



# Community "IN" ACTION

Newsletter February 17th, 2009

**Deadline** is the second Friday of the month; Contacts for articles are: Child Dev. - Farzana Siddiqui, F&CR & Layout - Barb Dame, Morale & Wellness - Phyllis Johnpoll, Development - Lisa Brown, All others - Nancy Peters. Editor: Renée Bruce

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

Over the past month, we have been very active in the state legislative processes providing important information about the needs in our community and the services that we offer. The Community Action Partnership (CAPO) of Oregon held its Education Day on January 28th and Lisa Brown, Renée Bruce and I participated. Lisa set up a table in the Galleria to share information about our work in Washington County. The state released the 2008 Poverty Report with a press conference that we attended. I talked about the increased demand for our services, particularly in rent assistance, and the huge gap in our ability to help due to lack of resources. Did you know that by the end of January we had received 1,131 calls for rent assistance from families with eviction notices? But our current funding only allowed us to serve 45 of the callers. Later, we visited eleven of our legislators to talk about the increased needs we are seeing as a result of the current economic impact and how state funding supports our services. We provided them with a copy of the newly released state poverty report. Since 2000, poverty in Washington County has increased 38.2%, while the county population has increased 17.3%.

Washington County's cost of living is among the highest in the state. The report indicated that a two-parent family with three young children needs an annual income of \$65,868 to pay for basic needs. Wow, no wonder so many people are struggling to get by.

*Directors' Corner continued*

On February 5th, the Oregon Head Start Association (OHSA) held their legislative day. We had a group comprised of parents, staff and Ralph Brown, from our board that participated and talked about the positive impact of Head Start. One of our Head Start Policy Council members, Tu, was quoted in the OHSA Newsletter saying "I believe that Head Start is the most important factor that can break generational poverty by helping and training parents so that parents help their children. I understand the importance of this message because I, myself, and the only one of three generations of my family to get a bachelor's degree." On both days we had a warm reception by our legislators. In spite of the challenging budget time, they graciously expressed appreciation for our work and the difference we are making.

And yes, these are incredibly challenging economic times. While Community Action is expecting cuts in our state funding, we are also preparing for the possibility of major increases in our federal funding. As you know, Congress is working on an economic stimulus bill. Both the House and the Senate versions include funding for Community Action (CSBG), Head Start, Energy Assistance and Weatherization. The intent is to have a plan that is "Targeted, Timely and Temporary." So we are busy planning for increased services and a rapid response to meet more of the growing need while contributing to increased economic activity through job creation and the purchase of goods and services. In many ways, this is Community Action's time to shine. We know the struggles people are having; we know how to deliver services effectively and efficiently; we have key partners in place for needed collaborations; and we know how to be nimble and responsive in tough times.

The workload is intense, but instead of turning people away, we hope to be in a position of saying "Yes" to many more people. And at the end of the day, fighting the causes and conditions of poverty is what Community Action is all about!

## NEWS OF NOTE



**Special congratulations to Tina Amela, who recently received her Professional Human Resources (PHR) certification!!!!**

**Save the Date!  
Wellness Day 2009  
Friday, May 8th**

## COMINGS & GOINGS

### Welcome:

Amelia Mule, Teacher II  
Corrine Hanning, Community Resource Advocate  
Georgia Lopez, Community Resource Advocate  
Meagan Shaffer, Teacher II/FS Substitute  
Michelle Thomas, Teacher II Substitute  
Patricia Ibanez-Luna, Teacher I  
Rama Sundaram, Teacher II/FS Substitute

### Goodbye to:

Bob Watson  
Lindsey Schleder



## UPCOMING EVENTS!

IS Committee Meeting	3/03
Safety Committee Meeting	3/11
Hillsboro Building Meeting	3/17
Head Start Policy Council	3/17
Board Meeting	3/19

