



# Community IN Action Newsletter

OCTOBER 29, 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

Our 2004 All Staff day was well attended and buzzing with good energy. As promised, the following is a description of the four "Learning Styles" from the exercise we did.

**Concrete Experience/Reflective Observer:** **Directed by feelings and emotions.** Observes others. Tackles problems by first reflecting alone, then brainstorming with others. Seeks personal meaning. Sympathetic, sensitive and helpful. Good at generating ideas and seeing things from different perspectives. Interested in people. **Asks the question WHY?** Leads by trust and participation.

**Reflective Observer/Abstract Conceptualization:** **Driven by intellect.** Firm minded. Analytical. Uncomfortable with subjective judgements. Wants to know what the experts think. Makes decisions impersonally. Learns by thinking through ideas. Likes details. Strong ability to create theoretical models. More concerned with abstract concepts than with people. **Asks the question What?** Leads by personal forcefulness.

**Abstract Conceptualization/Active Experimentation:** **Seeks analytical solutions and problems.** Practical problem solver. Precise. Limited tolerance for fuzzy ideas. Values strategic thinking. Thrives on plans and timelines. Strong in the practical

*Continued from Director's column.....*

application of ideas. Unemotional. Narrow interests. **Asks the question How does this work?** Leads by principles and procedures.

**Active Experimentation/Concrete Experience:** **Loves the big picture.** Learns by trial and error. Active problem solving. Risk takers; enthusiastic; adaptable; inventive; intuitive. Greatest strength is in doing things. Performs well when required to react to immediate circumstances. Solves problems intuitively. **Asks the question What If?** Leads by energizing people and holding up vision.

The exercise tool can be found on the common drive (I), in the Training Resources file, labeled "Learning Styles Inventory". I encourage work groups to do this exercise together to strengthen your team's effectiveness by understanding your different learning styles. ■

## NEWS OF NOTE

We are pleased to have a name for this Newsletter. Thanks to all of you who made suggestions earlier in the year and to those who made them at the ALL STAFF (and voted for them). It looks pretty good up at the top....don't ya think?

## CA STAR



The Agency All Staff Event we attended last Friday was a terrific success. It's always fun to meet other staff that are working in a different area of the agency and get to know them and what they do. Friday's success was the result of a lot of hard work and long hours by Natalie Horne and we owe her a big thank you for being such a superstar. Paying attention to details, creating beautiful table decorations and choosing really good food.....were all on her shoulders and she delivered! Natalie, we are truly thankful that we have you to support us at these functions – we truly appreciate the work you do.



## UPCOMING EVENTS

Safety Meeting	11-1-04
Building Meeting	11-16-04
Head Start Policy Council	11-16-04
Board Meeting	11-18-04
Development Breakfast	11-19-04
Holidays	
Veterans Day	11-11-04
Thanksgiving	11-25-04
Day After Thanksgiving	11-26-04

## FAMILY & COMMUNITY RESOURCES

Community Action is joining with Glenco High School Key Club (Kawanis) for their can food drive. Look for a box near the elevator to put your non-perishable food.

### Did you Know?

Opening Doors began serving pregnant women in January 1995. It was established through a collaboration of health plans, hospitals and local community organizations to assist women at high-risk of not receiving adequate prenatal care. At that time the Oregon Health Plan became available to low income families, and Opening Doors was the means for them to become familiar with the managed care system and to address barriers to care. Initially staffed by Volunteers in Service to America volunteers (VISTA) Opening Doors is now staffed by 3.5 FTE Outreach Workers and a .5 FTE interpreter. We have been part of Community Action since 1998.



