

Deadline is the Friday before pay day; Contact 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



Director's Corner



Our Board Chair, Dick Stenson, as many of you know, is the head of Tuality Hospital and Tuality Healthcare. He and I have been working together to help bring to Hillsboro a six week course on "Understanding Racism". This course has been developed by a newly formed foundation that was born out of the judicial system. The goal of the course is to increase participants' awareness and understanding of racism by identifying hidden biases and prejudices and learning how to take action to make positive change. The foundation has agreed to run a pilot for interested leaders in our area. Tuality Healthcare has agreed to sponsor the event. And as a result, a core group from the Hillsboro area, including our own staff directors, has signed up for this pilot course this spring.

The mission of the "Understanding Racism Foundation" is to reduce racism in our communities through study and personal examination. I am looking forward to this opportunity to have a team of us from Community Action join others in our community to contribute to this very important work and worthy mission.

News of Note

Did you work in 2001? Do you have children? You might qualify to get money back from your taxes!

The Federal Earned Income Credit can give you up to \$4,008 back! The Federal Child Tax Credit can also put money in your pocket! Oregon's Earned Income Credit can give you up to \$200 back! Oregon's Working Family Child Care Credit can give you back up to 40% of what you spent on child care! It's Easy! To find a Free Tax-Aide site near you: 1-888-AARPNOW (1-888-227-7669) For more information call: IRS (Federal): 1-800-829-1040 or Oregon Dept. of Revenue (State): 1-800-356-4222 There will be more information posted in the CAO Hillsboro site lobby.

Congratulations to 2 new Citizens – Leticia Flores & Leyla Arevalo in Early Head Start are now USA Citizens; & Kelly Christian got married last week-end – Congratulations!!!

Comings & Goings

During February we welcomed Robyn Gonzales, who is a substitute teacher for A Kid's Domain; Arlene Olson-Kimberling a Teacher II at Early Head Start; and Lidia Schibic, the new Head Start Enrollment Systems Specialist.

At the same time we said farewell to Jose Gonzales, Ramona Weinstein & Esmeralda Hernandez. We wish them well in their future endeavors.

CAO STAR

Byline – Joanie Hagen
Let me introduce you to Dennis Sanders, Facility Maint. Coord. Oregon became home for Dennis when he was 3 years old. At that time his family moved from Salt Lake City to Ione, in the eastern part of the state. After 5th grade Dennis' family came to the Portland area. He now lives in Hillsboro close enough to CAO that he occasionally walks to work. Hiking and camping in Oregon are his favorite recreational activities. Also, Grandpa Dennis loves to play with his four grandchildren. Fettuccini Alfredo tops his list of favorite foods. Follow the pasta with an oatmeal walnut cookie and vanilla ice cream and he's a "happy camper"! "I like it here (CAO), said Dennis. "People and the organization are a good group to work with and for." The shiny, newly waxed floors in the café are the result of Dennis' efforts. They look great! Thanks, Dennis, for your contributions to our organization!



Upcoming Events!

Safety Meeting	3-4-02
Next Bldg. Meeting	3-12-02
Head Start All Staff	3-8-02
Wellness Day	4-26-02
at Trinity Lutheran Church in Hillsboro	
Head Start	
Fed. Review	4-8 to 4-12-02

Programs – Top 10 Hits

Family & Community Resources

Byline: Beth Dasher

Introducing a new VISTA volunteer to the Opening Doors program! We are pleased to have Jenny McCord on our team. She is a southern gal from Georgia who adds a fresh new dimension to our office (and hopefully some southern dishes at potlucks!). After her term of service she plans to attend nursing school with the ultimate goal of becoming a Certified Nurse-Midwife.

For those of you unfamiliar with Opening Doors, it is a prenatal outreach program supporting pregnant women through home visiting. We help them to access and navigate the health care system as well as offer other information and referrals to help ensure they have healthy babies. We are also part of the New Parent Network who, in addition to our prenatal services, continue with first-time parents offering resources, parenting skills and child development information. If you'd like to know more about our program, please give us a call!

Child Development

Byline: Farzana Siddiqui

Oregon Community Warehouse update: Lolita Velez, Family Advocate at Indian Hills attended an Orientation at Oregon Community Warehouse which is a non-profit organization and provides basic household furnishings to low-income families. They collect and store donated furniture and other items and give them to low income families and individuals.

So, if you are doing spring-cleaning, getting a new sofa or moving, give them a call and they will come and pick-up your old stuff. They are not able to repair or wash items so please make sure that your items are clean and in usable condition.

To schedule a pick-up, please call: 503-235-8786.

Lost!

A small green calculator disappeared from Diana Greene's desk a week or two ago. She needs to get started on her tax returns and would like to get it back as soon as possible. Diane Greene's extension is 329. Thank you.

Morale & Wellness

Wellness Day 2002

Byline: Beth Dasher

April is not that far away any more!
We are in the planning process for Wellness Day, and its 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 15, 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!

Recipes

Today's Recipe: Chicken Picatta

Ingredients:

- 4 ea. boneless/skinless chicken breasts
- 1 Tbsp. olive oil blend
- all purpose flour
- 8 oz. Chablis or other white wine
- 8 oz. chicken stock
- 2 Tbsp. lemon juice
- 2 Tbsp. lime juice
- 2 Tbsp. chicken base or bouillon (low salt)

Directions:

Heat wine, stock, juices, and chicken base over low heat till blended.

In a sauté pan, heat oil over medium heat. Lightly flour chicken and sauté in the heated pan till browned on both sides. Place chicken on heated plate.

