



Community IN ACTION

Newsletter

January 7 , 2005

Vol 1

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, Morale & Wellness - Natalie Horne. All others – Winnie Althizer. Editor: Winnie Althizer.

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Dear Staff,

As we enter into 2005, we often hear or find ourselves saying, "may the New Year bring us peace". While the war in Iraq and the devastation from the recent tsunami take center stage when think about a more peaceful world, peace comes in many forms. And it starts with each of us and how we relate to others, particularly during times of stress and conflict.

And that when I focus on what I can do to achieve a more peaceful world, that I inevitably focus on my ability to achieve peaceful relationships and my personal response to conflict. It is very empowering to feel that one can make a contribution to the huge issue of world peace by developing the skills to effectively deal with personal conflict, whether it is with family, friends or co-workers. And while these are skills that most of us weren't born with, they are skills that all of us can learn.

Coleman McCarthy writes about and teaches peace education. He passionately believes "that if we don't teach our children peace someone else will teach them violence". In his book, "I'd Rather Teach Peace", he says that that to resolve conflict you must first find a common definition of the conflict. "Defining clarifies. When you clarify, you see. When you see, you can deal."

continued next column

And he provides some powerful guiding principles such as: "It's not you against me, it's you and me against the problem. The problem is the problem. Most to resolve people, and most nations, go into battle convinced I'm right, you're wrong. I'm good, you're evil. I'm smart, you're stupid. I deserve to win, you deserve to lose."

"Few can give up this illusion. But by focusing on the problem, and not the persons who have the problem, a climate of cooperation, not competition, is enhanced."

At Community Action, our work often brings peace, of another kind, to thousands of families who are struggling with issues of poverty. How we relate to one another can build a peaceful workplace. How we work with the public can contribute to a peaceful community. Having hope for a peaceful new year is not just wishful thinking. I applaud all of you for what you are doing to contribute to peace locally and encourage us all to continue to build our skills and expand our reach. Indeed, may 2005 bring you great joy and peace.



News of

Changes are a'commin:

The Community In Action newsletter will be published monthly for the next few months. We are trying to see if this will be adequate to keep all of us up to date and at the same time reduce the time it takes to put it together. The publishing date will be the third Monday of each month. If you have something you want to put in the newsletter you will need to get it to your dept. representative by the 2nd Monday of each month. Dept. reps: F&CR is Beth Dasher; Child Dev. is Marilyn Harrison; Development is Scott Schlegel, Wellness section is Natalie Horne and all others come to Winnie.

Job Openings are sent out weekly (a list format and individual postings) to all supervisors every Friday. Supervisors are encouraged to make sure this information is forwarded to staff. Additionally job opening information can be found



UPCOMING EVENTS !

ing Meeting	1-18
Head Start	
Policy Council	1-18
Board Meeting	1-21
Holiday Martin Luther King	1-17
Safety Meeting	2-7
Head Start Policy Council	2-15
Board Meeting	2-17
Holiday President's Day	2-21

**February 2005
BIRTHDAYS**



Marielena Banek	2/2
Liz Iliaifar	2/3
Linda Blackwood	2/6
Olga Hopkins	2/7
Trisha Thomsen	2/8
Martha Sleeper	2/8
Shari Woolen	2/8
Patricia Gallardo	2/9
Alicia Orozco	2/9
Janie Alonzo – Hernandez	2/9
Nicklas Nissen	2/11
Barbara Ludwick	2/11
Brenda Larson	2/13
Ariana Chandler	2/13
Mary Panaggio	2/15
Esther Reyes	2/15
Augusta Lang	2/17
Christina Rogers	2/17
Sierra Knight	2/17
Deborah Burrows	2/20
Todd Bentley	2/24
Wendy Crislip	2/26
Sunni Brasseur	2/26
Christina Brown	2/29

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

**February 2005
ANNIVERSARIES**



Linda Bourdeau	2/23/04
Jenny Choban	2/16/99
Gordon Eaton	2/1/04
Ana Estes	10/17/04
Robyn Gonzales	2/4/02
Katrina Hill	2/5/04
Phyllis Johnpoll	2/18/03
Alejandra Lopez	2/8/99
Juana Meraz	2/12/01
Cathy Meyer	2/25/99
Francis Nichols	2/2/04
Courtney Rumsey	2/19/04
John Russell	2/5/98
Judy Schilling	2/1/74
Carolyn Westlake	2/19/85

Topics – Good Advice for the new year
A friend just sent this to me. I thought it was worth sharing..

2004 has sped by and, now, we need to face 2005. There may be risks involved; we may need to face roadblocks, so...

- stay alert
 - share time with friends
 - jump over obstacles - with care and caution
 - face challenges
 - remember to laugh, cooperate, discover
 - make new friends
 - above all...be ready for adventure
 - stick together
 - always take time to smell the flowers.
- Don't forget to relax and enjoy
And never forget to love those dearest to you

Recipes The Good Huswifes
Salad, 1596

Take your hearbes and picke them very fine into faire water, and picke your flowers by themselves, and wash them all cleane, and swing them in a strainer, and when you put them into a dish, mingle them with Cowcumbers or Lemmans payred and sliced, and scrape Suger, and put into vineger and Oyle, and throw the flowers on the top of the Sallet, and of every sorte of the aforesaid thinges, and garnish the dish about with the foresaide thinges, and hard Egges boyled and laid about the dish and upon the Sallet.

