



I need a name News

MARCH 5, 2004

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

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

On Friday the 20th, our board and leadership staff spent a day discussing issues of poverty in Washington County and what our main focus ought to be for the next three years. Staff put together a very informative document on six premises of poverty with supporting data. You can access that information on our common drive under "CAO Info" in a file titled *2004 Issues of Poverty*. We will update this document annually, so please send any corrections, ideas or updated info to Natalie Horne.

After much discussion, the Board agreed on the following two strategic emphasis for 2004-2007:

1. Bring focus to the message on poverty issues; use leadership power of board, staff and clients to educate the public and impact public opinion.
2. Lead the effort to "fill the gap" to achieve self-sufficiency; define Washington County self-sufficiency.

In addition, the board directed us to continue our investments in current programs, infrastructure and resource development and to take advantage of opportunities for appropriate growth. I continue to be inspired by our board's level of knowledge, commitment and caring concern for our work. They recognize that Community Action is well positioned to provide important leadership in our community around issues of poverty...and indeed we are!

COMINGS & GOINGS

Welcome!! Linda Bourdeau our new Auditor/Inspector. Jenny Hauser & Jason Stewart our new Teacher II Subs.

Congrats!! Ericka Early on your new position as the Home Visit Education Specialist & Joy White who has been promoted to AKD's School-Age Childcare Coordinator.

Sadly, we said goodbye to Teresa Williamson, and Jennifer Gunterman will be leaving us this month. Josie Kuhn is also leaving on the 19th – mov'in to California!



UPCOMING EVENTS!

Hillsboro Chamber	
at Main Office	3-9-04
Building Meeting	3-16-04
Head Start	
Policy Council	3-16-04
St. Patrick's Day	3-17-04
Board Meeting	3-18-04
At a glance tour	
at Main Office	3-11-04
Safety Meeting	4-5-04



NEWS OF NOTE

Federal Earned Income Credit
Working families and individuals with low or moderate income may qualify. The credit may be worth up to several thousand dollars. Even if you owe no tax you may get money back, because it is refundable! To get the credit, file Form 1040 or 1040A and Schedule EIC.

Oregon Working Family Child Care Credit

Are you paying for child care? You may get up to 40% of your out-of-pocket expenses refunded (depending on family size and income) even if you owe no tax! Fill out the Schedule WFC on your state tax return.

Oregon Earned Income Credit

If you qualify for the federal credit you can claim the state credit. It is 5% of the federal credit.

Federal Child Tax Credit

You may take a credit for each dependent child under age 17. You may also get money back even if you owe no taxes! Fill out IRS Form 8812 to see if you qualify.

FREE TAX HELP

Confused about your taxes? Having trouble filing? Then take a moment to read this. Chances are there's a location near you where you can get free assistance with your state and federal tax return.

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This program is staffed by volunteers who have received training from the IRS and the Oregon Department of Revenue. They are ready to assist you in the completion of your tax returns – AND it's absolutely free!

WHO IS ELIGIBLE?

This program is designed to help most elderly, low-income, limited English proficiency, and disabled taxpayers with the preparation of their tax returns. In addition, many people that have income under \$34,692 and qualify for the refundable Earned Income Credit (EIC) have their returns prepared by our volunteers.

More information can be found at:

Hillsboro Public Library –
Shute Park
775 SE 10th
Hillsboro, Oregon

503-615-6500

CHILD DEVELOPMENT

A Kids Domain has a new Coordinator, and she is Joy White who has been a teacher III at Gaston Head Start for the past 3 years. Welcome aboard Joy, we look forward to an exciting year ahead!

A Kids Domain is organizing a Spring dance at Echo Shaw Elementary to raise funds for sports equipment and supplies. Get ready to go way back to the 70's for a night of dress-up and dancing fun.

Date: Friday, March 12, 2004

Time: 6:00pm to 8:00pm

Place: Echo Shaw Elementary School

914 S. Linden St., Cornelius

Admission: \$1 per person

(children must be accompanied by an adult)

We look forward to seeing you there!

