

PAYCHECK NEWS

May 4, 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\paycknws. Please note the origin of any reprinted material. All items must be accompanied by the author's name.

END OF YEAR MEMO FROM FISCAL

Submitted by Cilicia Burrell

First of all I would like to thank Christina Summers for getting her request for her end of the year graduation party turned in one month prior to when she needs it. Just a reminder, reimbursement requests turned in by the Friday before payroll (same day as timesheets) will be issued on the following pay date. All other check requests must be turned in two weeks prior to when you need them. Also, keep in mind that there are various CAO credit cards amongst PACs and Directors so I encourage you to use them for faster service. However, you still need to fill out a green requisition and turn in all receipts. The end of the fiscal year is approaching and there are still outstanding purchase orders. Please go through any outstanding purchase orders that you still have. I need all receipts turned in by June 1st in order to close out this fiscal year. If you did not use your purchase order, I need the original if you still have it and a note stating that you did not use it. The week of June 11th I will be on vacation. Please turn in any reimbursements or check requests by Wednesday (6/6/01) so I will have time to process them before I leave. During my week of vacation my messages will be retrieved so if you have any emergencies leave a message. Any questions, call Cilicia @ 503-693-3243.

MENINGOCOCCAL CASES REPORTED

Submitted by Pam Otton

Five cases of Meningococcal disease have been reported within the last five days, in children under the age of five. Four of the cases occurred in Marion County and one in Polk County. "We don't want to alarm the public, but we want parents to be vigilant," says Kohn. "While meningococcal disease is serious and can be fatal, children who are treated promptly recover with no long-term effects."

Signs parents should watch for include a high fever, headache, stiff neck and a rash. "If parents see these symptoms in their child, they should contact their health care provider immediately," Kohn says.

RELIABLE HEALTH INFORMATION WEBSITE:

Via Head Start Weekly Bulletin, April 27, 2001

The US Department of Health and Human Services has a free website for reliable health information. It covers over 1,000 topics and includes many resources in Spanish. To access, go to <http://www.healthfinder.gov>

SEMINAR HIGHLIGHTS AVAILABLE

Submitted by Becky Robinson

I recently attended two very informative seminars through Fred Pryor: Successful Communication Skills for Women and Management Skills, and I would like to pass on the information I gained to whoever is interested. You may contact me at 503-693-3235 to receive a copy of the seven page booklet I compiled, which contains a combination of highlights from both seminars. The most useful information I gleaned from both seminars is a fact sheet describing the traits of each of the four different communication styles, and the most effective ways to communicate with others whose style differs from our own. You may also review the two workbooks I received from the seminars—they contain lots of useful tips!

THE DIRECTOR'S COLUMN

By Jerralynn Ness

Cost of Living Increase

The Community Action Board of Directors has approved a 3.5% cost of living raise for all Community Action employees as of July 1, 2001. The board is committed to a continual improvement of salaries and benefits as we are able to afford them.

Great Wellness Day

Many thanks once again to Community Action's Wellness Committee and congratulations on a very successful day. It is so important for us to take time out together as a staff group to relax and get to know one another better. And to have a healthy selection of activities to participate in makes it all the better. Thank you to all staff who contributed to the great potluck. Remember to mark you calendar for August 17th for our Summer Picnic. Please let Winnie know if you would like to serve on the planning committee for the picnic—it will be great fun.

Community Action Month

May is Community Action month! Our Celebration of Community Spirit dinner last week was a great kick-off event—thanks to all staff who helped with the event. The feedback we are getting is that our guests really enjoyed the dinner program and learned a lot about our work. Plus we succeeded in raising nearly \$50,000.

A sampling of planned activities during the month of May include:

- spring cleaning at the family shelter home involving corporate volunteers “adopting” rooms
- Head Start graduations for families and supporters
- Memorial Weekend wine raffle extravaganza at local vineyards for staff and volunteers who love wine and selling raffle tickets
- Public service announcements about Community Action mentioned on KINK, K103, and KUIK radio stations
- Meetings with legislators on Community Action Day in Salem (May 7)

Let's all celebrate Community Action month by spreading the word about our work! Remember to invite volunteers and donors to your planned events and ask them to bring their friends. Please let Jeri Alcock, 503-693-3254 know if you have any planned activities this month that might capture the attention of the press, or have ideas about how to get volunteers and donors involved in our work. Contact Melissa Campbell, 503-693-3230 if you would like to participate in wine raffle ticket sales.

METRO CCR&R NEWS – DID YOU KNOW????

Submitted by Lupe Jungwirth

Metro R&R serves an average of 800 child care providers on our database. Each quarter each provider is called for a file update.

EMPLOYMENT OPPORTUNITIES

Submitted by Winnie Altbizer

See this info at: Common CAO Main/CAO Info/HR Resource/Current Job Desc.

<u>POSITION</u>	<u>DEPT</u>	<u>SALARY</u>	<u>CLOSING DATE</u>
Community Resource Advocate	Fam/Comm Resources Hillsboro	\$8.93-\$11.90/hr.	Until filled
Family Advocate (2 positions)	Head Start Full Day/Full Year	\$10.35-\$12.95/hr.	Until filled
Family Advocate Child Dev.	1/3 Gaston; 2/3 Hillsboro	\$10.35-\$12.95/hr.	Until filled
Shelter Family Advocate	Family & Comm. Resources	\$10.36-\$12.95/hr.	Until filled
HS Teacher I (Aide or Assistant)	Hillsboro Full Day/Full Year Birth-5 yrs.10 openings @ 32hrs./wk.	\$7.61-\$9.51/hr.	05/25/2001
HS Teacher II (Lead) 9 openings	Hillsboro Full Day/Full Year 7 openings @40 hrs./wk. 2 openings @32 hr./wk.	\$9.75-\$12.95/hr.	05/25/2001
HS Teacher III (Sup'r/Mentor)	Hillsboro Full Day/Full Year	\$12.95-\$14.36/hr.	05/25/2001
HS Teacher II, Level B (Lead)	Tigard Head Start	\$10.35-\$12.95/hr.	Until filled