



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



Jerralynn Ness
Executive Director

This time of year the spirit of giving is everywhere at our Community Action sites.

As I walk around our Hillsboro office, donated poinsettias & wreaths, along with a decorated tree in the lobby, add warmth, color & sparkle. I notice a room filled with toys that will bring great joy to hundreds of children, & the dozens of children's polarfleece hat & mitten sets, hand made by Intel employees. Many of our employees are busy decorating their work spaces or site, slipping cards & gifts to their colleagues & secret pals, & making plans for program celebrations. Our phones have been busy for days with people calling in to make donations or see how they can help. People's capacity to give always moves me.

I had the honor to join the holiday celebration at our Shelter Home.

To experience the joy of homeless children during the holidays is something you never forget. To experience the family's resiliency, hopefulness & spirit of giving back, brings me to tears & reminds me once again of why we do the work we do.

I wish you all great joy and peace in the new year.

NEWS OF NOTE

Don't forget we'll be starting a New Year – all correspondence, meetings, etc will be in 2003.

Congratulations to Brenda Neri, Lucy Iraola, Mary Ryan, Katherine Galian & Charlotte Salgado who recently completed training to be a certified Van Driver. This requires 5 hrs. of class time to complete safety training – GREAT JOB!

COMINGS & GOINGS

A BIG WELCOME to the following new staff: **Jeanne McNassar** is our 2nd Early Childhood Specialist in Family & Community Services; **Sheri Salcedo** is the new Office Specialist for Opening Doors at CA East; **Terri Smith & Patricia Taylor** are Teacher II SUB's at Beaverton CDC.

We sadly said goodbye to Leanna Sturges; Pamela White; Rosa Loayza; Shireen Spencer & Marjorie Poon. Best wishes in your future endeavors.

UPCOMING EVENTS!



Christmas Day	12/25
New Years Day	1-01- <u>03</u>
Safety Meeting	1-06
Board Meeting	1-16
Building Meeting	1-21
Head Start Policy	1-21

CA STAR



Byline Joani Hagen

"It's self-rewarding to help our clients." That is how our CA star, Jenine Macon, feels about her work as a Community Resource Advocate at the Community Action Neighborshare office at CA East. She helps clients in energy & emergency services such as rent & utility assistance.

Her background has prepared her for client advocacy work. She has a degree in social science from Portland State University. As an Americorps volunteer, her efforts were focused on helping at-risk youth. She's also been employed as a skills trainer for developmentally delayed adults.

Jenine was born in Saū Paulo, Brazil. At the age of one her family moved to Portland. She still calls Portland home & currently lives in the southeast area. She has three daughters, ages 9, 6, and 2, and two sons, ages 11 and 4.

"Life revolves around my children," says Jenine. Her school-age children are in the Japanese immersion program at Richmond elementary. Keir, her 11-year-old son, recently had the opportunity to go to Japan and deliver a speech in two different schools each with a student body of 2,000 children!

Two years have passed since Jenine joined our organization. She still says, "I'm very thankful for the opportunity to work for a wonderful organization."



FAMILY & COMMUNITY RESOURCES

Metro Child Care Resource and Referral has a new addition! Jeanne McNassar has joined our group to develop and implement our Learning Circle program to Spanish providers! This will be a free literacy training program held at the provider's site!

