

PAYCHECK NEWS

August 25, 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\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

SEPTEMBER BIRTHDAYS

Vicki Ware	Food Service Coordinator	September 2
William Urban	Head Start Bus Driver	September 3
Pamela Otton	Head Start Health Coordinator	September 5
Jerralynn Ness	Executive Director	September 6
Melissa Campbell	Annual Fund Manager	September 8
Linnah Falletti	Shelter Residence Assistant	September 10
Sandra Mahuna	Head Start Barnes Elementary	September 12
Saidy Evangelista	Head Start Walker Elementary	September 12
Monica Barrett	Head Start Gaston Elementary	September 13
Jennifer Choban	Contract Manager	September 14
Christina Summers	Head Start Hillsboro	September 15
Janie Hodges	Head Start Program Area Coordinator	September 16
Wolff Wald	Head Start Transportation Coordinator	September 18
Dennis Sanders	Facilities Coordinator	September 19
Leannette Rosado-Wilson	Head Start Social Services	September 23

PLAY IT AGAIN AVAILABLE TO TAKE CLOTHES

Submitted by Sharon Bosserman-Benson

Cleaned your closets sometime ago and still need to haul away those old clothes? Play it Again is open Tuesday, Wednesday, and Thursdays from 9 a.m. to noon and can take your donations at that time. Also, they are open one Saturday a month. Unfortunately, we no longer have staff support to transport your donation, but you are welcome to take your clothes in on your own. For more information, call Play It Again at 644-7692.

MONTHLY ALL-STAFF MEETINGS

Submitted by Sharon Bosserman-Benson

Is it fall already? Let's welcome our Head Start staff back at our next all-staff meeting. Beginning in September, all staff meetings will be the **second Tuesdays** of the month. The meetings will continue to run from 8:30 a.m. to 9:30 a.m. The next meeting will be Tuesday, September 12. If you like, bring a breakfast item to share.

WINE RAFFLE DRAWING IS JUST A MONTH AWAY!!!

Submitted by Melissa Campbell

Thanks to all staff who have been selling raffle tickets over the past several months to friends and family or at the winery and community events. We attended 3 Hillsboro Marketplace events and 4 winery events this summer so far, and Kristin Ludwig and Judy Clifford will be selling tickets at the Montinore Winery event on Labor Day weekend. We only have one month left, so we can use all of the staff's help to reach our goal of \$12,000 for our programs. Let's get fired up and SELL, SELL, SELL!! If you need tickets, please call Melissa at 693-3230.

DIRECTOR'S COLUMN

Jerralynn Ness, Executive Director

I am pleased to announce that all of our hard work over the past few months to reduce expenditures has made a significant difference to the overall health of our programs and the agency. As you know, we took a number of cost saving measures in a very short period of time, which are now showing strong results.

CAO ended fiscal year 1999-2000 with a small cash surplus after reducing our overall cash flow problem by several hundred thousand dollars. We have kept current with our bills since April and project that we will remain current. We exceeded our \$700,000 fundraising goal by raising \$777,000 in private funds, up from \$500,000 the previous year. Our approved budget for 2000-2001 is based on good financial data and history, projects a year-end surplus and does not rely on any unsecured revenue to support program operations. This is what we refer to as a zero-based budget. We now have better fiscal tools in place for Directors and Managers to closely monitor their budgets and financial activity. CAO has stabilized its financial situation and is in a much stronger position to support current programs and advance our mission.

Staff is continuing to plan for changes in their programs as we respond to either reduced or expanded funding, developing new models for delivering services. New faces are joining the organization and we continue to say goodbye as some staff move on. We sorely miss those who have been a part of our family, but wish them the very best and hope that we all stay in touch.

Thanks to everyone for all that you have done to help us get through a very challenging year. If you have any questions about this memo or changes occurring, please don't hesitate to ask your Director or any member of the Management Team (which includes Jerralynn, Leon, John, Sharon BB, Renee and Marilyn). I'm looking forward to seeing everyone at the picnic and hoping that you are all enjoying the "last days" of summer.

