

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Roving Reporter: Joani Hagen. Production: Christina Taft. Editor: Winnie Althizer Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

As all of you know by now, representatives of the SEI Local 503 Oregon Public Employees Union are interested in obtaining your vote for their union to represent you in your employment with Community Action. As I mentioned before, I will continue to provide you with information and answers to your question, such as:

Why does the union want your vote?

- The union wants to be able to have you as a dues paying member. A union is a business and, like any other business, they need to make money in order to survive. The way they make money is through membership.

What will it cost me to become a member?

- In most unions, including the SEIU Local 503, union dues average 2 hours pay or more per month. The minimum dues for Local 503 are 1.35 % of the employee's gross monthly salary.
- This means that an employee who earns \$30,000 per year (or \$2,500 per month) is paying \$33.75 per month to the union.

Where does this money go?

- Dues money goes to pay the salaries and overhead of union officers and employees. Local 503 currently employs 80 employees in Oregon, including four officers.
- Dues money also goes toward the union's political action program to support candidates and ballot measures on a state-wide basis.



Continued from column 1

- In addition, the union uses your dues to fund its Special Fund which is established "for the preservation and increase of the financial position of the Union" (as quoted in the current SEIU Local 503 bylaws).
- In other words, the money you pay into the union will be used to support activities that have nothing to do with bargaining on your behalf.

When considering whether you are interested in joining the union, we encourage you to keep an open mind and obtain as much factual information as is available. Listen to what both sides have to say about the union issue. Ask any question you want. And if a vote occurs, please vote so that the decision is made by the majority of employees, not just a majority of those who voted.

If you have questions that you would like me to address in future communications, please email them to Natalie at nhorne@caowash.org.

CA STAR



Byline Sharon Bolmeier

Bob Watson came to Community Action after 14 years coordinating transportation for Lyndon Farms, going from moving chickens to moving kids. Using his years of experience and expertise Bob has implemented ways to streamline costs while providing safe and efficient transportation services. Bob plans on retiring at Community Action. He appreciates the way that people work together concentrating on the work rather than who might be trying to "take your job."

Born and raised in Kansas, Bob ended up in Oregon when his family came for a visit and stayed. In the winter months this golf fanatic oil paints although he's only missed Saturday golfing four times in the last six years. The rest of the time Bob spends with his wife, granddaughter and nephew and also sits on the Cornelius City Planning Commission thanks to Ralph Brown, former Board Chair of the CAO Board of Directors, who also recommended Bob to Head Start. Thanks Ralph!

UPCOMING EVENTS!

- | | |
|---------------------------|-------|
| Building Meeting | 11/19 |
| Head Start Policy Council | 11/19 |
| Board Meeting | 11/21 |
| *Thanks Giving Holiday | 11/28 |
| *Day after Thanksgiving | 11/29 |





FAMILY & COMMUNITY RESOURCES

Welcome to Ready To Rent!

The next housing readiness training in Spanish begins Friday December 6th from 10am-12pm at the shelter. The next training in English begins Monday December 9th from 6-8 pm at the CAO office. The sessions will continue every week for six weeks. Ready To Rent helps people overcome barriers to renting. Participants learn tenant rights and responsibilities, and they take steps to repair past mistakes. Landlords win because they get tenants who are committed to being successful renters. Ready To Rent is an essential part of Community Action's partnerships with landlords. Renters get a 2nd chance and landlords get better tenants. Anyone interested in the training, or for more information, call the shelter: 503-640-3263. (We're always looking for people interested in getting trained to teach the course too! Call Larry at the shelter.)

Thank you to everyone who has been sending me documents for the contract files. When you leave papers in my mailbox or on my desk please attach a **signed** sticky note so I know who it is from. Sometimes I have questions and don't know who to ask!
Thanks, Jenny

CHILD DEVELOPMENT

Summer Plus – Currently we have 22 children enrolled in Summer Plus and we are still accepting/needng applications. We prioritize children of parents who are working, going to school or are Head Start parents doing childcare. The criteria also allows us to select children who would benefit from attending school during the summer. Summer Plus teachers would visit these children's homes monthly to share activities with the parent. Questions: Call Sharon at 503-693-3265.

We have been notified by the Oregon Department of Education that our program has lost \$135,000 of State Head Start funds. The legislature approved a \$2.1 million cut in Oregon Head Start and that is our share. We must reduce our expenditures between now and June 30, 2003 by \$135,000. The Child Development Leadership Team will be working on a proposal to be presented to the Policy Council for approval in January. Head Start staff input on how to cut our spending while maintaining our standards of quality has also been requested.

Recipes

For you olive and garlic lovers, Tasty Olive Dip:

- 1 large jar of olives, or 2 sm. jars of olives (green w/pimentos)
- 2-3 cloves spicy garlic (or to taste)
- 15 – 20 cherry tomatoes
- ½ tablespoon lemon juice
- Salt and pepper (lightly/ to taste)

In blender or food processor blend all ingredients together. Blend to grainy. Serve with favorite cracker (with Wheat Thins or Triscuits...yum, yum!!)

MORALE & WELLNESS

Tips

The cold weather is also a time to indulge in winter squash, such as acorn, butternut, and spaghetti, as well as pumpkins, sweet potatoes, and yams - all of which are loaded with carotene.

