



PAY CHECK NEWS



May 19, 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\paycknews. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

MAY BIRTHDAYS!!! STILL TO COME:

Judy Clifford	HS Family Advocate, Hillsboro	May 21
Jimi Smith	Network Administration Manager	May 21

COMING SOON!!! JUNE BIRTHDAYS:

Ana Salcado	HS Teacher, Barnes	June 5
Catherine Fleischman	Opening Doors Project Coord.	June 6
Sandra Kitchen	HS Driver	June 6
Maricela Garcia	CS Family Advocate	June 11
Martha Lecuanda	Good Neighbor Center	June 15
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

OPENING DOORS QUILT RAFFLE!



Submitted by Monica Stutzman

The winner of the Opening Doors Quilt Raffle is Tina Garner of Tuality Hospital. The raffle raised over \$300 to benefit the Opening Doors program.

NORTHWEST MEDICAL TEAMS HEALTH VAN

Submitted by Pam Otton



Wednesday, May 24, 2000, 2:00 pm - 4:00 pm
Community Action Organization, Hillsboro

There will be free medical care for illnesses and minor injuries for children ages 0 to 16 who do not have medical insurance and do not have a family doctor. No immunizations or dental care will be given on the van.

If you have any questions, please call 648-0829

DIRECTOR'S COLUMN

Jerralynn Ness, Executive Director

AGENCY PLANNING UPDATE

As I mentioned in the last Paycheck News, our planning oversight team has been working on a new management structure scheduled to be in place by July 1. Under the revised structure, we will eliminate three positions including the Deputy Director, the Child & Family Support Manager, and the Community Resources Manager. They will be replaced with two new positions. The Child Development Director will oversee Head Start and A Kid's Domain. The Community & Family Resources Director will oversee Housing & Homeless Services, Weatherization, Energy Assistance, Opening Doors and Metro CCR&R. A Grants Manager position will be created and will report to the Child and Family Resources Director. Administration and Resource Development will remain the same.

The new management structure and the program changes are a result of staff's diligent work to create a "zero-based" budget as directed by our board of directors. A draft budget has been prepared for the board that offers a true picture of the cost to operate each program with our current level of funding. We are confident that this budget will eliminate deficit spending and will position the agency to develop and implement longer-term deficit reduction strategies.

Thanks to the reduced spending and budget revisions each program made this past spring, our financial status has improved considerably. In addition, the county this week made a special allocation to CAO that will eliminate our building deficit. Eliminating the remaining program deficits, reducing our debt, adopting a balanced budget that supports our critically-needed programs and increasing private contributions is our multi-prong approach to achieving greater financial stability.

A suggestion was made to equip staff with an explanation of the changes going on at CAO so that staff can respond to questions from partner agencies and the public. I am working on a letter to all of our partners regarding our changes in services. In the meantime, please feel free to use the information I've provided in this column and previous columns. I appreciate each and every staff member's patience, understanding and input as we make these very difficult decisions. Please feel free to contact me or your manager with any questions you might have.

<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

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