



Community "IN" ACTION

Newsletter September 21st, 2009

Deadline is the second Friday of the month; Contacts for articles are: Child Dev. - Farzana Siddiqui, F&CR & Layout - Barb Dame, Development & Community Relations - Lisa Brown, HR - Nicole Cossette, All others - Nancy Peters. Editor: Renée Bruce

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

"Community Action at 45: Keeping Our Promise". This was the theme of our annual Community Action Partnership Convention held this month in Philadelphia. Our new board chair, Ron Sarazin, along with Renée, Lisa, Katherine and myself, attended numerous workshops, events and general sessions throughout the week. The convention kicked off with a line of dignitaries welcoming us and praising our work. We were all inspired by the keynote speech given by Juan Williams, to officially open the convention. A program in Philadelphia provided digital cameras to over 40 low-income mothers so they could document their experiences and through their photographs, communicate their ideas for change. Their photos and stories comprised an exhibit called the "Witnesses to Hunger". "By telling their stories and working for change, these women are combating the invisibility of poverty in the United States. They are eager to share their ideas for improving access to food, education and work opportunities, welfare administration, housing and healthcare." One workshop I attended which I particularly enjoyed, was a presentation on *"Changing Technology Needs in Your Organization"* as it relates to the diversity of an inter-generational staff. It addressed questions such as: What does generational mixing mean to how people work in your organization? What

Directors' Corner continued

are the reactions to technology? What are the definitions of "productivity"? How is "work" defined? What conflicts exist? It was fun, informative and very thought provoking. It caused me to think about how to build on the strengths of this diversity as we continue to develop and evolve our culture in an intentional and inclusive manner. It is so invigorating to celebrate and learn with our colleagues across the nation as we continue to do the critical work needed to help families across this nation achieve economic security and a better life. I am so proud of the role that we play in building healthy communities; Community Action is more relevant then ever!



Ron Sarazin, our new Board Chair and I at the Community Action Partnership Convention in Philadelphia

Hello! We wish we were able to list the names of all the new employees who started working this month at Community Action, but due to lack of space, we would just like to say **"Welcome"** to those who are returning and those who are new!



NEWS OF NOTE



Did you know?

When you are away from your desk for a meeting or for a week, you can put your phone on **"do not disturb"** - this way the call will go directly to your voice mail to let the person know you are not at your desk.

It's easy to do:

Hit the "mode" button on your phone, then choose one of the 4 options shown, and hit "ok". When you log back onto your computer, ShoreTel reminds you that you are in a "non-standard" call handling mode and will ask you if you want to switch back to "Standard".

You can access manuals and more information for the phone system on Community Action's common drive:
 \common\Technical Documents\Phone System\ShoreTel System

Check with your supervisor, coworker or PA for more help or information.



UPCOMING EVENTS!

IS Committee Meeting	10/6
Safety Committee Meeting	10/8
Holiday (Columbus Day)	10/12
Board Meeting	10/15
Head Start Policy Council	10/20
Hillsboro Building Meeting	10/20

October 2009 BIRTHDAYS



Michele Allen	10/1
Antonieta Narcio	10/1
Lindsey Schleder	10/2
Ann Hering	10/3
Lorena Alvarez	10/6
Georgia Lopez	10/6
Susana Martha Castaneda	10/8
Eva Gallardo	10/10
Betty Chung	10/11
Ana Franco	10/11
Kelsie Dilley	10/13
Araceli Ibanez	10/13
Maria Daniel	10/15
Tony Sinclair	10/16
Ann Rodriguez	10/16
Roberta Burns	10/17
Charity Thompson	10/17
Val Laws	10/19
David Lindell	10/19
Willy Silva-Cruz	10/19
Becky Baron	10/21
Kim Gazaway	10/22
Donna Bennington	10/23
Meagan Shaffer	10/24
Melissa Carrick	10/26
Farzana Siddiqui	10/26
Cinthia Frame	10/27
Terry Andersen	10/29
Alicia Palmer	10/31
Kimmerly Webb	10/31

(If you want your birthday acknowledged, be sure to complete an authorization form – contact HR)

