



Community "IN" ACTION

Newsletter October 19th, 2009

Deadline is the second Friday of the month; Contacts for articles are: Child Dev. - Farzana Siddiqui, F&CR & Layout - Barb Dame, Development & Community Relations - Lisa Brown, HR - Nicole Cossette, All others - Nancy Peters. Editor: Renée Bruce

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

This summer was busier than ever for all of our departments. As fall arrives, it feels like we have a lot in place and a good stride going.....kudos to all of you! I know that the year ahead will be very demanding as we work to increase support needed by our programs and as our programs work to adjust to change, growth and the challenge of huge needs in our community.

Economists are saying that we have now hit the bottom of the recession and are slowly climbing out of it. People with assets, jobs and resources will experience the recovery sooner. Individuals with few resources and who are unemployed or underemployed, along with struggling businesses, won't feel the recovery for some time.

As you are all aware, in response to the most devastating economic crisis experienced since the Great Depression, President Obama signed into law the American Recovery and Reinvestment Act (ARRA) on February 17, 2009. The Act is a strategic investment in America's future, laying the foundation for a robust and sustainable 21st century economy.

To increase economic activity in Oregon, \$2.875 billion in ARRA funding has been allocated to support

Directors' Corner continued

initiatives aimed at saving and creating jobs, modernizing health care, improving schools, modernizing infrastructure, and investing in clean energy technologies.

In Washington County, Community Action will receive approximately \$5,869,043 to increase the delivery of essential services at a time of unprecedented need. The funds will be spent between April 20, 2009 and July 6, 2012. We expect to create 52-56 new jobs, including our subcontractors, and retain full-time equivalency for 12-14 positions, which is very significant. But equally important, we will be able to serve an additional 2,066 Washington County families who are struggling to regain economic stability for their families.

As Community Action nationally marks its 45th year of service, our network, for the first time, has been identified to play a key role in a federal economic recovery initiative.....and much will be expected of us. But we are doing what we have always done best, helping families who are struggling to meet their basic needs and connect them with the information and resources needed to achieve a better life. This is Community Action's time to shine and to demonstrate our strengths. I hope that you will experience the tremendous satisfaction of knowing that not only are you a part of our collective effort to help families through this difficult time, but that you are part of an historical moment in our country's history.



NEWS OF NOTE

SAVE THE DATE!

Friday, December 4th is the **Fall All Staff** - which is an annual "attendance required" agency meeting - watch your e-mail inbox for more information in the next few weeks.



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It's **OCTOBER** which means it is the beginning of the "season" for the Energy assistance program. As you may or may not know during this time, the Energy line handles approximately 400 to 600 calls a day.

The calls we receive result in scheduling many Energy appointments, so we often have 20 or more people in our lobby who are here to receive assistance.

During this busy time, please be patient and considerate to clients and staff.



### UPCOMING EVENTS!

- IS Committee Meeting 11/3
- Holiday (Veteran's Day)  11/11
- Safety Committee Meeting 11/12
- Hillsboro Building Meeting 11/17
- Head Start Policy Council 11/17
- Board Meeting 11/19
- Holiday (Thanksgiving)  11/26 & 11/27

# November 2009 BIRTHDAYS



|                        |       |
|------------------------|-------|
| Dalia Nunez            | 11/1  |
| Darlene Dacey          | 11/3  |
| Laura Young            | 11/3  |
| Yangchin Topgyal       | 11/4  |
| Ruzica Djurdjevic      | 11/5  |
| Katie Roth             | 11/6  |
| Manuel Alcaraz-Navarro | 11/10 |
| Faith Buchanan         | 11/11 |
| Pat Rogers             | 11/11 |
| Jessica Adams          | 11/14 |
| Vanessa Popa           | 11/18 |
| Gricelda Hernandez     | 11/22 |
| Shauna Sauer           | 11/23 |
| Kimberly Foesch        | 11/24 |
| Lyndsay Roller         | 11/24 |
| Brenda Neri            | 11/29 |

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

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 ☆ **Recognitions:** ☆  
 ☆ The following staff will be recognized for their Community ☆  
 ☆ Action anniversaries at the **Fall All Staff on December 4th.** ☆  
 ☆ These are employees whose anniversaries occur between ☆  
 ☆ July 1<sup>st</sup>, 2009 and December 30<sup>th</sup>, 2009. ☆  
 ☆ **15 years:** Debra Griffin, Dolores McNee, Christina Sum- ☆  
 ☆ mers, Mary Davila, Rosanna Ferguson, Martha Knapp and ☆  
 ☆ Wendy Crislip ☆  
 ☆ **10 years:** Kristen Long, Linda Johnson, and Serena Villafaña ☆  
 ☆ **5 years:** Hali Vollans, Barb Dame, Natlia Merecias, Yang- ☆  
 ☆ chin Topgyal, Margaret Springer, Susan Castaneda, Sonia ☆  
 ☆ Hurtado, Maritza Urbina, Janie Diaz Hernandez and Kathy ☆  
 ☆ Zane ☆  
 ☆ (If your name should be on this list and isn't, ☆  
 ☆ please contact your supervisor asap). ☆  
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# November 2009 ANNIVERSARIES



