

PAY CHECK NEWS

June 2, 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\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

"And what is so rare as a day in June?
Then, if ever, come perfect days;
Then Heaven tries the earth if it be in tune,
And over it softly her warm ear lays."

James Russell Lowell 1819-1891

JUNE BIRTHDAYS:



Ana Salcado	HS Teacher, Barnes	June 5
Catherine Fleischman	Opening Doors Project Coord.	June 6
Josie Kuhn	HS Teacher, Vose	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

SECRET PALS!

Submitted by Elaine Burrell

FYI - The time line for CAO Secret Pals is up and it is time to send your Secret Pal a last present and reveal your identity. Many folks revealed themselves at Wellness Day 2000, but some wanted to hang on a little longer. I will publish the Secret Pal list in the next paycheck news. Thanks for playing and we will start again next Fall.

JUNE STAFF MEETING

Our next staff meeting will be June 14, 2000 in the conference room at the Hillsboro office at 8:30. We will have our usual potluck breakfast.

DIRECTOR'S COLUMN

Jerralynn Ness, Executive Director

Here are the latest updates in our restructuring and planning for next year.

I & R: CAO no longer offers I&R to clients 24 hours a day. Through this June, our staff will continue to offer I&R to clients calling in on the 648-0829 from 9 a.m. to noon and 1 p.m. to 4 p.m. on Mondays, Tuesdays, Thursdays and Fridays and 9 a.m. to noon on Wednesdays. As of July 1, this service will be discontinued. A committee is working on a transition plan to ensure clients phoning for I&R are redirected.

Management: In our last Paycheck News, I described CAO's new management structure for the program side. The Family and Community Resources Director and Grants Manager positions are currently open. The Homeless Services Manager position will open soon. There will not be an opening for the Head Start Director because Leon Laptook already serves in that capacity. As of July 1, the Deputy Director position will be eliminated and Leon will continue to serve as our Head Start Director.

Compensation: This has been a difficult year as we have worked together to decrease spending and let go of programs and staff that are very dear to us. The board finance and personnel committees recognize how difficult this past year has been and are committed to approving our proposed zero-based budget which reflects program and staffing changes we've begun to implement. The committees also recommends a 2.6% cost of living increase be applied to the salary scale effective July 1 and that we maintain our current benefit package. The board committees believe this compensation package carries out our agency's policy of providing equitable benefits and wages to all employees, adjusts the salary scale so that it maintains market sensitivity, provides more potential to retain and recruit qualified employees, and may reduce the costs resulting from low-morale and high turnover. This recommendation will go to the full board for approval on June 15.

If you have any questions, please feel to contact me at 693-3251 or speak to your manager directly.

<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
Family & Community Resources Dir.	Admin.	\$17.41-\$23.22/hr.	June 5/2000
Front Desk Receptionist (bilingual)	Admin.	\$8.00-\$9.00/hr.	Until filled
Grants Manager	Program	\$13.46-\$16.83/hr.	Until Filled