October 2009 ANNIVERSARIES



23 years	Dave Lindell
21 years	Val Laws
12 years	Cindy Johncola
11 years	Manuela Hernandez
10 years	Kathleen O'Neill & Serena Villafaña
9 years	Benita Navarro
8 years	Fabiola Contreras, Susan Castaneda
7 years	Sonia Sanchez Roblero, Makana Kim, Melissa Baca & Veronica Padilla
6 years	Hali Vollans
5 years	Scott Schlegel, Sonia Hurtado, Maritza Urbina & Giovanna Winder
3 years	Michele Rene Allen, Eva Gallardo Andrade
2 years	Maria Delgado Ferreira, Mayra Barrera De Gomez, Laura Young & Rebecca Baron
1 year	Tera Alcaraz, Alicia Palmer, Audrey Cardenas, Sally Augustenborg & Will Schmid

UP FRONT!



You may have noticed a new face at the front desk. Leticia Vitela joined Community Action on September 8th as our newest Office Specialist II. Leticia and Ana Franco now comprise our customer service team and will be working together to provide our clients and guests with a positive and helpful experience at Community Action. We will continue to keep you in the loop as front desk procedures are updated and welcome your input.

Please direct all questions and ideas to Lisa Brown at lbrown@caowash.org or 503-693-3230.

REMINDER: For those of you using audio visual equipment in the conference room, please be sure all machinery is shut down and stored properly and that all cabinets are locked before departing. Thanks!

Green Team Tip

*Contributed by Kimberly Gazaway,
A Community Action Green Team Member*



So, you go to the local coffee house twice a week? That means that you use about **100 coffee cups** per year. You are not alone. According to recent surveys, there are approximately 160 million to go coffee drinkers and that means a whole lot of paper cups in the landfills. Yes, that's right, every single paper cup that is made to hold a beverage is not recyclable, nor is it completely made of recycled materials. That is because the FDA restricts recycled paper pulp to be in direct contact with food or beverages, so paper coffee cups are not a very **green** choice for us.

Not only do they create a waste problem in our landfills, but also, when they begin to decompose, they emit a greenhouse gas into the atmosphere, which does a great deal of harm to our ozone layer. So, before you stop for that last minute cup of java, think about all the harmful effects your non recyclable coffee cup is having on our environment.



Think Green. Be Green.



CHILD DEVELOPMENT

Positive Teacher/Student Relationships

Teachers who take the time to develop positive relationships with their students will see improvement in their students both academically, behaviorally, and emotionally. Students who have positive relationships with their teachers tend to put forth more effort in class and as a result improve their academic achievement. Teachers also see improvement in their student's behavior when they take the time to develop positive relationships with their students and their student's families.

Positive relationships between students and teachers have encouraging academic affects. According to researchers, close relationships with teachers lead to higher levels of student engagement and achievement. By building positive relationships with students, teachers can provide the motivation, initiative, and engagement which are essential for success.

When teachers have positive relationships with their students, it affects the student's behavior in relation to school. Students who perceive their teachers as highly supportive have better attendance and avoid problem behavior.

As our Head Start program begins a new school year it is important for our teachers to understand their role in forming these positive relationships with their students. Our teachers know that children who are motivated and connected to others in the early years of school are much more likely to establish positive paths of development in both social and academic domains.

SAFETY

From your Friends on the Safety Committee:



When exiting Hillsboro Main:

Just a reminder that when leaving the Main Community Action parking lot, the safest course of action would be to make a right turn, and then cross over to Oak at the lighted intersection of Baseline and Main. Baseline is a very busy street to cross, and the businesses across the street ***do not want*** us using their parking lot as a through-fare.

Incident Reminder:

One of the duties of the safety committee is to review and evaluate injuries and incidents that occur while on the job. Therefore, if you get hurt (or almost get hurt), please contact Heather Leaming at x850 or hleaming@caowash.org, for a form to complete. This information will help Facilities and the Safety Committee continue to improve the safety for all Community Action employees.



CHECKS & BALANCES

Fiscal –

FISCAL CONTACT INFO

Fiscal Manager: Keith Byerly
503-693-3247

Accounts Payable: Cindy Johncola
503-726-0847

Accounts Receivable: Kurt Cabrera
503-726-0848

Payroll: Javier Pena 503-693-3285 or
Kim Pastor 503-726-0846

Fax number: 503-357-6057

Please see the next page for additional contact information.

WHAT'S DEVELOPING?

