



Paycheck News

August 22, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, Wellness – Natalie Horne, All others – Winnie Althizer. Editor: Winnie Althizer.

DIRECTOR'S CORNER

Jerralynn



Executive Director

Recently, a staff group met to discuss our Paycheck News & ways that the production could go smoother for those involved. All agreed that having an internal communications vehicle for our staff was very important. The major change that will occur is that our newsletter will no longer be included in the envelope with your paycheck. (See *Changes to Paycheck News & Employee Contest.*) Instead, it will be distributed to everyone by site, unfolded, each pay day. This will reduce production time by eliminating folding & envelope stuffing, as well as the number of staff involved in handling the newsletter. In addition, we will only be distributing to current employees, not those who are on lay-off. The Friday before payday will continue to be the deadline for submitting information. Winnie Althizer, as our editor, will review articles for length, typos & content. Everyone is invited to contribute to the newsletter. Contacts or leads for articles are: Child Development, Farzana Siddiqui; Family & Community Resources, Beth Dasher; Finance & Administration, John Russell; Development, Jeri Alcock; Morale & Wellness, Natalie Horne; Human Resources & all others, Winnie & Brooke Zimet; & production, Jackie Magill. As you can see, it takes a village to put together a good employee newsletter! Thanks to everyone for caring enough about our employees to make this happen.

NEWS OF NOTE



DUE TO LABOR DAY

HOLIDAY – all time sheets must be turned in to payroll by Friday, August 29th.

A WOMAN OF ACHIEVEMENT

Community Action is pleased to announce that Jerralynn Ness has been selected as one of the state's top three female role models for women by Oregon's Commission for Women. See *Development Section* for details.

CHANGES TO PAYCHECK NEWS

As mentioned in Jerralynn's column, this Friday, Aug. 22, 2003 will be the last time you will receive Paycheck News in your paycheck envelope.

Employee Contest!

Now that our newsletter won't be attached to our paycheck, isn't it time for a new name? Send your ideas for a new name to Brooke by September 29th. A staff committee will select the winning name and the person who submitted it will receive a wonderful prize and recognition!

The vision of our newsletter is to share information about ourselves to our co-workers. Programs can talk about events that affect all our clients thereby educating all staff to client opportunities; you can be introduced to new co-workers and know who is leaving us; you can find out which jobs are open; goodness knows what we can share – so put on the thinking caps and let's re-name this communication.

CA STAR



Byline

Sorry! no one submitted an employee interview for this edition. Check us out in the next edition. We can use some roving reporters to do employee interviews and submit them – contact Winnie if you are interested.

Comings & Goings

Welcome !!!!

Kathleen Derby-Ray the new Teacher III & **Sarah Ferguson** our new Teacher III Sub. at the Hillsboro CDC.

Michael Connor has transferred to a Teacher III Area Sub Position at Hillsboro CDC.

Community Action has two new Jesuit Volunteers!! **Madelyn Spain** is here all the way from New York. Madelyn will be working as a Teacher II for Hillsboro CDC. **Bridget Daniel** is from Wisconsin and she will be working as a Homeless Childrens Specialist.

Sadly, we said good bye to Mary Ryan and Charles Schreier, Russell Fields, Trista Barsotti, Bob Barber, Gail Hilderman, Eliana Gomez and Pearl Lopez.



UPCOMING EVENTS!

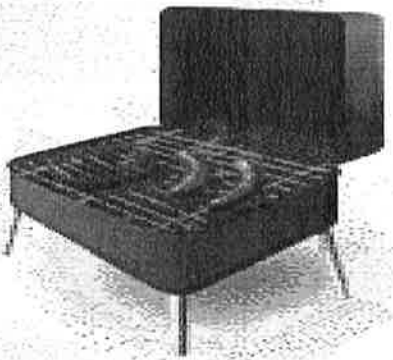
| | |
|-------------------|-------|
| Labor Day Holiday | 9-1 |
| At a glance tour | 9-4 |
| Building Meeting | 9-16 |
| Head Start Policy | 9-16 |
| Board Meeting | 9-18 |
| Safety Meeting | 10-6 |
| Fall All Staff | 10-24 |

FAMILY & COMMUNITY RESOURCES



Out and About! Our wonderful Director, Renée Bruce, is out on a much de vacation. She will be traveling to Michigan, and later to Paris, returning on October 13.

I&R -



CHILD DEVELOPMENT

Tons of stuff is going on in Child Development. Early Head Start is taking a week off for training & then they start their new school year; Sept. 8th will see Teacher II's and III's returning for Pre-K and in the mean time the support group is up to it's neck in enrollments. And then there is transportation, trying to figure out how to get everyone where they need to be and home again (jiggity jigg). You can feel the energy rising (do we dare say some "panic" as well?)