WHAT'S DEVELOPING?

Great Job to Pamela White, who played a vital role in organizing the Crystal Awards for the Willamette Valley Development Officers on November 5th 2002. The annual event was a success and received very positive reviews.

To the 80 Community Action staff who gave to United Way, thank you! This year the annual campaign raised over \$9,000 for local non-profits.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at: Common CAO Main/ CAO Info/HR Resources/ Current Job Descriptions.

Administration

I&R Data Specialist (.50% FTE)	\$9.28 – 11.27
Office Specialist II	\$10.41- 12.64
HR Assistant	\$12.17 – 14.78
IS Coord. (reopened)	\$14.89 – 18.08

Child Development

Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher II Subs for Early Childhood	\$8.79 – 10.67
Teacher II Summer Plus (.50% FTE)	\$8.79 – 10.67
Teacher II Pre-K	\$8.79 – 10.67

Development Advancement

Director of Development & Community Relations	\$49,774 – 60,424
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Family & Community Resources

Energy/Auditor Weatherization	\$13.65 – 16.58
Early Childhood Specialist (changed to 100% FTE)	\$11.61 – 14.09

*NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the publication and we will take applications as each job is posted.



CHECKS & BALANCES

Fiscal – Reimbursement Reminder

Because of Grant closure dates and Fiscal/Calendar year closures, all reimbursements (mileage, cash, med/dent, etc) need to be turned in at least quarterly and before the end of your Grant.

Anything turned in over one quarter old (90 days) or after your Grant has ended, will not be honored. We encourage all staff to turn in reimbursements as soon as possible, preferably monthly.

I&R - Facilities -



Tip IT

Happy
Thanksgiving
...to one and all!



USTOUS – SALES, SERVICES, NEEDS

Wanted: A DAWG!

Do you know someone who is giving away a doggy or willing to sell one for a reasonable sum? Best would be a mixed breed, small to mid-size, already grown, calm canine that could tolerate cats-therefore, a Rottweiler, Doberman or Pit Bull will not work! Please call me with ideas-Kristin Ludwig @ Shelter-503-640-3263, cell #503-810-1541. Thanks.

Also wanted: an orange tabby kitten. Natalie x250

Q&A Q&A

HR - Ask Winnie Benefits, Diversity...

HANDBOOK DISTRIBUTION
MEETING SCHEDULE... (be on time to get your handbook.

Thursday 11-14 2:00 to 4:00 Hillsboro Conf. Rm. 3 – Hillsboro bldg. staff

Friday 11-15 9:30 to 11:00 Pre-K staff (Beaverton 2, Gaston, Hillsboro & drivers for these areas) at Beaverton

Monday 11-18- 9:30 am to 11:30 am CDLT Leadership in Hillsboro Conf. Rm.

Wednesday 11-20 2:30 to 4:30 Hillsboro Conf. Rm. 2 – Hillsboro bldg. staff

Friday 11-22 11:00 to 2:00 Pre-K staff (Tigard, Tualatin, Beaverton 1, & drivers for these areas) location to be determined.

Monday 11-25 10:00 to 12:00 Hillsboro Conf. Rm. 3 – Hillsboro bldg. staff

Monday 11-25 2:00 to 4:00 Shelter Staff at the Shelter

Wednesday 11-27 10:00 to 12:00 Hillsboro Conf. Rm. 3 – Hillsboro bldg. staff

Wednesday 12-4 1:30 to 3:30 Hillsboro Conf. Rm. 3 – Hillsboro bldg. staff

Friday 12-6 9:30 to 11:30 Hillsboro Conf. Rm. 3 – Hillsboro bldg. staff

SAFETY

Have you noticed some new Notebooks in racks on the wall lately – especially in the Café? These are our MSDS Books. What is a MSDS Book, you ask? Well, it contains documents describing the chemical makeup of all products used at CAO. This document describes the affects if you ingest it or get it on your skin and gives you first aid directions. This is important info for your safety. We continue to work on completing these books for each area of CAO.

Comings and Goings at CAO

Please give a warm welcome to our new staff:
Shelby Sears a Teacher III Sub at Beaverton CDC,
Melissa Baca – Family Support Worker at Hillsboro Opening Doors;
Claudia Rodriguez – Teacher I at Tualatin;
Teresa Williamson – SAFAH Family Advocate at the Hillsboro Shelter;
Sonia Fernandez – Teacher I at Metzger

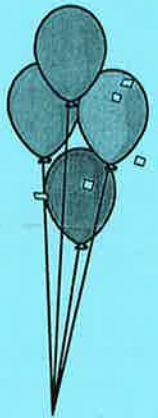
We're glad to have you and hope to meet you real soon!

No one left in the past month so no "goings"...

BIRTHDAYS

Late November and Early December

Amber Wiley	11/17
Lettie Hilles	11/27
Brenda Neri	11/29
Joan Swanson	12/07
Diana Greene	12/08



ANNIVERSARIES

Debra Palmer	3 yrs	11/15
Farzana Siddiqui	5 yrs	11/17
Joan Swanson	17 yrs	11/18
Belinda Grimshaw	1 yr.	11/19
Rosalva Garza	1 yr.	11/19
Jay Lushina	1 yr.	11/28
Bob Watson	1 yr.	11/29