



Paycheck News

January 10, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Roving Reporter: Joani Hagen. Production: Christina Taft. Editor: Winnie Althizer Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Here's a heart-warming story...

One of our staff, Jackie McGill, sent me this message, which I thought you would all enjoy reading:

"We had a client today, two days before Christmas, whose electricity had been shut off and was worried about being able to provide a good Christmas for her little girls. She was going to have to spend the holiday at someone else's home because hers was cold and dark. Fortunately the energy dept helped her pay her bill and restore service. When she found out she was going to be able to have Christmas in her own home she began crying and jumped out of her seat and exclaimed "I have to call my girls and tell them we are going to have a real Christmas!" and went running to the phone to call them.

And as she was leaving she saw a big box of toys that had just been donated. She sheepishly asked if she could take a toy, there really wasn't anything under the tree for her kids. She politely took two toys, one for each girl, thanked us profusely and left."

What a heart warming day. I hope this serves as a little reminder of the power Community Action has on the lives of others.

Continued from column 1

Thank you for sharing that with us Jackie! I wish for all of you and the families we serve a new year filled with peace and joy.

NEWS OF NOTE

CONGRATULATIONS TO Rosa Garza who was promoted to Team Leader in Opening Doors at the Hillsboro location.

COMINGS & GOINGS

WELCOME TO SOME NEW FOLKS:

Blanca Navarro-Silva is the new Intake Specialist for CA East (aka Opening Doors) & Natalia Merecias is the new Teacher II Substitute at Hillsboro CDC.

Farewell to SBB

Sharon Bosserman-Benson waved good bye to us this month & we wish her much success in her new business.

UPCOMING EVENTS

Board Meeting	1-16
Martin Luther King Hol.	1-20
Building Meeting	1-21
Head Start Policy council	1-21
Safety Meeting	2-03

CA STAR



Byline Sharon Bolmeier

"I know what it's like to be poor, homeless, and hungry. Working at Community Action is my way of giving back." Keith Byerly, Fiscal Operations Administrator, sees his work in finance and administration as supporting staff and therefore supporting clients. Keith sees his main responsibility as protecting the agency's assets, not only the money but also its buildings and clients from injury (insurance coverage, safety) and providing good customer service to clients and staff.

Since his arrival four years ago the agency's growth has translated into additional grants, additional children and services, and additional LIEAP money. In finance, more money means more checks going out and more payroll. As the agency's budget has increased, Keith's role has changed and he is highly complementary of his staff of skilled professionals who make it all happen.

Born and raised in the Bremerton area, Keith spent eight years in the Navy doing personnel work. His job consisted of processing discharges, transfers, and re-enlistments. During Desert Storm, he worked to recall reservists to duty, making arrangements for soldiers and their families and also processing them back to civilian life. While stationed on the USS Carl Vinson, Keith met his wife Emily while she was a guest on a Dependents' Day Cruise. Keith ended his naval career on Whidby Island when he and Emily decided to start a family. A dedicated family man, Keith and Emily decided to work different shifts so that their two

Continued top of page 3



FAMILY & COMMUNITY RESOURCES

For our clients who are searching for rental housing and have barriers to renting: The next session of Ready To Rent, Community Action's housing readiness training, begins January 22, 6:00 - 8:00 PM at the CA office on Baseline. This session will be in English and no childcare is provided. To reserve a spot, clients may call the shelter at 640-3263.

Our Emergency Services Program is happy to report that the Hillsboro Chamber of Commerce has donated \$5,000 to be used to help prevent homelessness for families facing eviction. As you know, many families have been hit hard by unemployment and more and more have been turning to CAO for help with their basic needs, such as energy and rent. This \$5,000 will help an additional 15-20 Hillsboro families get through the winter months without becoming homeless.

