



# I need a name News

FEBRUARY 6, 2004

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

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

...a preparation for our February 20<sup>th</sup> strategic planning retreat, the leadership of each department and the board planning committee, participated in an analysis of our Strengths, Weaknesses, Opportunities and Threats (SWOT). Jenny Chobin did a very fine job of facilitating these discussions....many thanks! In summary, this is what we learned:

### Strengths

- Knowledgeable, committed, mission-focussed, values-driven, client-oriented staff and board; proud of work they do,
- Viewed as a community leader; strong partnerships; effective collaboration
- Improved organizational capacity; more focussed; relevant and responsive
- Rich history; stable, solid, excellent reputation; fiscally responsible; proud of where they work.

### Weaknesses

- Inadequate resources; deficit and debt; meeting our facility needs; pay advancement
- Data management systems and information collection/measuring outcomes
- Limitation of program services vs. need; limitations of central support vs. program needs
- Internal communications; clear and effective processes; following procedures

### Opportunities

- Capitalizing on our partnerships; increasing impact and credibility
- Increasing private and public support; Washington County is rich in resources Agency well positioned to advance mission; connected locally, state-wide, nationally to poverty issues; poverty is relevant
- To better utilize technology to meet information and work efficiency needs

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## NEWS OF NOTE



**CORRECTION** to date of Wellness Day 2004. The correct (& new) date is May 14<sup>th</sup>. It was necessary to do some shifting when we were asked to move the date of our annual Community Spirit Dinner.

## COMINGS & GOINGS

Congratulations to Benita Navarro and Bridgette Pisark on your promotions. Mary Whitmore moved to a sub position for AKD.

Welcome to the team Tiffany Waltman and Francis Nichols!

Sadly we said goodbye to: Gavin Ugale, Rosa Villareal, Gloria Toussaint, Lanaia Rawson

## UPCOMING EVENTS 2004!



Building Meeting	2-17
Head Start	
Policy Council	2/17
Holiday (President's Day)	2/16
Board Strategic Planning	2/20
Development mailing (Volunteers)	2/9 – 2/11
Safety Meeting	3-1

## CA STAR



Byline Kristin Ludwig

Pat Rogers-"A heluva guy" describes him, & we at the Shelter agree! Just one example: a family with 4 kids moved from the Shelter into Tigard & were transporting their belongings via Max and TriMet bus. Pat, on a cold rainy afternoon, was ready to drive their things to their new digs. Pat- the employee, single dad, balancing with grace his work, community & home lives also "volunteers". He is a meeting secretary at Forest Grove Recovery Club and serves on the advisory boards of the Community Partners for Affordable Housing (CPAH) & Wa. Co. Community Corrections; instructs Ready to Rent classes; & of course, tries his best to help the hundreds of people facing eviction, homelessness & other hard realities. Including reaching out to area landlords (Ready to Rent program) & providing leadership to a program that assists the folks camping out in the woods near NIKE. Pat is a voice for those who struggle with mental health & an unfailing advocate with policy makers for affordable housing.

How fortunate we are to work with Pat- his support to Shelter staff, so many families and the broader community is exemplary.



## FAMILY & COMMUNITY RESOURCES



The Energy Assistance staff would like to say "Thank You" to Judy Schilling for all the support, encouragement, empowerment, and appreciation she sends our way. Not only is she our boss *and* our friend, but she has this wonderful knack for bringing us together through comic relief. We just think you are the greatest!

Judy, Happy Anniversary!  
Warmly, Your Staff

### Insurance Appreciation

"I conducted a "mini" poll of staff in the Family and Community Resources Department for feedback on our new dental insurance with Met Life. All the folks I spoke with that have tried out the new insurance are pleased with the choices and services that are part of the new plan. Thanks H.R. for a great choice." ~J.E. Swanson

## CHILD DEVELOPMENT

Jennifer Gunterman, A Kid's Domain and Gaston Head Start Program Coordinator will be leaving us in March to stay home with her baby, when the baby arrives in April. Jennifer joined Community Action as a teacher, to run the school age program in Gaston and then became the program coordinator for AKD and Gaston Head Start. We wish Jennifer all the best with her future endeavors. We will be recruiting to fill her position soon.

