



# I need a name News

OCTOBER 15, 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

After a very successful “no Room for Poverty” national rally in Washington DC last month, the Community Action World is gearing up to ask the White House to hold a “Conference on American Poverty”. The following is an email communication from the national Community Action Partnership office:

### **1 Million Signatures Wanted**

The Community Action Partnership National Office is preparing to launch a national campaign to gather 1 million signatures in support of our call for a White House Conference on American Poverty. The latest online commentary from Community Action Partnership National President Derrick Len Span reviews the No Room for Poverty National Rally and discusses the importance of the White House Conference on American Poverty and our signature gathering campaign in support of this effort. Go to: <http://homepage.mac.com/communityaction/Education5.html> to bear the commentary. Download the attached petition and gather as many signatures as you can. Take it to events. Post it in local businesses, community centers, and your CAA satellite offices. Circulate it among Head Start parents. Get your entire community involved in this critical effort! The region and CAA with the most signatures will receive special recognition.”

Here at Community Action, we will be collecting signatures from all those interested in seeing poverty discussed at the highest national level and we welcome your ideas and participation.

## NEWS OF NOTE



### OCTOBER 22<sup>nd</sup> – Next Friday is ALL STAFF

This is one of the two times a year when all of the Community Action staff come together for fun and learning. This year it will be held at the Village Baptist Church on Murray Rd. between Hwy 26 and Walker Rd. It is on the East side of Murray. We have a wonderful speaker lined up to speak about personal experiences of moving out of Poverty.

Lunch will be provided, however, “breakfast” is pot luck, so bring your favorite, or special, dish (also known as muffins, fruit, donuts, egg dishes, etc.) to get us started off in the morning.

This is a required attendance for staff working 20+ hrs. per week, but you should double check with your supervisor about his/her expectations of seeing you there.

Once again we have great door prizes to be given away & will celebrate good work and anniversaries.

## COMINGS & GOINGS

### Welcome!!

**Elias Aguirre** our new Shelter Resident Assistant & **Ariana Chandler** the SAFAH Family Advocate!!

Congratulations **Patrick Rogers** on your promotion to Housing and Homeless Services Manager!

**Jenifer Allen**, Teacher II @ BCDC

Teacher I's:

**Adriana Lopez**, Tualatin. **Maggie Manley**, Metzger. **Jessica Mee**, Barnes.

**Maria Mercado**, JBT. **Alicia Orozco**, Tigard. **Rosy Quiterio**, Tualatin .

We said goodbye to **Jeanne McNasser** & **Ellen Mekjavich**. Good Luck in all your future endeavors!!!



## UPCOMING EVENTS!

Building Meeting	10-19
Head Start	
Policy Council	10-19
Board Meeting	10-21
Safety Meeting	11-1
Holiday (Veteran's Day)	11-11

Upcoming Holiday Closures:	
Thanksgiving	11-25
and	11-26
Christmas - observed	
on Friday	12-24
New Year – observed	
on Friday	12-31

## FAMILY & COMMUNITY RESOURCES

### 2-1-1 Progress Report:

What about Washington County? We've all recognized the enormous need for I&R to be made available by phone here in Washington County. We are hoping to see that need being met very soon. Verizon is expected to make 2-1-1 available to its customers within the next 90 days. When that happens people who are in need in Washington County will also be able to pick up a phone and dial three numbers (2-1-1) to reach an Information & Referral Specialist. The I&R Specialist can help them assess their situation and refer them to local resources. The information about Washington County resources is provided by the I&R program here at Community Action. Until Verizon gets those lines switched over, people can still reach those I&R Specialists by calling 503-222-5555.

Now if you were asking yourself "What the heck is 2-1-1?" when you first started reading this, take a look at their website [www.211.org](http://www.211.org). If you'd like to know more about 2-1-1 in Washington County, in the Portland/Vancouver metro area, in Oregon, or in the United States, give Jimi a call at 503-693-3224.

