



# I need a name News

October 31, 2003

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

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

It was great to hear the positive responses that so many of you shared about your experience at last week's all staff day. A lot of work got done, while enjoying our time together. And we're all looking forward to compiling your input into a report that we can give back to you and to our Board of Directors in December.

In the preliminary reporting back we learned that Community Action is doing well in many areas: work relationships, big picture perspective, positive reinforcements, priorities, single point of account-ability, doing the jobs we do well, creativity, job clarity & supervisory support. We also learned that improvement is needed in trainings, equity of resources & central support to off sites, expedited hiring processes, reprimands, computers and phones that work & "unfettered" access to the internet. In terms of the people we serve, you helped to paint a current picture of the face of poverty: families losing jobs, educated people experiencing poverty for the first time, working families still struggling even with two wage earners; homeless families with unstable work histories, suffering from health, mental health and addiction problems, or learning disabilities. You expressed interest in becoming more involved in advocacy and serving families in their neighborhoods. And you reminded us that great collaboration is happening and that families are resilient and want the best for their kids.

## Director's Corner...continued:

And this is only a small slice of the input you gave to us. We have stacks of written notes and completed surveys which will be invaluable in informing us as we create our priorities for the next 3 years. Bravo!

## NEWS OF NOTE



Goblins are afoot and they are sponsoring a Pot Luck lunch at the main office – if you are in the area, please be sure to come. If you want to dress up, you are encouraged to do so. Contact the "devils" in fiscal for more info.

## COMINGS & GOINGS

**Welcome!!** Kathryn Bounds Teacher III at JB Thomas, Maria Gutierrez Teacher II/Family Support at Walker, Mindy Haroon Teacher III Sub at Beaverton CDC, Susana Hernandez Teacher II/Family Support at Chehalam, Hali Kekua Teacher Ii Sub at Beaverton CDC, Maria Ochoa Teacher III at Aloha Park, and Talia Stewart Teacher II at Beaverton CDC. A warm welcome to all.

## CA STAR



Byline Winnie

I've had an awful time getting staff (more than one) to volunteer to interview our staff of interesting folks and share that with the rest of the organization in this column. If we can get 2 or 3 people to share the work, it would be a light commitment & interesting assignment. For instance if 2 people did 5 interviews each, we would have a column for the next 10 issues – that would take us into March 2004. You don't have to be an "expert" writer or journalist – just be interested in people. We will spell check the article, edit for length (if you get carried away) and support you in any way possible. It's my belief that we all enjoy learning about our co-workers, especially if it is someone we don't have contact with on a daily basis.



## UPCOMING EVENTS!

Safety Meeting	11-3
Holiday Veterans Day	11-11
Building Meeting	11-18
Head Start	
Policy Council	11-18
Board Meeting	11-20
Holiday – Thanksgiving	
& Day after	11-27 & 28
Main Office Carpet	
Cleaning	11-29

## FAMILY & COMMUNITY RESOURCES



### 2-1-1 I&R Q&A Series:

#### “What is information and referral?”

Community information and referral has been bringing people and services together as a critical part of the health and human service delivery system for over 30 years. I&R specialists are skilled professionals who assess callers' needs, determine their options and best course of action, direct them to appropriate programs/services, provide culturally appropriate support, intervene in crisis situations, and advocate for the caller as needed.

In the past couple of days the weatherman has predicted much lower temps. This means that those in need of energy assistance will be contacting us in greater numbers. November, December & January are usually VERY busy for our Community Resource Advocates who work with these clients. Last year it was not uncommon for this dept to receive a 100 calls a day. If you hear from someone that they are not getting called back, let them know that the staff is responding as quickly as possible and everyone does get called back or contacted. It is a volume problem – and all of the staff care very much that each client's needs are met.

