



Paycheck News

March 21, 2003

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

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

My week in Washington DC

was very productive. I had the opportunity to hear from many key leaders about their views regarding our national priorities & issues of poverty. Kevin Phillips, a noted author, gave a very thought provoking speech at one of our lunches. He has been described as having influenced presidential campaigns & the way America sees itself, both recording & making history. David Bradley, our national lobbyist, briefed us on our federal funding strategies so that we could go "to the hill" prepared to talk with our congressional representatives. While David states that we are "entering a dangerous era", where domestic spending is being cut to increase military and homeland security funding, he remains optimistic that our programs will be protected. The highlight was having Senator Hillary Rodham Clinton as a "surprise" keynote speaker for our breakfast. She opened up by saying "I've addressed a lot of groups but I have never seen one more energized in the morning. I'd be afraid to speak to you in the evening!" Community Action is alive & well, & as passionate as we've ever been about our work & issues of poverty.

NEWS OF NOTE



March 20 was the 1st day of Spring!

Vernal Equinox:

- The start of our modern astronomical calendar
- The sun is directly over Earth's equator in the springtime.
- Equal daytime and nighttime.

COMINGS & GOINGS

Here are two new faces we we'll be seeing around Community Action... Welcome!

Jan Ostby
Health Services Coordinator.

Kathleen Buckley
Publications & Special Events Coordinator.

Sadly, we said our good-byes to Carla Salcedo and Janice Huang-Dressley.

UPCOMING EVENTS!

Coffee Creek Tour	3/24
Safety Meeting	4/07
At a glance tour	4/08
Building Meeting	4/15
Head Start Policy	4/15
Board Meeting	4/17
Wellness Day	4/25



CA STAR



Byline M.J. Milam

Our star this week was born to Tom and Sandy Magill on October 13, in Chicago, Illinois. Little did the Magill's know that this tiny baby would be a world traveler. Today we know this world traveler as our own Jackie Magill.

Shortly after Jackie was born, her family moved to Los Angeles, S.F. then up the west coast to Eugene and settled at last in our own Rose City, Portland. Jackie will be here a year in May and is the Lead Office Specialist with Community Action. She's seen 42 of the 50 states and 11 countries!

Learning Spanish in High School came in handy as her first adventure was in Ecuador. There she worked as a volunteer giving rabies shots to cats, dogs and monkeys. Later, with a group called "The Friends of the Americas, or "Amigos de los Americas", she worked in Honduras on health care issues. There Jackie lived in a village of 38 homes with no electricity and no running water. She did, however, have her own room in a chicken coop. She says that the "chickens, ducks and pigs did not mind sharing." Next she was hired by the US Government as a camp councilor for the children of military families and was stationed on Okinawa, Japan.

Returning to Oregon long enough to graduate from U of O, she was bit again by that traveling bug and headed to Costa Rica where she learned to surf.

Jackie is filled with life and she shares that with all of us on a daily basis.

FAMILY & COMMUNITY RESOURCES

I&R News: Community Action I&R hosted a special breakfast meeting on March 6th to discuss "Life After Measure 28". There were 36 agencies/programs represented and we managed to keep the tone as positive as can be expected considering the subject we were talking about. We tried to emphasize coordinating resources that can help fill the gaps created by the failure of Measure 28 last January. The roundtable discussion has received many positive comments, and will be getting a write-up in the Oregonian soon. We plan to do a follow-up meeting in July.

** The HENs are coming!! ** The next I&R Networking Breakfast Meeting will be held April 3rd, and will feature the Homeless Education Network. Our own Kristin Ludwig will do a presentation on the McKinney-Vento Act and Homeless Education Network members from around the county will be here to answer questions about services in their areas. Don't forget these breakfast meetings can pack our parking lot. Please try to carpool or use public transportation on April 3rd. Thanks.



CHILD DEVELOPMENT

New Partnership Will Help Provide Dental Care

Community Action needs you to help us help our clients take care of their teeth. We are working with Gentech Dentist on the "Agape Dental Care Program".

When someone pays for dental care at Gentech, Gentech asks, "what charity (non-profit) would you like to help?" and then gives 5% of the bill in the form of dental services to that non profit. Gentech tracks the dollars, the non-profit finds clients who need help, and then clients get free care at Gentech. As more patients say "support Community Action /Head Start", we can help more of our clients. Gentech will be providing Head Start children free dental services.

Gentech has services in Beaverton, Hillsboro, across the street from Oregon Public Broadcasting, near Clackamas Town center, and in Vancouver. Please remind clients, families and friends that use Gentech to mention Community Action and support free service to our clients.

Remember the AKD Fundraiser is on Friday, March 21st at Echo Shaw Elementary School from 6:00pm to 8:00pm.

MORALE & WELLNESS

Topics

Spring is the "new beginning" given to us each year in the hope that the coming year will be a better one. To this end people traditionally prepare themselves by taking a Spring tonic.

TIPS

Rhubarb and greens are classic spring tonics. By "greens" here, we usually mean members of the Crucifer (Brassicaceae) family like spring mustards, spinach, or wild greens like nettles.

Nature has a wonderful way of handing us what we need just when we need it. As an example Dandelion is one of the best spring tonics for cleansing the blood and the liver. Fresh young dandelion greens in salads, steamed, or in light soups not only cleanse, they taste good! Dandelion is also good for the digestion, helps rid the body of excess salt and water, and is good for iron-deficiency anemia. The root is also effective especially for balancing blood sugar.

