



# Community "IN" ACTION

Newsletter May 18<sup>th</sup>, 2009

**Deadline** is the second Friday of the month; Contacts for articles are: Child Dev. - Farzana Siddiqui, F&CR & Layout - Barb Dame, Morale & Wellness - Phyllis Johnpoll, Green Team - Margaret Springer, Safety - Vicki Ware, Development - Lisa Brown, All others - Nancy Peters. Editor: Renée Bruce

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

Our 2009 Staff Wellness Day was a great success. My heartfelt thanks to the staff committee members: **Corrine Haning, Desiree Clark, Elaine Burrell, Helen Fern, Leanna Woodall, Liz Iliaifar, Tina Amela, Trisha Thomsen and to Genie Guisinger and Julie Novakowski** for providing leadership by co-chairing. Our keynote speaker, Leigh Anne Jasheway-Bryant, was perfect for the event; so knowledgeable about issues of wellness and a comedian on top of it!

Given these very stressful economic times, there's nothing like being able to enjoy a good belly laugh! The entire day was uplifting and the positive energy staff put out was felt by all. Our organization is blessed to have so many creative, caring, talented and dedicated employees.....thank you for all that you do. And it is always a joy to celebrate employee anniversaries and this year was no exception, where we ended the celebration by honoring Judy Schilling for her 35 years with Community Action. Leanna Woodall created a wonderful memory book for Judy and I added a letter to it which I read at Wellness Day. I would like to share part of it with you: *"You have enriched the lives of so many employees who have had the good fortune to work with you. Because of your commitment to social and economic justice, I have always known that our clients would be treated with dignity and respect. You have never lost your compassion for those in our community who*

*Directors' Corner continued*

*struggle with issues of poverty. And you have never lost your sense of humor. And to that I say bravo and thank goodness! You have played a key role in forming the culture and essence of Community Action. And because of your unique contributions, Community Action and the people we serve are much better off".*

I know that you all join me in thanking Judy for giving us 35 wonderful years!

This month, we were asked if we could bring client testimony to a legislative hearing in Salem regarding the state funding we receive from the Oregon Housing and Community Services (OHCS) Department. Lisa Brown, Resource Development Director organized our involvement and Sonia Hurtado, Family Advocate from Family & Community Resources, identified a client who was willing to tell her family's story and the difference Community Action has made in her life and the three of them went to Salem. We were told that the legislators had been listening to testimony regarding OHCS's budget for three days and when Lisa and our client spoke, that their testimony was the most powerful and compelling information they received. Legislators said that our client's story had completely changed their views about what is really happening to people

*Directors' Corner continued*

and the importance of our services. Many of them rushed up to talk to our client and make offers of help. We can never underestimate the power of the voices of the people we serve and how empowering it can be for them to be able to use their voice when they feel safe and supported. Many thanks to Lisa and Sonia for making this happen and making it happen so successfully!

You will soon be getting a communication from Nicole Cossette, HR Director, about compensation and benefits for 2009-2010. We are so pleased to be able to offer a 4.9% general increase to all eligible employees next year and to implement our new salary scale and hopefully improve on our benefits. It is remarkable to be able to do this at a time when most employers are having to cut back and lay off workers. But these are extraordinary times and Community Action isn't always in this position so we have to act when we can.

I know that everyone is very busy, but I hope that you remember many of the lessons of Wellness Day. Make yourself a priority; take time to enjoy life and to be well!

*Warmly, Jerralynn*

## 2009 Wellness Day



Larry, Nicole and Katherine are enjoying Wii!



## UPCOMING EVENTS!

IS Committee Meeting	6/2
Safety Committee Meeting	6/10
Hillsboro Building Meeting	6/16
Annual Board Meeting	6/18

June 2009

# BIRTHDAYS



Serena Ducksworth	6/1
Lindsay Alderman	6/1
Blanca Silva	6/1
Maria Cervantez	6/2
Margaret Rodriguez-Springer	6/2
Jamie Hauth	6/4
Stephanie Kitchen	6/4
Gray Eaton	6/5
Ana Salcedo	6/5
Kathy Zane	6/5
Sandra Kitchen	6/6
Amy Mahmoud	6/6
Tricia Davis	6/7
Abigail Demirci	6/7
Andrew Zaleski	6/7
Kim Pastor	6/12
Monica Oyola	6/14
Erica Tafoya	6/14
Anna Camardella	6/15
Emma Hanley	6/16
Manuela Pacheco	6/17

