

**Deadline** is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, All others – Winnie Althizer. Roving Reporter: Joani Hagen. Production: Christina Taft. Editor: Winnie Althizer



## Director's Corner

Two issues ago, I talked about our statewide community action network. Oregon is part of Region X, the Pacific Northwest Region of Community Action Agencies. Our region includes Alaska, Idaho and Washington. Alaska has one Community Action agency to serve the entire state. Region X usually has an annual conference to bring our agencies together. This year, the conference will include Region VIII (Montana, Wyoming, Colorado, North and South Dakota & Utah) and will be held in Boise, Idaho in June. Each region elects representatives to serve on our two national boards. I represent Region X on the Community Action Partnership (formerly NACAA) Board. The mission of this organization is to be a national forum for policy on poverty and to strengthen, promote, represent and serve its network of member agencies to assure that the issues of the poor are effectively heard and addressed. The Partnership is a non-profit, located in Washington DC. We will be meeting at their office this week to hire our new Executive Director. One of our major national initiatives is the Community Action branding campaign, which you will hear more about at this year's Wellness Day, See you all there!

## News of Note

*wellness Day!!!*

### WELLNESS DAY WELLNESS DAY.....

....is coming to CAO on April 26<sup>th</sup> (that's next Friday). I'd like to take a moment and thank the Wellness Day Committee for all their hard work to make this a FUN day for all of you. Chair – Beth Dasher; Elaine Burrell, Sandy Kitchen, Jeri Alcock; Valerie Conner; Cortnie Hoefel; Vickie Ware and Danny Cox. If you would like to help with set-up or clean up, please contact Beth Dasher.

## CAO STAR

byline: Joani Hagen

You send in your time sheet and you know that in a few days your check will either be deposited in your account or mailed to you. Who turns your time sheet into a paycheck? It's this week's CAO star, Val Laws! She also makes certain that your medical benefits and annuity dollars are credited to your payroll account. You can find her hard at work in the fiscal office.

Val came to us in July of 1997 when Family Care of West Tuality, merged with CAO. She supervised the ABC Soup program, monitored the USDA food program and taught nutrition workshops on record keeping and setting up home day care. When that position ended in July of 2000, she started her work with payroll.

When time allows, she and her husband, and sometimes two of their three children, take their RV and head for the coast or central Oregon. They especially like the Madras area. Their favorite thing to do is RELAX! They also like to play pitch and cribbage.

Since her earlier years were spent in Nebraska, she likes to watch University of Nebraska football. She and her husband organized "Oregonians for Nebraska," a group of fans who get together to watch and cheer the Huskers team. This October they plan to travel to Texas A&M to watch their Nebraska team play the Texans and to hoot and holler them on to victory!

Two of Val's three children are still living at home. They are 17 and 21. Her oldest son lives in the area. Her eyes sparkle when she talks about her 2 year old grandson! "He's lots of fun!"

## Upcoming Events!

*Wellness Day* ... 4-26-02  
(at Trinity Lutheran Church  
in Hillsboro)

### Community Spirit

Dinner..... 5-2-02  
Safety Meeting .....5-6-02  
Next Bldg. Meeting....5-14-02



# Programs – Top 10 Hits

## Child Development

### Results of Head Start State and Federal review:

We were commended for the excellent governance provided by the Policy Council and CAO Board. Our curriculum, facilities, materials, and our planning for individual children met all their expectations. Our services for children with disabilities exceeded expectations. Our transportation, met all requirements and we were complimented for our efforts to add bus monitors. The management systems of the program (planning, communication, record keeping, monitoring, human resources, and fiscal management) met expectations except for two minor items. In human resources, we need to make sure that all new employees of Head Start get a physical exam and TB test when they start work. Our approach to self-assessment was viewed as a model. There was one area that definitely needs improvement, and it relates to nutrition. The food our children eat does not meet Head Start's expectations for "low in fat, sugar, and salt." We need to do more to include parent input into the menus and to make sure we provide foods that are culturally appropriate. We will develop a work plan to correct these issues and seek input from parents, staff, and schools and centers we work with. I want to thank each and every one of you as well as CAO staff, the Board, and the Policy Council. Our program could not be excellent without the teamwork and the individual contributions of all of you. .... *Marilyn*

### PICTURES of SUCCESS



## Wellness Day 2002

It's just around the corner now!!  
(Friday, April 26 for those of you who forgot.)

Remember to turn in your pre-registration slips for the afternoon sessions.

Secret Pals: Remember to bring something nice for the finale of our Secret Pal year.

FYI: Unfortunately, the sessions on Personal Safety were canceled at the last minute. For those of you who signed up for Personal Safety, you will be given your second choice.