## MORALE & WELLNESS

**Topics** – Sometime ago Jerralynn gave me an article she thought would be good to share in this column. With the holiday season upon us, I thought this would be a good issue to begin looking at the topic: **An ATTITUDE of GRATITUDE**

Author Charlie Wanzek Michaels opens her essay with a question: Have you ever considered that you're not the person you think you are? I spent much of my life believing that I was one of the most appreciative people I knew. Then I discovered that I didn't have a clue about the meaning of gratitude. I imagine most of you don't either. Which raises a few questions: what exactly is gratitude? Why aren't we thankful? Why is gratitude important? **GRATITUDE** According to one dictionary, gratitude is “an appreciative awareness and thankfulness.” Because gratitude is awareness, it is a bit of an enigma. Specific acts of thankfulness can be taught, but gratitude itself cannot be taught. However, it is my experience that you can create an attitude of gratitude by consciously going inside yourself, planting seeds of thankfulness, and then nurturing them, so they grow and percolate through you from the inside out. Gratitude just might transform your life.

We will continue to explore this topic with Michaels in the next issue. I would love to hear from you about your own thoughts on an attitude of gratitude.

Please remember that you are always invited to send me topics or information you would like to see in this section of our newsletter. Natalie

## CHILD DEVELOPMENT

A Kids Domain Fundraiser: In partnership with The Pampered Chef company we are conducting a Fundraising event to support A Kids Domain scholarship funds. If you missed the initial event, and you still want to contribute to the scholarship fund, we will continue this event until October 31. This is an excellent opportunity to support worthy cause, and get a head start on Holiday shopping. If you would like to receive a catalogue, place an order or have any questions, please contact Jennifer Gunterman at 503-693-3267.

Some Head Start definitions:

- **Family:** The term “family” means all persons living in the same household who are: (a) Supported by the income of the parent(s) or guardian(s) of the child enrolled in a Head Start program, and (b) related to the parent(s) or guardian(s) by blood, marriage, or adoption. Thus, only persons who meet the above criteria are considered as a member of a family.
- **Low Income Family:** The term “low income family” means a family whose total annual income before taxes is equal to, or less than, the Head Start income guidelines. The term also includes a family that is receiving public assistance even if family income exceeds the income guidelines.
- **Income:** The term “income” means gross cash income and includes earned income, military income (including pay and allowances), veterans benefits, social security benefits, unemployment compensation, and public assistance benefits. With respect to a child in foster care, family income is the amount paid to the foster family on behalf of the child by a public or private agency.

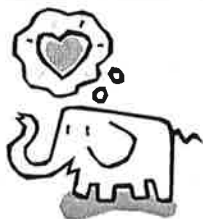
## WHAT'S DEVELOPING?

The promise handbook is a guideline to help you create publications that reflect Community Action's promise to the community. If you did not get one at all-staff, please contact Carol Hadley at ext. 252 and she will see that you get one. The Promise is also on the face page of your Employee Handbook.

The Development Department has a new display of agency and specific program brochures, flyers, and other agency handouts. Please feel free to take as many as you need. They are located outside Carol's office.

Thank you to all that donated to United Way, especially those that gave directly to Community Action. Your contribution makes a big difference to us, and also to those we serve.

Great job to Donald Shaw and all of the Weatherization/Energy Departments for organizing and marketing a very successful energy fair last weekend. Great work!



## NOVEMBER BIRTHDAYS

Darlene Dacey	11-3
Margartia Hernandez	11-6
Gilda Godinez	11-6
Erika Early	11-6
Linda Rothschild	11-10
Donald Rogers	11-11
Amber Wiley	11-17
Lettie Hilles	11-27
Brenda Neri	11-29

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

## CHECKS & BALANCES

### Fiscal –

Effective January 1, 2004 our mileage/travel reimbursement rate will go up to 37.5 cents per mile.

Please keep your Travel Reimbursement sheets separate as we get to the end of the year. Make a separate form for December, 2003 and start a new one on January 1, 2004. Do not put both Dec and Jan reimbursements on the same form.

If you have any questions, please call Ann Hering at (503) 693-3243.

### Facilities -

Be sure to clean your things out of the refrigerator by Friday, Oct 31<sup>st</sup> because it will all be thrown away that night. (No trick)

Carpets in the Main office will be cleaned the evening of November 29<sup>th</sup>. Pack all personal belongings in a box and set it on your desk or take them home. Pick everything up off of the floor. The carpet cleaners will not be responsible for anything broken.

Microwave is only meant for glass and plastic. No metal containers. Please.