PICNIC 2003

A Big thank you to Brooke, Bob, & Nick for getting all the stuff needed for the picnic. Linda Johnson was a trooper pitching in to set up tables & help serve burgers. Brooke's dad also helped cook burgers & hotdogs – way to go "dad". Joy White & Mary Whitmore did a tremendous job with games for the children. Everyone had a good time thanks to these folks.

MORALE & WELLNESS

You are invited to send me ideas for this column. Send recipes, tips, quotes... or suggestions of topics you would like to see covered here. Natalie
-- nhome@caowash.org



WHAT'S DEVELOPING?

A friend in the car business! Doherty Ford in Forest Grove is raising money for Community Action programs and services on Sunday, August 24th from 10-2 at their 2nd Annual Car Show in Forest Grove. Feel free to stop by and thank them for their efforts!

A WOMAN OF ACHIEVEMENT

By line: Jodi Davis

We can all be proud that Jerralynn has been selected as one of the state's top three female role models for women by Oregon's Commission for Women.

The award will be presented at the 19th Annual Women of Achievement Awards Dinner called *Celebrating Voices for Women* on October 4th at the Lloyd Center Double Tree Hotel in Portland. This award is given to three women every year who have shown a demonstrated commitment to improving the lives of Oregonians and their communities.

Dr. Phyllis Lee of Corvallis and Representative Diane Rosenbaum of Portland are the other women receiving the award this year. All three women will be honored for their dedication to promoting the status of women, their specific commitments to equity and diversity and for their outstanding leadership efforts in their area of expertise.

Community Action is honored to have Jerralynn Ness receive the Women of Achievement Award. "Very few people exemplify leadership and success in their area of expertise like Jerralynn. Her commitment to the needs of the low-income community and her dedication in uniting people around social change is remarkable. She has worked tirelessly to promote the status of low-income children and families in society and has shown a commitment to equity and diversity through her work, life, and interactions with all that she meets, says a fellow staff member of Jerralynn."

USTOUS - SALES, SERVICES, NEEDS

This is the place to share information, or give our co-workers an opportunity to find a treasure in your garage sale, or.....? Send e-mail to your contact or directly to Winnie for paycheck news.

CHECKS & BALANCES

Fiscal -

Facilities - 2004 is right around the corner!

It is not too early to start reserving Conference Rooms for the new year. Room reservations occur on a first come, first serve basis. Simply fill out a Conference Room Scheduling Request form available in the Main office workrooms or on the common drive under forms.

LOOKIN' FER WORK ...

... IN ALL THE RIGHT PLACES

See this info * at:

Common CAO Main CAO Info/HR Resources Current Job Descriptions.

Administration

Child Development

| | |
|-----------------------------------|-----------------|
| AKD Assistant Teacher | \$8.79 - 10.67 |
| Education Specialist | \$11.61 - 14.09 |
| Teacher III Subs-EHS | |
| BCDC(3 positions) | \$10.55 - 13.45 |
| Teacher III Area Sub- | |
| EHS BCDC | \$10.55 - 13.45 |
| Teacher III Tigard CDC | \$10.55 - 13.45 |
| Teacher III Chehalem | \$10.55 - 13.45 |
| Teacher II Area Sub-EHS HCDC | \$8.79 - 10.67 |
| Teacher II Subs-EHS | |
| HCDC(2 positions) | \$8.79 - 10.67 |
| Teacher II EHS- | |
| HCDC (2 positions) | \$8.79 - 10.67 |
| Teacher II EHS- BCDC(2 positions) | \$8.79 - 10.67 |
| Teacher III Sub-Coffee Creek | \$10.55 - 13.45 |
| Teacher II Family Support | |
| (2 positions) | \$10.40 - 11.95 |
| Bus Driver | \$8.79 - 10.68 |

Development Advancement

| | |
|----------------|---------------|
| Grants Manager | \$17.25-24.64 |
|----------------|---------------|

Family & Community Resources

| | |
|-------------------------------|----------------|
| Office Specialist II | \$10.41-12.64 |
| New Parent Network Supervisor | \$12.17-14.78 |
| OD Family Support Worker | |
| (3 positions) | \$11.21- 13.62 |
| Early Childhood Specialist | \$11.61-14.09 |
| Outreach Worker (3 positions) | \$11.21-13.62 |

*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...

