



Paycheck News

May 2, 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



Wellness is one of the most important things we can all strive for. Having

said that, I have to ask myself what does that really mean? I was surprised that the Merriam Webster dictionary doesn't define "wellness". So I went on to find "well-being", defined as "the state of being well; welfare; happiness; prosperity." So rather than assume that I knew what "well" meant, I found it defined as "better; in good health; well-being." Hmm, so what is wellness, really? I'm going to give you my definition and then invite you to send to paycheck news what wellness means to you, so that we can get to the bottom of this!

I believe that a person can have good health but not have wellness. I think of wellness as a state of being that includes the physical, emotional, spiritual, and intellectual realms of one's life. I feel that I have wellness when I have balance in my life, when I feel connected to things larger than me and my life, when I am able to cope with difficult situations, when I feel reasonably in control of the direction of my life, when I am involved in activities that lift my spirits, feed my soul, strengthen my body, or bring me peace, joy or contentment.

Striving for wellness, or well-being, is a personal journey to discover what's important to each one of us. The challenge then is to figure out how to have those things be the highest priority for how we spend our time, energy and resources. Try this: in a quiet moment, list your 5-10 top priorities, or goals, in life. Then make another list of the 5-10 things that take up most of your time, energy and resources. It will be easy to determine how aligned you can do to begin to shift your focus to those things that are most important to you.
(continued next column)

You'll be surprised at how small changes can make big differences. We often find ourselves doing things out of habit rather than conscious decisions we have made. This is sometimes referred to as becoming more mindful in our living.

So Wellness Day at Community Action is a wonderful gift to our staff. I am so impressed with how much the day gives to each of us. I always leave feeling uplifted, energized, proud of our organization and staff and more knowledgeable about issues of health and well-being. I also love it that this day is organized by our staff, for our staff, but I know it takes a lot of work. So a very heart-felt thank you to **Brooke Zimet** for providing the leadership and to our committee members including: **Jackie Magill, Veronica Rivera, Cilicia Burrell, Diana Greene, Nicki Kay, Juana Meraz, Mary Ryan, Teresa Williamson, and Jan Ostby.**

COMINGS & GOINGS

A Big Welcome to **Jennifer Golby** our new On Call Teacher 1 Sub at JBT.

Congrats! **Tawnia Gilbert** on your transfer from Substitute to regular status as a Teacher III.

Sadly, we said goodbye to MJ Milam, Christina Taft and Cathv McClintock

UPCOMING EVENTS!



Safety Meeting	5/5
Mother's Day	5/11
Board Meeting	5/15
Building Meeting	5/20
Head Start Policy	5/20

CA STAR



Byline MJ Milam

Question: What comes out of the wheat fields near Walla Walla?

Answer: Our own Beth Dasher, the Family & Community Resources Program Assistant. Beth has a BA in Psychology, graduating from George Fox College in Newberg. Beth's goal is to get her Master's degree and go into counseling.

Beth came to us from the Opening Doors program in 1998, after serving two years as a VISTA. Beth has always had a strong urge to help. She feels that people are a lot more powerful and capable than they often believe.

Beth says that bringing about change in a person's life can often times be accomplished by helping them to see that they can, in fact, change.

Beth met her husband Erik while taking Pascal programming class, her first year of college. Beth says it was not love at first sight, however now almost 7 years later they are expecting their first child in May.

Beth is an avid fantasy book reader, loves to sing in her church and for weddings. She enjoys cooking and baking for others. Beth loves the outdoors including camping and fishing! She says her mom has already bought the baby its first fishing pole!



FAMILY & COMMUNITY RESOURCES

Wellness Day Recap – the Family & Community Resources department had a wonderful and fun morning where we spent time in team building activities. One of those activities was choosing a “Theme Song” for our department. Some of the options included “We are Family” and “Better all the Time”, but our final choice for the F&CR Theme song was “Lean on Me.”