Add liquid mixture to sauté pan and glaze over medium heat. Pour over chicken breasts and garnish with lemon twist. ■

What's Developing?

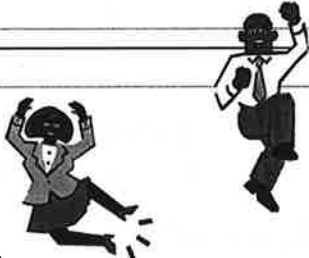
Byline: Jeri Alcock

Play it Again News

Tell your clients about Play it Again! The program has clothing, shoes, bedding and diapers available for clients who register to be shoppers. Registration is quick and easy and people who speak Spanish are always accommodated. Play it Again also has some personal care items (soap, shampoo, laundry detergent) on a limited basis. Shoppers can visit twice per month for up to a year. After that, need is reevaluated because Play it Again is an emergency resource. But Don't tell your clients that Play it Again has furniture! Recently, many clients have been coming to Play it Again for these items. Play it Again does NOT give out furniture or household items. A great big thanks to all the volunteers who make Play it Again possible!

April is Volunteer Appreciation Month at Community Action!

Do you know a special volunteer that deserves a big thank you? Call Jeri in Resource Development, 503-693-3254.



Lookin' fer Work in All the Right Places

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

Administration

Exec. Assist. \$10.28 – 17.13

Child Development

Family Adv. (JB Thomas) \$10.75 – 13.40
Teacher I & Substitutes (JB Thomas) \$ 8.00 – 9.20
Kinsman Prog. Teachers (various)
& Bus Driver - see spec. postings

Development Advancement

Family & Community Resources

Housing Prog. Specialist \$ 9.33 – 12.44
Homeless Children's Prog. Coord. \$ 9.33 – 12.44
Shelter Resident Assist (on-going) \$ 8.00 – 9.20

*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.



Checks & Balances

Byline: Val Laws

Please use the proper time sheet, which is printed out for you with correct dates, job title, location, pay codes, etc. for the payperiod. If you need a corrected time sheet contact Val Laws so she can print a corrected time sheet for you. She will work with you to get it to you in time for it to be processed, or work out an alternative solution. The preprinted time sheet helps prevent time consuming errors that have to be corrected later and may impact your check.

A time sheet must be submitted for each employee EVEN if they are absent.

Please make sure both the employee and supervisor signatures are on the time sheet. If the employee is not available to sign the time sheet, make that notation in lieu of the employee signature. If that is not possible due to deadlines, submit the time sheet anyway.

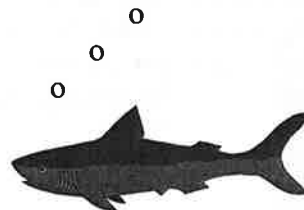
When faxing a time sheet, follow up by getting the original to payroll IMMEDIATELY. All time sheets must be in payroll by noon on the Monday before the payday.

Us to Us – Sales, Services, Needs

zoom, zoom.....



For sale-wow, what a deal! 1990 Honda Civic, standard transmission, 170,000 miles (mostly highway mileage). Clean in and out, comes with CD player--\$3,500.00 OBO. Contact Kristin Ludwig @503-640-3263 for details.



46-Gallon Aquarium from the lobby of the CAO Hillsboro site is up for bid. (Fish not included) No bids will be accepted after 4:00 p.m. on 3/15/02. Good Luck.

Last Page (we know you'll miss us)



HR (Benefits/Diversity/Q&A)

Ask Winnie

Just a reminder that we have a Job Interest Book (for CAO positions only) in the lobby for those people looking for work. Instructions are in the very front, followed by a "Current Openings" section which has a list of current openings and Position Announcements describing the open job. If someone is interested in a current opening they may apply by completing an application (a supply is kept at the receptionist desk), fax or mail a resume, or send a resume by e-mail. Remember, we only accept applications & resumes for OPEN positions. However, a potential employee may not be qualified or interested in one of the current openings and that is where the Job Interest book is really handy. You can look at the section behind the current openings and review job descriptions for all the positions at CAO. If you are interested, you complete a post card with your name & return address on one side and check off the job title on the other side. Turn the card into the receptionist and when that job comes open, the post card is mailed to the person letting them know it is time to fill out an application and be considered for the opening.

In addition to the CAO Job Interest book, we also have a three ring binder of job openings at other organizations for our client's use. It too lives in the client area of the lobby. Those job openings may be with the State, County, or from a private employer (such as The Marriott). We do not process any applications for these openings at another organization – each posting has that information on it.

Safety

Work progresses on updating the Safety Manual and finalizing the MSDS materials book. During February there were no new reportable accidents. YEA!!

It is the responsibility of each employee to be watchful with respect to possible safety hazard (i.e. spilled water on the floor that could result in a fall; slippery steps; light that has gone out; cords stretched out in traffic areas; too many cords in one outlet, someone standing on a rolling chair, etc. etc.). If you see a safety hazard bring it to the attention of your supervisor or safety committee representative. Help keep us all safe.



March 2002 Birthdays

Wishing you all the happiest of Birthdays!
(for first 1/2 of March)

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

March 2002 Anniversaries

{for first 1/2 of March}

Jerralynn Ness	29 yrs	3-17
Sandie Kitchen	20 yrs	3-1
Terry Andersen	5 yrs	3-17
Karen Henkemeyer	4 yrs	3-2
Estela Guillen	4 yrs	3-16
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