



I need a name News

DECEMBER 12, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, Wellness & Morale - Natalie Horne. All others – Winnie Althizer, Brooke Zimet. Editor: Winnie Althizer.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

This week I am devoting my column to sharing excerpts from letters we have received from clients. But first, let me acknowledge that we would not be receiving these letters if it wasn't for all of the quality work that you doing...bravo!

"Dear Joan Ellen & everyone who worked so hard and so faithfully to put plastic on our windows and so many other nice things... we have felt so honored and blessed to receive this special service with my husband being a semi-invalid....I have chronic lung ailment and it about kills me off every winter. Saying thank you seems so pathetic at best, but its about all I can do for right now. We are very grateful!"

"To Shelter staff: To be at what I thought was one of the lowest points in my adult life was both devastating and seriously depressing. I felt like I was worthless to ...be in a shelter with 2 kids and no job, but luckily I came across....CAO & my outlook on life and family totally changed. Instead of criticism I received praise and comfort from all of the staff at the shelter. I was given support with any issue that I faced and shown how to handle situations that may have seemed too much to do on my own before.....I would never want anyone to have to experience being homeless, but if they are or do thank God there is a place like CAO to turn to. Thanks a million to everyone.....I will never forget."

These stories inspire us to keep going, doing our best in difficult times.

NEWS OF NOTE



NEWS CORRECTION:

In a recent issue it was announced that the 1.5% COLA would be added to your base rate as of the pay period beginning 11-23-03 (and you were expecting in this week's check). I'm sorry to say that we ran into some implementations problems and because we want accurate data in the system we have decided to implement the COLA in the pay period ending 12-19-03 (in your check received 12-26-03). However, we will add these 2 weeks to the special "lump sum" catch up check which will be distributed on 12-19-03. Our apologies for disappointing you, but I'm sure we have your support to give you a correct amt. on your check.

COMINGS & GOINGS

Welcome!

Carlos Mendez our new Teacher II Family Support at William Walker

Emma Giardiello our new Family Advocate at the HCDC.

Congratulations!

Claudia Hernandez and Brigitte Pisarek on your promotions to Teacher II/Family Support

We said our goodbyes to Robin Hudson Montoya and Maria del la Luz Gutierrez this month.

CA STAR



Byline: Joan Brown

Joy Rasmussen has had a wonderful year in 2003. She moved from Colorado, got married and had a baby girl! (Frenna Snow – who is now four-months old and a doll!!)

Wanting to work in social services and to put her Spanish skill to good use she connected with Community Action by faxing in her resume from Colorado. She didn't really expect a response - but she got one and was hired! She says the job is better than she thought it would be – the best job she ever had. To quote her, "Community Action treats their employees very well". I think it was a win win situation.

P.S. Joy is also a wonderful cook (I can attest to her terrific salads).



UPCOMING EVENTS!

Building Meeting	12-16
Head Start	
Policy Council	12-16
Board Meeting	12-18
Holiday - Christmas	12-25
Holiday – New Years	1-1-04
Safety Meeting	1-5-04

FAMILY & COMMUNITY RESOURCES



The Weatherization Department has a free pass that can be checked out for the Children's Museum. If you are interested in checking out the pass or want more information, please contact Serena at 503-693-3248.

Our department will be having a time together on December 17, 2003 from 2-5 p.m. If you did not get a flyer and would like to know more, please contact your supervisor.

bd



CHILD DEVELOPMENT

Winter Break Schedule for Child Development programs

The Pre-K, Part-Day program will be closed for Winter Break from December 22 through January 2.

The Beaverton, Hillsboro and Tigard Child Development Centers will be in session and closed on December 25 and January 1, 2004.

A Kids Domain will be in session from 6:00am to 6:00pm at Cornelius Elementary school on 12/22, 12/23, 12/29 and 12/30.

We wish all our staff, children and parents a very relaxing, peaceful and safe holiday season. fz



MORALE &

Recipes

Gourmet Onion Casserole

Ann Hering

3 large onions, sliced
8 oz. Sour cream
2/3 Cup Parmesan cheese
2 eggs, beaten
5 tbsp. Butter
Salt & Pepper to taste

Sauté onions in butter until soft and clear. Pour into casserole dish. Add sour cream to beaten eggs, salt and pepper and approximately 1/4 of the cheese. Pour mixture over onions. Top with remaining cheese.

Bake at 350 degrees for 15 to 20 minutes. Top will darken.

I usually double the recipe, and it tastes great to add 1 cup chopped celery, sautéed, and 6 ounces of bacon, chopped and cooked, to casserole.

Quotables –

No one is useless in this world who lightens the burden of another. -- Charles Dickens

To do something, however small, to make others happier and better, is the highest ambition, the most elevating hope, which can inspire a human being. -- John Lubbock nb

ABOVE & BEYOND.