*Submitted by Gordon Jones
at CAO and who grew up in England*

WHAT'S DEVELOPING?

Checks are still arriving in response to Community Action's holiday fundraising appeal. So far, gifts from 116 donors total nearly \$16,000, exceeding last year's total.

Community Action's web pages have been edited and the volume of words reduced to make them more user friendly. Our news page is also up-to-date, including links to print media news stories about Community Action. More improvements are planned at www.communityaction4u.org.

Tualatin Valley TV subscribers who watch public access channels 11, 21, 23, 28, and 30, will soon see 2-minute messages for Community Action's Child Care Resource and Referral service. Once recorded, these spots have been known to repeat for years. TVTV offers staff and studio time to produce the spots at no charge to non-profits.

CHECKS & BALANCES

Fiscal -

Tip IT - If you are sending out mail, do not forget to put the correct account number in the upper left hand corner so that the postage can be charged correctly. When sending out mail in which you put a return envelop, make sure the return envelop has "attn: your name" on it. This speeds up that piece of mail getting to you sooner on it's return.

FAMILY & COMMUNITY RESOURCES

Dear Rental Question Man:

What can I do if my landlord will not repair my place?

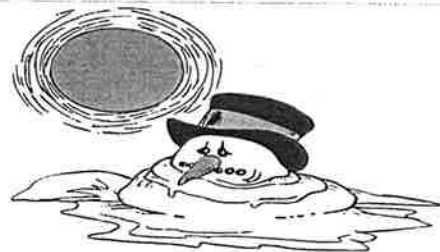
A: Ask your landlord to make repairs or fill out a repair request form. If this does not work, write a letter to your landlord asking for the repairs. (Ask Shelter for samples of letters.) Keep a copy of the letter. If this does not work, write a letter to the property management company that manages your complex if there is one. If this does not work, call Legal Aid Services or a law office to ask for advice. You may be able to sue a landlord for a court order to force repairs. This is a last resort. - DO NOT withhold rent for repairs without talking to a lawyer first. You could end up with an eviction. (Remember, Rental Question Man is not a lawyer!!! He is just a man.)



CHILD DEVELOPMENT

Congratulations to Clara Villanueva! She has received her bilingual Child Development Associate credential. Great job Clara!

Monica Barrett, Early Childhood Programs Manager, will be off work for several weeks. The stress of managing her work and her chronic illness has become too much for her and she has been hospitalized. If you wish to send messages to Monica, send them in to the office and we will get them to her husband, Dave. Monica is not able to have visitors. Keep Monica's health foremost in your thoughts, and take care of your own.



HR - Ask Winnie Benefits, Diversity...



Hazard Weather Policy - It's that time of year when the weather can be cold, or we wake up to snow. To be prepared, please review our policy for inclement weather on page 21 of the Employee Handbook. Additionally, you should review with your supervisor as to what he/she expects of you.

Personal Leave of Absence (pg. 32 Employee Handbook)
This type of leave is often incorrectly marked on the "Request for Leave" form. This leave is meant for an extended period of time for purposes not covered in other specific policies. The leave affects your benefits, causing you to pay for health, dental, etc. It should not be marked on the form unless your supervisor and you have discussed the purpose, length of time, and conditions for returning to work.

If you need a day off for "personal reasons" then you should check vacation or personal day on the form and if you want to take it without pay, in the comment section at the bottom of the form write: "without pay", and on your time sheet for that day write "without pay". If you do not indicate it is without pay, the day will be paid in accordance with your current vacation balances. In other words if you have accrued vacation hours some or all of the day would be paid and if you do not have accrued vac hours some to none will not be paid. If you have questions, please call me at ext. 257

SAFETY

We continue to have a high number of accidents. Please take a look around your work area and make sure there are no hazards; if you need to pick up something, ask for help to eliminate back strains; watch for wet areas & clean them up before someone slips; be aware of your surroundings so that you can avoid mishaps; slow down and think about what you are doing. Many times we hear that the injured person just wasn't paying attention to what they were doing or were distracted in some way.

All of the above ideas will help you be safer at work. Let's try starting a downward trend into an accident free zone. **YOU CAN DO**

LOOKIN' FER WORK IN ALL THE RIGHT PLACES



See this info * at:
Common CAO MainCAOInfo/HR Resources/Current Job

Administration

Child Development

Teacher I Barnes	\$8.00-9.60
Teacher III Barnes	\$10.55-13.65
Teacher II/Family Support Subs	\$8.79-10.83
Teacher III Subs	\$10.55-13.65
Teacher II Beaverton CDC	\$8.79-10.83

Development Advancement

Community Relations Specialist	\$12.00-17.14
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Family & Community Resources

Teacher-School Age Child Care/Shelter	\$10.58-12.70
Housing Program Specialist	\$11.69-14.61
Opening Doors Outreach Worker	\$11.69-14.61
Opening Doors Family Support Worker	\$11.69-14.61
SAFAH Family Advocate	\$11.69- 14.61

**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.*

