



# Community IN ACTION

Newsletter January 23, 2008

**Deadline** is the second Friday of the month; **Contacts** for articles are: Child Dev. – Karen Murray, F&CR – Barb Dame, Morale & Wellness - Phyllis Johnpoll, Development – Lisa Brown, All others – Nancy Peters. **Editor:** Renée Bruce

## DIRECTOR'S CORNER



**Jerralynn Ness**  
Executive Director

The Community Action Partnership of Oregon, along with Oregon Housing & Community Services, Ecumenical Ministries of Oregon, Neighborhood Partnership Fund, Oregon Food Bank and the Hunger Relief Task Force have launched an initiative called "Oregon Thrives: Creating opportunities for all Oregonians to prosper." Last month I was elected to chair this initiative which is bringing greater visibility to issues of poverty and how we can help families to thrive.

Our Vision is:

*Oregonians are thriving....living with dignity, security and hope!  
All who can be self-supporting....are,  
All who can't be....are helped.  
All who can help....do!*

Our Mission is:

*Together, Oregon Thrives members work for healthy communities where individuals and families have the opportunity to earn living wages, have access to health and child care services, quality education, adequate nutrition and stable housing.*

*Continued column 2*

*Directors' Corner continued*

This initiative will strive to inspire Oregonians to work together for a thriving Oregon by:

1. Building broad based partnerships around shared interests,
2. Developing a unified voice to communicate the benefits of our shared vision, and
3. Creating the political will needed to assure sufficient resources to effect change. The time is right to raise issues of poverty to a much higher level of concern and I'm glad to be a part of it.

### Program Assistant's Corner

Due to POPULAR DEMAND, the Book Exchange Program will continue! Thanks for your input and your help keeping the area neat.

## COMINGS & GOINGS

### Welcome to the following new employees:

Annette Zahler, Office Specialist, Beaverton Office;  
Melody Axe, SAFAH Family Advocate, Shelter;  
Vanessa Graham, Outreach Worker, Opening Doors  
Randy Webber, Teacher-111, H.S.

### Sadly, we say Goodbye to:

Joy White, Elizabeth Bearyman, Heather Thompson, Jackie Harris & Kathy Nelson

## NEWS OF NOTE



**Reminder!** Below are examples of the signs in our parking lot which are used for assigned parking spaces near the employee entrance; please do not park there without a permit (even temporarily).

**Employee  
Parking  
Only**

**Reserved  
Parking  
Authorized  
Personnel  
Only**

## We need your help:

When sending mail to the Hillsboro main office using an internal envelope, please include the recipients full name and department. This will help a great deal in mail delivery.

Thank you.



## UPCOMING

New Hire Orientation	1/25
Safety Meeting	2/04
I&R Network Breakfast	2/07
Holiday	2/18
Building Meeting	2/19

## February 2008 BIRTHDAYS



Marielena Banek	2
Liz Iliafar	2
Olga Hopkins	7
Nancy Peters	8
Trisha Thomsen	8
Janie Alonzo-Hernandez	9
Bobbie Ludwick	11
Ariana Chandler	13
Joy Larson	13
Esther Reyes	15
Augusta Lang	17
Helen Fern	19
Debbie Burrows	20
Maria-Luisa Meza-Shahabi	20
Julie Novakowski	20
Todd Bentley	24
Sunni Brasseur	26
Wendy Crislip	26

## February 2008 ANNIVERSARIES



We are unable to list anniversaries this month. We will try to add both February and March in our next edition.

### *Inclement Weather Policy*

Local school district closures will guide the the closing of all Community Action work sites. If the local school district is closed or adjusts its hours of operation due to hazardous weather or other conditions, Community Action sites in that district will close or adjust their hours of operation accordingly (including the main office).

Please refer to page 21 of your Employee Policies Handbook for additional information.



### February Is

Black History Month  
American Heart Month  
Friendship Month



In honor of Valentines Day, here's a recipe for  
**No-bake chocolate balls for kids**

1 c Brown sugar  
1 c Granulated sugar  
1/2 c Milk  
1 t Vanilla  
1/2 c Cocoa powder  
3 c Quick cooking oats  
1 c Sweetened dried coconut  
1 c Diced maraschino cherries  
1/2 c Chopped walnuts, optional  
Icing sugar



In medium saucepan, combine brown sugar, granulated sugar, cocoa powder and milk. Over medium heat, bring to a boil, stirring, until sugar is dissolved. Pour into bowl; stir in vanilla, add oatmeal, coconut, cherries and walnuts if using. Cool to room temperature (about 1 hour). Shape into 1 1/2" balls. Roll in icing sugar. Store in airtight container in single layers between waxed paper.

Feb. 2 is Groundhog's Day  
Feb. 5 is Mardi Gras 2008  
Feb. 13 is Read to your Child Day  
Feb. 14 is Valentines Day  
Feb. 18 is Presidents Day  
Feb. 29, 2008 is Leap Year Day



## WHAT'S DEVELOPING?

Donations to Community Action take on many forms, including volunteer time. Volunteers are an important resource for many of our programs, providing support in Head Start classrooms, helping with projects at the shelter, and working in many other capacities. Some important steps must take place to ensure a positive experience for both the volunteer and the program staff working with volunteers. Part of Scott Schlegel's role in Resource Development is to process new volunteers (except Head Start parents). This includes completing proper safety and confidentiality documentation, as well as providing new volunteer orientation. Please help us follow proper procedures by referring all prospective volunteers to Scott - [sschlegel@caowash.org](mailto:sschlegel@caowash.org) or x254. We welcome your ideas for new volunteer projects and always appreciate receiving feedback from your volunteers.