## CHILD DEVELOPMENT

In partnership with Tuality Hospital, CA Head Start is offering Spanish language parenting classes at CA facilities in Hillsboro. The Cost is \$30.00. These classes are pre-approved for Parent Training Funds requests for eligible Head Start families Childcare is limited but available at no cost to families. Pre registration is needed for both the classes AND for childcare. Classes will be held twice a week on Mondays and Wednesday starting November 8 thru to Dec 1 from 6:30-8:30pm. Non-Head Start parents, will have to make payment arrangements, but are welcome as space allows. *Questions: contact Gail Boyle, Family Services Coordinator.*

June 14-18, 2004 *The Father Factor: National Head Start Institute on Father Involvement* held a conference in Dallas, Texas. There is now a wonderful website for you to use with your families. The Web site contains: Video clips of the speakers; Workshop highlights, including handouts & PowerPoint presentations; Resources, with publications, tools & key contacts; Forums for online discussions & information exchange. Please check out the site at [www.hsnrc.org/fatherhood](http://www.hsnrc.org/fatherhood)

## WHAT'S DEVELOPING?

### Employee Giving Campaign Update

Thank you to everyone who participated in this year's Community Action Employee Giving Campaign. By the end of Friday's All Staff meeting, employees pledged \$5,413.

There are 36 employees pledging, including 9 first time participants. Payroll deductions will begin with the first check you receive in January 2005.

The total is significantly below last year's 2003 total of nearly \$8,200. It's not too late to participate in the giving campaign. Please contact Jeri Alcock at ext. 255 by November 1 to get a pledge form.

PEOPLE YOU SHOULD KNOW BREAKFAST is scheduled for November 19, 2004. For more information please contact the Resource & Development Dept.

## CHECKS & BALANCES

### Fiscal –

Look's like we are back in our offices on the 2<sup>nd</sup> floor with bright new windows – YEA!!!

The end of the calendar year is only 2 months away which means it is almost time to send out W2's. Please be sure that HR has your current address & phone number if you have moved recently.

**Tip IT** Check out our Web site at [www.communityaction4u.org](http://www.communityaction4u.org) and go to Find resources. Here you are able to locate additional social services for your clients. It's easy and helpful.

**Topics – Pumpkins**

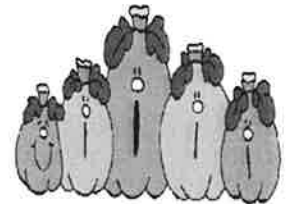
*What are the world's largest fruits?*

The largest fruits are giant pumpkins, specially grown and bred for their size. The largest ones can weigh over 1,000 pounds! Growing giant pumpkins is a fine art, and there are many different ideas about how to do it best. Many growers keep their methods secret. Some use heating cables to protect against cold weather, or special fertilizers for maximum growth. Giant pumpkin vines are pampered and watched carefully.

Did you know that pumpkins contain vitamin A and potassium? ■

**Recipes - Easy Pumpkin Loaf Cake**

- |  |                            |
|--|----------------------------|
| 1/2 c butter                                   | 1/2 teaspoon nutmeg        |
| 1 c sugar                                      | 1/4 tsp ground cloves      |
| 1 egg  | 1 teaspoon ground cinnamon |
| 3/4 c chopped pecans                           | 1/2 tsp baking soda        |
| 2 1/2 cups cake flour, sifted                  | 1/2 tsp salt               |
| 1 cup pumpkin purée, <i>canned or homemade</i> | 1/2 c milk                 |



Butter and flour a 9x5x3-inch loaf pan; set aside. In a mixing bowl, cream butter and sugar; add eggs and continue beating until light and fluffy. Stir in chopped pecans. Sift together the flour, nutmeg, cloves, cinnamon, baking soda, and salt. Add about 1/3 of the sifted ingredients to the creamed mixture; mix well. Stir in milk. Add remaining sifted ingredients alternately with the pumpkin purée. Pour batter into pan; bake pumpkin cake at 350° for 50 to 60 minutes. Cool in pan for 10 minutes, then turn out onto cake rack. When cool, frost with Butter Frosting, below, or frost with cream cheese frosting. ■

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

See this info \* at:  
*Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.*

Administration

Child Development

- Teacher II – Subs \$ 8.79 – 10.83
- Teacher III's Subs \$10.55 – 13.65
- Teacher III \$10.55 – 13.65
- Prog. Area Coord. \$13.48 – 17.53

Development Advancement

Family & Community Resources

- Family Advocates
- Safa (3 pos) \$11.69 – 14.61
- Community Resource Advocate \$ 8.83 – 11.04
- Early Childhood Specialists \$13.48 – 17.53
- Family Support Worker \$11.69 – 14.61

*\*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...