*continued on next column*

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

*June birthdays continued*

Gladys Martin	6/18
Judy Schilling	6/19
Diane Brown	6/20
Debra Griffin	6/20
Kindra Groshong	6/20
Ana Diaz	6/21
Phyllis Johnpoll	6/23
Nicole Cossette	6/24
Maritza Urbina	6/24
Rebecca Lahti	6/27
Sherry Court	6/30
Sonia Yanez-Diaz	6/30



June 2009

# ANNIVERSARIES



Bruce Horne	16 years
Larry Hauth	8 years
Katherine Galian	7 years
Lindy Ersan	4 years
Erika Early	2 years
Shauna Sauer	2 years
Dawn Powers	1 year
Kim Pastor	1 year
Art Rossomono	1 year

MORALE & WELLNESS



The Green Team thanks everyone who participated in our **Reduce-Reuse-Recycle** effort on Wellness Day. Recycling bins were full of paper, plastic and cans.

Many of you rode the bus or carpooled and others brought their own coffee cup and water bottle. All those things add up and make our world a little greener.



Some of you asked about the Reduce-Reuse-Recycle signs that the Green Team had up on the stage. These were hand-painted on recycled cardboard. If you would like to be in a drawing to win all six, send an email to [mspringer@caowash](mailto:mspringer@caowash) by May 29th. We'll draw one name on June 1st.

*Thanks and be green!*



## Marinated Broccoli Salad (maybe to serve on the Memorial Day Weekend)



Ingredients:

- 3 or 4 large, thick broccoli stalks (1 1/2 to 2 pounds)
- 2 small ripe tomatoes, peeled, seeded and chopped
- 1 small garlic clove
- 1/4 teaspoon coarse (kosher) salt
- 2 teaspoons fresh lemon juice
- 1 teaspoon red wine vinegar
- 1/4 cup olive oil
- About 3 Tablespoons fresh-grated Parmesan cheese
- Fresh-ground black pepper, to taste

Preparation:

Peel broccoli stalks and cut them into thin julienne strips about 2 inches long. Place strips and tomatoes in nonreactive bowl and set aside.

Mash garlic with the salt in nonreactive small bowl until paste-like. Beat in lemon juice, wine vinegar, and olive oil. Pour dressing over broccoli. Add Parmesan cheese and black pepper. Toss well. Chill at least 1 hour before serving.





## CHILD DEVELOPMENT

Every year Head Start programs are steadily increasing in the number of enrolled families and children whose home language is other than English, as well as in the number of languages spoken. Fortunately, Head Start has a long, rich history of serving culturally and linguistically diverse populations, as well as strong programmatic requirements in the *Head Start Program Performance Standards* to ensure a high quality program for all children and families.

In fact, there are over 20 standards in the *Program Performance Standards* that specifically refer to the home language, the learning of English, or the cultural background of families and children. The standards require programs to address the needs of English language learners (ELLs) and their families. These requirements cut across multiple service areas: Child Health and Developmental Services; Education and Early Childhood Development; Child Nutrition; Family Partnerships; Management Systems and Procedures; Human Resources Management; and Facilities, Materials, and Equipment.

More specifically, the *Program Performance Standards* require that programs:

- provide an environment of acceptance that supports and respects gender, culture, language, ethnicity, and family composition;
- serve foods that reflect cultural and ethnic preferences;
- communicate with families in their preferred or primary language or through an interpreter, to the extent feasible;
- hire staff, whenever possible, who speak the home languages of infants and toddlers, and when a majority of children speak the same language, hire at least one classroom staff member or home visitor who speaks their language; and
- promote family participation in literacy-related activities in both English and the home languages.

The *Program Performance Standards* tell us what to do, but not *how to implement*. They help us understand what the requirements for each service area are, but they do not limit how we are to meet these requirements. For example, each Head Start program still determines how to address the requirements for community partnerships, the transition of children to elementary school, the family partnership agreements, and ongoing assessment.

## SAFETY

The speed limit at Community Action's Hillsboro Main office parking lot is **5 mph**.



Please remember to drive slowly - and **"Please Watch - Kids Don't"**. If you notice someone is driving too fast, take a moment and point out what is the posted speed limit.

Thanks for helping keep our kids (and staff) safe!