We (Head Start) are partnering with other agencies (OCDC, NWRES, Hillsboro School District - Hispanic Outreach Task Force) to produce a parent conference at Century High School on March 13, 2004. It is an all day affair from 8:30 am to 3:30 pm. We have invited several people to present workshops and lectures on various topics of interest to our target audience i.e. parents of 0-8 yrs olds. We will be offering lunch and childcare as well as some limited transportation assistance. Spanish/English translation services will also be available. Our goal is to attract 150 families.

We are also organizing a resource fair to take place concurrently. There is space for community partners to set up tables, booths, etc, with information, in the areas just outside the main auditorium and cafeteria. Parents would register for the conference and take their children to the daycare and then would have some time to visit the various booths. Lunch would take place in the same area, giving families another opportunity to visit.

### Topics - President's Day



Until 1971, both February 12 and February 22 were observed as federal public holidays to honor the birthdays of Abraham Lincoln (February 12) and George Washington (February 22).

In 1971 President Richard Nixon proclaimed one single federal public holiday, the Presidents' Day, to be observed on the 3rd Monday of February, honoring all past presidents of the United States of America.



### Chocolate Lovers

### Tips

Like many of you, my favorite treat is chocolate. I even recommend it as a snack - as long as you can find good quality, dark chocolate & you don't go overboard (an ounce or two a few times a week). In fact, while I wouldn't call chocolate a health food, it is a source of polyphenols, the same type of antioxidants found in red wine. Also, the fat in chocolate is stearic acid, which doesn't affect cholesterol levels. And the latest good news for chocolate lovers? One study found that the flavonoids in dark chocolate are good for your heart. These compounds reduce the stickiness of platelets (cells that play an important role in blood clotting), reducing the danger of coronary artery blockages. That's the kind of news that makes my day. Happy Valentine's Day. ♥

### Recipes: Chicken Teriyaki - Brenda Rubio, Family Support Worker

3 lbs. boneless, skinless chicken, diced      3 cups of instant rice  
1 TBSP shortening or vegetable oil      1 small can of mushrooms (optional)

2 packages of chicken teriyaki blend sauce

Add shortening to medium sized non-stick pan.

Add chicken and fry until light brown on medium heat.

Add mushrooms and sauce (follow instructions on chicken teriyaki package). Stir and simmer for five minutes. Cook instant rice (follow instructions on box).

## What's Developing?

### Measure 30 and the media

One of the roles of Resource Development is to communicate with members of the media about current events. In the interest of advocating for the rights of low-income people and the services that help to improve their quality of life, Resource Development is preparing a response to the election on February 3rd. Please refer all requests for interviews to either Jeri x255 or Jerralynn x251. We are prepared to answer questions about Measure 30 and have already begun to schedule interviews with reporters. If you have client stories you would like to share with Resource Development and possibly the media, please call Jodi Davis at ext. 254.

### 2002-2003 Annual Report

Community Action continues to demonstrate excellence in carrying out our promise of hope, help, and change. In our 39<sup>th</sup> year, our commitment to eliminating poverty one family at a time is stronger than ever. From the four-year-old Head Start child to the eighty-four-year-old home weatherization participant, Community Action made a difference for 12,000 families last year. Find out more about Community Action's amazing accomplishments and how your hard work is changing lives in the 2002-2003 annual report, known as the "Report to Our Community". All staff will receive one inside the next issue of the agency newsletter. Additional copies are available from Carol Hadley after February 9<sup>th</sup>.

## DIRECTOR'S CORNER CONTINUED

FROM FRONT PAGE.....

### Threats

- Loss of stable funding; increased competition; changing giving priorities; partners destabilized
- Dissonance/disagreement/disconnect between program needs vs central support needs
- Public attitudes, values, and policy that increase barriers to overcoming poverty
- Scope and degree of problems and issues related to poverty

We have gained many insights from your input at our all staff day, and along with our SWOT analysis and community needs information we hope to have our board well equipped to give us great guidance for our future. With the defeat of ballot measure 30, we know that Community Action will be needed more than ever, and we intend to be there!

# CHECKS & BALANCES

**Fiscal** – Purchase Orders – Many people come and ask us about the timing for Purchase Orders. If you turn in a **completed** PO Request before Noon, it will usually be ready for you to pick up (or we'll send out) by 2:00 p.m. the same day. If the request is turned in after Noon, the PO will usually be ready the next day by 2:00 p.m. If you have questions regarding this, please give Ann or Phyllis a call.