## CHILD DEVELOPMENT

Last week, almost 400 Head Start children attended one of the "screening fairs". Parents brought their kids to one of 4 locations and they went from station to station until the volunteers and staff had checked every child's vision, hearing, height, weight, speech, teeth, physical health, and hematocrit. That last one involves a finger prick and is never popular!

Parents at the Hillsboro Child Development Center have organized a raffle to raise money for all the building repairs. One of the prizes will be a hand-crocheted afghan made by Marilyn, the Head Start director. Watch for more information coming soon.

Here are some famous sayings by first graders:

Better to be safe than.....Punch a 5th grader.

Strike While the.....Bug is close.

It's always darkest before.....Daylight Savings time.

Never underestimate the power of.....Termites.

You can lead a horse to water but.....how?

Don't bite the hand that.....looks dirty.

No news is.....impossible.

An idle mind is.....The best way to relax.

SPOOKTACULAR

### Ideas to Think About

You must be the change you want to see in the world  
Unknown

"This is the beginning of a new day. You have been given this day to use as you will. You can waste it or use it for good. What you do today is important because you are exchanging a day of your life for it. When tomorrow comes, this day will be gone forever; in its place is something that you have left behind...let it be something good." Unknown

### Tips

Hay Fever Sufferers:

Wash your hair at night. This will remove any pollen and keep it from settling on pillows and bedding. Avoid common irritants like tobacco smoke, automobile exhaust, hair spray and perfume...wash hands frequently...venture outdoors only when pollen counts are low.

## SPOOKTACULAR Recipes

### Chocolate Spiders

*These are a great Halloween treat. They are unusual and delicious. Add 2 to 4 tablespoons water, if needed, to thin the chocolate.*

#### Ingredients

12 ounces semisweet chocolate chips, melted  
2 cups chow mien noodles  
40 pieces M&M's Chocolate Baking Bits

#### Preparation

1. In a double boiler, melt chocolate chips. Stir in noodles.  
2. Drop by spoonfuls onto waxed paper. Add 2 pieces chocolate baking bits for eyes.

## WHAT'S DEVELOPING?

To all Community Action staff who work with volunteers: a reminder to impress upon volunteers the importance of completely and accurately filling out their "Parent/Volunteer Sign-In," including "Total Time" for each time they volunteer and the date, including year. These hours are worth real money to Community Action, adding the value of real dollars to their generous donations of time. Auditors will disregard hours that are not signed. Lack of complete volunteer time records could result in a loss of funding, or additional work for your staff to fill-in incomplete volunteer time records. If you need additional "Parent/Volunteer Sign-In" forms, please contact me.

Thank you.

E-mail: [sschlegel@caowash.org](mailto:sschlegel@caowash.org)  
Desk/voicemail: 503-693-3254.

This week we received some very good news from the Collins Foundation. They have granted us \$50,000 towards the repairs to our building. What a gift from our community!



## USTOUS – SALES, SERVICES, NEEDS

1993 Ford Taurus, 71,000 miles, very clean. Red. \$3500.  
Paula Anderson HCDC  
503-693-3275



## CHECKS & BALANCES

### Fiscal –

**Facilities** - For those of you who are off site, you are missing a great adventure. Those of us on the 2<sup>nd</sup> floor do not know from day to day if we can use our offices, phones, computers, etc. and live on the edge while trying to do our work.

**Tip IT** : When putting appointments on your GroupWise calendar, check "post" and you will be able to make changes to it later. If you put the appt. on the calendar as a "meeting" you will not be able to change it very easily.

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

See this info \* at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

### Administration

### Child Development

Program Area Coord.-BCDC	\$13.48-17.53
Teacher III- Barnes	\$10.55-13.65
Teacher III Sub Pool	\$10.55-13.65
Teacher II/FS Sub Pool	\$8.79-10.83
Teacher II-BCDC	\$8.79-10.83

### Development Advancement

### Family & Community Resources

OD Family Support Worker	\$11.69-14.61
Community Resource Advocate	\$8.83-11.04
Early Childhood Specialist	\$13.48-17.53
SAFAH Family Advocate	\$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...

