



I need a name News

SEPTEMBER 17, 2004

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

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Kudos to **Serena Villafana** for enthusiastically organizing a car wash to raise money for Community Action's needed building repairs! Serena came up with the idea when she learned about the cost of repairing our Hillsboro facility. She teamed up with **John Russell** to provide the leadership needed to success-fully pull off this Saturday event. Several staff and some of their family members, along with Head Start families volunteered to help with the car wash. Around 35 vehicles were washed and nearly \$2,000 was raised, \$1,600 in donations from business partners who wanted to support the effort. A big thanks to Serena and John, and to all of you who took time out of your weekend to help make this a success.

In my last column, I wrote about national convention. In the opening session, Coleman McCarthy, Executive Director of the "Center for Teaching Peace", was engaging and thought provoking. Some of his comments: "We may not always see eye to eye, but we can always talk heart to heart." "We may not all be able to do great things, but we can all do small things in a great way." The week ended with the "No Room for Poverty" rally on Saturday that drew around 5,000 supporters. We heard from many inspiring speakers, all focused on issues of poverty and hope. **Jerrick Len Span** rocked with his closing comments, sending us home more motivated than ever to work for economic justice for all.

NEWS OF NOTE



OPEN ENROLLMENT meetings are being conducted at the Hillsboro office, the Head Start Beaverton office and at Community Action East location. Contact your supervisor for day and time. If you are planning on making changes to your coverage you should plan on attending one of the meetings. Open Enrollment ends September 30th.

COMINGS & GOINGS

Welcome!!!

Janina Tabor & Yanchin

Topgyal, Teacher III's at Aloha Park.

Lisa Douglas Oliver, Data

Specialist in I&R.

Margaret Rodriguez-Springer,

Program Assistant, in Development.

Sierra Knight, Teacher II Family Support, at Walker

CA STAR



Byline by Judy Schilling

Recently members of the Oregon Energy Coordinators Association (OECA) presented this annual award to Joan Ellen Jones (formerly Swanson):
The Jennelle Wiggins Award - For exceptional dedication and leadership in the field of weatherization.

Joan Ellen: "Dedicated, loyal, tenacious, Joan Ellen has worked in weatherization since 1985. Joan has served as logistics chair, treasurer and legislative chair for OECA and as a representative to Fair and Clean, the CUB Board and various energy policy committees. Joan Ellen is a certified auditor, skilled manager and number cruncher who has earned the respect of all her co-workers."

WAY TO GO JOAN ELLEN!



UPCOMING EVENTS!

September 2004 _____ Monday 6



Board Meeting	9-16-04
and	10-21-04
Building Meeting	9-21-04
and	10-19-04
Head Start	
Policy Council	9-21-04
and	10-19-04
Safety Meeting	10-4-04
ALL STAFF	10-22-04

"If it's all the same to you chief, I'd like to work from home tomorrow."

FAMILY & COMMUNITY RESOURCES

You have probably noticed the Energy Assistance Program has slowed down for the summer months. We are currently only able to help customers of Northwest Natural Gas, or PGE customers who have had their power shut off. Our next funding allocation for PGE customers will be arriving the end of September, so we'll be able to assist more families at that time. In early October we will begin our mailout process, sending energy assistance applications to seniors on fixed incomes and people with disabilities. And after that we expect to receive our LIEAP funding, which usually arrives in late November. This will allow us to return to our full operation with funds for all county residents. We'll keep you posted with more details in the future!

Energy Tip:

During a summer heat wave your refrigerator works extra hard to keep your food cold. It may not be able to keep up with the heat if the coils are not clean, so remember to vacuum the coils for optimal efficiency.

Also, keeping a full refrigerator maximizes efficiency.

CHILD DEVELOPMENT

We know that Early Head Start classrooms are up and running for the 2004/2005 school year. And the Pre-K staff have all returned as of Monday 9-20-04 and will be closeted in a Head Start All Staff meeting on that day.

Now that everyone is back, we are hoping this column will have lot's of fun and interesting info to share with the rest of the agency.

WELCOME BACK HEAD START



There can be no happiness if the things we believe in are different from the things we do.

by: Freya Madeline Stark
(1893-1993) Travel Writer

Topics – Microwave Safety

Only use cookware that is specially manufactured for use in the microwave oven. Glass, ceramic containers, and all plastics should be labeled for microwave oven use. Plastic storage containers such as margarine tubs, take-out containers, whipped topping bowls, and other one-time use containers *should not be used* in microwave ovens. These containers can warp or melt, possibly causing harmful chemicals to migrate into the food.

Microwave plastic wraps, wax paper, cooking bags, parchment paper, and white microwave-safe paper towels should be safe to use. Do not let plastic wrap touch foods during microwaving. Never use thin plastic storage bags, brown paper or plastic grocery bags, newspapers, or aluminum foil in the microwave oven.

Drowsy in the afternoon?