## March 2009 BIRTHDAYS



Stefanie Scovill	3/4
Lindy Ersan	3/7
Elias Aguirre Piza	3/7
Jan Alvarez	3/10
Marisela Bernal	3/10
Leticia Flores	3/10
Jenine Macon	3/10
Natalia Merencias	3/10
Zoe Marshall	3/11
Beth Dasher	3/12
Sandra Kitchen	3/12
Fabiol Contreras	3/13
Corrine Haning	3/15
Beverly Sampson	3/16
Patricia Gamboa	3/17
Maria Regino	3/20
Harry Weiers Jr	3/21
Jenifer Allen	3/24
Javier Pena	3/24
Michele Walker	3/24
Terri Smith	3/25
Helen Seng	3/27
Maria Elena Solis-Tovar	3/27
Tiffany Powers	3/28
Charlotte Salgado-Zerber	3/29
Rosa Diggs	3/30



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

## March 2009 ANNIVERSARIES



Jerralynn Ness	36 years
Donna Bennington	28 years
Sandra Kitchen	27 years
Keith Byerly	11 years
Claudia Gutierraz-Garcia	7 years
Pat Rogers	7 years
Todd Bentley	7 years
Esther Reyes	5 years
Nancy Peters	4 years
Lorena Alvarez	4 years
Wendy Polanco	4 years
Nancy Miller	3 years
Carmen T-Miranda	2 years
Susan Bartholomew	2 years
Leanna Woodall	2 years
Randall Marker	1 year
Sabrina Hernandez	1 year
Konrad vonWalther	1 year



# MORALE & WELLNESS

### MARCH IS:

- Red Cross Month
- National Nutrition Month
- National Social Workers' Month
- Irish-American Heritage Month
- Women's History Month
- Youth Art Month
- Noodle Month



- March 1 is National Pig Day. Yes, really!
- March 3 is US National Anthem Day
- March 8 is International Women's Day
- March 8 Daylight Saving Time begins**
- March 16 is Hiccup Day (who knew?)
- March 17 is St Patricks Day
- March 20 is International Earth Day  
(see <http://www.earthsite.org>)
- March 31 is Chavez Day (Celebrating the birth of Cesar Chavez)



### Easy Pesto Pasta

~submitted by Elaine Burrell  
Serves 4



You can make your own pesto or use store-bought pesto sauce for this simple recipe. Be sure to refrigerate leftover pesto and use within a couple of days.

- 4 ounces thinly sliced pancetta, cut into small strips
- 12 ounces rotini pasta
- 1 cup pesto
- 2 tablespoons finely chopped fresh parsley
- 1 tablespoon pine nuts
- 4 sun-dried tomatoes in oil, drained and chopped
- 4 tablespoons grated Parmesan

Heat a small skillet over medium heat. Add the pancetta and sauté until crisp, about 5 minutes. Transfer to paper towel-lined plate to drain. Cook the pasta according to directions on the box. Remove from heat and place in a bowl. Add the pesto to the pasta and mix well. Add the cooked pancetta and toss to combine. Top with pine nuts, parsley, sun-dried tomatoes, and Parmesan. Serve at room temperature.





## CHILD DEVELOPMENT

### Self Assessment

The Head Start program is in the middle of our annual self assessment process. This process involves the collection of information from a variety of sources to determine if systems and services have been implemented and are working effectively. We have community volunteers, board members, Community Action employees, and staff working with us to conduct site visits, ride the school buses, do file reviews, parent surveys, etc. The information gathered will then be analyzed and the results used to identify program strengths, weaknesses and areas for change and improvement. We are able to use the results of the self assessment to develop meaningful program improvement and provide the foundation for building program excellence.