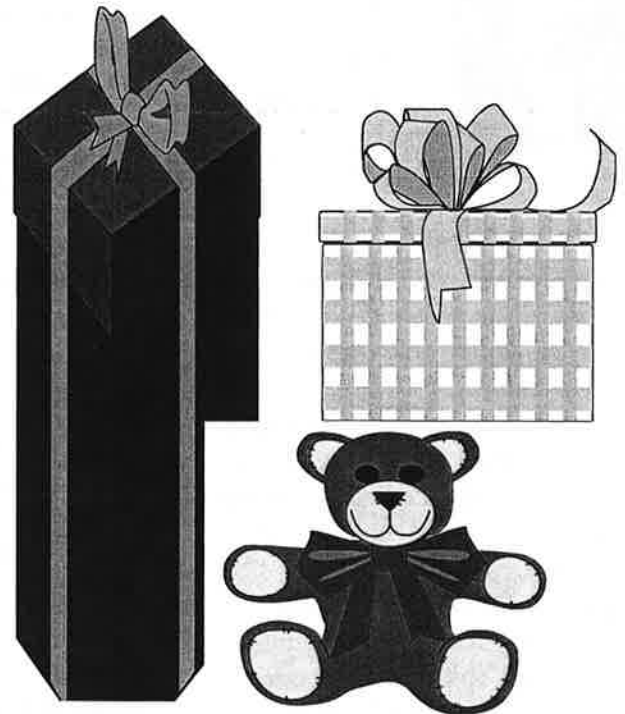
Also, in the Family and Community Resource area of CAO in Hillsboro our new work spaces will be installed this week!! Come visit for some "ooohhs" and "aaahhs".

On Nov. 27th our Energy Assistance Program staff was delighted to get together at a potluck to honor our incredible volunteer Jenna Sady. Jenna has been coming in 2 or 3 afternoons a week for the past year to help out with data entry of our Energy Assistance applications - not an easy job! Jenna rapidly mastered our new database, learned programs rules and regulations, and became an extremely valuable part of our team this past year. Plus, her bright smile and sunny disposition helped get us through seasons of rain and cold. Jenna is from Calgary, Canada and moved to Oregon after her marriage to Sam Sady who works for Wells Fargo Bank. They live in Hillsboro and are the proud owners of Bear, a beautiful chocolate lab who we have also had the pleasure of meeting. We are honored to be the recipients of Jenna's time and friendship!



CHILD DEVELOPMENT

Child Development for Pre-K Part Year is off on Winter Holiday and will return on 1-6-03. Farzana has gone home to India for the Holidays and, she too will be returning in January.



MORALE & WELLNESS

Topics: Flu Shots

Getting vaccinated against the flu may do more than prevent aches and fever. It also could keep you safe from strokes. In a recent study, flu vaccinations were associated with a reduced risk of stroke in certain populations.

Recipes



Feta Cheese Spread

1 lb. feta, crumbled; 2 tsp red chili flakes; 2 Tbsp fresh thyme; 3 Tbsp "good" olive oil

Mix all together & let stand at room temperature at least one hour (longer if in refrigerator). Serve with crackers or bread. yummmm

Holiday Tips



The most beautiful attire... a Smile



The ugliest personality trait.. Selfishness



The most powerful force in life -- Love



WHAT'S DEVELOPING?

Changing of the Guard

Please join me in welcoming home **Jeri Alcock** who returns to Community Action January 6 as our new Director of Development and Community ^{RELATIONS} Services. You might remember that Jeri worked in the development office last year as our point person for all things related to the community, including media contacts, volunteer coordination, in-kind donations and so much more! We are very excited to have Jeri back to continue our development work.

Yes, it's true, that means I am no longer with the agency. I have a chance to work part time from home doing training and consulting and spending more time with my two boys! I would like to thank each and every member of the Community Action staff for making my work here so enjoyable. I am humbled each day by the graciousness and hard work of the "front line" staff, by the dedication of all of you "behind the scenes" and the overall friendliness of the work environment. Thank you for allowing me the opportunity to represent Community Action on your behalf. Keep up the good work!

Sharon Bosserman-Benson

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

See this info * at: [Common CAO Main](#)/[CAO Info](#)/[HR Resources](#)/[Current Job Descriptions](#).

[Administration](#)

[Child Development](#)

[Development Advancement](#)

[Family & Community Resources](#)

We are on hiatus this issue & will be returning for the 1-3-03 edition with LOT'S of new openings – have a wonderfully Happy Holiday (& keep safe).