Recipes

SAVORY SPRING CHICKEN

Serves 4

1-2 tablespoons Dijon mustard
1 tablespoon balsamic vinegar
1/2 cup plain yogurt or sour cream (non-fat works fine)
2 cloves garlic, chopped
1/4 teaspoon salt
1 teaspoon thyme, stemmed
1 tablespoon flat Italian parsley, chopped
4 boneless, skinless chicken breasts (about 1 1/2 pounds)
1 cup fresh bread crumbs
1/2 teaspoon freshly ground pepper
Preheat oven to 350 degrees. Combine mustard, vinegar, yogurt, garlic, salt, thyme, and parsley. Cover chicken with the mixture (top and bottom). Arrange chicken in a baking dish and sprinkle with crumbs and pepper. Bake at 350 degrees until chicken juices run clear when stuck with a fork (25-30 minutes). Serve at once.



WHAT'S DEVELOPING?

Resource Development is working hard to upgrade agency publications so they have a more uniform and professional look. Part of the way we achieve this is to have publication standards that the whole agency uses when creating new materials. These standards will help our community understand that Community Action is one unified agency and that we all work together to help the low-income community.

Annual Reports are in!

The annual report, newsletter, and brochures are hot off the press and available to staff who want them. Come see Jodi Davis for copies.

Enter to Win An Afghan!

Community Action Head Start is holding a raffle to support the parent/child activity fund at the Child Development Center in Hillsboro. The raffle will award five winners with a beautiful handcrafted afghan made by MJ Milam. Tickets can be purchased at Community Action for \$1.00. The drawing will be held on April 1st, 2003. Participants do not need to be present to win. For more information, call Elizabeth at 503.693.3275.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

Teacher IIIA Subs for	
Early Childhood	\$10.55 – 12.81
Teacher I Subs (EHS)	\$ 8.00 – 9.20
Teacher I Aide(2 positions)-JBT	\$ 8.00 – 9.20
Teacher II Assistant- Bridgeport	\$ 8.79 - 10.67

Development Advancement

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.



CHECKS & BALANCES

Fiscal –

Facilities - CONFERENCE ROOM RESERVATIONS

Admin has changed procedures for reserving Conference Rooms. Room requests must be made in writing, using a *Conference Room Scheduling Request* form. These can be found in the common work areas, at the front desk, or on the Common drive.

:Common/CAOINFO/Forms/ConfRoomScheduling

Requests are to be placed in the Admin box for approval. The front desk can help you check for available dates, however, scheduling can no longer be done via email or at the front desk. Please confirm any rooms you may have previously scheduled for future dates with the front desk.

You are responsible for acquiring building keys and/or media equipment (i.e. TV, VCR, overhead projector) for night and weekend meetings. *Thank you!*

Tip IT - New Timesavers

Voice mail, e-mail, the Internet – so many “time-saving” devices, yet so little time. Here’s how to keep timesavers from becoming “time stealers”



Fax follow-up. Check your fax machine’s “send log” regularly to make sure faxes have been received, or ask recipients to confirm receipt by e-mail or fax. You’ll likely save grief as well as time.



Board Retreat, February 28, 2003

USTOUS – SALES, SERVICES, NEEDS

HR - Ask Winnie Benefits, Diversity...



Jury Duty – I get a lot of calls about this time off benefit so I thought I'd try to clarify it. Jury Duty is when you receive a letter (or some sort of notice) from a court (City, County, State or Federal) which requires you to report for jury selection. When you get this letter, you are requested to discuss the dates with your supervisor so that arrangements can be made to cover your absence. A copy of the letter should be sent to HR. If you do not spend all day at court, you should return to work to finish out the day. All hours spent in jury selection and/or serving at a trial are to be marked on your time sheet as "jury duty". For staff scheduled at 40 hrs/wk we pay up to 120 hrs. of Jury Duty and for staff scheduled to work less than 40 hrs/wk, we pay according to the FTE equivalent of 120 hrs.

If you are called to be a witness in a court case that is agency business, that time is paid like jury duty & your time sheet should be marked "witness duty".

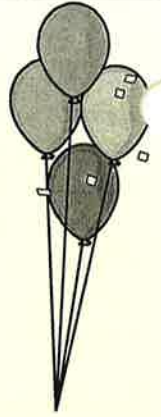
If you go to court for personal reasons, or in connection with a case that is NOT agency business, you may use vacation time (if available to you), or, take it unpaid, but it is not paid as Jury Duty and should not be marked as jury duty on your time sheet. If you need more explanation be sure to give me a call at ext. 257.

SAFETY

Our trainer will be here for the April 7th meeting for continuing training – so committee members remember we meet between 12:30 and 1:30 in Hillsboro.

Do you know what a MSDS is? Do you know where they are kept? Do you know what they are used for? If you answer NO to any of these questions, contact your safety committee representative and ask them to share the knowledge with you at your next staff meeting. This is important information for you to know & an important part of making your work place safe.

BIRTHDAYS



March

Harry Weiers	3-21
Michele Walker	3-24
Donald Shaw	3-24
Terri Smith	3-25
Aldina Orellana	3-26
Charlotte Salgado- Zerber	3-29
Rosa Diggs	3-30

April (1-11th)

Maria Martyniuk	4/1
Mariam Pleitez	4/3
Lolita Velez	4/8

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

ANNIVERSARIES

March

Rocina Hernandez	6 yrs	3-24
Cynthia Von Ofenheim	1 yr.	3-25
Keith Byerly	5 yrs	3-31
Elisa Gurrola	2 yrs	3-31

April (1-11th)

Judith Del Porto	2 yrs	4-2
Emmalu Lamping	25 yrs	4-10