### WHAT'S DEVELOPING?

Community Action's 2009 Celebration of Community Spirit Awards Banquet will be held on Wednesday, April 1<sup>st</sup>, at the Oregon Zoo Ballroom. Resource Development is seeking staff volunteers to assist with check-in and other hospitality functions on the evening of the event. Volunteers will be needed on site at 4:30 p.m. and are expected to serve as ambassadors through the course of the evening, which ends at 8:30 p.m. Dinner will be provided. We had lots of positive responses from volunteers last year. If you would like to volunteer this year, please check with your supervisor. You can confirm your interest in participating by contacting Leanna Woodall: lwoodall@caowash.org, or: 503.693.3252.



The Community Spirit Awards Banquet is one of our largest fundraising events of the year, celebrating corporate philanthropy and volunteerism. Since 1998, awards have been given annually to an Outstanding Corporate Partner, Outstanding Business Leader, and Outstanding Community Partner in recognition of their work in service of our mission. This year's award recipients will be announced soon. Our keynote speaker will be Doug Stamm, CEO of the Meyer Memorial Trust. This is a great opportunity to meet people in our community who support our mission and to tell them about the important work we do. We hope you'll join us as an event volunteer!



## CHECKS & BALANCES

### Fiscal -

#### Mileage Reimbursements:

We will not pay mileage that is turned in more than ninety (90) days from the date of travel. Please be sure to turn in your Travel Reimbursement Requests promptly; as a rule of thumb, try to turn your mileage in at least once a month.

Mileage is reimbursed at \$.55 beginning on 1/1/09 (it was \$.585 before then). Please be sure you are using the correct form. If you have a mileage form showing any amount other than \$.55 in the lower right portion, dispose of that sheet and get a current one. It is available on the Common drive at I:\Fiscal Info\Fiscal Forms\Travel Reimb 2009. Be sure the copy you turn in to fiscal is on goldenrod paper and filled in properly and signed in ink.

#### W-2s:

W2's were mailed out 1/29/09. If you still have not received yours, please contact Javier at 503-357-6054 x740.

#### Purchase Orders:

Once you have used a purchase order at a store such as Fred Meyer, Hank's, Craft Warehouse, etc, you need to turn in the receipt to Fiscal within five (5) days. In the case of purchase orders used for shipments, like Discount School Supply, etc, the packing slips must be sent to Fiscal within five (5) days from receipt of the shipment. If there is a backordered item, note it on the packing slip.

If your purchase order is more than thirty (30) days old and still not used, return it to Fiscal. If you still need the purchase order you can attach a note asking us to reissue it with a more current date. If you know, at the time you are requesting the purchase order, that you will not be using it until a particular date, put that information on the request for the purchase order. That way we can date it for that date and there will be less risk of the purchase order becoming too old before you have a chance to use it. Whenever possible, please request your purchase orders at least two weeks in advance of your requirement date.

### Facilities -

#### Shipments:

Orders for items to be shipped to Community Action should be sent to our Receiving area or the main office.

Receiving is at: Community Action Organization  
4150 Pacific Ave, Suite 100  
Forest Grove, OR 97116

Main office: Community Action Organization  
1001 SW Baseline St  
Hillsboro, OR 97123

The packages will be delivered to you promptly. Be sure to indicate on the request for purchase order where you want the item to be delivered from Receiving or the main office.



## HR – from Nicole

I'd like to take a moment to introduce you to Katie Roth, an HR Generalist who joined our HR team on January 16<sup>th</sup>. Katie has worked in Human Resources in many capacities over the last 8 years, including employee relations, manager training, as well as benefits administration. She is a native Oregonian and has a wonderful sense of humor!



Katie will support the managers, supervisors and employees within Child Development and will act as the primary point of contact for anyone working in that program. Katie will also help design training programs for managers and supervisors on the topics of performance management and giving/receiving feedback.

Tina Amela, HR Generalist, will support the managers, supervisors and employees within Family and Community Resources and within Fiscal / Administration. If you work in either of those divisions, please consider Tina to be your primary point of contact.

Tina will also continue to coordinate all hiring processes for the Agency. As an additional note, Tina passed her Professional Human Resources (PHR) certification in January, which deserves special congratulations!!!!