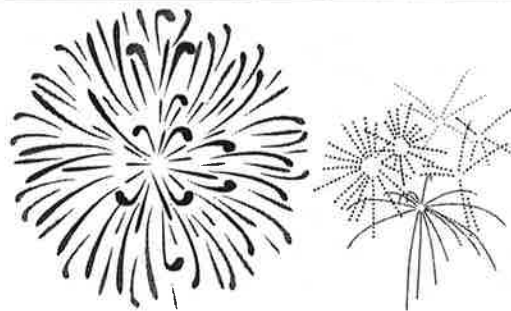
**NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the next publication and we will take applications as each job is posted.*



**IT'S almost time for the
NEW YEAR!!**

CHECKS & BALANCES

Merry Christmas
and a Happy New Year from Fiscal



US TO US – SALES, SERVICES, NEEDS

Lens Crafters has sent us some free coupons to give to our employees. The coupon gives you 25% off any frame and lenses purchased at their store. I don't have enough for each paycheck....so, if you are interested, contact the receptionist, Caronna, and let her know you would like one sent to you at your work place.

HR - Ask Winnie Benefits, Diversity...



I'm very pleased to announce that on January 6th, we will have a new HR Assistant. Her name is Brooke Zimet and her career interest is Human Resources. You could say we'll cover HR from A to Z (ha ha). Needless to say I'm very excited to have her on board. During her first month or two of training she & I will work very closely together. For the time being, please continue to direct all your calls & questions to my extension (257). Once Brooke gets settled in, she will assume responsibilities for the daily HR functions and paper flow. We'll get back to you on specifics.

During November & December I've had help in the HR dept. from Ann Maxwell (another HR professional). She has made a terrific contribution to several important projects which we are working on. One of those projects is the Employee Opinion Survey, which we all responded to last December. I had certainly expected to report back on it before March 2002, however, with one thing & another it didn't work out that way. We actually had to re-key all responses 3 times. During first part of January we will be meeting with one of our Board Members (Ron Sarazin) to finish up the statistical data and report it out to you, the Board Personnel Committee, and the Board.

Question: What percentage of employees have been with Community Action 5 years and more? If you want to guess, e-mail winnie your guess and we'll see who gets it right.

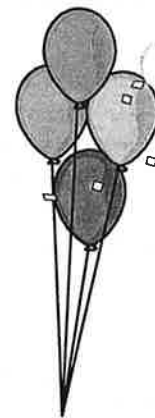
My thanks to all of you for your cooperation throughout the past year, & especially for attending the Employee Handbook meetings. It's great to know all employees now have a handbook. Our systems continue to improve and I know next year will be even better - THANK YOU!!

SAFETY

Have a safe and happy holiday...

January BIRTHDAYS

Alisha Stoecklein	1 /01
Martha Knapp	1 /04
Rosella Tripp	1 /04
Penelope Brown	1 /04
Carol Bump	1 /06
Larry Hauth	1 /07
Margaret Blaylock	1 /08
Kathleen O'Neill	1 /12
Vita Sidani	1 /13
Lucia Guerrero Perez	1 /18
Ivette Cruz	1 /18
MJ Milam	1 /24
Joan Brown	1 /25



{If you want your birthday acknowledged, be sure to complete an authorization form - contact HR}

ANNIVERSARIES

Diana Greene	12 yrs	12-26
Gail Hilderman	7 yrs	1-1
Carol Bump	9 yrs	1-3
Vilma Banek	4 yrs	1-4
Anne Schlereth	2 yrs	1-4
Ludivina Morales	2 yrs	1-8
Sonia Diaz	2 yrs	1-17
Christie Curtiss	4 yrs	1-18
Josephine Kuhn	4 yrs	1-19
Jenine Macon	2 yrs	1-22
Shari Woolen	8 yrs	1-23
Mirna Hernandez	4 yrs	1-27
Rafael Alcaraz	5 yrs	1-28



A special thanks to our friends at Hillsboro Parks and Recreation who donated all these beautiful poinsettias!