## CHILD DEVELOPMENT

The Pre-K classes are involved in a reading program designed to promote father involvement. Studies show that when fathers are actively involved in their children's education, children are more likely to receive better grades in school, participate in extracurricular activities, enjoy school, and are less likely to repeat a grade.

FRED—Fathers Reading Every Day is a program designed to encourage fathers, grandfathers, and other positive male role models to read to their children on a daily basis. The program hopes to increase father involvement in children's literacy development and to improve the quality of father-child relationships. FRED is based on the belief that for children to reach their greatest academic potential, parents must be actively involved in all aspects of their children's education and development.

FRED is a four-week program structured so participants read 15 minutes a day for the first two weeks and 30 minutes a day for the remaining two weeks. Both parents and their children benefit from the interaction that occurs during and after reading times.



## CHECKS & BALANCES

### Fiscal –

January 31st is the date the W2's will be mailed. If you have moved and haven't told us yet please send us your new information. We want to be sure you get your W2.

1099's will be mailed out on January 31, also.



## SAVE THE DATE

*April 18<sup>th</sup> is  
Wellness Day*



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

Job Openings may be viewed at  
Common/Agency Info/HR Resources/Job Postings

\*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 -

I wanted to update you on our transition plan for HR while we launch our recruitment effort for the Director position. I have appointed Brooke to serve as our HR Team Leader.



She will be the department's liaison both internally and externally for HR issues and will triage work for the team. This position will ensure that the department is well supported, highly collaborative and communicating closely on all aspects of our HR work. Tina will continue to be the point person for employee relations and recruitment. Nancy will continue to carry out her HR assignments, in addition to supervising and overseeing our general office staff and functions. Whenever Brooke or Tina isn't available, the other will cover as needed. I really appreciate the great energy and "can do" attitude of our HR team and all that they are doing to keep us moving forward. During this time of transition, if you have any questions or concerns, please feel free to bring them to Brooke or to me. Warmly, Jerralynn

### Community Action is Now Smoke Free

Just a reminder that as of January 1<sup>st</sup>, 2008, smoking is prohibited at all Community Action sites. There will no longer be any outdoor smoking areas designated on Community Action property. The one exception is our Hillsboro Shelter Home. Pat Rogers will be working with our staff at the shelter home to develop recommendations for smoking policies that are most appropriate for that environment, which is a combination of a home and work site. Please contact Tina in HR if you would like information on available support for smoking cessation and accommodation of smokers during paid rest breaks. Thank you for your co-operation and understanding of this change.

### "KEYING" POINTERS – SAIF CORPORATION

**While typing**, your wrists should be kept straight (flat) with your hand, wrists and forearm parallel to the floor.

**If you have your keyboard tray** in a downward slope (negative tilt) your arms should also be in a downward slope to keep your hand and wrists straight.

**Hold your elbows close** to your sides. This will minimize the outward or inward bend of the hand at the wrists.

**Never rest your wrists** on the keyboard or against the hard edge of your desk. You want to avoid creating pressure points.

**Whenever you stop typing** for a while, get into the habit of dropping your hands to your lap for a rest.

**Center your body** over the keys used most often, not necessarily the center of the keyboard.

## FAMILY & COMMUNITY RESOURCES



### Energy & Community Resource Support Program (ECRS)

What the heck is E2C2???

I'm sure you've heard the buzz about the new program in the F&CR area called E2C2. Well, the acronym stands for "Energy Education and Consumer Competency". Community Action has received funding from Oregon Housing & Community Services (OHCS) to provide the two components of this program – Energy Education and consumer supported Case Management in Washington County.

For the past year, our Weatherization Program has been providing the Energy Education component. And now it's official!! We'll begin to offer the Case Management, too. We're calling the program the "Energy & Community Resource Support Program" or ECRS. ECRS is a collaboration of Community Action's Energy Assistance, Weatherization and the Information & Referral Programs.

As of January 1<sup>st</sup>, the ECRS Family Advocate, Sonia Hurtado, has been putting all the pieces together so she can start doing 6-12 months of case management with households looking to achieve economic stability. She will work one-on-one with the families to assess needs, set goals, create action plans and assist in accessing other resources and services available to them.

Sonia is now part of the I&R program with Jimi Smith and also will work closely with the Energy Assistance and Weatherization staff as they identify and refer families they feel could benefit from some additional support. She is very eager to get started and will begin working in late January with the families who have already been referred to her.

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### **Breakfast Meeting for February:**

The next I&R Network Breakfast Meeting will be held on Thursday, February 7<sup>th</sup>. Our topic this month will be "Debt Assistance". Remember, these meetings can fill up the parking lot.

### **2008 Community Resource Directories:**

The printed directories have arrived. Please give Barb Dame a call at x238 to order for your program.