AMERICORPS MEMBERS WILL FOCUS ON FAITH COMMUNITY



Resource Development is pleased to welcome Asia Gray and Lindsay Badillo-Nelson to the team. Asia and Lindsay were selected to serve Community Action through the Oregon Community Action Corps program, which is being funded by the *American Recovery and Reinvestment Act of 2009*. For the next eleven months they will be focused on developing a broader network of faith-based partners interested in working with us to assist families in meeting basic needs. Part of their project involves getting to know our agency and our programs, so you may be hearing from them in the next few weeks as they gather information.

One of the first activities our AmeriCorps team will undertake is a public education display at the upcoming "Times Are Tough" forum being coordinated by the Washington County faith community, which will take place on Saturday, September 26th. If you participate in a faith organization and would like to attend or learn more about this important forum, please visit www.ahomeoftheirrown.com for details.

As you may know, Resource Development is going through a departmental restructuring. If you have any questions or need assistance, please contact Lisa Brown at lbrown@caowash.org or 503-693-3230.

HR – from Nicole



Happy September!

Just a quick note to remind you to please read the Benefits Update letter that was sent to each benefits eligible employee last week. The update summarizes upcoming changes to the Open Enrollment Schedule, new premium rates for insurance and new benefits offerings that are coming in January of 2010.

Because of all the changes, attendance will be required at one of 6 or 7 Open Enrollment meetings in November. Please respond to the invitation that you will receive in mid-October.

New premium rates will take effect in your October paycheck, just like in past years.

The Employee Handbook committee and Director's Staff have been working hard all summer reviewing revisions to the employee handbook. A entirely new handbook is scheduled for release to all employees in January 2010.

Hope you all have a great month!
~Nicole

Operations –

Operations Manager - Ann Hering 503-726-0854

IS Staff - Todd Bentley, Information Systems Coordinator
503-693-3287

Randall Marker, Information Systems Technician
503-726-0853

Facilities - Art Rossomondo, Maintenance Specialist
503-969-7231

Courier Services - Tracy Kristensen 971-563-7977
Cal Bowe 503-302-2382

Safety Tip -

Extension Cords cannot be plugged into appliances and then into the walls. This is not only a Fire Hazard, but also an OSHA violation.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

Job Opportunities may be viewed online at:

www.communityaction4u.org/employment.php

*NOTE: Please check this web site 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.

FAMILY & COMMUNITY RESOURCES



Listed below are a few of the F&CR
Program Highlights for 08/09:

Child Care Resource & Referral:

- 1,125 referrals to 942 families for child care

Information & Referral:

- 1,195 resources available to Washington County residents are listed on the **FIND** Website

Energy and Emergency Rent Assistance:

- Prevented 730 evictions

Housing and Homeless Services:

- Sheltered 54 families (181 individuals, 5,572 bed nights)

Opening Doors:

- 135 first time families received parenting support and education
- 583 women received pregnancy related referrals and access services

Weatherization:

- 248 homes made more energy efficient through non-construction (baseload) measures
- 185 homes made safer and more energy efficient through comprehensive weatherization

You can find the complete report on the Community Action common drive at: [\common\AGENCY INFO\Reports\0809ProgramReporting.doc](#)

I&R Network Breakfast Meeting for October:

The next meeting is being held on **Thursday, October 1st.**

This month the focus will be on **Severe Weather Shelter** and **Holiday Help**. Our meetings are held off site at Tuality Community Hospital's Conference Rooms.

Additional information can be found on our website:

www.communityaction4u.org/find/brkfst.php

Weatherization is having its 7th annual Energy Fair Saturday, November 7th, 9:30 a.m.-2:00 p.m. at Cornelius Elementary School, 200 N. 14th Ave.

There will be presentations on energy-savings, lead safety, mold, green cleaners, carbon footprint, furnaces and more. In addition, there will be children's activities, balloons and lots of give-aways along with drawings for gift baskets and a grand prize of a \$50 Target gift card.

Tuality Healthcare will provide cholesterol screening and blood pressure checks. NW Natural will provide hot dogs. PGE will promote energy-saving practices such as using compact fluorescent lights. Metro will have its Healthy Homes, Healthy Family display. Community Action programs will also have tables and information at the fair. To learn more, contact Margaret Rodriguez Springer at (503) 693-3269 or mspringer@caowash.org.