# Q&A

I want to apologize to anyone who is leaving voice mail for me. I'm one of the folks that has a 2<sup>nd</sup> floor office and the past 2 weeks have been particularly hectic and often I'm unable to get to the phone or computer. Thanks for your patience.

Some folks have called requesting 403(b) packets. We have ordered them, but so far they have not arrived and we will follow up to get delivery. In the meantime you are on a list that we will use once the packets arrive.

We have a few new hires so I wanted to let you know that the next Agency New Hire Orientation will be held on October 28, 2004 from 8:30 am to 12:30. Normally, it is every other Friday, but due to conference room schedule conflicts we are a bit off schedule. Supervisors should submit a list of people they are sending to it and each person needs to bring a copy of the Employee Handbook (given to them at time of hire).

Upcoming Holidays – Because Christmas and New Year fall on a Saturday this year, in accordance with our policy, we will observe them the Friday before. This means we will be closed on 12-24 Christmas Eve and on 12-31 New Year's Eve. We have a holiday coming up on Thursday, 11-11-04 to celebrate Veteran's Day and on Thursday and Friday the 25<sup>th</sup> & 26<sup>th</sup> of November we observe Thanksgiving. Please note that some depts. will not be closed on Friday, 11-26 since they are required to be open such as the 3 Early Head Start Centers and the Shelter. And the Shelter is also open on all other holidays that the main office is closed. If in doubt check with your supervisor for your schedule around holidays.

## SAFETY

In this week's mail, Community Action received a notice from the State of Oregon Health and Safety office advising us that we have a greater chance for an OSHA inspection of our work place. This is due to our injury rate being higher than the norm for our industry over the past 2 yrs. An inspection is for the purpose of finding out what hazards you have in the work place causing or potentially causing work place injuries and these findings come with penalties.

It is vital that each of us be on the look out for potential hazards and correct them before an injury occurs. Prevention is the **ONLY** effective way to reduce the number of injuries.

## October 2004 BIRTHDAYS



Laws, Valorie	10 / 19
Lindell, David	10 / 19
Gutierrez, Rosa	10 / 19
Estes, Ana	10 / 22
Bennington, Donna	10 / 23
White, Joy	10 / 23
Siddiqui, Farzana	10 / 26
Smith, Iris	10 / 26
Dougherty, Marlene	10 / 27
Delgado, Araceli	10 / 28
Andersen, Terry	10 / 29
Robison, Tracy	10 / 31

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

## October 2004



## ANNIVERSARIES

Lindell, David	10/20	18 yrs.
Laws, Valorie	10/24	16 yrs.
Gomez, Marina	10/7	7 yrs.
Johncola, Cynthia	10/14	7 yrs.
Arana, Esther	10/19	6 yrs.
Pacheco, Manuela	10/19	6 yrs.
Villanueva, Clara	10/27	6 yrs.
O'neill, Kathleen	10/12	5 yrs
Villafana, Serena	10/22	5 yrs.
Althizer, Winnie	10/9	4 yrs.
Navarro, Benita	10/9	4 yrs.
Alcock, Jeri	10/30	4 yrs.
Contreras, Fabiola	10/2	3 yrs.
Hernandez, Claudia	10/8	3 yrs.
Castaneda, Susana	10/12	3 yrs
Hernandez, Margarita	10/19	3 yrs.
Brown, Christina	10/23	3 yrs.
Stewart, Norma	10/23	3 yrs.
Elizarraraz-De Gueva, Celia	10/23	3 yrs.
Sanchez, Sonia	10/4	2 yrs.
Rasmussen, Joy	10/7	2 yrs.
Oak, Makana	10/9	2 yrs.
Sears, Shelby	10/10	2 yrs.
Baca, Melissa	10/14	2 yrs.
Rivera, Veronica	10/15	2 yrs
Estes, Ana	10/17	2 yrs.
Bean, Beverly	10/23	2 yrs.
Pearce, Erin	10/28	2 yrs.
Secrist, Melissa	10/31	2 yrs.
Ochoa, Maria	10/2	1 yr.
Kekua, Hali	10/12	1 yr.
Bounds, Kathryn	10/14	1 yr.
Hernandez, Susana	10/16	1 yr.