

Staff is encouraged to use the Paycheck News for communicating events or personal items to employees of CAO.
 Deadline – Same Friday as time sheets - Production: Beth Dasher, Christina Taft, Editor: Winnie Althizer.



Director's Corner



Have you heard? Community Action's very own Ralph Brown has been appointed by the county commissioners to fill a vacant legislative seat in House District 29. We are all quite excited for him and know that he will do a good job in representing his constituents.

On Friday, February 22nd, our board and staff directors will be participating in an all day retreat. The morning will be devoted to training around planning, fiscal responsibilities, fundraising and governance. During lunch we will hear from Jeff Thompson from the Oregon Center for Public Policy. He will talk about the Oregon recession and its impact. In the afternoon we will provide the board with progress on our annual plan and input we received from all of you at our all staff. We will also discuss the concept of outcomes and how "branding" can not only help to raise our visibility, but align our vision, mission, values and goals.

We are fortunate to have a very engaged and caring board. Our retreat will help to increase our knowledge of our roles and responsibilities and unite us around some common thinking about our future directions. We will keep you all informed of our progress

News of Note

Do you serve Vietnamese, Chinese, Filipino or Lao families? The Asian Family Center is looking for these families to interview. Their goal is to make sure that families are receiving appropriate health services. This health needs assessment project is a tri-county collaboration between IRCO/Asian Family Center and the county Health Depts., Kaiser, PSU and the State. Please refer them to Koneng or Katy at 503-235-9396 x 114 or x 124.

< CAO STAR

BYLINE: Joanie Hagen

**EXTRA! EXTRA!
 READ ALL ABOUT IT!**
 We've got a "REPORTER EXTROIDINAIRE". Our fun loving Joanie Hagen say's it sounds like fun & will be submitting interviews of interest so we can get to know more about each other. Watch this space for some really good reading!!!

Comings & Goings

Please welcome
 Robyn Gonzales a Teacher II substitute for A Kid's Domain; and, Lidia Schibic is the new Head Start Enrollment Systems Specialist and is strong in a number of computer applications.

Sad to say we are bidding good-bye to Jose Gonzales at the end of February – he is joining the ranks of "hi-tech". We wish him much success and will miss him greatly. So, you ask who is going to replace him? Well, it's our own Jimi Smith!
 Congratulations Jimi!.

Upcoming Events!

Board Retreat	2-22-02
Next Bldg. Meeting	3-12-02
Safety Meeting	3-4-02
Head Start All Staff	3-8-02
Wellness Day	4-26-02

at Trinity Lutheran Church inHillsboro
 Check out the What's Developing" column for more dates to remember.



Programs – Top 10 Hits

Family & Community Resources

COME TO A DINNER/ART SHOW
FUND-RAISER FOR NEIGHBORSHARE

TO BE HELD AT THE HOLIDAY INN
1021 NE GRAND AVE
PORTLAND, OREGON
SATURDAY MARCH 9, 2002
FROM 8:00 - 10:00 P.M.

TICKET PRICE \$25.00,
PAYABLE TO "SAMUEL'S GALLERY,"
WRITE ON CHECK
"FOR NEIGHBORSHARE FUND RAISER."

Federal Legislative Contacts

Representative David Wu (District 1)

Email: david.wu@mail.house.gov

Website: www.house.gov/wu

Senator Gordon Smith

Email: oregon@gsmith.senate.gov

Website: www.gsmith.senate.gov

Senator Ron Wyden

Email: senator@wyden.senate.gov

Website: www.wyend.senate.gov

Child Development

Good News!! Last week at the all state meeting Head Start learned it was given an increase of \$338 million for the year 2002. This was a compromise between the Bush proposal of \$125 million, the House at \$276 million and the Senate at \$400 million (go Senate!). Because of that increase, another 13,000 children will be enrolled in Head Start (nationally – not in CAO Head Start classrooms). Enrollment criteria has also been increased from 10% to 25% over income, and Head Start remains under the direction of the Dept. of Health.

Self-Assessments continue on schedule.

Thank you!

From Sally Brown.

I would like to express my gratitude for all the support from CAO Staff and Friends after the sudden death of my father early in February. It meant so much to me to know you cared and understood what I was going through.

Wellness Day 2002

April is not that far away any more!
We are in the planning process for Wellness Day, and it's looking good!

We are now looking for staff (or other people) who might be interested in giving a fun presentation to a small group of people for our "breakout" sessions. If you or someone you know would like to participate, please call Elaine (x271) or Beth (x291). Thank you.

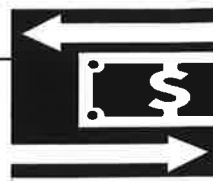
Our next meeting will be March 1, at 10 a.m., in Conf Room 3. We will be meeting every other week, same bat time, same bat channel. Hope to see you there!

Morale & Wellness

Secret Pals - Reminders

Recycling gifts is not a crime, but be wary of recycling gifts within the Secret Pal Club, because you never know who you might be giving it (back) to.

"The idea behind "Secret Pals" is to help keep your pal's morale in good spirits throughout the year – at least while they are at work. **You must commit** to making sure your pal gets a note or card at least twice a month and surprise once a month. Please do not falter in this and over spending is not a good idea. \$3 - \$7 each month should be more than adequate."



Checks & Balances

I&R

Tip IT

Check us next time

What's Developing?

Invite your Friends on a Community Action Tour!