Energy Assistance and Weatherization Offering Workshops Save Money! Stay Warm! That's what people can learn about if they come to one of the workshops being offered this month. Donald Shaw, energy auditor and educator with Weatherization, will conduct one-hour workshops for people interested in learning how to reduce their energy costs while staying warm and improving the health and safety of their home environment. And... attendees can

CHILD DEVELOPMENT

Community Action Early Head Start classrooms are getting ready for their first Federal Review. There will be a team of 12 specialists here February 3 through February 7, 2003. Their job is to take a close look at the systems we have developed to ensure quality services to our children and families. The review team members will meet with families, staff, and community partners and will gather information during home visits, parent meetings and question and answer focus groups. The reviewers are going to be stationed in Conference room 2 for the week. Feel free to introduce yourselves if you see them walking by. Also note that I will be contacting many of you to request that you participate on the community partners focus group. Thanks in advance for the help! -Monica (971) 223-6040

Continued from column 1

receive up to \$50 worth of weatherization and conservation materials for free! If you know someone interested, have them contact Sylvia at 693-3222 or Jenine at 598-0505. The first workshops scheduled are in Hillsboro Thursday, January 16 at 4 p.m. and 6 p.m. and in King City Thursday, January 30 at 4 p.m. and 6 p.m.

MORALE & WELLNESS

Tips

Topics

* The most destructive habit... worry.

Recipes

Stuffed Mushrooms:

1 lb. fresh bulk mild Italian Chicken Sausage;
2 lb. mushrooms, stems removed w/parmesan cheese for dusting.

Clean stems out of mushrooms. Fill with raw bulk sausage. Bake at 400 degrees for 15-20 min. Dust with parmesan cheese & serve.

Things to keep in mind when you encounter someone from a different place.

Little things we take for granted can become enormous difficulties for new comers to our country. For instance: A professional woman from Bombay moved to the US, fluent in English, she anticipated having some cultural problems, but felt she was capable of handling whatever came her way. What had her in tears on her first day? She was intimidated by the American style round door knobs with button locks, commonly found in bathrooms. Her greatest fear was to get locked in and be unable to get out....she had grown up with doors that always had latch handles, & hook locks. Maybe you had a similar experience when you traveled to another country.

WHAT'S DEVELOPING?

Did you receive a donation from someone? If the donor wants a receipt, donation receipts can be found at the front desk or upstairs near the employee information forms. The white copy goes to the donor and the yellow copy goes to Carol Hadley in Resource Development.

Please remember to thank all the businesses and community groups that supported your classrooms and programs over the holidays. If you need contact information, call Jodi Davis at 503.693.3254.

Please send Jodi Davis your volunteer time sheets as soon as possible.

It's not joy that makes us grateful,
but a grateful heart that makes us joyful.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

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

<u>Administration</u>	
Bookkeeper	\$11.46 – 13.91
<u>Child Development</u>	
Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher II (Part Day, Part Year)	\$ 8.79 – 10.67
Health Coordinator	\$13.91 – 16.89
Teacher I Subs (EHS)	\$ 8.00 – 9.20
<u>Development Advancement</u>	
<u>Family & Community Resources</u>	
I&R Data Specialist (.50% FTE)	\$9.28 – 11.27

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.

Continued from page 1

children, Heidi, 8 and Raymond 5 weren't ever in childcare. Keith spends his time with his kids getting silly, playing in the park, bowling and playing catch. Rested from his holiday vacation with his family to Disney World Keith is ready to roll in the new year!



CHECKS & BALANCES

Fiscal – Just a reminder to all of you “early birds” wanting to file your tax return as early as possible **W2 Statements will be mailed on January 31st**. So please be patient and do not call payroll during January. You will be able to file your taxes after February 1st.