COMMUNITY HEALTH VAN CLINIC

Sponsored by The Adventist Medical Center

Submitted by Pam Otton



Monday, September 11, 2000, 12:00 noon - 3:00 p.m.

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.

STAFF PICNIC TODAY, FRIDAY AUGUST 25

Submitted by Carol Hadley

Our 2nd Annual pot-luck picnic will begin at noon at Shute Park, Picnic area B with a pot-luck barbecue. Hotdogs, hamburgers, and garden burgers will be provided by CAO. If your last name begins with A through Q, please bring a salad or side dish to share. If your name begins with R through Z, please bring a dessert. Kids' games begin at 1:30, followed by a softball game. Remember to bring your designated food item, and your softball equipment if you want to play.



Bring your family!



FOR SALE 1984 HONDA ACCORD LX

Submitted by Keith Byerly

84 Honda Accord LX, 4 Door Sedan, Automatic, 155,000 miles RUNS GREAT, driven daily. Power steering, pwr. brakes, pwr. windows, pwr. locks, rear defrost, very cold A/C, Cruise Control, AM/FM Cassette w/new Kenwood speakers, New alarm system, good tires, timing belt and water pump replaced at 140,000 miles as preventative maintenance. \$2,000.00. Contact Keith at 693-3247(days) or 359-5186(eves.)

IN NEED OF OFFICE SUPPLIES OR OFFICE EQUIPMENT/FURNITURE?

Submitted by Renée Bruce

Due to program closures and office moves there are office supplies and equipment available that you may be able to access! If you've been wishing for an item – but didn't have money in the budget to order it – it may be available free of charge! J Call Renée @ 260 and she will let you know what's available. The types of items include – in/out trays, various size bookshelves, typewriter table (rolling), file cabinets, small computer desk, etc

FISCAL OFFICE INFORMATION:

FISCAL OFFICE CLOSED AUGUST 31 AND SEPTEMBER 1

Submitted by John Russell

Fiscal will not be open August 31 and September 1, 2000. Fiscal staff will not be available during this time. All fiscal staff will be involved with the installation and setup of our accounting server. Please plan for this in advance. Sorry for any inconvenience this may cause.

REIMBURSEMENT CHECKS

Submitted by Cilicia Burrell

All employee reimbursement checks (medical, dental, mileage, cash) will be mailed on paydays. Reimbursement requests received by fiscal on or before the Monday (also timesheet day) prior to payday will be mailed on payday. Any questions, call Cilicia at 693-3243.

TIME SHEETS

Submitted by Val Laws

Please remember to use your pre-printed timesheets. Any questions, call Val at 693-3285.

EMPLOYMENT OPPORTUNITIES

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Assistant Teacher	Head Start	\$7.61-9.51/hr.	Until filled
Child Development Director	Administration	\$36,213-\$48,289/hr.	Until filled
Classroom Aide	Head Start	\$6.87-\$8.45/hr.	Until filled
Community Relations Coord.	Resource Development	\$23,000-\$27,000/yr.	Until filled
Family Advocate	Head Start	\$10.35-\$12.95/hr	Until filled
Family Support Worker	Opening Doors	\$21,000-\$26,000/yr.	Until filled
Front Desk Receptionist	Administration	\$8.50 - \$9.00/hr.	Until filled
Lead Teacher/Home Visitor	Head Start	\$10.35-\$12.95/hr.	Until filled
Operations Manager	Head Start	\$33,000-\$42,000/yr.	Until filled
Program Assistant	Head Start	\$8.85-\$12.39/hr.	Until filled
Program Manager	Head Start	\$33,000-\$42,000/yr.	Until filled
Shelter Resident Assistant	Good Neighbor Center	\$8.00-\$8.54/hr.	Until filled
Shelter Resident Support	Good Neighbor Center	\$9.68-\$10.58/hr.	Until filled