The tree is up in our lobby and is BEAUTIFUL. Kudo's to Sharon Bolmeier & her husband for donating the live tree, & to all of you helped decorate it. And the GOODIES that have been coming in for us & our clients are just TERRIFIC!! YUM Last week they were hosted by F&CR folks & this week the Child Development support folks were our hosts. Next week the hosts will be Admin/Facilities/IS & Fiscal. The last week will be Development & HR. We've got a lot to live up to. wja

CHECKS & BALANCES

**Fiscal -
Facilities -** No in info this edition from these folks.
Tip IT

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at: *Common CAO MainCAOInfo/HR
ResourcesCurrent Job Descriptions.*

Administration

Child Development

Teacher I: (3)	\$8.00 - 9.20
Teacher III: Homebase	\$10.49- 13.49
Teacher II .50fte & 2 Subs. HCDC	\$8.79 - 10.67
Bus Driver (1)	\$8.79 - 10.68
Teacher II/Family Support Subs (2)	\$10.40 - 11.95
Teacher III Substitutes (2)	\$10.55 - 13.45
Home Visit Ed Spec. (1)	\$11.61 - 14.09
Teacher III Sub (Coffee Creek)	\$10.55 - 13.45
Teacher II Subs (2) HCDC	\$8.79 - 10.67
Teacher III Subs (1) BCDC	\$10.55 - 13.45

Development Advancement

Family & Community Resources

Shelter Resident Assist. (1)	\$8.32 - 10.10
Auditor/Inspector	

**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 & we will take applications as each job is posted.*



WHAT'S DEVELOPING?

Oregon Food Bank Adopt-a-Family

Are you working with families who signed up for Oregon Food bank Adopt-a-Family program this holiday season? Adopt-a-Family is the program we provide applications for in our reception areas. It is a program that is run by the Oregon Food Bank and matches families with donors for the holidays.

Recent conversations with the Food Bank indicate that donor participation this year may be down. This is very unfortunate and means fewer families will be adopted for Christmas this season. We wish that every family could be matched with a donor but please do not call the Resource Development Department about Adopt-a-Family. The Oregon Food Bank coordinates the program and our department has no influence over which families are adopted.

The Food Bank is seeking more people who want to sponsor a family for the holidays. If you are interested please call the Food Bank at 503-439-6510 or see Jeri for written information.

Ideas for Holiday Giving

Have you run out of gift ideas for friends who say, "I don't need anything"? Do you have aging family members who don't get out much anymore? Some people are just hard to buy for. Fortunately, Community Action holiday donations fit everyone! They don't need batteries or assembly and won't take up storage space.

Make a donation to your program in honor of your gift recipient and Resource Development will give you a gift card to include in your holiday greetings this season. We'll even personally design your gift card to suite your friends and family members. Call Jeri at x255 for more giving ideas. ja

USTOUs - SALES, SERVICES, NEEDS

1992 Geo Prizm, 4-door; very reliable, just keeps on running, regularly serviced, one family ownership; 195K miles. Looking to sell for \$1100. I can be reached at 503-283-0900 or 503-502-6012 -- by Dawn Kaiser.



HR - Ask Winnie Benefits, Diversity...



I received an excellent question from one of the staff this week & would like to share it with you. I was asked why we do a separate check for the lump sum catch up of the COLA (from first of fiscal year until now). And, didn't it create higher taxes for the employee.

We create a separate check expressly for the purpose of reducing the tax amount deducted from your check. Taxes are calculated using your gross pay and the amount of exemptions you tell us on the W4 you complete and send us. If we add the lump sum to the regular gross, you would have a higher gross and pay more taxes. Sometimes by increasing the gross amt. you are moved into a higher tax bracket and more taxes are taken out than normal (I'm sure some of you have experienced that when getting an increase or when the tax tables change).

By doing the separate check you are taxed on the gross of that check, and pay less tax on that amount of money.

Thank you, Iris for asking this question. If anyone else has questions, please send me an e-mail. I'm sure if you have a question, then so do others and we can get the info out to all. wja.

DECEMBER BIRTHDAYS



JULIE KYSER	12/16
SAMUEL WIDMER	12/19
JOY RASMUSSEN	12/19
ROSANNA FERGUSON	12/20
CILICIA BURRELL	12/21
SONIA SANCHEZ	12/22
IRMA PEREZ-GOMEZ	12/23
NATALIE HORNE	12/23
MARY BRITT	12/24
CARONNA GARCIA	12/30

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



DECEMBER ANNIVERSARIES

SANDRA LAZO LOPEZ	1 yr	12/1
NATALIA MERECIAS	1 yr	12/2
WENDY CRISLIP	10 yrs.	12/2
AGUSTINA PEREZ-GONZALEZ	4 yrs	12/6
DANNY COX	2 yrs.	12/7
DARLENE DACEY	5 yrs.	12/8
TRACY ROBISON	11 yrs	12/10
CAROL STEWART	11 yrs.	12/10
AMERICA MORALES	2 yrs	12/10
SONIA ESPINOZA	3 yrs.	12/12
CORISSA JENSEN	8 yrs	12/15
JEANNE MCNASSAR	1 yr	12/16
JENNIFER GUNTERMAN	3 yrs	12/19
DIANA GREENE	13 yrs.	12/26
BLANCA NAVARRO-SILVA	1 yr	12/30

SAFETY

Committee Members received training in Hazard Identification at our meeting on December 8, 2003. Part of our training was to go through our building and try to identify potential hazards - WOW, was that interesting. The purpose of this training is to be prevention focused and avoid the possibility of an accident. Now that we (the committee) know what to look for you may be hearing from us about your area and receiving tips on how to make it safer. Later on the committee will be getting training on ergonomics as well. wja