Tips

Each of us has different patterns of high and low states of energy throughout the day. Some people find that exercise in the morning can go a long way toward keeping their energy level consistent during the afternoon. A secret known to those who have become habitual exercisers is that effort creates energy. Don't wait for energy to come when you are tired; as soon as you begin to feel that afternoon slump, shake it off by moving your body. Try taking a brisk walk after lunch. It may be what you need to keep you awake and alert the rest of the day.

- Dr. Weil



WHAT'S DEVELOPING?

This dept. has a new Program Assistant, Margaret Springer-Rodriquez and they are most excited to have her on board.

This is a very intense time, since Jeri and staff are working hard to find donated products and dollars to help with the building repairs. Also this is the time of year when they are preparing events to which current and potential donors are invited so that we may share our knowledge of poverty and what it takes to reduce it in our community.

We no longer operate Play It Again (clothing donations) and can no longer accept donations of clothing at any of our locations. A handout for clients with this information will be available later this week.



USTOUs – SALES, SERVICES, NEEDS

Nothing for this column this week.

Personality can open doors, but only character can keep them open.

by: Elmer G. Leterman
Business executive

CHECKS & BALANCES

Fiscal – Another reminder that late time sheets can affect your pay and the ability to make direct deposits. Make a resolution to remember to complete, sign and turn in your time sheet on time. The Friday you do not receive a paycheck is the Friday your time sheets need to be turned in.

Facilities - What can we say except, building, BUILDING, **BUILDING**, BUILDING

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:
Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Office Specialist II-Main Office Recpt. 10.58-12.70

Child Development

Teacher I 8.00-9.34
Teacher II 8.83-11.04
Teacher II/Family Support 8.83-11.04
Teacher III 10.58-12.70
Teacher II Subs. 8.83-11.04
Teacher II/Family Support Subs. 8.83-11.04
Teacher III Subs. 10.58-12.70

Development Advancement

Community Relations Specialist 12.00-17.14

Family & Community Resources

Community Resource Advocate 8.83-11.04
OD Family Support Worker 11.69-14.61
Family Advocate-SAFA 11.69-14.61
Homeless Services Manager 19.42-25.25
Shelter Resident Assistant 8.00-9.60

**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...



As most of the Hillsboro Office knows, the new Admin Program Assistant, Araceli Delgado, is on bed rest for the remainder of her pregnancy.....and I'm stepping in to see that those functions she is responsible for, get done. Mostly this impacts you because of Office Supply Orders. Please submit your orders just as you have always been doing (Head Start orders go to Elaine and F&CR orders go to Beth Dasher). Both Elaine and Beth will work with me to make sure the orders are placed and filled. Admin. depts. should continue to request office supplies in the normal manner and they too will get processed.

It's important that you remember I don't know what I'm doing - yet - so it will take some time and your patience for us to get thru this.

On the front page is a reminder about Open Enrollment during September. The schedule is as follows:

- 9-21-04 2:00 to 3:00 pm at CA East
- 9-23-04 10:00 to 11:00 am at Main Office Hillsboro
- 9-24-04 2:00 to 3:00 pm at HS Beaverton Ofc
- 9-30-04 10:00 to 11:00 am at Main Office Hillsboro

SAFETY

Take responsibility for working safely; look around you each day and spot potential hazards and correct them if you can. If you can't report them to your supervisor and to your Safety Committee Representative. We want to work hard this year to reduce our reportable injuries and the best way to do that is to get rid of the hazards before there is an injury.

SEPTEMBER 2004 BIRTHDAYS

VICKI WARE	9/6
JERRALYNN NESS	9/6
WILLIAM URBAN	9/6
MARY WHITMORE	9/12
SHASHONEE PERRY	9/13
MONICA BARRETT	9/13
CHRISTINA SUMMERS	9/15
DEBRA PALMER	9/15
JANICE AMBURGEY	9/17
KATHERINE GALIAN	9/20
MARIA VILLALOBOS	9/21

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



SEPTEMBER 2004 ANNIVERSARIES



OLGA HOPKINS	9/16	7 yrs
AMIE KELSON	9/16	2 yrs
KARLA TRUJILLO	9/16	2 yrs
RENEE BRUCE	9/19	14 yrs
ELAINE BURRELL	9/20	22 yrs
SUNNI BRASSEUR	9/20	11 yrs
MARIA E LAMB	9/22	24 yrs
REBECCA SMITH	9/22	7 yrs
ROSA GUTIERREZ	9/22	1 yr
FLORIBERTHA HERNANDEZ	9/22	1 yr
MARIA MERCADO	9/22	1 yr
PATRICIA TELLEZ	9/23	2 yrs
GORDON JONES	9/26	1 yr
RUZICA DJURDJEVIC	9/28	2 yrs
OLIVIA ESTRADA	9/29	1 yr
SHANNON FLYNN	9/29	1 yr
TIFFANY JORDAN	9/29	1 yr
SARAH MEYERS	9/29	1 yr
MARIA REGINO	9/29	1 yr
DEBBIE AGEE	9/30	2 yrs
JENNIFER SMART	9/30	2 yrs