **April 26** is the day. See you there!

Tips

Night Vision: Having trouble seeing while driving at night? Before you have your eyes checked, clean your headlights. Auto experts say dirty headlights can reduce night vision by as much as 75%!

Tea for Tooth: Amazing. One cup of black tea has enough fluoride to help prevent tooth decay – and green tea has twice as much. Green tea is actually much more popular in China and Japan, and is much richer in flavonoids and antioxidants.



What's Developing?

Did you know that nearly 1500 volunteers contributed over 20,000 hours of service to our agency last year? We are fortunate to have such a dedicated volunteer force and we want to make sure they know they are valued! April is National Volunteer Appreciation Month. Thanks to all the Community Action staff for helping Resource Development to recognize & thank our wonderful volunteers!

If you have a volunteer that hasn't been recognized, it's not too late! Call Jeri in Resource Development, 503-693-3254, or email jalcock@caowash.org. Please include your volunteer's full name and the site they work at.

April Birthdays

Maria Martyniuk	4-1
Carla Salcedo	4-1
Adia Schibic	4-1
Jessica Liberty	4-2
Miriam Pleitez	4-3
Lolita Velez	4-8
Doris Harris	4-16
Danny Cox	4-16
Kristen Long	4-22
Ingrid Alquinta	4-23
Winnie Althizer	4-25
Karen Henkemeyer	4-30
Serena Villfana	4-30

April Anniversaries

Lu Lamping	24 yrs.	4-10
Vicki Ware	16 yrs.	4-1
Rocio Ceja-Roman	2 yrs.	4-17
Guadalupe Diaz	2 yrs.	4-17
Maria Rodriguez-Perez	2 yrs.	4-19
Judith Del Porto	1 yr.	4-2
Christine Finney	1 yr.	4-9
Jason Pirga	1 yr.	4-10
Christina Taft	1 yr.	4-27

Lookin' fer Work in All the Right Places



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

Administration

Exec. Assist. REVISED 10.28 – 17.13

Child Development

Prog. Area Coord. (PAC) 11.57 – 15.89

Family Advocate J.B. Thomas 10.75 – 13.40

Kinship positions:

Teacher I, II & III 8.00 – 13.50

Bus Driver 8.00 – 10.78

½ time Ed. Specialist 9.00 – 12.95

Development Advancement

Family & Community Resources

Child Care Resource & Referral Specialist 9.24 – 12.82

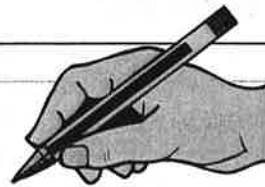
Homeless Children's Prog. Coord. 9.33 – 12.44

Shelter Assistants (ongoing) 8.00 – 9.22

**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.*

Us to Us – Sales, Services, Needs

*Nothing this week check us next
time*



HR (Benefits/Diversity/Q&A)

Ask Winnie

In April, the Directors will begin an exciting new program/training entitled Understanding Racism. It is being sponsored by Tuality Healthcare and is being put on by the Understanding Racism Foundation. Some of our facilitators will be Justice Edwin Peterson, Founder and President of the foundation, and Perry Gruber, Community Affairs Mgr. with Intel Corporation. This training will involve a commitment to attend 6 weekly training meetings to explore our own conscious and unconscious perspectives on racism; examine and acknowledge our opportunities for changing and so much more! Community Action Organization is joined by participants from the Hillsboro School District, Tuality Healthcare, Intel Corp., Hillsboro Chamber of Commerce, Willamette Univ. College of Law, BCA Financial, Virginia Garcia Memorial Health Center, Garland, Griffiths, et al, Lithtex, Centro Cultural of Washington County, and the Washington County Court. We'll keep you posted.

- We are working on the annual health and dental insurance rate renewals. We are examining ways to keep our premiums as low as possible and will report back as soon as we have more concrete information.
- Nor have we forgotten the Employee Opinion Surveys you so kindly filled out before Christmas. With the help of volunteers and staff we hope to have the data entry completed this week. Next we will develop the reports so we can understand the info and share it with you.

Safety

The committee met on April 1st and it was decided to flex our meeting schedule. Like all of you, our committee members have huge amounts of work to accomplish in addition to generously working on this committee. To accommodate this, we've decided that formal meetings will be scheduled every other month. The "off month or alternate month" that a regular meeting is not scheduled, the committee will use that meeting time as a "work party" to accomplish all the tasks it has set for itself. Remember, if you see a safety hazard, report it to your supervisor or one of the safety committee members.



Checks & Balances

Fiscal

Just a reminder that everyone needs to complete his or her time sheets carefully & on time – remember your paycheck is calculated from this information!

Take time to be sure all hours worked are marked; that any sick time taken is marked; and if you took vacation be sure to mark that as well.

Equally important is that you and the supervisor sign your time sheet.

If you have a new employee, contact Val to request a time sheet for that person – this insures that a time sheet is automatically produced for him/her the next pay period. (Don't dig for that ole' thing you remembered using years ago.)

If you have questions or concerns, you can call Val in Payroll (ext. 285) or Winnie in HR (ext. 257).