“Sometimes in our lives, we all have pain, we all have sorrow. But if we are wise, we know that there’s always tomorrow. Lean on me, when you’re not strong, and I’ll be your friend, I’ll help you carry on. For it won’t be long, ‘till I’m gonna need somebody to lean on.”

I&R -

CHILD DEVELOPMENT

Did you know that Community Action Head Start will be offering six program models next school year?

Part- Day Pre-Kindergarten (3 - 5 years)

Program is 9 months per year, 4 days a week for 3 ½ hours a day, 2 home visits per year.

Full Day Full Year Center Based (3-5 years)

Full day program from 7 am to 6pm, Monday through Friday, at a Hillsboro or Beaverton Child Development Center.

Full Day Full Year Community Based (3 - 5 years)

Full day program based at independent contracted sites around Washington County.

Full Day Full Year Center Based Child Care Early Head Start (0 - 3 years)

Full day program for children from 6 weeks to 3 years of age. Monday through Friday from 7am to 6 pm, at a Hillsboro or Beaverton Child Development Center.

Early Head Start Home-Based Program (Prenatal - 3 years)

Education, Health, Nutrition and Social Services in Home visit format, 1½ hours weekly and socialization opportunities 2 times a month.

Early Head Start Part-Day Program (0 – 3 years)

Part day, 2 days per week, 2 home visits per month year round at CAO centers.

MORALE & WELLNESS

Staying Safe at Work

Sitting at a desk all day is harder on the body than you might think. To prevent aches and pains, try these simple exercises:

- * For eyestrain from hours in front of a computer screen, look away from the screen at something in the distance every 20 minutes for 20 seconds.
- * For neck pain, roll your shoulders back five times, then forward five times.
- * For back pain, place both your hands on the small of your back; bend backward and then straighten up. Repeat five times.
- * For hand or wrist pain, spread your fingers apart while keeping your wrists straight. Hold for five seconds. Repeat five times.

Tips

Work Buddies- Make a friend at work. Doing so may help keep your blood pressure under control. Having a good social support network of friends can make your life last longer. Now, new research suggests that this effect extends to the workplace. In a study, people who experienced social support from co-workers or supervisors tended to have lower blood pressure readings, especially during stressful work situations.

Recipes

Easy Chicken and Black beans

- 1 pound boneless, skinless chicken thighs.
- 16 ounce can diced tomatoes.
- 16 ounce can Progresso black bean soup.
- 8 ounce can sliced mushrooms.
- To taste - onion powder, garlic powder, chili powder and cumin.

Arrange chicken pieces in microwave safe casserole dish. Cover chicken with rest of ingredients. Microwave covered casserole on high for 30 minutes.

WHAT'S DEVELOPING?

Resource Development has been visiting programs to talk about Community Action's branding campaign and publication standards. We have been communicating that just like a person, our agency has a voice. Our voice is how we connect with our donors, employees, partners, funders and families we serve- our community. What we say and how we say it shapes our community's understanding of what we do: *we help people and change lives.*

You may have had a chance to meet Derrick Span, president of the national Community Action Partnership on May 1st. He was the keynote speaker at the Celebration of Community Spirit dinner and spent the day with Jerralynn at the state capital speaking with legislators about the plight of low-income families in Oregon. Span oversees the largest anti-poverty network in the nation and has extensive knowledge of the issues that families in poverty face.

Did you know?