## CHECKS & BALANCES

### Fiscal –

#### THE END OF THE FISCAL YEAR IS JUNE 30<sup>th</sup>

There are outstanding purchase orders that need to be taken care of. Please go through any outstanding purchase orders. **If you did not use one, and will not be using it before June 30<sup>th</sup>, return it to Fiscal with a note saying you did not use it.**

**All purchase order receipts must be turned in to Fiscal on or before June 30<sup>th</sup>.**

*Do not put anything on green sheets, mileage sheets, etc. that crosses fiscal years. Anything for July 1<sup>st</sup> forward, **MUST** go on a separate form from anything for June 30<sup>th</sup> and back. You will have until **July 25<sup>th</sup>** to turn in any green sheets or mileage forms for the fiscal year ending June 30, 2009. Please remember that we cannot pay expenses that are over 90 days old.*

By following these instructions, we can get your purchases paid and reimbursements sent out on time.

## WHAT'S DEVELOPING?

United Way of the Columbia-Willamette has joined forces with local Community Action agencies in Multnomah, Clark, Clackamas and Washington counties, along with the Oregon Food Bank, to launch a special initiative.



The *Community Relief Fund* will help families throughout the four-county area who have been hardest hit by the economic crisis. This initiative will provide short-term emergency relief, focusing on basic needs such as rent, utilities and food. 100% of all funds raised will be used for these purposes.

On April 30, United Way released the first *Community Relief Fund* disbursement in the amount of \$400,000. Just over \$50,000 was received by our organization, helping to expand emergency rent assistance for May to 105 families. Rent payment amounts were boosted, as well, providing a little added relief for families struggling to stay in their homes.

There is also a grassroots effort underway to encourage everyone to be part of the solution and help families get back on their feet. **Give \$10 to the *Community Relief Fund* and tell 10 friends to do the same.** By working together and caring about our neighbors, we can strengthen the community safety net and ensure that those in need are not alone.

For more information or to make a donation, visit [www.give10tell10.org](http://www.give10tell10.org).

HR – from Nicole



## Who do you call?

If you have questions about any of the following:

Family Medical Leave Act (FMLA) or  
Oregon Medical Leave Act (OFLA)  
Workers Compensation  
Medical, Dental  
403B  
Life insurance  
New Hire paperwork  
Processing of certificates, education,  
or unemployment documents

**Nancy Peters at x 428** is your contact in the HR department, her direct line is:  
503-906-6428 or e-mail her at [npeters@caowash.org](mailto:npeters@caowash.org)

### What happens if I am injured on the job?

- \* Report it to your supervisor, the supervisor will report it to Nancy.
- \* Get medical attention, if necessary.
- \* Complete an 801 Workers Comp form and send it to Nancy immediately, no later than 4 days.
- \* Send all medical information regarding your workers comp to Nancy.
- \* If you have been off work due to a work injury, expect for us to help you come back with a light duty position.
- \* You must get a medical release to return work if you have been off due to a WC injury send it to Nancy.

We hope this will help new and current staff know who to contact with any benefits questions.

~Nicole

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

Job Opportunities may be viewed online at:  
[www.communityaction4u.org/employment.php](http://www.communityaction4u.org/employment.php)

\*NOTE: Please check this web site 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.

## FAMILY & COMMUNITY RESOURCES



### Information & Referral:

The next I&R Networking Breakfast meeting will be on Thursday, June 4th from 8-10 a.m. at the Tuality Community Hospital. We'll be hearing from Ride Connection on what transportation services they provide and Hands On Greater Portland will discuss their volunteer opportunities. Read more on our website: [www.communityaction4u.org/find/brkfst.php](http://www.communityaction4u.org/find/brkfst.php)

### MAKE PARENTING A PLEASURE!

Opening Doors is providing a series of **Make Parenting a Pleasure** classes in English and Spanish beginning on **Tuesday, June 2<sup>nd</sup>**, at the Legacy Meridian Park Hospital Health Education Center located at **19300 SW 65<sup>th</sup> Avenue in Tualatin.**

Spanish classes begin at 10:00 AM through 12:30 PM and English classes begin at 1:00 PM through 3:30 PM. Topics include:

Taking Care of Ourselves  
Understanding Stress  
Stress and Anger Management Techniques  
Nonverbal Communication  
Listening Skills  
Verbal Communication  
Child Development Basics  
Discipline: Laying the Foundation

Come and meet new friends, join interesting discussions and have fun with lots of interesting activities. Child care is provided.

**For more information call 503-517-3198**

Hello all,  
I just wanted to thank all of the Community Action staff for contributing over 200 lbs of food, during Wellness Day, to the food pantry at the Hillsboro Family Shelter. This food not only helps feed families at the shelter, but it also allows us to provide food boxes to those who come to the shelter seeking food boxes. Your generosity couldn't have come at a better time, as our pantry was running extremely low on the types of food that you all provided. Thank you again!

**THANK YOU**

*Pat Rogers*  
Housing & Homeless Services Manager  
Community Action (503) 640-3263