

# PAYCHECK NEWS

February 23, 2001

*Staff is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO. Deadlines for submitting announcements is Tuesday noon prior to payday. Contact Carol Hadley at 503-693-3252, or save your item to I:\Common\paycnws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.*

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## MARCH BIRTHDAYS

*Submitted by Winnie Althizer*

Maria E. Lamb	March 6	Robert C. Barber	March 20
Lu Lamping	March 9	Michelle M. Moreno	March 20
Jenine K. Macon	March 10	Brittany Mosley	March 22
Beth Dasher	March 12	Rebecca Robinson	March 23
Zuleima Lamparski	March 18	Michele Walker	March 24
Rhonda Parker	March 19	Charlotte Salgado-Zerber	March 29
Jose Gonzalez	March 19	Rosa Diggs	March 31

## MARCH STAFF MEETING

The March CAO Staff meeting will be held Tuesday, March 13, 2001 at 8:30 a.m. We will have our usual potluck breakfast buffet. Be on time to be eligible for our door-prize drawings.

## CONGRATULATIONS TO OLGA HOPKINS!!

*Submitted by Winnie Althizer*

Olga is a Head Start employee and works at C.F. Tigard, and, on February 6, 2001 she became an American Citizen. This is a tremendous accomplishment and we are proud of you. **GOOD WORK!!**

## E MAIL FOR HEAD START

*—via Head Start Weekly Bulletin, Feb. 9, 2001 and Winnie Althizer*

As of Monday, 2/5/01 every Head Start site has internet access and email. All lead teachers and family advocates have their own email mailbox. If you don't know how to read your email, give me a call and I can walk you through it over the phone. Just a note of encouragement.....we currently have no plans to change the "teacher" computer in each of your classes next year. That means your internet and email should be ready for use when you begin the new year in the fall.....no waiting for us to install, update, or reset anything. (Yippeel) Jimi Smith 503-693-3248

And, like all new things, it means we have to learn new habits. This one is: check your e-mail as often as you check your voice mail. Remember that it takes 21 days to change a habit, so start now to check your e-mails at a minimum of in the morning, at lunch and before you leave for the day.

## INCOME TAX REFUND DONATION

*—via Head Start Weekly Bulletin, Feb. 16, 2001*

When you do your taxes this year, you can choose to donate a portion of your refund to head Start. Near the bottom of the form there is a line for donations to charitable causes, and you mark "Other". In the instructions you will find the correct code for Oregon Head Start Association. Marilyn Harrison 503-693-3268

## **DIRECTOR'S COLUMN**

—by *Jerralynn Ness*

### **Faith Based Organizations (FBO)**

President Bush's administration has expressed interest in having FBOs play a larger role in the delivery of government funded social services. This has raised a lot of questions as well as concerns about the issue of separating state and church. The Community Action network is being asked to provide information about our local partnerships with FBOs, which include religious institutions as well as organizations that have a religious mission, such as Lutheran Family Services. The interest in this issue provides CAO with the opportunity to educate the general public and policy makers about the long-standing partnerships we have had, and continue to have, with local FBOs and the role they play and prefer to play. Some of you have forwarded information to us, and I want to thank you for that. If you haven't, but have information to share about our working relationships with FBOs, please pass it on to Jeri Alcock at 503-693-3254 or [jalcock@caowash.com](mailto:jalcock@caowash.com).

### **CAO Publications**

I'm happy to announce that our 1999-2000 fiscal year annual report is hot off the press. Staff has done a good job in highlighting the work of CAO. If you need copies, please contact Melissa at 503-693-3230 or [mcampbell@caowash.com](mailto:mcampbell@caowash.com). Copies will be made available to each Department for staff access; please check with your Director. In addition, copies will be mailed to our partners, funders and policy makers. Our new agency brochure is being finalized and will be out later this spring.

A number of questions have been brought to my attention regarding Community Action external publications for clients, partners and funders (including our annual report, brochures, newsletters, flyers, among others). Program staff have done a good job of creating these pieces, by and large. I wanted to remind everyone that final approval of cost and content of all publications must be received from the Department Director. Also, I've asked Sharon Bosserman-Benson to be responsible for assuring that Community Action has a strong, consistent public message and image (including publications, signage, use of the logo, letterhead, etc.) and she has and will continue to work with programs on this. Central coordination and oversight of these items will help better identify our programs to the public, which is something we are all working toward. If you would like to participate in our publications and marketing efforts, or have identified a need for additional publications, please let your director know who will be in touch with Sharon. Sharon, Marilyn, Renee and I will be meeting with the development staff to discuss our future marketing plans.

