



Community IN ACTION

Newsletter June 23, 2006

Deadline is the Friday before Newsletter date; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Serena Villafaña, Morale & Wellness -Natalie Horne, Development –Scott Schlegel, Checks and Balances – Fiscal. All others – Winnie Althizer. Editor: Winnie Althizer.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

For the past year, our Directors have been working to develop a strategic human resources plan for employee pay and benefits. We are committed to paying wages that are comparable to similar jobs in the market and adjusting pay to keep with market changes. We are also committed to providing a benefit package that is sustainable and responsive to our employees. As many of you know, our benefit costs have been rising more than 10% each year.

Wouldn't it be wonderful if our funding sources gave us increases each year to cover these costs? Unfortunately, they don't. So we rolled up our sleeves to figure out how we can continue to give pay increases and provide good health care coverage with less money.

The directors reviewed many options and selected those that had the least impact on current employees, maintained good health coverage, controlled our health costs and freed up funds in our budget to pay for salary increases. A proposal has been approved by our board of directors. It includes salary increases and some changes in

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NEWS OF NOTE



Be sure to attend the Hillsboro 4th of July parade. It starts at 10 am and usually over by noon.

Head Start with Bob Watson and the bus will be in the parade. It is great family fun and a good way to start your celebration.

COMINGS & GOINGS

WELCOME -

Ana Hernandez-Franco

GOODBYE TO -

Mary Jo Martin

Nick Nissen

Jennifer Smart

Sarah Shrestha

Joy M White

Sally White

Thanks Alan for being such a great volunteer!



Continued from column 1

benefits eligibility and how we administer our health care plan.

All staff will get a letter from me this month explaining these changes. Please read it carefully and if you have questions you can contact your supervisor or director. Change is difficult, even if it is to preserve the greater good. We are optimistic that these changes will position Community Action to be able to pay market rates for our jobs and maintain good health care coverage.



UPCOMING EVENTS!

Independence Day	July 04
(Agency closed)	
Safety Meeting	TBD
Building Meeting	July 18
Head Start	
Policy Council	July 18
Last meeting until October	
No Board Meetings in July & August	

July 2006

BIRTHDAYS



Gail Boyle	
Renee Bruce	
Claudia Hernandez	7-06
Mary Davila	7-10
Elizabeth Tellez-Martinez	7-11
Elaine Burrell	7-13
Katye Atwood	7-14
Norma Stewart	7-16
Sharon Bolmeier	7-21
Hali Kekua	7-21
Maria Infante	7-22
Sandra Dunlap	7-27
Francisca Salgado	7-27
Victoria Dominguez	7-28
Scott Schlegel	7-28

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



July 2006

ANNIVERSARIES

Melinda Frink	1 year
Barb Dame	2 years
Michael Conner	3 years
Mary Jones	3 years
Debbie Burrows	5 years
Gilda Godinez	5 years
Shashonee Perry	5 years
Jenine Macon	6 years
Beth Dasher	8 years

MORALE & WELLNESS

On July 4, 1776, we claimed our independence from Britain and Democracy was born. Every day thousands leave their homeland to come to the "land of the free and the home of the brave" so they can begin their American Dream.

The United States is truly a diverse nation made up of dynamic people. Each year on July 4, Americans celebrate that freedom and independence with barbecues, picnics, and family gatherings. We are learning about and communicating with people of different nations, with different languages and different races throughout the world. Bringing the world closer with understanding and knowledge can only benefit all nations.

Happy

What's your 4th of July menu? Do you have a tradition, (food, fireworks, picnic, family, local parade)? It's never too late to start a tradition.

B-B-Q Ribs/Chicken/Steaks
 Kabobs
 Baked Beans
 Corn on the Cob
 Potato Salad

Hamburgers
 Green Salad
 Apple Pie
 Strawberry Shortcake
 Homemade Ice Cream

Tips

To clean a grease splattered oven door window, saturate it with full-strength white distilled vinegar. Keep the door open for 10 to 15 minutes before wiping with a sponge.

Remove soap buildup and odors from the dishwasher by pouring a cup of white distilled vinegar inside the empty machine and running it through a whole cycle. Do this monthly.



WHAT'S DEVELOPING?

You are invited to join Community Action Head Start's entry in the 80th annual Hillsboro 4th of July Parade. Please be at the staging area behind Peter Boscow Elementary School, 452 NE 3rd Ave., no later than 8:30 a.m. Space on the bus will be first-come, first-served, with preference to children and parents first. Others will walk.