**I&R -
Facilities -
Tip IT-**



2003 Community Action Calendar of Events

Bring-a-guest tours and information sessions

(7:30-8:30 AM) at:

<u>Hillsboro Main Office</u>	January 22 nd April 8 th June 25 th July 22 nd September 24 th October 21 st
<u>Community Action East Hillsboro Family Shelter Play it Again</u>	May 14 th August 21 st September 9 th
<u>Hearts & Happiness party</u>	(4:30-5:30 PM)
<u>Cornelius AKD</u>	February 5 th
<u>Grand Openings</u>	
<u>Community Action East Coffee Creek Facility BeavertonHead Start Facility</u>	January 23 rd February 27 th to be announced
<u>Fundraising Events</u>	
<u>Celebration of Community Spirit</u>	May 1 st
<u>Dinner at the Greenwood Inn</u>	(5:30-8:30 PM)

USTO US – SALES, SERVICES, NEEDS

If you have something of yours that you would like to offer to CA employees, please send it to us & if appropriate, we'll put it in this space.

**HR - Ask Winnie
Benefits, Diversity...**



OOPS!

If you remember, at the Employee Handbook meetings I told you that the Handbook was a living document & continuously changing. Well, I've discovered something that should have been in it and was not included. It is an explanation of how the anniversary date changes if you were hired first in a temporary or casual on call position. If you were hired in this category, and later on moved to a status that allowed you to be eligible for benefits, your "anniversary" was changed to the date you became eligible for benefits. Therefore this is the date that is used for benefit changes and all other processes linked to your anniversary date. Example: You were hired 10-14-02 as a temporary employee. On 12-12-02 you went to a regular full time status (scheduled at 20+ hrs. per week). 12-12-02 is now your anniversary date. You would be eligible to add a dependent & be covered by the allowance for CAO to pay for that dependent premium on 12-12-03; and you become eligible to add an entire family & be covered by the allowance for CAO to pay for the family premium on 12-12-04.

You should also remember that because your anniversary date will fall within a pay period, we will make any changes effective with the beginning of the next pay period. If you find this confusing, please feel free to call me at ext. 257.

FMLA/OFLA: Staff is calling & leaving messages about taking this kind of leave. We cannot complete the process correctly with just a phone call. In order for this leave to be approved, & function correctly, you must meet with Human Resources.

SAFETY



Measure 28 - Jerralynn Ness

On January 28th, Oregon voters will be asked to vote on Ballot Measure 28. Community Action has been receiving some educational information on this ballot measure, which I would like to pass on to you.

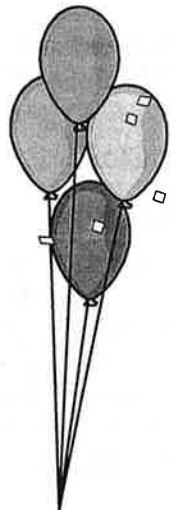
Oregon Center for Public Policy: "In House Bill 5100 of the fifth Special Session, the Legislature cut \$310 million across the board from state agencies, which will be rescinded if Measure 28 is enacted by the voters in the January 28, 2003 special election. \$88 million of those cuts come from the Department of Human services (DHS)."

Oregon Food Bank: "Measure 28 raises personal and corporate income taxes from 2002 through 2004. The top personal income tax bracket increases from 9.0% to 9.5%. Corporate tax rates increase from 6.6% to 6.93%. For less than \$9.50 per month for most Oregonians, we can preserve the most basic services and speed up our economic recovery. By passing the temporary income tax surcharge, Oregon voters will protect basic state services and keep the state open for business and able to attract new jobs."

Learn all that you can and remember to vote!!!

January BIRTHDAYS

Kathleen O'Neill	1 /12
Vita Sidani	1 /13
Lucia Guerrero Perez	1 /18
Ivette Cruz	1 /18
MJ Milam	1 /24
Joan Brown	1 /25



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

and
ANNIVERSARIES

Sonia Diaz	2 yrs	1-17
Christie Curtiss	4 yrs	1-18
Josephine Kuhn	4 yrs	1-19
Jenine Macon	2 yrs	1-22
Shari Woolen	8 yrs	1-23
Mirna Hernandez	4 yrs	1-27