

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 Layout: Natalie

DIRECTOR'S CORNER



New CCAP recipient

On behalf of the board of directors, I want to publicly congratulate your executive director, Jerralynn Ness, on receiving at the national conference on September 5th the award of (CCAP) **Certification of Community Action Professional.**

This has been a yearlong application process culminating in a rigorous exam Jerralynn took and passed during her leave in July. Only one other certification has been awarded in Oregon.

Of course, we had full faith that our 30-year veteran of Community Action would pass with flying colors and now we have the formal stamp of approval. Congratulations, Jerralynn! We're proud of you!

Dick Stenson, Chair
Community Action Board of Directors

"I've learned ... that everyone wants to live on top of the mountain, but all the happiness and growth occurs while you're climbing it."

- Andy Rooney

NEWS OF NOTE

Remember our work at last year's fall All Staff?...and the neat costumes? Here are some more comments from you about how Community Action can better connect with others about our mission.....

- ◆ Team building/training using each other as resources. Regular get togethers to share info.
- ◆ Communication, collaboration.
- ◆ Other programs w/CAO can come talk w/headstart about their programs & how we can access these resources.

COMINGS & GOINGS

Some old faces in Head Start will not be coming back this fall, so we say good-bye to Kathleen Lange, Jessica Liberty & Aurora Ornelas.

Here are some of the new faces we'll be seeing around Community Action....Patricia Gamboa, Teacher II at the new Beaverton CDC, Lucy Iraola a Family Adv. at the Beaverton HS Center, Chris Kuran a Teacher III at Aloha Park, Christine Mattingly a Teacher III at Beaver Acres, Angelina Rodriguez a Family Advocate at Tigard, and Ann Hering, a Bookkeeper at the CAO Main Office. On behalf of all the CAO Staff, we welcome all these new folks to our "family" and let us know if you need anything.

CA STAR

byline: Joani Hagen



A heartfelt "Welcome back" to HeadStart Pre-K Program

★ Family Advocates
★ Teacher II's
★ Teacher III's



And next week to...
Drivers, and
Teacher I's

These are our STARS for this paycheck news !

UPCOMING EVENTS!



Safety Meeting	9-09-02
At a Glance tour	9-12-02
At a Glance tour	9-13-02
Building Meeting	9-17-02
Head Start Policy Council Meeting	9-17-02
Wine raffle	9-19-02
Board Meeting	9-19-02
All Staff Day	10-25-02

FAMILY & COMMUNITY RESOURCES

Energy & Emergency Services Update

During our 2001-2002 fiscal year Community Action's Energy & Emergency Services program helped 7,923 clients pay their utility bills! The number of clients served this year compared to last year increased by 2,728! All this is good news for many, but there were many others we were unable to help when funds ran out.

Currently our partners at the State are pulling reports from the computer system to produce the total number of clients served statewide. Every agency that distributes energy funds to clients does so using the State computer system called OPUS! At this time, across the state each agency is waiting for the State report so they will know the number of clients they actually served. Here at Community Action we already know that number & we are the only agency that does! **We know our numbers because of Judy Schilling and her longevity, creativity and leadership in this area.** Years ago Judy developed a tracking system that allows her to track all the energy applications that we process here at Community Action. **Thank you Judy for all the hard work & dedication that you have put into this program over the past 20 years!**

A Timely Tip from your Friends in the Energy Program: Remember, the heating season is approaching (too fast) and it's a good time to have routine maintenance and cleaning/tune-up done for your furnace. A well-tuned furnace can save you money. Also, get your supply of furnace filters so you can be ready to change them once a month during the heating season. Those of you with baseboard or wall heaters, they run more efficiently if they are any dust or debris is removed and move any furniture that may be blocking the heat movement.



CHILD DEVELOPMENT

This department of the agency is so busy getting ready for the new school year that they had no time to give us information for this paycheck news.

I'm sure the next edition will be full of good stuff from them.



MORALE & WELLNESS

Topics

We could learn a lot from crayons: some are sharp, some are pretty, some are dull, some have weird names, and all are different colors....but they all exist very nicely in the same box.

Secret Pals

You might have been asking or wondering, "Isn't it time for Secret Pals again!" Well, yes indeed, it is! Here in this envelope is your passport to the wonderful world of the "Secret Pal." Just fill it out and send it to either Elaine or Beth by September 20. We'll have them back to you in a jiffy, and then the fun will begin!!!

Attention all **gardeners!!!**

If you were wondering what to do with all of those surplus harvest fruit and vegetables please bring them to the Front Desk. The clients love them and what a great way to use that extra food!!

WHAT'S DEVELOPING?

WELCOME BACK HEAD START TEACHERS AND STAFF! We wish you all the best as you begin your year. Among all the back-to-school paperwork you'll be receiving, please note the updated forms from the Resource Development office: sample solicitation letter, donation form, and volunteer tracking sheets. Please send completed forms (donation forms, whenever a donation is received; volunteer sheets on a quarterly basis) to Jodi Davis in Resource Development.

Client brochures, agency flyers, agency newsletters, donation and volunteer tracking forms and many other pieces of useful information are now available for your use. You can find them in the main office, upstairs outside the production room on the shelves next to the personnel and fiscal forms. In addition, Resource Development has lots of other "tools" for your use when giving presentations or hosting guests. Call Jodi Davis at x254 for more info.

