

**Deadline** is the Friday before pay day; Contacts 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



This is the third in a series of columns that I have devoted to describing the larger "Community Action World." In April, I attended a special meeting of the national Community Action Partnership Board to interview finalists and select a new Executive Director. I am pleased to announce that we had a successful recruitment and offered the position to Mr. Derrick Len Span, who will begin work in June. Derrick currently works for the Governor of Pennsylvania, directing the Center for Community Building. He has a very impressive background in terms of his education, leadership and work history. He is an excellent communicator who is very inspirational and will serve our national network well. He is also a minister. Derrick will be formally introduced to the Community Action network at our annual conference in September in New York. Our other national organization is the National Community Action Foundation (NCAF) which serves as an advocate and lobbyist for low-income programs. David Bradley is the Executive Director and has provided highly skilled leadership and lobbying to build bipartisan support and continued funding from the federal government for our work across the country.

## News of Note

For those of you not at the Bldg. Meeting on 5-14-02, Juana Merez had a baby girl named Rocio and both mother & daughter are doing great. Elsa Sandoval is covering for her over the next six weeks while she is recovering.

Congratulations to Christie Lee for achieving her CDA and to Augustina Perez for her GED .....good work!!

*continued in next column*

## Comings & Goings

Opening Doors in Tualatin has a temporary office person, Mary Foran, who comes to us thru Jobs Plus – she is in training for the next 9 weeks (for a total of 13 weeks training). Also, please welcome Natalie Horne as our new Executive Assistant. She can be reached at [nhorne@caowash.org](mailto:nhorne@caowash.org) or 503-693-3250. She will be reporting to and working with Jerralynn and the Board of Directors. She's had some interesting life adventures to date – so stop by & introduce yourself to her.

Sad to say we lost some folks recently. We said goodbye to Nora Ayala-Schumacher from Early Head Start and Beatrice Garcia in CCR&R. Diane Jurca ended her temp assignment with us and today we learned that Jeri Alcock, our Volunteer & Community Relations guru, will be leaving us in 2 weeks to become the new Director of Development in an organization in Salem – Good Luck to you Jeri – we'll miss you.

## News of Note, continued

The Hillsboro office support staff will be reporting to Keith Byerly in fiscal.



## CAO STAR

byline: Joani Hagen

Our star reporter is filling in for others this week – so she promises to have something next time. Don't you think the articles have been GREAT? And we are learning so much about each other.



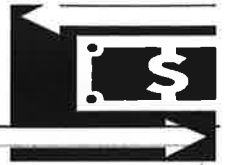
May's Flower is Lily of the Valley; May's Birthstone is the Emerald.

## Upcoming Events!

Memorial Day  
 Holiday.....5-27-02  
 Month of May is  
 Pre-K Graduations All Month  
 Summer layoff for  
 Pre-K staff ...about....6-10-02



# Programs – Top 10 Hits



## Family & Community Resources

**Family & Community Resources Update by Renée Bruce, Family & Community Resources Director**  
The Family & Community Resources Department had a chance to meet together the morning of Wellness Day. The Family & Community Resources Department has four distinct program areas; Child Care Resource & Referral, Opening Doors, Homeless Services and Energy & Emergency Services. Each Program Coordinator/Manager took time to talk about their program area; they each spoke with pride about the work that takes place everyday by program staff. Following each program presentation, staff were honored for their work in the program. Every Family & Community Resources staff member received a personalized certificate and a small gift to thank them for the important work they do everyday! I just wanted everyone at Community Action to know that the Family & Community Resources Department has an "Awesome" staff doing "Awesome" work in the community!

**Opening Doors** would like to welcome our newest VISTAs - Shannon Pujada, Kynda Bennett and Brenda Rubio. Since VISTA is a year-long commitment, we look forward to seeing them around for awhile.

## Child Development:

### May is graduation month for Head Start Part-day, pre-kindergarten children!

Please check our weekly bulletin for upcoming graduation dates. The last day of school for Part-day, pre-kindergarten program is Wednesday, June 5.

Last year at this time we were about to end the part-day program and we had 16 children in the Community based program that continued through the summer. This year we are about to end the part-day program, but 182 of our children will continue in Head Start through the summer!

A Kid's Domain will be offering summer program, Camp ECO at Echo Shaw Elementary school starting June 17. The program will run Monday through Friday from 6:00am to 6:00pm for 10 weeks.

...Our best wishes go out to Danny Cox, a bus driver for Head Start, who suffered a heart attack last Sunday. He's recovering in Emmanuel Hosp. Get well soon, Danny, 'cause we miss you!!!

## Topics

### IT HAPPENED IN MAY.....

- May 1, 1931 The Empire State Building completed
- May 5, 1961 First American in Space
- May 6, 1937 Hindenburg Disaster
- May 7, 1915 Lusitania is Sunk
- May 8, 1886 Coco-Cola Invented
- May 10, 1869 Transcontinental railroad completed
- May 11, 1858 Minnesota became the 32<sup>nd</sup> State
- May 13, 1607 Jamestown founded
- May 17, 1875 Kentucky Derby run for the 1<sup>st</sup> time
- May 18, 1980 Eruption of Mt. St. Helens
- May 23, 1788 South Carolina became the 8<sup>th</sup> State
- May 29, 1790 Rhode Island became the 13<sup>th</sup> State
- May 30, 1848 Wisconsin became the 30<sup>th</sup> State

## Morale & Wellness

## Tips

Footprints on the sands of time are not made by sitting down

### Recipes

If you have a good recipe to share, send it to us to include in this space.