Q&A

During the month of September we will be holding Benefit Open Enrollment Meetings. We will be changing insurance companies for health & dental. We've listened to your voice regarding the Kaiser dental plan and have found a carrier that will **reduce** our costs by 7% (YEP you read it correctly!) and allow you to see a dentist of your choice. As you've been hearing in the national & local news, the costs of health insurance have continued to rise at double digit percentages. We are fortunate to have a regional expert in health insurance on our Board Personnel Committee, Geoff Brown. He and our Agent, Roger Gahlsdorf put their heads together and we solicited quotes from 5 companies (including Kaiser & Pacificare). Rates ranged from 12% increase to 64% increase - GULP! We put on our thinking caps & asked Kaiser to quote us a Dual Choice Plan. The result is that those employees who wish to stay with their doctor may do so (if he/she is on the PPO list), and, those who want to use the Kaiser HMO (current coverage) through this Kaiser Plan can do so. We believe that those employees on Pacificare will be paying about the same for the new plan premium as they are for the current Pacificare plan = little to no increase for you. The Open Enrollment dates have not been confirmed, but I expect to post notices within the next week - so watch for that info & come to a meeting.

SAFETY

At the August meeting the committee received a draft of a communicable disease policy for employees (those of you in Child Development, do not confuse with the Head Start policy for children). The committee will be taking it back to their work areas to elicit comments and at the October meeting we will go over them.

In the fall, the main office will be updated with automatic doors for the physically challenged; in the past few years new technology will make it less expensive than perceived & Washington Co. is also helping us out.

The window in the South end of the main bldg. has been "frosted" with paint to avoid being blinded by the sun & falling down the stairs.

Next meeting is October 6th at 12:30

September BIRTHDAYS

| | |
|-------------------|------|
| VICKI WARE | 9/6 |
| JERRALYNN NESS | 9/6 |
| WILLIAM URBAN | 9/6 |
| MARY WHITMORE | 9/12 |
| SHASHONEE PERRY | 9/13 |
| MONICA BARRETT | 9/13 |
| JENNIFER CHOBAN | 9/14 |
| CHRISTINA SUMMERS | 9/15 |
| DEBRA PALMER | 9/15 |
| JANICE AMBURGEY | 9/17 |
| KATHERINE GALIAN | 9/20 |
| MARIA VILLALOBOS | 9/21 |
| ANGELA JOHNCOLO | 9/21 |



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

SEPTEMBER ANNIVERSARIES

| | | |
|--------------------------|--------|-------|
| CHRISTINA SUMMERS | 9 yrs | 9/1 |
| LARINE WALLACE | 9 yrs | 9/1 |
| LESLIE BROWN | 5 yrs | 9/1 |
| LORI BALCH | 11yrs | 9/1 |
| MARY DAVILA | 9yrs | 9/1 |
| NIKOLE KAY | 2 yrs | 9/1 |
| ROSANNA FERGUSON | 9 yrs | 9/1 |
| ANGELINA RODRIGUEZ | 1 yr | 9/3 |
| BRENDA NERI | 1 yr | 9/3 |
| CHRIS KURAN | 1 yr | 9/3 |
| HARRY WEIERS JR | 1 yr | 9/3 |
| IRMA PEREZ-GOMEZ | 1 yr | 9/3 |
| JANICE AMBURGEY | 1yr | 9/3 |
| LUCY IRAOLA | 1 yr | 9/3 |
| MARIA XIMENA OSPINA-TODD | 1 yr | 9/3 |
| MIRIAM PLEITEZ | 1 yr | 9/3 |
| SALLY REID | 1 yr | 9/3 |
| JOANI HAGEN | 13 yrs | 9/4 |
| JOY WHITE | 2 yrs | 9/4 |
| LINDA BLACKWOOD | 2 yrs | 9/4 |
| LOLITA VELEZ | 2 yrs | 9/4 |
| MARCI GURROLA | 2 yrs | 9/4 |
| MARIA INFANTE | 8 yrs | 9/5 |
| RUTH ILIAIFAR | 3 yrs | 9/5 |
| LORIE WILSON | 3 yrs | 9/6 |
| LINDA JOHNSON | 4 yrs | 9/7 |
| JUDY NAGY | 17 yrs | 9/8 |
| EMILY BEAN | 1 yr | 9/9 |
| PATRICIA GALLARDO | 7 yrs | 9/9 |
| SHANNON PUJADA | 1 yr | 9/9 |
| SUSAN ABLEN | 10 yrs | 9/10 |
| TURID HANSSEN | 1 Yr | 9 /10 |
| MARY HINDAL | 2 yrs | 9/11 |
| MARLENE DOUGHERTY | 4 yrs | 9/13 |
| MELLISA HEART | 4 yrs | 9/13 |
| VICTORICA DOMINGUEZ | 7 yrs | 9/13 |
| MIRNA HFRNADEF7 | 4 yrs | 9/15 |