Most of you have heard by now that Joani Hagen was in the hospital and on Wednesday, February 11th she was operated on, and she is now recovering from that surgery. Joani, you are loved and missed and remembered at every moment!

Topics – A Backup Plan

Keeping your back free from aches and pains may require keeping your cool.

A recent study revealed a strong correlation between stress and the risk of low back pain. In one study, psychological distress more than doubled the risk. Keep your cool by shifting your priorities when you feel overwhelmed. Deep-breathing exercises, yoga, and meditation also are surefire stress-reducers.

Save Your Neck

Tips

Gentle stretches may not be enough to heal nagging neck pain.

In a recent study, strength training helped to alleviate neck pain much more effectively than stretching and aerobic exercises did. Improvements in neck strength and range of motion were almost three times as great in the study participants who strength trained regularly.

Chicken Fettuccini Alfredo



Ingredients:

- 6 oz. pre-cooked Fettuccini
- 2 oz. Butter
- 1/8 tsp. minced garlic (I prefer a bit more)
- 1/8 tsp. cracked fresh pepper
- 3 oz. fresh zucchini -- cut 1/4 inch thick pieces (or fresh broccoli)
- 3 oz. chicken breast meat (bite-sized pieces)
- 2 oz. sour cream
- 4 oz. whipping cream
- 1/2 oz. Romano cheese (fresh grated)
- 1/2 oz. parmesan cheese (fresh arated)

Directions:

1. Fry chicken in pan until lightly golden brown (put off to the side to use in step 3)
2. Heat butter, garlic and pepper in a large pan.
3. Add zucchini (or broccoli) and chicken. Cook until vegetables are almost done.
4. Add pasta and seasonings. Mix well.
5. Add creams and blend well.
6. Reduce heat and add cheeses. Blend well.
7. Serve on a hot plate and top with parsley.

WHAT'S DEVELOPING?

Hillsboro to get a new sign!

Our Hillsboro site will be a little more visible thanks to the hard work of Bob Watson and Nick Nissen. Bob and Nick have worked diligently with local businesses and vendors to have a wonderful new sign donated to Community Action. The new sign will be much larger and will light up after dark. Thanks to Bob and Nick for doing some clever "friend raising" to get our name up in lights!

Our new sign will also have a new retooled logo that is better suited to large applications. It will be more visible because the font will be thicker, making our name stand out. We are working on a plan to have signs for other Community Action sites in the coming year.

Community Spirit Dinner moves to the zoo this year

Community Action's 2004 Celebration of Community Spirit Dinner will take place on Thursday, April 22, 5:30-8:30 p.m. at the Oregon Zoo. The event raises important unrestricted revenue for our agency and celebrates and promotes corporate philanthropy. This year we will honor Columbia Community Bank and Cindy Hirst with Community Spirit Awards. Rey Ramsey, One Economy Corporation will serve as our keynote speaker. We are seeking clients who would be willing to appear in a video at the event.

Staff interested in volunteering at the event need to call Jodi Davis, 503.693.3254 to reserve a seat.

Publications on Common Drive in PDF Format

Agency publications including program brochures are now available on the common drive in PDF format for your convenience. The PDF files may be used to e-mail publications to partner organizations or to our printer, Alphagraphics, for re-orders.

FAMILY & COMMUNITY RESOURCES



Welcome to the World!

F&CR would like to say Congratulations to Judith and Heriberto del Porto. On Friday February 20, Judith delivered a baby boy. His name is also Heriberto, and he weighed 8 lbs., 11 oz. *We are all so very happy for you Judith!!*

CHECKS & BALANCES

Fiscal –

Facilities - - I'm sure you may be wondering what Facilities is doing digging up the front yard area of the CAO building.

We are in the process of laying the electric line from the power pole to our new sign.