|          |                                                                                                        |
|----------|--------------------------------------------------------------------------------------------------------|
| 26 years | Linda Watt                                                                                             |
| 24 years | Joan Ellen Jones                                                                                       |
| 16 years | Kristin Ludwig                                                                                         |
| 13 years | Alisha Stoecklein                                                                                      |
| 12 years | Farzana Siddiqui                                                                                       |
| 8 years  | Rosalva Reyes                                                                                          |
| 3 years  | Dominica Webber, Cherlyn Page, Mika Nukaga & Serina Ducksworth                                         |
| 2 years  | Lisa Brown, Matthew Helberg, Kurt Cabrera, Giovanna Winder, Alexis McCulley & Isabel Hernandez         |
| 1 year   | Maria Daniel, Melissa Smith, Magdalena Salathe, Lacey Risner, Karen Amezcuz, Helen Sent & Anna Laparra |

## UP FRONT!

### We Need Your Help



If you arrive before 8:30am at the Hillsboro Main offices and use the front doors, please make sure the handicapped door is closed tightly when you enter or exit the building. We still have problems with the door, and have had folks in the lobby needing assistance, and no one at the front desk to help them. Thanks for your help!

Also, when using the workrooms, please clean up after your project, and replace tools and paper in their proper places. *Thank you.*

Please direct all questions and ideas to Lisa Brown at [lbrown@caowash.org](mailto:lbrown@caowash.org) or 503-693-3230.

### Green Halloween Tip: Trick or Treat with Reusable Bags



When the little ghosts and goblins in your family go trick-or-treating this Halloween, make sure they carry reusable bags or containers that don't need to be discarded after they are used.

Cloth or canvas shopping bags, or even pillowcases, make terrific eco-friendly alternatives to paper or plastic bags, or to the molded plastic jack-o-lanterns so many kids use to collect candy at Halloween.

Americans use more than 380 million plastic bags and more than 10 million paper bags every year. Plastic bags end up as litter, kill thousands of marine mammals annually, and break down slowly into small particles that continue to pollute soil and water. During production, plastic bags require millions of gallons of fossil fuels that could be used for fuel and heating; paper bag production consumes more than 14 million trees annually in the U.S.

Reusable bags are not only better for the environment at Halloween, they're also better for kids. Paper and plastic bags can tear easily, spilling Halloween treats and disappointing children. Reusable bags are much more durable.

**Think Green. Be Green.**

## SAFETY



Daylight savings time ends on Sunday, November 1<sup>st</sup> at 2 am.

Remember to set your clocks back one hour and drive safely, as it will be darker in the morning when coming to work.



## CHILD DEVELOPMENT

### Parent Involvement in Head Start

From its very beginning Head Start has had a family focus. Parent involvement is a critical and integral part of Head Start. "Head Start's vision for parent involvement is to create and sustain an environment of partnership and collaboration across all elements of the Head Start Program which: supports parents as primary educators, nurturers and advocates; assures that every parent has an opportunity for a significant experience in Head Start; and, assures the policy making role of parents which is the foundation of Head Start's unique success".

(Head Start Parent Involvement: Vision, Opportunities, and Strategies, 1993, p. 1).

Head Start focuses on family strengths. Parents and children are valued and respected. Every parent is encouraged to contribute by becoming involved in the Head Start program in a variety of ways. The requirements in Head Start Program Performance Standards to involve parents in programs and to provide or link families to support services include:

- 1) Building relationships with parents as early as possible from enrollment, and creating ongoing opportunities for parent involvement throughout the time children are in the program;
- 2) Helping families work toward their goals and linking families to or providing necessary services;
- 3) Making programs open to parents at any time, involving parents in the development of program curriculum, and providing parents opportunities to volunteer or become staff;
- 4) Providing parents with opportunities to enhance their parenting skills;
- 5) Helping parents become active partners in accessing health care for their children, making community services more responsive to their family needs, and transitioning their children into school; and
- 6) Involving parents in program decision-making and governance.

Head Start believes the family provides the child's primary educational environment and that involving parents in their children's formal education improves student achievement. The benefits are not confined to early childhood or the elementary level; there are strong effects from involving parents continuously throughout high school. Parent involvement is most effective when it is comprehensive, long-lasting, and well planned.



