



I need a name Newsletter August 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

At the June Annual Meeting of our Board, we celebrated the organization's many accomplishments over the past fiscal year. I want thank each of you for your contributions to our success and give you a summary of the highlights.

- *Opening Doors transitioned from volunteers to paid staff, improved program effectiveness and stability.
- *CCRR established a Service Delivery for Washington County; stepped into the lead agency role, expanded provider trainings, increased revenue.
- *AKD expanded into a 4th school, Fern Hill in Forest Grove.
- *Housing Services reached out to homeless singles and built an effective collaboration with Nike.
- *Energy Assistance implemented electronic intakes; Weatherization increased operational capacity in order to double the number of housing units weatherized.
- *I & R supported the implementation of 211 and took the lead in merging the four counties databases into one.
- *Early Head Start passed a Federal program monitoring.
- *HR completed a comprehensive wage comparability study, implemented new salary structure & administration plan.
- *IT brought all off-sites on-line with our network; implemented system changes to increase speed and create efficiencies.
- *Created a strategic plan for 2004-07; identified key issues of poverty,

created public education statements.

- *New facility management structure; replaced shelter roof; installed ADA compliant doors in Hillsboro facility.
- *Established a long term, sustain-able landlord-tenant relationship with Beaverton & reduced CDC costs.
- * Fully implemented monthly budgeting, forecasting of expenses and revenue.
- * Continued to strengthen financially; reduced our deficit 4 years in a row.
- * Res. Development raised \$125,000 over budget, exceeding our goal for private funds to support program.
- * 04 "Celebration of Community Spirit" attracted the largest turnout to date.
- * Launched a new web site, www.communityaction4u.org
- *Redesigned community education publications, stationary and bus. cards.
- * Improved systems for tracking & managing donations & donor relations.

NEWS OF NOTE



From the Editor: My apologies to all for missing the last newsletter publication date. I needed to be in 3 places at once and missed the boat for the newsletter. But don't despair, we combined the items from the last newsletter with the ones for this and you shouldn't miss any exciting news.

CA STAR

Byline Winnie



We hope to restart employee interviews within the next month or so. With summer schedules it's been difficult to get material for this column.....but we aren't giving up hope.

COMINGS & GOINGS

Welcome!!!! **Jamie Smith** our new Temporary Office Specialist II in the HR Department.

Sadly we are saying goodbye to Carol Hadley, Jackie Magill and Judith Del Porto. Good Luck with all your future endeavors.



UPCOMING EVENTS!

Board Meeting	
(Special)	8-10-04
Building Meeting	8-17-04
Head Start	
Policy Council	8-17-04
Safety Meeting	No Sept. Mtg.
Holiday Labor Day	9-6-04
Directors Mtgs. Every Tues.	

FAMILY & COMMUNITY RESOURCES

The Weatherization program is putting on the 2nd Annual Energy Fair! It will be Saturday, Oct. 23rd from 9:00 a.m.-2:00 p.m. at David Hill Elementary School in Hillsboro. This is part of the National Energy Month. For more info Donald Shaw at x232.

Ready To Rent is coming soon to the Capital Center!

WHEN: Wednesday August 4th for 6 weeks
6 - 8 PM

WHERE: The PCC Capital Center
NW 185th and Walker Rd., Hillsboro
Entrance C, Room 1520

WHO: Open to all who are facing barriers to renting because of eviction, credit history, and convictions. Class is free, sorry no childcare.

CHILD DEVELOPMENT

This has been a busy summer!

A Kids Domain: The summer program, Camp ECO is running very well at Cornelius Elementary school. The children are enjoying field trips, reading, arts and crafts and most of all having a fun time with peers and staff.

The Child Development Centers are getting ready for the end of the year celebrations and transitioning children from one classroom to the other.

Summer Plus program is providing preschool services to children at Vose and Beaver Acres elementary schools.

The leadership team staff at central office are busy planning for next school year 2004-05. The Central Support staff are busy with selection of children and getting forms, files, and parent handbooks ready for next year.

Topics – **Topics** – Here are some simple tips for **aging** well (from Dr. Weil)

Fully embracing life can help you to age well. No matter what your current age is, try the following lifestyle strategies to keep your health at its optimum. Remain physically active. You will increase and prolong your body's function, strength, endurance, balance and flexibility by following a fitness regimen. Make protection paramount. Avoid alcohol (in excess) and cigarettes; wear a helmet when riding your bike; buckle your seat belt; get appropriate vaccinations; and *use sunscreen*. (more in the next issue)

Recipes

Recipes: Thai shrimp on baby greens

1/2 c fresh lime juice

1/2 t salt

1 LB fresh Oregon baby shrimp

1 cucumber sliced

1/2 c finely chopped onion (Walla Walla)

1 red pepper sliced

3 c baby salad greens or spinach (*whatever salad mix you like, I think it's best with spinach*)

1/2 c fresh sliced mushrooms

3 T chopped dry roasted peanuts

1/2 c light reduced fat coconut milk (canned)

1/2 nonfat yogurt

1/4 c fresh cilantro

Combine the lime juice, salt and shrimp in a glass bowl and cover tightly for at least 30 minutes. Mix yogurt and coconut milk to form dressing in a small bowl.

Refrigerate until chilled. Prepare individual plates with the greens and vegetables.

Top with shrimp. Drizzle with dressing and sprinkle with peanuts.

WHAT'S DEVELOPING?

Play it Again to Close

Beginning October 1, 2004, Community Action will no longer operate Play it Again, the free clothing program located in Cedar Mill. Resource Development no longer has the capacity to oversee the program and the lack of funding, loss of our building and the fatigue of our volunteers necessitates that we cease operation.

