



Paycheck News

July 25, 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

I hope that you are all enjoying this summer, finding time for yourself and having fun with family and friends. There is always so much going on that we feel like summer just slips right by. And we tend to mark the end of summer when the kids go back to school. I have found that if I focus on how quickly time passes, that indeed it does. But when I can live in the moment, I begin to experience time differently and each day goes by more slowly. We all know that time takes the same amount of time, 60 seconds to a minute, 60 minutes to an hour and 24 hours to a day....so it really is just our perception of time and how we experience it. And the irony is, the more we pack in the quicker it goes by. So here's to slowing down and simplifying our days so that we can truly relax, notice the beauty around us and give our time and attention to what is most important to us.

I've just returned from a 5 day trip to Michigan where I joined 3 friends and colleagues who are Community Action Directors in Nebraska, Maryland and Michigan. We visited the Lake County communities in Michigan served by Five CAP and recognized familiar programs such as Head Start, energy assistance and food banks. Their headquarters is located in a renovated church, which provided very cozy office space with beautiful stained glass windows. About seven years ago the Community Action agency received Enterprise Zone funding to revitalize a deteriorating community called Idlewild, referred to in a book of the same name as the Black Eden of Michigan".

Idlewild was established around the turn of century during the era of segregation. Up until 1959 it was known as the largest
(Continued next column)

NEWS OF NOTE



Our company picnic is **AUGUST 15th**
Don't forget to turn in your reservation form or call by Friday July 25th

Are you interested in planning an activity at the picnic? Contact Brooke at the main office. 203.

and most famous African-American resort in America. During the 70's and 80's the community faced economic decay and rapidly deteriorated. The Community Action agency is providing resources to capture the important history of Idelwild and to rebuild the community by investing in businesses, bringing in water and sewer, renovating dilapidated homes and building affordable housing. It was a very unique project and just one more way that Community Action is helping people and changing lives across this country.

I'm looking forward to seeing all of you at our summer picnic!

COMINGS & GOINGS

Congratulations **Shelby Sears** for your move from Area Sub to Teacher III at Beaverton CDC.

UPCOMING EVENTS!

Picnic	Aug 15
Building Meeting	Aug 19
Head Start Policy	Aug 19
Safety Meeting	



CA STAR



Byline: Sharon Bolmeier

Head Start Disabilities and Mental Health Coordinator Dolores McNee, had on the job grand- mother training while daughter Alison and her husband and their two boys Mariano and Adrienne lived in her home last year. The two boys have helped her keep current on their ages and stages of development as well as her work with H.S. children. This Bay City Speech Pathologist will be making frequent trips to San Diego while her son-on-law Jesus works on his doctorate in Latin American history.

Dolores also travels to Spokane to visit daughter Julie, a junior at Gonzaga U. and to San Francisco to visit son Mark, a recent college graduate.

Dolores' work with the NW Regional ESD and Tualatin Valley Centers has paid off in enhancing special needs and mental health services to children and families.

In her spare time Dolores and sister Rosemary have a business called R&D Designs. They sell gifts and flowers and help plan weddings. A teapot collector for many years, she has many unusual and fun teapots.

Her no nonsense style and strong opinions keeps us on our toes and agendas moving during our leadership meetings.

FAMILY & COMMUNITY RESOURCES



I&R

**It's almost time for Back to School!!

The next **I&R Networking Breakfast Meeting** will be held on August 7th. Our topic will be "Back to School" and we will be researching sources for school supplies, children's clothing, and immunizations. Please join us if you can. Don't forget these breakfast meetings can pack our parking lot. Please try to carpool or use public transportation on August 7th. Thanks!

On a Personal Note...

Joy Rasmussen had a baby girl on the 11th of July. Frenna Snow is her name and baby and mom are doing great! All of us in F&CR are so happy for Joy and everyone at Community Action wishes Joy, Kevin and Frenna much love together as a family! Warmest Regards, your friends at CA.

CHILD DEVELOPMENT



Please watch for news in the next paycheck issue



MORALE & WELLNESS

Topics –

Tips

Recipes: African Ground Nut Soup

Sauté 1 medium yellow onion
Add veggies and sauté (i.e., yellow squash, broccoli)
Add one package tofu, cubed -Add 2 cans of stewed tomatoes, 1 small can tomato paste
Slowly add 4-5 c broth & 3 c water, bring to a boil
Add 3 Tbs curry, 1/2 tsp cayenne, salt & pepper
Add 1/2 to 1 jar peanut butter

(Try a lot of broth & little peanut butter for a great soup, or a lot of peanut butter and little broth for a great curry to put over rice.) Enjoy! - Jackie

? Do you enjoy reading this Morale & Wellness section? If so, please consider contributing to Topics, Tips and/or Recipes.

If there is no sustained interest it may disappear from our news letter.

WHAT'S DEVELOPING?

A new addition? The Development Department is still seeking strong candidates for the position of Communications and Special Events Coordinator. We were fortunate enough to have another great temporary employee join our team, Mary Jones who will be grant writing and helping with the database conversion for a few months.

A new web site? We are currently working on updating our agency web site. It will be easier to navigate, with new photos and information. It will still contain our great FIND database of resources, but will offer new links and web pages that we didn't have before. We hope to have the site complete and up by Sept. 15th. And of course, it will feature the new Community Action logo and tagline and be consistent with our new agency look.