## CHECKS & BALANCES

Fiscal –

### FISCAL CONTACT INFO

**Fiscal Manager:** Keith Byerly 503-693-3247

**Accounts Payable:** Cindy Johncola 503-726-0847

**Accounts Receivable:** Kurt Cabrera 503-726-0848

**Payroll:**

Javier Peña 503-693-3285 or Kim Pastor 503-726-0846

**Fax number:** 503-357-6057

### Reminder:

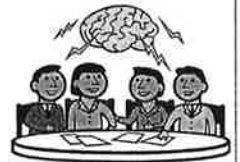
Please look over your outstanding purchase orders. If you have any dated September or earlier, please return them to the Fiscal Office to be voided or replaced with a current one.

Please remember to use a pen, **not a pencil**, when filling out forms for Fiscal. If you need to make a correction on a form, cross out the error and write the correction above or beside the strike-out. Per instructions from our auditors, **we cannot accept forms with white-out on them.**

Thanks!

## WHAT'S DEVELOPING?

### SAVE THE DATE & TELL A FRIEND!



### 2009 People You Should Know Breakfast

Wednesday, November 18th, 2009

7:30 a.m.-8:30 a.m.

Embassy Suites, Washington Square

**Please encourage your contacts to join us for this important fundraising and friend-raising event.**

Volunteers are also needed to help with check-in and hospitality on the morning of the event. Time commitment is from 6:45 a.m. to 9:00 a.m. If you would like to volunteer, please check with your supervisor. Confirm your interest with Lisa at [lbrown@caowash.org](mailto:lbrown@caowash.org) or 503-693-3230.

### PLEASE NOTE:

During Resource Development's staffing transition all volunteer inquiries and print requests should be directed to **Lisa Brown:** [lbrown@caowash.org](mailto:lbrown@caowash.org) or 503-693-3230.

HR – from Nicole



Happy Cold and Flu Season...I mean "Fall" in Oregon!

I'm definitely not a public health expert but it's not hard to see that a lot of people in our community are struggling with illness right now. As a social services agency, it's very important that we all stay healthy so that we can continue to serve vulnerable populations. That said, I'd like to share some tips from the Center for Disease Control and from Kaiser Permanente about keeping yourself and others healthy this Fall.

**Things you can do everyday to stay healthy:**

- Get vaccinated for seasonal flu and H1N1 flu.
- Cover your nose and mouth with your sleeve or a tissue when you cough or sneeze. Throw the tissue in the trash after you use it.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand sanitizers are also effective.
- Stay home when you are sick. Keep sick children home.
- Try to avoid close contact with sick people.
- If you are sick with flu-like illness, the CDC recommends that you stay home for at least 24 hours after your fever is gone without the use of fever reducing medicines such as Tylenol.
- Avoid touching your eyes, nose or mouth. You may have picked up germs from surfaces that were coughed or sneezed upon.

**Flu Shots at Kaiser:**

Every year, Kaiser Permanente members are entitled to free flu vaccinations no matter what health plan they are enrolled under.

Kaiser *strongly* recommends that the following group of people take advantage of the free flu shot:

- Children age 6 months to 19 years (infants less than 6 months old should NOT get a flu shot)
- Anybody who is 50 years of age or older
- Anyone with a chronic health condition
- Pregnant women
- Healthcare workers
- Anyone taking care or living with a child less than 6 months old
- Anyone taking care or living with somebody in the above categories

Best wishes for a safe, happy and healthy Autumn at Community Action!

~Nicole

Read more here: <https://www.kaiserpermanente.org/>

**FAMILY & COMMUNITY RESOURCES**



**News from Weatherization:**

**Energy Fair:**

Learn how to reduce energy costs and increase the warmth, comfort and safety of your home at Community Action's 7<sup>th</sup> annual Energy Fair:

**Saturday, November 7<sup>th</sup>,  
9:30 a.m.-2:00 p.m.  
at Cornelius Elementary School,  
200 N. 14<sup>th</sup> Ave., Cornelius.**

This event is free and open to everyone in the community. Information will be in English and Spanish.

**We're Moving:**

Community Action's Weatherization program has expanded to the point that they are leaving the Hillsboro main office for their very own building in Cornelius.

As of the end of October, they will be located at:

**1682 N. Adair Steet  
Cornelius 97113  
Phone: 503-906-6550**

**Operations –**

**Operations Manager:**

Ann Hering 503-726-0854

**IS Staff:**

Todd Bentley, IS Coordinator 503-693-3287

Randall Marker, IS Technician 503-726-0853

**Facilities:**

Cal Bowe, Maintenance Specialist 503-969-7231

**Courier Services:**

Tracy Kristensen 971-563-7977 & Chuck Brett 503-302-2382

**Work Order Tickets –**

Please be specific and detailed when putting in Ticket requests in both the IS and Facilities Helpdesk. List the site location where work is to be done or picked up and where it is to go, if being moved to a different location. Before putting in a WO Request, make sure that what you are asking for has already been ordered and received.

If you have any questions about putting in a Work Order (WO) ticket, please don't hesitate to call and ask.

Thank You! Ann