May is Community Action Month! Community Action's all over the United States are celebrating how we help people and change lives.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

Teacher I Subs (1 position)-Beaverton	\$ 8.00 – 9.20
Teacher I -Tualatin	\$ 8.00 – 9.20
Teacher II-Summer Plus	\$ 8.79– 10.67
Teacher III-Summer Plus	\$10.55 – 14.09
Teacher III-Coffee Creek	\$10.55 – 14.09
Teacher III Subs-EHS (3 postions)	\$10.55 – 12.81

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 –

IT- Attention Main Office staff:

Please do not use the Oki color printers for printing emails and documents in black and white. Make sure your default printer is set to a black and white printer. The Oki color printers should only be used for color documents, because the toner is very



USTOUS – SALES, SERVICES, NEEDS

(from Community Action Employees for Community Action Employees)

Room for rent- Behind Glencoe High, \$350. month.
Please leave a message Nicki Kay at (503) 693-1299

Wanted – a bed for a 12 yr old boy. Looking for either a bunk bed with or without mattresses, or a twin, or a full. If you have one you would like to give or sell, please call Sheri at 971-223-6000.



HR - Ask Winnie Benefits, Diversity...

Q&A

There are a couple of things happening in May that I wanted to give you a "heads up" about.

During May 2003 the Human Resource dept. will be creating the COBRA documents needed by Head Start Part Day Part Year program as they get ready for the summer layoff. We expect to send the packets to your PAC and the PAC will distribute them to each employee who is eligible. If all goes well the distribution should happen between 5-20 and 5-23. The packet will include 3 pages of instructions, enrollment form and rates.

The second item is about a form that I will be sending out soon to everyone who is enrolled in either Pacificare or Kaiser insurance. As of April 8, 2003 the government put into effect changes in the Health Insurance Portability Authorization Act (HIPAA) adding protection to your health information. This change requires the agency to obtain a written release from each employee so that we may assist you with any problems you may have, including but not limited to bills, appointments, etc. Each carrier has a different authorization form, so for those of you who have medical with Pacificare and Kaiser for dental, you will receive 2 forms. If you have medical & dental with Kaiser you will receive only 1 form, & if you have only medical with Pacificare, you'll receive only 1 form.

It's important to understand that if you do not sign & return the form to Human Resources, we will not be able to provide you any assistance with your coverage. We should be getting these out to you in the next few weeks.

SAFETY

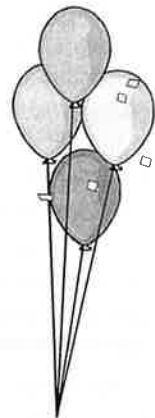
NEXT MEETING IS 5-5-03 - That's a Monday and we are meeting from 12:30 to 1:30 pm.

Remember, the committee will be continuing training in Accident Review & learn how to identify root causes of accidents so that we can prevent further injury to staff.



MAY BIRTHDAYS

JUDY NAGY	5/2
JERON BEAULIEU	5/2
CAROL STEWART	5/2
AGUSTINA PEREZ-GONZALEZ	5/3
VERONICA VILLALOBOS	5/6
AMIE KELSON	5/6
BRUCE HORNE	5/8
DOLORES MCNEE	5/9
CORISSA JENSEN	5/10
LORI BALCH	5/11
TURID HANSSSEN	5/18
DOLORES RODRIGUEZ	5/21
JIMI SMITH	5/21
JUDY CLIFFORD	5/21
KARLA TRUJILLO	5/21
JUANA MERAZ	5/21
SUSANA SALGADO	5/22
CATHERINE VIRGILIO	5/28
LORENA JIMENEZ	5/30



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

MAY ANNIVERSARIES

Rebekah Armitage	1yr.	5/13
Monica Barrett	4yrs.	5/10
Judy Clifford	10yrs.	5/25
Rosa Diggs	4yrs.	5/3
Natalie Horne	1yr.	5/6
Augusta Lang	7yrs	5/8
Jackie Magill	1yr.	5/31
Heather Roberts	6yrs.	5/20

Happy Mother's Day

A warm thank you to all Moms. You have made us who we are today.

Mother's Day was first observed in 1907, at the request of Anna Jarvis of Philadelphia, to honor her deceased mother. Jarvis and friends soon began a letter-writing campaign to create a Mother's Day observance. Soon after, in 1914, Congress passed legislation designating the second Sunday in May as Mother's Day.