## NOVEMBER ANNIVERSARIES

Kristen Ludwig	10 yrs.	11-1
Alisha Stoecklein	7 yrs.	11-4
Linda Watt	20 yrs.	11-4
Teresa Williamson	1 yr	11-4
Sonia Fernandez	1 yr	11-5
Debra Palmer	5 yr	11-15
Farzana Siddiqui	6 yrs	11-17
Joan Swanson	18 yrs	11-18
Rosie Garza	2 yrs	11-19
Belinda Grimshaw	2 yrs	11-19
Caronna Garcia	1 yr	11-25
Melissa Secrist	1 yr	11-25
Bob Watson	2 yrs	11-29

## HR - Ask Winnie Benefits, Diversity...

# Q&A

Recruitment & Selection: What is the time line?

To establish an objective & fair recruitment it is necessary to have a process that is followed consistently & meets our commitment of equal opportunity.

If the request to hire is received by Monday of each week, & the job description is complete, an advertisement will be placed in the next week's papers. Once the ad appears in the papers it takes from 3 to 5 days to receive an adequate supply of candidates. As soon as the applications are sent to HR, they receive an automated acknowledgement (if sent via email) or HR will send an acknowledgement post card to the applicant; then they are screened for min. qualifications by HR. Then those meeting the min. qualifications are forwarded to the hiring supervisor with a screening form. This process is ongoing beginning with the first application. At this point it is the supervisor's responsibility to review the applications to identify who they would like to interview (they have already created the interview questions). Once they identify candidates to interview, they set a date(s) to conduct the interview(s). Once a candidate is identified as the one they want to hire, the supervisor conducts reference checks before making the job offer. During the time the supervisor is reviewing applications, they return the "no interest" ones to HR where a decline letter is sent out. Sometimes HR will send the application to a 2<sup>nd</sup> supervisor for review, if needed. Once the candidate(s) have had references checked & have accepted the job offer (made by the supervisor), the supervisor notifies those who were interviewed & not selected of the decision & then returns the apps & interview materials of those candidates to HR; the next step is to complete the back of the application form (for the person hired) with hiring details; complete the Hiring Justification form & return both to HR. Once HR receives these items, they will contact the prospective employee to set a meeting date to complete new hire paperwork and they report to work. Then we close out the recruitment file with all apps, screening forms, decline letters, etc. The average length of time for the process is about 6 weeks (less if we are hiring more than 1 person for each job title). Many organizations take longer for the recruitment process. During Sept. & early Oct. we had 19 job openings at one time & you can imagine how many apps were received, especially when one position alone had a 100 apps. received. All the while HR and the supervisors are conducting their daily work assignments. There are many steps to the process and it takes cooperation of all who are involved. We work hard to do our "due diligence" to maintain an equitable opportunity for applicants to be considered for a position. Hiring the RIGHT people is our objective & like any worthwhile process, it will take time. However, once that RIGHT person (you) has been hired the value you bring to the organization is worth all the time it takes to find you and select you.

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

See this info \* at:

Common CAO MainCAOInfo/HR Resources Current Job Descriptions.

### Administration

### Child Development

Teacher II /Family Support	\$10.40 - 11.95
Teacher II /Family Support On-Call Sub (2 positions)	\$10.40 - 11.95
Teacher III On-Call Sub (2 positions)	\$10.55 - 13.45
Home Visit Education Specialist	\$11.61- 14.09
Teacher III Subs-EHS BCDC(2 positions)	\$10.55 - 13.45
Teacher II Subs-EHS HCDC (2 positions)	\$8.79 - 10.67
Teacher II EHS- HCDC (1 position)	\$8.79 - 10.67
BCDC(1 position)	\$8.79 - 10.67
Teacher III Sub-Coffee Creek	\$10.55 - 13.45

### Development Advancement

### Family & Community Resources

Community Resource Advocate	\$11.10-13.48
Shelter Resident Assistant	\$8.32 -10.10

*\*NOTE: Please check the address above each week 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*

## USTOULS - SALES, SERVICES, NEEDS

### Looking for a treadmill!

If you have a one that you would like to sell, please contact Serena @ 503-693-3248.

## SAFETY

Rainy weather is coming.....did you know that roads are constructed to be higher in the middle (where the white line is) than on the sides, and if you drive in that high area, you are less likely to hydroplane or lose control of the vehicle? Also staying back from the car in front will help keep windshields clear and give you room to stop if needed.