Recently, staff have approached me asking how their name and address came into the possession of total strangers. I'd like to let all employees know about our policy on this subject.

Our policy on confidentiality reads as follows: *IN ORDER TO PROTECT THE PRIVACY OF ALL CONCERNED INDIVIDUALS, STAFF WILL NOT BREACH CONFIDENTIALITY OF APPLICANT, STAFF OR CLIENT INFORMATION, EXCEPT IN VERY SPECIFIC CASES WHERE RELEASE OF SUCH INFORMATION IS REQUIRED OR PERMITTED BY LAW OR AGENCY POLICY.*

*CONFIDENTIAL RECORDS INCLUDE BUT ARE NOT LIMITED TO APPLICATIONS, RECORDS, FILES, VERBAL AND WRITTEN COMMUNICATIONS, OR ANY OTHER ITEM WHICH RELATES TO INDIVIDUAL APPLICANTS, STAFF, AND CLIENTS. UNAUTHORIZED RELEASE OF INFORMATION MAY RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING DISCHARGE.*

Your name & address are considered "CONFIDENTIAL" and is not given out by the Agency. Staff who in the past came to HR to request an address in order to send a birthday card, etc. to a co-worker, are told "no can do...you need to get that info directly from the employee". We respect the needs of our staff to hold that information confidential.

So, how does that information wind up in the hands of total strangers? I'm not sure I know all the ways it could happen, but one way comes to mind. Our Agency develops employee lists to aid in our communications with each other. Any staff person has access to these lists. The staff member could take that list home and give it to anyone. This of course would be a violation of our confidentiality policy, but it can happen. To get your address would be a matter of looking up your name in a phone book or one of the on line directories.

One way you can address the subject is to bring it up at a staff or training session and let those who are attending know that you do not wish your name or address be given to anyone, unless, you are the one to do it. This will let your co-workers know how you feel about the subject. A staff meeting is also a great opportunity to talk about the policy on confidentiality and how it applies to you in your work place.

In today's environment all of us are more careful about who we give our personal information to. And we are more concerned when we find out total strangers have access to it. As co-workers, all of us should observe our confidentiality policy to protect each other from unwanted intrusion & identity theft. ■

## NOVEMBER 2004

### BIRTHDAYS



GUEL LUNA, MARTA	11 / 2
DACEY, DARLENE	11 / 3
HAUSER, JENNY L	11 / 3
TOPGYAL, YANGCHIN J	11 / 4
DJURDJEVIC, RUZICA	11 / 5
GODINEZ, GILDA	11 / 6
EARLY, ERIKA	11 / 6
HERNANDEZ, MARGARITA	11 / 6
ROTHSCHILD, LINDA A	11 / 10
ROGERS, DONALD PATRICK	11 / 11
RUMSEY, COURTNEY A	11 / 13
WILEY, AMBERLIE K.	11 / 17
ESPINOZA, SONIA	11 / 19
SMART, JENNIFER A	11 / 21
SAINT ROMAIN, ERIN E	11 / 25
HILLES, LETTIE A	11 / 27
NERI, BRENDA	11 / 29

If for some reason your name is on the birthday list and you did not want it to appear, please accept our apologies – we are having trouble with the report design.

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

## NOVEMBER 2004 ANNIVERSARIES



	<u>Date</u>	<u>Years</u>
KRISTIN LUDWIG	11/1	11
PAULA ANDERSON	11/3	1
JESSICA FOOTE	11/3	1
LINDA WATT	11/4	21
ALISHA STOECKLEIN	11/4	8
MARIELENA BANEK	11/10	1
FARZANA SIDDIQUI	11/17	7
JOAN Ellen JONES	11/18	19
ROSALVA GARZA	11/19	3
BELINDA GRIMSHAW	11/19	3
JENNIFER ALLEN	11/21	1
MELISSA SECRIST	11/25	2
ROBERT WATSON	11/29	3