## **OFFICE SUPPLIES AND DESK ACCESSORIES**

*Submitted by Serena Ruiz*

We have an abundance of office desk accessories located in the downstairs Production Area. If you are in need of any accessories please check the stock before ordering. Accessories include rolodexes (several styles), file holders (desk top styles), hanging file holders (wall mounting, metal and plastic) in/out boxes, wire baskets, under computer paper holders as well as many other items. We also have available staples, tape and highlighters - assorted colors (blue, pink, yellow, green, orange, wide and narrow tips) as well as regular pens (fine and medium point in red, blue and black).

When moving or leaving the agency all desk accessories can be placed in downstairs Production Area. Consumable items such as paper, pens, pencils, file folders, paper clips, however should be given to receptionist at the front desk where they will be distributed as needed within the agency at no charge. If items are not in passable condition, please discard in appropriate recycling or trash containers.

## **STAFF CHANGES**

—via *Head Start Weekly Bulletin*, Feb. 9, 2001

The Family Advocate position, which serves the Gaston and North Plains Centers has been filled! Congratulations to Liz Iliafar. Welcome to your new team. The Hillsboro staff will miss you! As of March 1st, Liz will have a beeper and a new voice mail number. Until then she can be reached through Judy Nagy at Hillsboro Head Start program 503-693-3269.

## **ILEANETTE'S BABY'S SHOWER!**

*Submitted by Pam Otton*

There will be a baby shower for Ileanette Rosado-Wilson on Friday, March 2nd in the CAO Cafe from noon - 1:00. All are welcome. Please bring potluck and salads. Questions? Call Carolyn Westlake 503-693-3228 or Dolores McNee 503-693-3286.

## **SPANISH-SPANISH-SPANISH**

—via *Head Start Weekly Bulletin*, Feb. 9, 2001

Mindy Haxton is ready to start Conversational Spanish for our staff. She would like to offer a class from 5-7 p.m. on Tuesday evenings. We would like to start classes on February 27th. If you are interested in taking this class, please call Elaine at 503-693-3271. There is no charge, and this year we will not need to purchase a book (if you still have your old book, it can be helpful). We will offer the class to the Intel community as they have so closely partnered with our program. Please let me know as soon as possible so I can get it scheduled. Thanks, Elaine Burrell.

## **TIP: DISABILITY LANGUAGE**

—via *Head Start Weekly Bulletin*, Feb. 16, 2001

- Use the word “disability” in referring to a person’s condition. “Handicapped” refers to the effect of the environment.
- Always refer to the person first: “a person who is blind,” or “a person with a disability.”
- Don’t use medical terms such as “patient,” in a non-medical situation.
- Avoid terms like “wheelchair bound”, or “confined to a wheelchair”.

## **COMMUNITY HEALTH VAN CLINIC**

**Sponsored by The Adventist Medical Center**

*Submitted by Pam Otton*

**Tuesday March 20, 2001, 12:00 noon - 2:00 p.m.**

**Community Action Organization, Hillsboro**



There will be **free** medical care for illnesses and minor injuries for persons of any age who either do not have medical insurance or is income-eligible for the Oregon Health Plan, but do not have a family doctor.

## **DONATIONS NEEDED FOR PLAY IT AGAIN**

*Submitted by Jeri Alcock*

Play It Again, CAO’s clothes closet, is seriously low on clothing—infants, childrens and adults. All clothing donations would be appreciated. Thanks!

## **THANK YOU!**

*Submitted by Marilyn Facker*

I want to express by heartfelt thanks for the beautiful flowers I received from all of you after my surgery on December 1st to repair a cervical herniated disc. The flowers truly brightened my spirits during the lengthy recovery period. I so appreciate receiving them.

I also want to thank all of you who signed the pretty card I received in early December. Your messages of caring, love, and prayers for my speedy recovery really cheered me up and were very much appreciated. I often open up the card and reread the messages. I miss all of you very much, and I miss the children, too. Currently, I am on Family Medical Leave and hope to return to work in mid-February.

Your thoughtfulness and love have helped me very much as I go through this difficult time. Thank you from the bottom of my heart!

## **EMPLOYMENT OPPORTUNITIES**

*Submitted by Winnie Althizer*

<b><u>POSITION</u></b>	<b><u>DEPT</u></b>	<b><u>SALARY</u></b>	<b><u>CLOSING DATE</u></b>
Bus Driver, part-time 20+ hrs. wk.	Head Start Transportation	\$8.34-\$10.42/hr.	Until filled
Family Advocate SAFAH	Neighborshare Tigard	\$10.36-\$12.95/hr.	Until filled
Family Support Worker	Opening Doors Tualatin	\$10.36-\$12.95/hr.	Until filled
I&R Coach at AFS Offices	Family & Comm. Resources	\$9.46-\$12.95/hr.	Until filled
Lead Teacher - Substitute	Head Start Hillsboro	\$10.36-\$12.95/hr.	Until filled
Shelter Resident Assistant	Family & Comm. Resources	\$6.83-\$8.54/hr.	Ongoing
Teacher I (Aide or Assistant)	Head Start		Ongoing