

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



## Director's Corner

Jerralynn Ness, Executive Director



In the last newsletter, I shared some

of the Understanding Racism Foundation's belief that personal change does make a difference ...let me continue.

"Third, someone who is conscious of his/her own racism is highly likely to identify and react to it in others, particularly family and friends. The probability is high that the family member or friend will learn from the experience."

"Fourth, the URF mission will succeed only if we spread the message of personal change. We can do this best by fostering a desire on the part of our participants to become UFR facilitators and to help an ever-growing number of people make these personal discoveries and changes. The more of us who make these changes, the easier it will be for us to make them."

"Fifth, someone who has made these discoveries and changes will inevitably find his or her way into some program or process that combats racism....and will do so not in a superficial way, but in a way that has a real impact on those who are oppressed by racism."

## News of Note

Our fiscal year end is fast approaching and there are still outstanding purchase orders. Please go through your open purchase orders. I need all receipts turned in by June 30th in order to close out this fiscal year. If you did not use your purchase order, return the original to me with a note stating that you did not use it.

Any questions call Cilicia @ 693-3243.

*Due to a major repair of the A/C unit at the Hillsboro Office building, the main ventilation system will be down June 19-20. It could get hot and stuffy...*

The corner office located on the second floor next to Resource Development (a.k.a. Leon's office) will no longer be available for meetings. This space is being prepared to be used as an office once again. John Russell and Keith Byerly will be moving into the office when it is complete.

More News of Note...  
Concerned about identity theft?  
See article on page 4

## CAO STAR

byline: Joani Hagen

Our Star reporter is still roving.... had no stars to report on this week.

## Comings & Goings

Let's give a big HELLO to Jaclyn Magill and Mary Whitmore – 2 new Office Specialists starting at the main office. They are a terrific addition to our staff so say hello when you next come by. We are also fortunate to have Beth Bendickson with us for a short time – she is the temporary filling in for Jeri Alcock until Jeri's position is filled.

A number of folks are leaving us: Rachael Brown is leaving on 6-14; the following Head Start folks have told us they are not returning....Dawn Kaiser, Guadalupe Diaz, Mary Hindal, Sandy Murphy, & Claudia Juarez.

## Upcoming Events!

Fiscal year ends	6-30-02
July 4 <sup>th</sup>	7-04-02
Bldg. Meeting	7-09-02
All Staff Picnic	8-16-02



# Programs – Top 10 Hits



## Family & Community Resources

The Family Shelter is now re-opened from its week-long closure for cleaning!

We want to give a great big “Thank You” to St. Vincent Hospital for organizing the help and finances for the renovations and cleaning; the BFIT program for supplying five wonderful volunteers to repair floors, ceilings and many things in-between; and to Oregon Electric for repairing and replacing a ton of electrical fixtures, wires, conduits, and other items which were needed.

Special thanks also go out to Guy Storms of Hennison Cold Storage for installing a new light fixture in the kitchen, and a group of volunteers led by Julia Collier from Intel repainted the mural upstairs.

## Child Development

**Head Start** part-day program ended on Wednesday, June 5. We wish all Head Start children, staff and parents a very relaxing and safe summer.

**Hillsboro Child Development Center**, Head Start Summer Plus and Full Day/ Full Year programs will continue to operate, serving 182 children in all program models.

**USDA/ CACFP** review was completed in two phases. The first phase included site visits and was completed in May, the second phase included record keeping and was completed on June 6.

**A Kid’s Domain** summer program, Camp ECO is fully enrolled and will be serving about 30 children at Echo Shaw Elementary school from 6:00am to 6:00pm beginning June 17.

## Topics

The annual All Staff Picnic is now confirmed for Friday, August 16<sup>th</sup> from noon to 4:30 pm and will be held in SHUTE Park, Section C. That’s the same location as last year, and you remember how great that was.

We need some folks to help. If you would like to work on children’s games, set-up and/or clean up, the announcement or whatever, please contact Winnie in HR. This is always a fun event and the location is terrific!!

## Morale & Wellness

## Tips

**Quote:** The trouble with life in the fast lane is that you get to the other end in an awful hurry.” John Jensen

**De-Stresser:** Walking can burn about as many calories per mile as jogging does. But it delivers only about a quarter of the jolt, so it’s much easier on your joints and muscles.

### Beth’s Bean Dip - Quick and Easy

Mix together 32 oz refried beans, 16 oz sour cream, 2 cups shredded cheddar cheese, 1 packet Taco seasoning, and 1 packet Ranch dip seasoning. Mix well and serve with tortilla chips. Enjoy!

## What's Developing?

The stars...the sky...the flowers...the trees...

The entire World is developing...but until then...

See you next time!