## Morale & Wellness

### 'Dem bones, dem bones...

**Magnesium:** This mineral actually makes up part of your bone. Your daily goal should be 400 Milligrams. Good food sources include nuts, dried beans, crabmeat, spinach, wheat germ, wheat bran and (my personal favorite) CHOCOLATE!!

**Vitamin K:** This vitamin switches on a bone-building protein called osteocalcin. Experts say that 100 mcg a day may be best for bones. Good food sources include spinach, Brussels sprouts, broccoli, asparagus, cabbage, coleslaw & collard greens.

## Tips

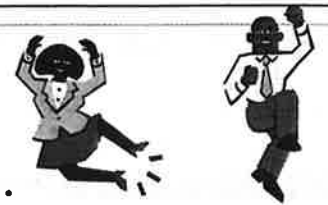
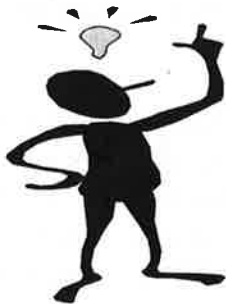
## MAY Birthdays

Judy Nagy	5-2
Carol Stewart	5-2
Agustina Perez-Gonzalez	5-3
Bruce Horne	5-8
Delores McNee	5-9
Corissa Jensen	5-10
Lori Balch	5-11
Ginger Williams	5-12
Jimi Smith	5-21
Judy Clifford	5-21
Dolores Rodriguez	5-21
Juana Meraz	5-21
Catherine Virgilio	5-28
Lori Jimenez	5-30

*Happy Birthday to youuuuu....Happy Birthday to you.....  
Happy Birthday Everyone....and many happy returns!!*

## May Anniversaries

Rosa Diggs	5-3	3 yrs
Augusta Lang	5-8	6 yrs
Monica Barrett	5-10	3 yrs (this time)
Heather Roberts	5-20	5 yrs
Rachel Criswell	5-24	3 yrs
Judy Clifford	5-25	9 yrs



## Lookin' fer Work ... ... in All the Right Places

*See this info \* at: Common CAO Main/CAO Info/HR Resources/Current Job Descriptions.*

### Administration

Office Specialist II	8.66 – 11.55
Exec. Assist. REVISED	10.28 – 17.13

### Child Development

Prog. Area Coord. (PAC)	11.57 – 15.89
Family Advocate J.B. Thomas	10.75 – 13.40
Kinship positions:	
Teacher I, II & III	8.00 – 13.50
Bus Driver	8.00 – 10.78
½ time Ed. Specialist	9.00 – 12.95

### Development Advancement

### Family & Community Resources

Child Care Resource & Referral Specialist	9.24 – 12.82
Homeless Children's Prog. Coord.	9.33 – 12.44
Shelter Assistants (ongoing)	8.00 – 9.22

*\*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.*

## Us to Us – Sales, Services, Needs

*Nothing this week check us  
next time*

## Last Page (we know you'll miss us)

### HR (Benefits/Diversity/Q&A)

#### Ask Winnie



- The new employee handbook is almost ready to be delivered - after months of writing and re-writing and editing we are ready to "begin labor". There are a number of steps to go through; first we will preview the draft with an HR Employee Focus group, then with Directors, then with the Board Personnel Committee, & of course our attorney. After that it goes to Policy Council & our Board of Directors. We have invited a number of employees to participate in an HR Focus group to help review the new employee handbook and hope to get those meetings started by the end of April
- With the help of Cilicia Burrell, the Employee Opinion Surveys have entered into the database. The next step is to arrange for our volunteer to return & help us develop the reports that will unlock the info and then we can share it with you. Stay tuned – it too is almost ready for delivery.

### Safety

**We have a new Worker's Compensation Insurance Carrier. On April 1, 2002 we moved our coverage from Paula Ins. to SAIF Corporation. We are looking forward to working with them and I know from past experience they will be very helpful providing training to our Safety Committee.**



### Checks & Balances

#### Fiscal

Just a reminder that everyone needs to complete his or her time sheets carefully & on time – remember your paycheck is calculated from this information!

Take time to make sure all hours worked are marked; that any sick time taken is marked; and if you took vacation, be sure to mark that as well.

Equally important is that you and the supervisor sign your time sheet.

If you have a new employee, contact Val to request a time sheet for that person – this insures that a time sheet is automatically produced for him/her the next pay period. (Don't dig for that ole' thing you remembered using years ago.)

If you have questions or concerns, you can call Val in Payroll (ext. 285) or Winnie in HR (ext. 257).