The new CAO sign will be larger and back lite by lights. We are very proud to be able to install the new sign. Many people have put in a lot of time working on this project. Jeri Alcock, Marilyn Harrison, Renee Bruce and Nick Nissen just to mention a few.

My thanks to all of you for your input and help with this project.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

*See this info * at:*

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Child Development

Teacher II (Sub 2pos) Bvtn CDC	\$8.79 – \$10.68
Teacher II (Sub 1 pos) Hillsboro CDC	\$8.79 – \$10.68
Teacher III (Sub) Coffee Creek	\$10.55 - \$13.46
Teacher III (Sub 2 pos)	\$10.55 - \$13.46
Teacher III (Sub 2pos) Bvtn CDC	\$10.55 - \$13.46
Teacher III- Gaston	\$10.55- \$13.46

Development Advancement

Family & Community Resources

SAFAH Family Advocate FT	\$11.21-13.62
SAFAH Family Advocate – (Temp. 3mo. Assignment)	\$11.21-13.62
Community Resource Advocate	\$11.10 - \$13.48

**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...

Q&A

Status of Market Study....

We have completed the collection of outside (market) data from several surveys that include all industries in Portland area, Northwest Region of non-profits, a local non-profit survey and personal contacts with other organizations locally.

From this material we have recommended a salary pay range and suggested the placement of jobs within that pay range. The next step is to meet with individual Directors to finalize the placement of jobs in the pay range, and take this initial recommendation to the Board Personnel Committee. All of this will be happening in March. While this is going on, we continue to develop the Salary Administration Policy and written procedures to ensure consistent application across the organization. I don't expect we will have a finished product until late April or early May. We will keep you posted on the progress.

If you have a question about your W2 Val is the best person to call. If you need information on benefits that isn't in the handbook, please call Brooke or Winnie. All recruitment's are coordinated through Brooke. Brooke also works with the FMLA/OFLA, ADA, etc. leaves of absence to ensure we follow the regulations. Additionally Brooke works with the work injuries and files the state reports, and, chairs the Safety Committee.

SAFETY

Our Safety Committee had a terrific meeting this month. We reviewed a number of safety issues that had come to light and are making recommendations to correct the situations. One topic of discussion that applies to all of us is the number of work injuries that do not get reported in a timely way. I hope everyone understands they need to report all injuries immediately to the supervisor. Additionally, we have only 5 days in which to report a work injury when an employee has seen a doctor. Not complying with the 5 days may create liabilities for our organization. I'm asking everyone to be more attentive to the importance of reporting work injuries promptly. Thank you.



MARCH 2004 BIRTHDAYS

3/4	MARCI GURROLA
3/5	BROOKE ZIMET
3/9	EMMALU LAMPING
3/10	NATALIA MERECIAS
3/10	JENINE MACON
3/10	LETICIA FLORES
3/12	BETH DASHER
3/13	FABIOLA CONTRERAS
3/17	PATRICIA GAMBOA
3/21	HARRY WEIERS JR
3/24	MICHELE WALKER
3/25	TERRI SMITH
3/26	ALDINA ORELLANA
3/29	CHARLOTTE SALGADO-ZERBER

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



MARCH 2004 ANNIVERSARIES

SANDRA KITCHEN	22YRS	3/1
KAREN HENKEMEYER	6YRS	3/2
JAN OSTBY	1YR	3/6
CLAUDIA HERNANDEZ	2YRS	3/8
CLAUDIA GUTIERRAZ-GARCIA	2YRS	3/11
DONALD ROGERS	2YRS	3/11
GAIL BOYLE	3YRS	3/12
TODD BENTLEY	2YRS	3/15
TERRY ANDERSON	6YRS	3/17
JERRALYNN NESS	31YRS	3/17
DORIS HARRIS	3YRS	3/20
DONNA BENNINGTON	23YRS	3/23
ROCINA HERNANDEZ	6YRS	3/24
CYNDY VON OFENHEIM	2YRS	3/25
KEITH BYERLY	6YRS	3/31
ELISA GURROLA	3YRS	3/31