Nancy Peters, Benefits and Leave Specialist, will continue to act as the first point of contact for any questions related to employee benefits and leave administration. She also coordinates all access and updates to employee records.

I will continue to focus on supporting the Director's Team, compensation planning/administration and special issues pertaining to the American's with Disabilities Act, in addition to trying to always be available for additional consultation and/or back-up to my team members.

Now that we are fully staffed again, it is my hope that you will enjoy wonderful support from the Community Action HR department!

## FAMILY & COMMUNITY RESOURCES



### CASH Oregon – (Creating Assets, Savings & Hope)

CASH Oregon helps working families create improved financial futures. They promote state and federal Earned Income Tax Credits, and provide **free tax preparation in partnership with AARP Tax-Aide**, and are also developing a financial coaching and education program under the banner **Financial Advocacy Initiative**.

The Earned Income Tax Credit is the most effective anti-poverty program in the United States. Through outreach and free tax preparation, CASH Oregon ensures that these credits reach eligible families in the Portland tri-county area, and that federal tax dollars return to our local economy. Free tax preparation also helps people avoid excessive tax preparation fees and high-cost refund anticipation loans. By connecting clients to substantial tax refunds, and by providing asset development and education services, CASH Oregon will enable many working families to take an extra step toward financial stability. To find out if you are eligible for this free service or to find the nearest free tax-aid site call 1-888-227-7669 or online go to [www.cashoregon.org](http://www.cashoregon.org) or [www.aarp.org/taxaide](http://www.aarp.org/taxaide).

### I&R Updates

**They're almost here!!!** The Community Services Resource Directories are at the printers and will be available in the next week! We've got a lot of pre-orders that will be shipping over the next couple of weeks, but if you could use one to help you help your clients, let your supervisor know. We have a "secret" special going on this year... anyone ordering 10 or more books gets a 10% discount on their order, so coordinating all orders for your program or department will save you money. To find out more about the directories or get an order form, just visit the directories page <http://www.communityaction4u.org/find/directories.php> in the FIND section of our website.

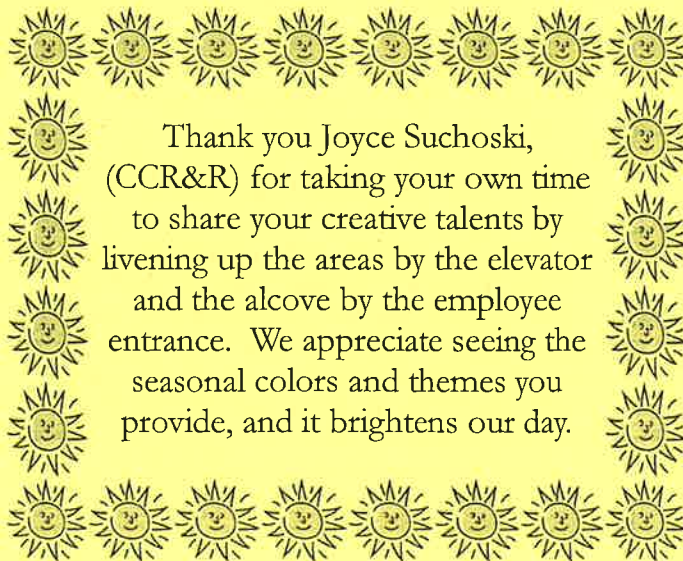
## LOOKIN' FER WORK ... ... IN ALL THE RIGHT PLACES

Job Opportunities may be viewed at  
Common/Agency Info/HR Resources/Job Postings

Or check out the new web page:

[www.communityaction4u.org/employment.php](http://www.communityaction4u.org/employment.php)

\*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.



Thank you Joyce Suchoski,  
(CCR&R) for taking your own time  
to share your creative talents by  
livening up the areas by the elevator  
and the alcove by the employee  
entrance. We appreciate seeing the  
seasonal colors and themes you  
provide, and it brightens our day.