Resource Development is sponsoring free tours of Community Action so that the community can become more familiar with our work and see our sites firsthand. Staff members are welcome at these events and many employees have already participated in the tours. Do you know someone who would like to know more about our agency? Invite them to join us on one of these dates:

- Friday, March 8th, 8:00-9:00 a.m., **Opening Doors** at St. Vincent's Hospital with the Beaverton Chamber.
- Friday, March 22nd, 8:00-9:00 a.m., **Head Start** at the main office with the Hillsboro Chamber.
- Thursday, April 11th, 4:30-5:30 p.m., **Head Start** at the Hillsboro main office
- Wednesday, June 5th, 7:30-8:30 a.m., **Head Start** at the Hillsboro main office

Volunteer News

Many people have asked if volunteers are allowed to bring their small children to Community Action when they volunteer. Unfortunately, this is not possible. Many of our programs, such as Head Start, are required to follow certain licensing guidelines that do not allow this. Allowing a volunteer to bring their children could jeopardize the program.

Even volunteers who are doing office assistance or other tasks should not bring their children with them. An office really isn't a safe or stimulating environment for a small child. Although we can't accommodate these folks, volunteers who want to volunteer with their children can find a listing of appropriate, family-friendly activities at www.handsonportland.org. This website offers a calendar of activities all over the metro area not just in Portland.



Lookin' fer Work in All the Right Places

See this info * at: Common CAO Main/ CAO Info/ HR Resources/ Current Job Descriptions.

Administration

IS Technician (.50 fte) 9.92 - 13.23

Child Development

Bus Driver - Kinship Program (1)	8.00 - 10.78
Teacher III - Kinship Program (2)	10.75 - 13.50
Teacher II - Kinship Program (2)	9.25 - 10.50
Teacher I - Kinship Program (2)	8.00 - 9.20
Ed. Specialist - Kinship Prog. (1)	9.00 - 12.95
Teacher I Substitute	8.00 - 9.20
Teacher II Substitute	9.22 - 9.84
Teacher III Substitute	10.75 - 13.50

Kinship program is open to CAO employees only - hurry & send in your internal application for consideration.

Resource Development

Family & Community Resources

Shelter Resident Assist (ongoing) 8.00 - 9.22

*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.

Us to Us - Sales, Services, Needs

FREE 55 gallon drums (a.k.a. Burn Barrels) or 55 gal. drums cut in half (good for planting potatoes, storing compost, etc.) Please contact Jennifer Choban at 693-3294. Also, FREE 6" nursery pots.

WANTED: Roommate to share large house on 5 acres in Sherwood. Includes entire upstairs (two large bedrooms and one bath), shared use of kitchen, living, dining, basement and hottub. Vegetable & flower gardens, barn, orchard, and wine grapes. Rent is \$700/ month. Call Sally Brown at (503) 693-3299 x697, or (503) 554-0495. Available April 1, 2002.

Last Page (we know you'll miss us)



HR (Benefits/Diversity/Q&A)

Ask Winnie

Reminder: If you have celebrated your 2nd anniversary with CAO and you haven't opened a Retirement Savings Account, this would be a good time to do so. At the beginning of your 3rd year of employment (starts right after your 2nd anniversary party) you are eligible to receive a contribution to your retirement account from CAO. As you continue your employment with CAO, the contributions grow with you (see the chart below). So while you are saving pre-tax dollars from your salary, you are also receiving dollars from CAO. Contact HR if you are interested in opening an account. If you are already enrolled in the plan and you have passed your 2nd anniversary, the CAO contribution will start on the paycheck following your anniversary date (check you paycheck stub under benefits to verify the contribution).

Year of Employment:	3 rd , 4 th , & 5 th	\$25.00 per month from CAO into your account
	6 th & 7 th	\$50.00 per month from CAO into your account
	8 th & 9 th	\$75.00 per month from CAO into your account
	10+	\$100.00 per month from CAO into your account

MARCH 2002 Birthdays

Wishing you all the happiest of Birthdays!

Marci Rodrigues	3-4
Lu Lamping	3-9
Jenine Macon	3-10
Christina Taft	3-11
Beth Dasher	3-12
Ludivina Morales	3-13
Fabiola Contreras	3-13
Krista Olsen	3-14
Bob Barber	3-20
Mary Echegaray	3-23
Michele Walker	3-24
Aldina Orellana	3-26
Charlotte Salgado-Zerber	3-29

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

MARCH 2002 Anniversary

Jerralynn Ness	29 yrs	3-17
Donna Bennington	21 yrs	3-23
Sandie Kitchen	20 yrs	3-1
Terry Andersen	5 yrs	3-17
Rocina Hernandez	5 yrs	3-24
Karen Henkemeyer	4 yrs	3-2
Estela Guillen	4 yrs	3-16
Keith Byerly	4 yrs	3-31

MARCH 2002 Anniversaries Cont.

Lucia Guerrero Perez	2 yrs.	3-3
Claudia Juarez	2 yrs	3-7
Cortnie Hoefel	2 yrs	3-13
Jill Hanson	1 yr	3-2
Kelly Christian	1 yr	3-5
Gail Boyle	1 yr	3-12
Catherine Virgilio	1 yr	3-13
Doris Harris	1 yr	3-20
Leanna Harris	1 yr	3-26
Elisa Gurrola	1 yr	3-31

Safety

Next Safety Meeting is Monday, March 4, 2002 at 11:00 am.

Our work on the MSDS books continues and we anticipate having the basic materials completed soon.

Last month we welcomed a new member to the committee, Danny Cox, a new bus driver in Head Start.