Staff is invited to participate as "Ambassadors of Community Action" at our agency friend and fund raising events. Upcoming events include:

Two "At-a-Glance" tours at **Play It Again**

1:00-1:30pm on **Sept 12th**

9:00-9:30am on **Sept 13th**

7th Annual Wine Raffle Drawing, Sept. 19th

reception will be held 4:30-5:30 on the patio next to the head start building.

Please contact Pamela White at x230 if you would like to come.

Intel Corporation has named Community Action their focus charity for their 2002 employee giving campaign going on during the month of September. What that means is that we will be present at their events, featured in their literature and endorsed by the company as good charitable choice. Oregon Food Bank was Intel's focus charity last year and received \$80,000 in designated gifts from Intel employees who gave through the United Way. Stay tuned!



Fiscal



Tip IT

If you are returning from summer layoff, this month, be sure to let HR & PR know of any changes to address, phone, name, or bank accounts for automatic deposits. Thanks.

CHECKS & BALANCES

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 – 18.08
H. R. Assistant	12.17 – 14.78

Child Development

Full Day Full Yr. Family Adv. (EHS)	11.21 – 13.80
Prog. Area Coord. (EHS)	13.91 – 16.89
AKD Teacher	10.80 - 13.12
Teacher IIIA (4 pos. HS & EHS)	10.55 – 12.81
Teacher IIIA Subs (4 pos. HS & EHS)	10.55 – 12.81
Teacher II (8 pos. EHS)	8.79 – 10.67
Teacher II Subs (4 pos. EHS)	8.79 – 10.67
Teacher I (5 pos. HS)	8.00 – 9.20

Development Advancement

Family & Community Resources

Community Resource Adv. (3 Temp pos.)	11.10 – 13.48
Child Care Resource & Referral Coord.	13.91 – 16.89
Family Support Worker – Opening Doors	11.21 – 13.62
Family Advocate – SAFAH (Shelter)	11.21 – 13.62
Early Childhood Spec. (1/2 FTE)	11.61 – 14.09

*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.

Q&A

HR - Ask Winnie Benefits, Diversity...

The month of September is our new **Open Enrollment** period for the health, vision & dental insurance coverage. It is your time to make changes. Below is a list of meeting times & places - be sure you attend one of them. We will be discussing changes to plans, co-pays & premiums. We will also introduce the Section 125 Premium Only Plan.

- 9-3-02 (Tuesday) Head Start Returning Staff
at Off Site Location
- 9-5-02 (Thursday) 9:00 to 10:30 am - open to all
Hillsboro in Conf. Room
- 9-10-02 (Tuesday) 3:00 to 4:30 pm - open to all
Hillsboro in Conf. Room
- 9-18-02 (Wednesday) 9:00 to 10:30 am - open to all
Hillsboro in Conf. Room
- 9-20-02 (Friday) Head Start Returning Staff
(2nd group) at Off Site Location
- 9-24-02 (Wed.) 3:30 to 5:00 pm - ONLY IF
NECESSARY - Hillsboro in Conf.
Room.

Changes can be made ONLY during September and will become effective on October 1, 2002. Complete your paperwork for changes and return it to HR by 9-30-02. No changes will be made after 9-30-02.

SAFETY Meeting

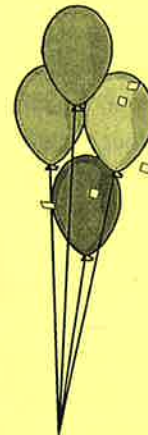
Monday 9-9-02 at 11:00 a.m. in
Hillsboro Conf. Room 2.

USTOUS - SALES, SERVICES, NEEDS

VISTA needs a cheap car. If you know a good running, inexpensive car, please call Brenda at (503) 216-4993. Thanks!

September BIRTHDAYS

Jerralynn Ness	9/06
Mary Whitmore	9/12
Monica Barrett	9/13
Shashonee Perry	9/13
Jennifer Choban	9/14
Debra Palmer	9/15
Christina Summers	9/15
Dennis Sanders	9/18
Jessica Goodrich	9/20
Katheine Galian	9/20
Angela Johncola	9/21
Aurora Ornelas	9/24
Sally Brown	9/24
Rebekah Armitage	9/27



September ANNIVERSARIES

Lorie Wilson	2 yrs	9/06
Robert Barber	8 yrs	9/06
Linda Johnson	3 yrs	9/07
Judy Nagy	16 yrs	9/08
Patricia Gallardo	6 yrs	9/09
Susan Abeln	9 yrs	9/10
Mary Hindal	1 yr.	9/11
Marlene Dougherty	3 yrs	9/13
Melissa Heart	3 yrs	9/13
Victoria Dominguez	6 yrs	9/13
Victoria Gomez	3 yrs	9/13
Rebecca Jacobs	1 yr.	9/15
Michele Walker	4 yrs	9/16
Olga Hopkins	5 yrs	9/16
Claudia Gutierrez-Garcia	1 yr.	9/17
Eliana Gomez	1 yr.	9/17
Jessica Kelly	1 yr.	9/17
Silvia Campuzano	1 yr.	9/17
William Urban	4 yrs	9/17
Sue Crawford	2 yrs	9/18
Irma Perez-Gomez	2 yrs	9/19
Renee Bruce	12 yrs	9/19
Elaine Burrell	20 yrs	9/20
Sunni Brasseur	9 yrs	9/20