If your department would like Resource Development to recruit a volunteer, please fill-out a Volunteer Request form and send it to Scott Schlegel. Forms are available electronically via e-mail (send request to: sschlegel@caowash.org), or through inter-office mail upon request. If you have obtained a volunteer, please make sure Resource Development has the appropriate paperwork on file for them, and that they are filling-out time sheets, as required.



CHILD DEVELOPMENT

KidZone is operating its summer camp at Cornelius Elementary this year. As we say a fond farewell to Joy White [she is moving to the tri-cities in Washington], we welcome Sharon Bolmeier as the new coordinator for this program. As always, our excellent staff have planned a fun program for the kids.

In Head Start, the pre-k program is done for the summer and our two Child Development centers are operating as usual. We also have 40+ children in community placements, but that program will end after this summer.

USTOUS – SALES, SERVICES, NEEDS

Brown leather studio couch - excellent condition
72" long, 2 cushions, both sides recline
\$950 new - selling for \$250 firm
503-693-3271- Elaine

If you have something to sell or want to buy, email
Nancy@nprofs@caowash.org



CHECKS & BALANCES

FISCAL – It's the end of the Fiscal Year (FY), so here are some reminders about keeping things split out.

This FY Ends on June 30, 2006, so make sure that for all Travel, you put everything thru 6/30/06 on a different sheet from anything that starts 7/1/06. If you turn anything in with combined FY's, it will be sent back to you to separate. This also applies to Green Sheets.

Also, since it is the end of the FY, we need your receipts and invoices turned in ASAP. Don't forget to clear out all your PO's for this FY too.

If you have any questions, don't hesitate to call Ann Hering at (503) 693-3243. THANK YOU!

LOOKIN' FER WORKIN ALL THE RIGHT PLACES

Job Openings may be viewed at the following:
Common/Agency Info/HR Resources/Job Postings for Current Openings

*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.

HR - Ask Winnie Benefits, Diversity...



We are busy preparing for the implementation of benefit changes as discussed in Jerralynn's column on the front page.

She also mentioned a memo to employees explaining the changes, which we hope to have in the mail this week. We are mailing the memo to your home address, so be sure to watch for it. With Pre-K on layoff for the summer we thought this was the best way to make sure everyone gets the information.

We have completed the Salary Market Study for 2006 and expect to have a final copy of pay grades available before July 1, 2006.

We will experience a rate increase for Kaiser HMO plan of 11.2%. We haven't gotten the new rates for MetLife Dental plan, but we know they will be double digit.

Remember, if you have questions call Brooke, Nancy or myself and we'll do our best to help you.

SAFETY

In the past few months, members of the Safety Committee have attended several trainings on the operation of a Safety Committee. They have also implemented the quarterly Hazard

Inspections. Each quarter several members of the committee will visit various sites to make observations regarding potential hazards. This info will go the Director of the program or department to insure it is acted on. They have also received specific training observing hazards in the work place. Where the hazard can be corrected quickly on site, the team will ask staff to make the correction before the end of the

FAMILY & COMMUNITY RESOURCES



OPENING DOORS HAS MOVED!

The Opening Doors program is *finally settled* and all systems are working! We are located across Barnes Road from Providence St. Vincent hospital at 9340 SW Barnes Road Suite 100A, Portland, OR 97225 and our new Intake line is 503-517-3198.

Rosie Garza, Brenda Rubio and Maria Regino are the New Parent Network Family Support workers at this location and Janie Alonzo and Blanca Silva are Outreach Workers for the prenatal outreach program. Also on staff is Maria Alonso Hernandez, Intake Specialist for our Oregon Mothers Care prenatal services access program.

Most of you know that Beth Dasher has moved out here as our New Parent Network supervisor and I know you guys miss her, but we're happy she is here! She can be reached at 503-517-8395.

In addition, we have staff in Cornelius at "La Casita" on the site of the Virginia Garcia Memorial Health Center. Melissa Baca, Outreach Worker and Blanca Blanco, Family Support Worker staff this location.

Drop by and visit if you're in the area. And I can be reach at 503-517-5798. Joan Brown, Coordinator

End of Year Reports

It's that time of year folks! Jenny will be contacting all programs for 4th quarter reports. Please try to turn your program reports in a timely manner. Jenny will take all the information and summarize it into our many accomplishments for this past year. This information is very valuable to our Agency. It is used by Development to develop the Annual Report, which tells our story to the community.

Child Care Resource & Referral

As our 2006-07 Fiscal Year approaches you will notice a few changes in the CCR&R program. Barbara Dame is currently working for both Information & Referral and CCR&R as the Program Assistant. As of July 1 - Barb will be working full time as the Program Assistant for CCR&R. They are thrilled to have Barb on their team! But, you can imagine that Jimi is not as thrilled to be losing her!!!