We are sad to see the program go. Before deciding to close the program we tried, for the past several months, to find an alternative solution. The program had a long and successful run. In the end, it became apparent we couldn't continue to operate it.

We will be accepting donations through the last day of August and will remain open for clients until the last day of September.

.....More Gooood Stuff



Recipes: Fruit Dip- Jimi Smith

Soften an 8oz block of cream cheese, then mix in a small jar of Kraft Marshmallow Cream. Voila!

Just slice some apples and pears of varying colors and sizes... maybe some strawberries or melon, and start dipping. Mmmmm.

Tips

Stay Slim with Breakfast

If you want to boost your weight loss efforts, be sure to catch your morning meal.

A recent study revealed that people who had lost weight and were successful at keeping it off tended to eat breakfast each day. Over 75% of the people in the study who were successful in keeping weight off for one year reported eating breakfast every day of the

enc) week.

CHECKS & BALANCES

Fiscal -

Facilities -

Tip IT

US TO US -

SALES, SERVICES, NEEDS

Free quart canning jars or trade for pints.
Contact Chris at ext. 221

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:

Common CAO MainCAOInfo/HR Resources/Current Job Openings.

Administration

Office Specialist II-HR/Main Office \$ 10.58-12.70

Child Development

Teacher I	\$ 8.00 - 9.34
Teacher II	\$ 8.79 - 10.83
Teacher III	\$10.55 - 13.65

Development Advancement

Community Relations Specialist	\$12.00 - \$17.14
Program Assistant Development	\$11.69 - \$14.61

Family & Community Resources

Family Advocate- SAFAH	\$11.21 - 13.62
I&R Program Assistant	\$11.69 - 14.61
OD Family Support Worker	\$11.21 - 13.82

*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.

Topics of Interest— Anger Management Tips

- Be assertive – stand up for what you are angry about, *but in a respectful fashion.*
- *Keep perspective.* Don't fuel the fire in your mind with inaccurate assumptions or over statements.
- *Physically calm yourself* through exercise or slow deep breaths, both of which help the body to a relaxed state.

By Chris Huffine, Psy D.

Pacific University, School of Professional Psychology

HR - Ask Winnie. Benefits, Diversity, Policy, or ?...

Q&A

A reminder about who to call in HR for what kind of information: If you are contacting HR concerning a work injury, FMLA, OFLA or other leave of absence, Recruitments, insurance enrollment, or 403(b) packets please call Brooke at ext. 203.

If you have questions regarding your time sheet (after it has been turned in to Payroll), need a new time sheet, or your check calculations please call Val at ext. 285.

Questions about everything else come to Winnie at ext. 257.

To request blank HR forms such as change of address, automatic deposit, Time off Request, etc. you should first contact your supervisor (they will have some on hand), or, you can go to the "common" drive, then to CAOINFO folder, then to HR Resource folder, and then to Forms folder. Additionally, each new Employee Handbook has at least one copy of these forms located in the back of the book. If you are unable to open the common drive, then you can request the form from the Program Assistant for your dept. officed at the main office. They can print out a copy and sent it to you in the office mail.

Winnie will be on vacation from 8-9-04 until 8-20-04. Brooke will be working hard on our HRIS system and will try to help you while I'm out of the office.

AUGUST 2004 BIRTHDAYS



Kristin Ludwig	8/01
Cindy Johncola	8/04
Patricia Taylor	8/05
Erin Pearce	8/05
Debbie Age	8/05
Lori Wilson	8/06
Shelby Sears	8/11
Clara Villanueva	8/12
Laura Bernards	8/14
Kathryn Gressett	8/17
Marilyn Harrison	8/18
Larine Wallace	8/19
Beverly Bean	8/24
Melissa Heart	8/27
Rafael Alcaraz	8/28
Judith Del Porto	8/30
Melissa Secrist	8/31

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

AUGUST 2004 ANNIVERSARIES



ERIKA EARLY	8/1/2001	3 yrs
KATHRYN GRESSETT	8/12/2002	2 yrs
BRIDGET DANIEL	8/13/2003	1 yr
MADELYN SPAIN	8/13/2003	1 yr
MARGARETT BLAYLOCK	8/15/1990	14 yrs
LETICIA FLORES	8/15/2001	3 yrs
MICHAEL CONNOR	8/18/2003	1 yr
DONALD SHAW	8/19/2002	2 yrs
PATRICIA GAMBOA	8/19/2002	2 yrs
CILICIA BURRELL	8/23/1999	5 yrs
LUCIA GUERRERO PEREZ	8/24/2001	3 yrs
DEBRA GRIFFIN	8/25/1994	10 yrs
JIMI SMITH	8/25/1997	7 yrs
WENDY SOTELO	8/25/2003	1 yr
MARIA VILLALOBOS	8/26/2002	2 yrs
ANN HERING	8/28/2002	2 yrs
MARGARET MCNEE	8/29/1994	10 yrs
LAURABERNARDS	8/30/1999	5yrs
KRISTEN LONG	8/31/1999	5yrs
DOLORES RODRIGUEZ	8/31/2000	4yrs
PATRICIA TAYLOR	8/31/2003	1yr
TERRI SMITH	8/31/2003	1yr
EMMA HANLEY	8/5/2002	2yrs
SARAH FERGUSON	8/5/2003	1yr
BARBARA LUDWICK	8/7/2000	4yrs

Remember, if you want your birthday put in the newsletter and you don't see it, you need to contact HR & sign a form that tells us to print it.