## Checks & Balances

### Fiscal

Year End will be coming up before you know it so get that fiscal stuff sent in, especially if you are going on lay-off & want your business reimbursements processed.

**Tip IT – coming soon \* new ways to ask for computer help.**

## Us to Us – Sales, Services, Needs

Nothing this week – check back with us next time.



## Lookin' fer Work ... ... in All the Right Places

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

### Administration

Office Specialist II 8.66 – 11.55

### Child Development

Family Advocate J.B. Thomas 10.75 – 13.40

Teacher I – J.B. Thomas 8.00 - 9.20

Early Head Start Family Support Worker 9.33 – 12.44

Kinship positions:  
Bus Driver 8.00 – 10.78

### Development Advancement

### Family & Community Resources

Child Care Resource & Referral Specialist 9.24 – 12.82

Homeless Children's Prog. Coord. 9.33 – 12.44

Shelter Assistants (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.*

## What's Developing?

### Get Your Community Action Stuff!

Our 5<sup>th</sup> annual Community Spirit dinner raised \$35,000 for Community Action programs. Thank you to the following staff who participated: Winnie Althizer, Valerie Conner, Beth Dasher, Josie Kuhn, M.J. Milan, Anne Schlereth, Becky Smith, Joan Swanson, Diane Jurca, Renee Bruce, Joan Brown. Thank you to all who helped and hosted at the event. We couldn't do it without you!

So you missed your chance at Wellness Day? You can still get cool Community Action logo stuff! Resource Development has sizes medium through 3x. Items that are available for purchase from Jeri: sweatshirts (\$25), acid-washed hats (\$15) tote bags (\$12) and polos (\$12). You can pay with check, Visa, Mastercard, Discover or American Express credit cards. Of course, we always take cash (hey, we're fundraisers).

Surprise your secret pal or honor that great employee for a job well done. Nothing says "I love you" like the green! Jeri can be reached in Resource Development, 503-693-3254, or email [jalcock@caowash.org](mailto:jalcock@caowash.org).

## It's no mistake! There really are 3 paydays this May (that makes it a merry month indeed)

# It's the last Page (we know you'll miss us)



## HR (Benefits/Diversity/Q&A)

### Ask Winnie

Whew! This time of the year there is a lot going on. Those of you who are going on summer layoff, please note you should be receiving your COBRA Notices by the end of next week. The notice consists of a 3 page letter explaining your choices, the time frame for making them, when and where to pay premiums if you choose coverage and how much to pay. The Enrollment form should be completed & returned to HR telling us if you want to enroll or do not want to enroll. The last page is the HIPPA Notice for you to keep.

This is the time of the year when we have open enrollment for our health plans. This year there will be TWO general open enrollment periods for all staff (one in June and one in September). I will have the meeting dates confirmed and listed in the next issue. Those dates will be in June and you are encouraged to attend because the information will be important to you. An IMPORTANT piece of information to share with you will be the premium changes effective on July 1<sup>st</sup>. The September dates will be announced closer to September and also after Head Start has returned.

Since the first of the year, we have been working with the Board Personnel Committee, our Agent, and both health carriers to craft coverage that continues to sustain our excellent benefit coverage and that also allows us to cope with the amount of premium increases being proposed. Over the past 5 years (not including this July) we have experienced about a 70% increase in rates. We realize that kind of increase impacts those of you who pay some portion of your coverage as well as the Agency and it's an important cost to contain – for all of us.



Memorial Day, originally called Decoration Day, is a day to remember those who have died in our nation's service. In 1971, it was declared a national holiday to be held on the last Monday in May.

In 1915, Moina Michael wrote:

“We cherish too, the Poppy red  
That grows on fields where valor led,  
It seems to signal to the skies  
That blood of heroes never dies.”

She then conceived of the idea to wear red poppies on Memorial Day in honor of those who died serving the nation.

To help Americans re-educate and remind Americans of the true meaning of Memorial Day, the "National Moment of Remembrance" resolution was passed on Dec 2000 which asks that at 3 p.m. local time, for all Americans "To voluntarily and informally observe in their own way a Moment of Remembrance.

On Memorial Day, display the flag at half-staff until noon, then raise to the top of the staff.

*More in the next issue.....submitted by Carol Hadley.*

## MAY Birthdays

Judy Nagy	5-2
Carol Stewart	5-2
Agustina Perez-Gonzalez	5-3
Bruce Horne	5-8
Delores McNee	5-9
Corissa Jensen	5-10
Lori Balch	5-11
Ginger Williams	5-12
Jimi Smith	5-21
Judy Clifford	5-21
Dolores Rodriguez	5-21
Juana Meraz	5-21
Catherine Virgilio	5-28
Lori Jimenez	5-30

## MAY ANNIVERSARIES

Rosa Diggs	5-3	3 yrs
Augusta Lang	5-8	6 yrs
Monica Barrett	5-10	3 yrs (this time)
Heather Roberts	5-20	5 yrs
Rachel Criswell	5-24	3 yrs
Judy Clifford	5-25	9 yrs