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

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

### Administration

IS Coord. 14.89 to 18.08

### Child Development

Family Adv. (3 pos.)	9.33 - 13.40
Enrollment Systems Spec.	12.17 - 14.78
Teacher III (3 pos.)	10.75 - 14.86
Teacher II (2 pos)	9.25 - 10.50
Teacher II Subs.	9.25 - 10.50
Early Head Start Family Support Wkr.	9.33 - 12.44
Family Advocate JB Thomas	9.33 - 13.40
Teacher I (Aide) <i>ON GOING</i>	8.00 -- 9.20

### Development Advancement

Volunteer & Community Relations Spec. 9.92 - 16.54

### Family & Community Resources

Program Assist (Weatherization)	10.41 - 13.65
Auditor/Inspector (Weatherization)	13.65 - 16.57
Opening Doors Team Leader	9.33 - 12.44
CCR&R Spec.	9.24 - 12.82
Shelter Assistants <i>ON GOING</i>	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.

## Checks & Balances

### Pay-stub News

Oregon Worker's Benefit Fund (ORWBF) supports programs which directly benefit injured workers and the employers who then help them return to the workforce. Employers pay into the fund at a rate of .036 per hour worked by each employee. Until now, CAO has paid the full amount- though you've probably never noticed it on your paystub. Beginning July 1, 2002 the .036% will be split equally between CAO and employees. This means you will see a deduction on your pay stub of .018 for each hour you worked during that pay period (i.e., for 80 hours worked the amount deducted will be \$1.44).

Submitted By: Val Laws

### New Staff Members

I would like to welcome the newest additions to our Customer Service Team. Jaclyn Magill and Mary Whitmore have been hired to fulfill the many needs of CAO. Together they will be staffing our front desk, answering the switchboard's many calls, completing copy production jobs and assisting all of our staff and clients. Please help me in making them feel welcome.

### and ... New Mileage Reimbursement

Tired of the high price of gas? Fiscal is here to help! As of July 1<sup>st</sup>, 2002, mileage reimbursement will increase from 31.5 cents per mile to 34.5 cents per mile. Drive Carefully!

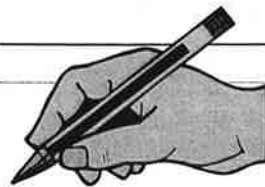
Submitted By: Keith Byerly

## Us to Us - Sales, Services, Needs

Now that summer is here, some of you may be thinking of sprucing up the yard. Jenny Choban say's she has trees, & trees, & trees, & TREES she needs to **give away**. Contact her and she'll tell you all the kinds she has & how to pick them up.

### FOR SALE:

1987 Mazda 323 Wagon, tan color, 4 door, \$650  
1989 Chevy Beretta, gray color, \$700  
Contact Rocina Hernandez @ (503) 357-3374



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

### Ask Winnie...

We have scheduled Open Enrollment meetings for Thursday, **June 13<sup>th</sup>** from 9:00 to 10:30am; Tuesday, **June 18<sup>th</sup>** from 3:30 to 5:00 pm, and Thursday, **June 20<sup>th</sup>** from 10:30 to 12:00 pm. All meetings are in the Hillsboro office conference rooms and attendance is voluntary. However, we encourage everyone to come since we will be talking about changes in Pacificare which take place on July 1<sup>st</sup> and giving folks a heads up on the changes to Kaiser that will occur on October 1<sup>st</sup>. As usual there are rate changes, but we also have some coverage changes too.

We are pleased to announce that this year we will be processing a 3% COLA increase for all employees (except those on performance probation) and this increase will take effect July 1<sup>st</sup> and will be reflected in the check you receive on July 12<sup>th</sup>.

I haven't forgotten the Employee Opinion survey all of you completed last December ...it's just been hard to get the data entered, and a report generated. But am working on it and will get the information reported back to you as soon as I can.

The HR Focus Group has been doing a great job helping with the new edition of the Employee Handbook. The Directors and the Board Personnel Committee as well as the attorney all need to review it too – hopefully we will make our target of having it ready to distribute by Mid-September.

## more News of Note...

Identity Theft Alert – submitted by Jimi

Regulators have alerted banks about a new scheme that uses fictitious bank forms and fraudulent bank correspondence to obtain customer's personal and banking information. The forms and correspondence, which use the bank's logo and letterhead, purport to be from the bank's fraud control division. They infer that the customer's account has already been compromised, and, as part of the bank's investigation, ask the customer to provide the information. For more information contact:

Office of the Controller of the Currency  
Enforcement & Compliance Division  
250 E Street, SW  
Washington, DC 20219

Fax (202) 874-5301

Or contact the Crime Prevention Unit  
(503) 846-2576 for a crime prevention brochure.

## JUNE Birthdays

Melissa MacKay	6-13
Joanie Hagen	6-14
Emma Hanley	6-16
Manuela Pacheco	6-17
Matthew McMaster	6-17
Judy Schilling	6-19
Marilyn Whitman	6-19
Debra Griffin	6-20
Sylvia Castellano	6-30
Sonia Y. Diaz	6-30

## JUNE ANNIVERSARIES

Lupe Garnica	8 yrs.	6-01
Larry Hauth	1 yr.	6-11
Marilyn Harrison	19 yrs.	6-16
Jessica Mooyman-Beck	1 yr.	6-18