

# PAYCHECK NEWS

July 14, 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.*

## REMAINING JULY BIRTHDAYS:

Sharon Bosserman-Benson	Director of Advancement	July 14
Sharon Bolmeier	HS Admin. Services Manager	July 21
Brenda Tallman-Kaiser	HS Teacher Aloha	July 21
Maria Infante	HS Assistant Teacher Forest Grove	July 22
Victoria Dominguez	ES Child Care	July 28
Estela Guillen	CCR&R Specialist	July 28



## TRAFFIC CONGESTION GOT YOU DOWN?

*Submitted by Catherine Fleischman*

Be "Car Free & Carefree" July 24-28. Try a commuting alternative—even for one day—during the week of July 24-28. You can carpool, take Tri-Met, walk, ride your bike or telecommute. Think outside the box! Do something good for the environment and your health.

## WINE RAFFLE UPDATE

*Submitted by Melissa Kuran*

The 5<sup>th</sup> annual wine raffle is off to a great start! To date we have raised \$720. Memorial Day Weekend winery events were a great success with Community Action presence at all 6 wineries throughout the day on Saturday, May 27<sup>th</sup>. We also made our first appearance at the Hillsboro Tuesday Marketplace last week, June 20<sup>th</sup>. Dick Stenson (CAO board member) and his wife Doreen Stenson sold over \$40 worth of raffle tickets that night. Not only are these events helping us to raise money for our programs, but are also allowing us to have a public presence in the community. Our next appearance at the Tuesday Marketplace is on July 11<sup>th</sup>. If anyone is interested in helping to staff our CAO booth there, please contact Melissa Kuran at 693-3230. Continue to tell all of your family and friends about the wine raffle and keep up the good work!

## COMMUNITY HEALTH VAN CLINIC

*Submitted by Pam Otton*

**Wednesday, August 2, 2000, 3:00 pm - 5:00 pm**  
**Community Action Organization, Hillsboro**

There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or are eligible for the Oregon Health Plan, but do not have a family doctor. Head Start physical exams available. Sorry, no immunizations or dental care. If you have any questions, please call 693-3272.



## FRIDAY JULY 14 GREAT GARAGE SALE!

*Submitted by Kristin Ludwig*

Friday July 14, 9am - 5pm. 15th & Cedar, Forest Grove. Furniture, collectibles, bulk packages of whole bean espresso, lots of kids toys and clothes, plants and more—something for everyone. Come on by! Kristin, 693-3222.

## HILLSBORO PHONE SYSTEM

*Submitted by Jimi Smith*

As you know, we started using an automated attendant to answer all incoming calls at the Hillsboro Multi Service Center on July 5<sup>th</sup>. We are sincerely interested in making this a system that will get our callers (especially our clients) quickly and efficiently to the person or resource they need. If you hear any specific complaints or suggestions, write them down and give/send them to Jimi at the Hillsboro office.

Hillsboro staff, please let your family and your child's caregiver know the fastest way to reach you in case of an emergency. Make sure they have your direct dial number. Also, let them know that if they get your voicemail greeting, they can press 0 (zero) to go to the receptionist so she can page you.

*Those of you who deal directly with clients should NOT mention "dial 0 for the receptionist" in your voicemail greeting. It may sound cruel, but if a client dials 0 to get to the receptionist, she will just have to transfer them back into the system or your voicemail. The receptionist is not equipped to supply information or provide services. Being sent back into the system is only going to irritate our callers and that's the last thing we want to do. Our clients already have too much distress in their lives.*

*Reminder!!! Please write down all those suggestions for me. If some terminology is confusing, maybe we can figure out a different way to say the same thing. If they can't find the information or person they need, ask them what they think would make it easier. If they end up talking to you by mistake (or out of frustration just punched any old number), ask them how they got to your extension and why. Maybe it will point to a specific part of the automated system that is not clear to the caller. I realize this is extra work for you, and thank you in advance for helping us make this work as smoothly as possible.*

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Family Advocate	Head Start	\$10.10-\$12.62/hr.	Until filled
Child Care R&R Coordinator	Family & Comm. Resource Dept.	\$11.93-\$14.91/hr.	Until filled
Child Care R&R Specialist	CCR&R	\$9.46-\$12.39	Until filled
Grants Manager	Family & Comm. Resource Dept.	\$13.46-\$20.20/hr.	Until filled
Homeless Services Manager	Family & Comm. Resource Dept.	\$14.66-\$19.54/hr.	Until filled