The W2's were mailed out last week. If you haven't received yours within a few days, please contact Val in payroll (ext. 285).

## LOOKIN' FER WORK ... ... IN ALL THE RIGHT PLACES

See this info \* at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

### Administration

#### Child Development

School Age Child Care Coord. AKD	\$13.91 - 16.89
Teacher 1 (3 pos.)	\$8.00 - \$9-20
Teacher I (Sub in Pre-K )	\$8.00 - \$9.20
Teacher II p.t. Bvtn CDC	\$8.79 - \$10.68
Teacher II (Sub 4 pos) Bvtn CDC	\$8.79 - \$10.68
Teacher II (Sub 2 pos) Hillsboro CDC	\$8.79 - \$10.68
Teacher III (Sub) Coffee Creek	\$10.55 - \$13.46
Teacher III (Sub 2 pos)	\$10.55 - \$13.46
Teacher III (Sub 1 pos) Bvtn CDC	\$10.55 - \$13.46
Ed. Specialist – Home Visit	\$11.61 - \$14.09
Bus Driver	\$8.79 - \$10.68

### Development Advancement

#### Family & Community Resources

SAFAH Family Advocate FT	\$11.21-13.62
SAFAH Family Advocate – (Temp. 3mo. Assignment)	\$11.21-13.62
Auditor/Inspector (Weatherization)	\$13.65 – \$16.58
Community Resource Advocate	\$11.10 - \$13.48

\*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.

## HR - Ask Winnie

### Benefits, Diversity...

# Q&A

Performance Plans – This is a subject that can be fearful for both the employee and the Supervisor. The employee fears that any performance correction suggested by the supervisor puts them in jeopardy, and supervisors fear the reaction to performance correction suggestions, and yet all of us need correction from time to time. Each of us has control over what we do and how well we do it. The trick is taking responsibility for the areas of personal control. One of those areas is COMMUNICATION. In our organization we have a philosophy that direct communication is the best way to resolve issues and we stress the importance of frequent, routine one to one meetings to support ongoing communication/resolution between supervisor & employee. The employee is in control of information he/she shares or asks questions about and the supervisor is in control of information they want the employee to know. Talking about it at the one to one, reduces if not eliminates performance correction at review time. If either party avoids their responsibility to communicate, emotions build, problems are not resolved and fears grow (whether or not they are well founded). Speaking directly & openly does not guarantee agreement, but this communication will identify areas of agreement or disagreement which leads to resolution. Take ownership for resolving differences by speaking directly to the other person in a respectful & professional manner. Expect positive outcomes and you'll both get it.

## SAFETY

Most of you are aware that we've had problems with the roof of the main office and that the outside stucco finish is questionable. As the investigation progresses, we've found mold on the inside of the outside wall. We immediately contacted the experts at SAIF (our insurance carrier & Safety advisor) to assist us in determining if it posed any health problems. WE are HAPPY to relate that it does not. We spoke to an Industrial Hygienists with SAIF who informed us that we were doing the correct things (quick response & replacement of damaged area) and gave us additional guidelines on the removal process. There is no danger to employees or children (however we would not do repairs w/children present).

## FEBRUARY 4, 2004 BIRTHDAYS



RUTH ILIAIFAR	2 - 3
OLGA HOPKINS	2 - 7
SHARI WOOLEN	2 - 8
BARBARA LUDWICK	2 - 11
AUGUSTA LANG	2 - 17
DEBORAH BURROWS	2 - 20
REBECCA SMITH	2 - 21
SUNNI BRASSEUR	2 - 26
CHRISTINA BROWN	2 - 29

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



## FEBRUARY 2004 ANNIVERSARIES

Judy Schilling	2/1/1974	30 yrs
Rachel Penland	2/2/2002	2 yrs.
Robyn Gonzales	2/4/2002	2 yrs.
John Russell	2/5/1998	6 yrs.
Alejandra Lopez	2/8/1999	7 yrs.
Juana Meraz	2/12/2001	3 yrs.
Jennifer Choban	2/16/1999	7 yrs.
Phyllis Johnpoll	2/18/2003	1 yr.
Carolyn Westlake	2/19/1985	19 yrs.
Cathy Meyer	2/25/1999	5 yrs.

Don't forget to say



CONGRADULATIONS!!!