Need a volunteer? If so, please fill out a *Volunteer Request Form* located at the front desk of the Hillsboro Office or in both workrooms. These forms can be turned in to Jodi Davis' box. If you work outside the Hillsboro Office, please call Jodi for your volunteer needs at 503.693.3254.

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

Development Advancement

Communications & Events Specialist	\$12.11 - 14.71
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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.

ADMINISTRATIVE

Updates

Admin -

Facilities - Shredding old files.

On Aug 20th we will shred old documents stored at the warehouse. If you have anything you would like us to shred for you, let Nick know by the 18th and he will take it over there.

Fiscal -

Payroll - Personalized Timesheets

It is essential that you use the timesheet *specifically printed for you*. It contains your correct employee name, employee #, job title, location, program account, etc. for the weeks ending on the timesheet.

If you do not have a current timesheet, please contact Val in Fiscal @ (503) 693-3285. I will provide you with another personalized timesheet.

Do Not Photo Copy another employee's timesheet and try to use it, that will only slow down the process.

Tip IT

USTOUS - SALES, SERVICES, NEEDS

Cell phone, approx. 3-1/2 years old. "Sanyo 3000", complete w/battery, leather case, AC charger/adapter car charger/adapter, and instruction manual. All items in excellent working condition. Must use service with Sprint PCS network. Great for first-time cell phone users/owners. \$50 Call Joy at 503-640-7799.

HR - Ask Winnie Benefits, Diversity...

Watch for news in next issue.

Q&A

SAFETY - OFFICE YOGA:

Long hours at your desk can cause pains and strains in your neck, back and shoulders. You can reduce stress and injury with office yoga.

Take it gently, without jerking the head and without straining the neck. Maintain full awareness of the movements and postures as they take place. Sit comfortably first, ideally with your feet resting on the floor or a footrest. Hands should rest loosely in the lap.

(1) Sideways neck stretch *(note - not neck rolling which is dangerous)*

Move the head to the left, pushing up as well as across so that both sides of the neck are getting longer. Observe carefully the stretch you're achieving in the right hand side of the neck. Once that stretch is established, relax into the posture a little, so that the stretch is maintained but effort is reduced. Eyes can be open or closed, breathing is uncontrolled - it's the stretch you're concentrating on. Hold for a count of fifteen or twenty. Repeat on the other side.

(2) Neck twist

Sit upright with the neck slightly extended (without effort). Make sure that the shoulders stay relatively relaxed and turn the head slowly to the left. Extreme effort is not needed, but watch as the stretch accommodates and gently increase the twist as it becomes comfortable. Awareness again should be on the stretch - breathe normally. Return slowly to center after a count of around 15-20 and repeat on the other side.

(3) Forwards stretch

Clasp the hands together behind the head. Breathe in, then start to breathe out and at the same time tilt the head up and back, paying attention to the stretch at the front of the throat. Hold for a moment with the breath retained. Now start to breathe in and move back to an upright position. Pull the head gently forward and down with the hands, breathing out and moving the elbows closer together. Hold without strain for a few moments, and then breathe in and come back up. Pause for a few moments, breathing normally. Repeat the whole sequence once or twice.

(4) Upwards stretch

Press the palms together in front of the chest, as if you're praying. Take a deep breath, then start to breathe out and raise the arms above the head, keeping the palms together. Breathe in again, tilting the head back slowly so that you're looking up at the hands. Now breathe out and reach up higher, maximizing the stretch. Hold for just a moment. Bring the arms back down and breathe normally. Repeat this sequence once or twice.

August BIRTHDAYS

Kristin Ludwig	8-01
Cynthia Johncola	8-04
Patricia Taylor	8-05
Christie Curtiss	8-05
Debbie Agee	8-05
Erin Pearce	8-05
Lorie Wilson	8-06
Shelby Sears	8-11
Clara Villanueva	8-12
Laura Bernards	8-14
Gavin Ugale	8-14
Elizabeth Sommo	8-14
Kathryn Gressett	8-17
Marilyn Harrison	8-18
Jody Dolan	8-19
Larine Wallace	8-19
Jodi Davis	8-21
Marcia Rutledge	8-23
Beverly Bean	8-24
Jennifer Gunterman	8-27
Melissa Heart	8-27
Mary Ryan	8-28
Eliana Gomez	8-28
Rafael Alcaraz	8-28
Judith Del Porto	8-30
Melissa Secrist	8-31

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

August ANNIVERSARIES

Erika Early	2yrs	8-1
Eliana Gomez	1yr	8-2
Emma Hanley	1yr	8-5
Mary Ryan	1yr	8-6
Bobbie Ludwick	3yrs	8-7
Kathryn Gressett	1yr	8-12
Marcia Rutledge	1yr	8-12
Charles Schreier	1yr	8-14
Leticia Flores	2yrs	8-15
Margarett Blaylock	13yrs	8-15
Donald Shaw	1yr	8-19
Patricia Gamboa	1yr	8-19
Maria Martyniuk	8yrs	8-22
Cilicia Burrell	4yrs	8-23
Debra Griffin	9yrs	8-25
Jimi Smith	6yrs	8-25
Maria Villalobos	1yr	8-26
Ann Hering	1yr	8-28
Jewell Taylor	6yrs	8-28
Delores McNee	9yrs	8-29
Laura Bernards	4yrs	8-30
Delores Rodriguez	3yrs	8-31
Kristin Long	4yrs	8-31

