



Paycheck News

November 1, 2002

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 Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

I understand that many of you have been contacted

by the Service Employees International Union expressing their interest in organizing Community Action workers. Some of you have raised questions regarding this effort. While management is restricted in how we respond to your questions because of limitations imposed by federal law, we can and will share with you facts about union organizing and membership, as well as our opinions and experiences. At all times we will make every attempt to answer your questions and if we don't know the answer, we will find out and get back to you as soon as possible.

Our goals are 1.) To engage legally and appropriately in all union related activities, 2.) To make sure staff have accurate and complete information and 3.) If a vote is to occur, to make sure staff understand the implications of the vote and vote their choice.

You may have received a mailing from the union which commented on the prohibited use of federal funds to "assist, promote or deter union organizing." Be assured that compliance with our funding source regulations is a very high priority. Community Action considers the union's interest in organizing our

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employees to be a campaign, like the political campaigns that are going on in Oregon right now prior to the November election. Like the statewide election next week, this campaign regarding union organizing is best approached by getting all of the facts and viewpoints before making a choice. You want to make sure that your choice will accurately represent your views, whether it's in the state election or in a union election.

If the union obtains signed authorization cards from 30% of our employees, a vote can be held. Consider this:

At a Community Action agency in Washington, 100 employees were eligible to vote, only 7 voted, 4 in favor and 3 against. Because a majority of those who voted supported the union, the union was approved and all 100 employees had to pay initiation fees and monthly dues.

Community Action's work place culture of high trust and open communication, along with our mission and support to employees, is what has attracted most of us here. We do not believe that a union can improve what we have, but instead it would eliminate our ability to work together to achieve shared goals in an environment of trust and open communication.

NEWS OF NOTE

Elections are this month - Remember to vote!

The payroll week will be changing December 1st – check Winnie's column for details.

COMINGS & GOINGS

We're saying a BIG HELLO to some new folks.

Cathleen McClucky is a new Teacher II, Sonia Sanchez is also a Teacher II, Mahana Oak is the new Food Service Specialist at Beaverton CDC, Veronica Rivera is the new Community Resource Adv. in F&CR, and Robyn Wagner is a Teacher II. Welcome to all & we hope you got to the All Staff meeting last week.

UPCOMING EVENTS!

Safety Meeting	11/04
*Veteran's Day	11/11
I&R Breakfast Mtg.	11/14
Building Meeting	11/19
Head Start Policy Council	11/19
Board Meeting	11/21
*Thanks Giving Holiday 11/28	
*Day after Thanksgiving 11/30	
* holiday, office will be closed	



FAMILY & COMMUNITY RESOURCES

Helpful Resources:

medlineplus.gov/esp – This is an internet website with a ton of great medical information all in Spanish. Please pass the info on to your staff.

Newsworthy!

Did you see us on television? On Tuesday, October 29, KATU's AM Northwest show did a spotlight on Community Action's Weatherization program. About 10 staff attended the show to support our program. Go Team!!

Also, Joan Brown and Leanna Sturges were given the opportunity to promote the Opening Doors program. They can be seen on Cable Access Channel 23, Tualatin Valley Television. It will air on Mondays at 6 am., Tuesday s at 4 pm and Saturdays at 5 pm, in Washington County.

Giving back...

Last Thursday, the Family & Community Resources Leadership team provided dinner for the volunteer staff at the Essential Health Clinic.

New Arrivals...

Becky Smith will be home for the next month caring for William McKenzie, the baby boy she just adopted. Congratulations to Becky and Tom, on this momentous occasion.

CHILD DEVELOPMENT

The Policy Council meeting on Tuesday (10/15) evening was wonderful! Almost all of the classes had a representative present. Every parent stood up and introduced her/himself. We elected state representatives (Kim and Lucy) and candidates for Vice Chair and Secretary were nominated and will be voted on next month. Several parents volunteered to serve on the Health Advisory Committee also.

Mental health services are available for Spanish speaking families. No insurance required. Call Tualatin Valley Centers for initial intake at 503-645-9010 and request Joel Rosano.

Topics

Secret Pals!

Some people have said they would like to say "Thank you" to your secret pals for being so wonderful. If you are one of these people, you can route your note of "Thanks" through either Eliane or Beth.

Also, remember to be Wonderful to your Secret Pal!!!

MORALE & WELLNESS

Tips

This is the time of the year when we think about feeding the birds (& children love to watch the birds come to the feeder). For a great feeder that allows full vision of the birds, takes only a few min. to make, and is very inexpensive, try the following. Purchase an embroidery hoop (any size you wish); purchase (or find) a couple feet of nylon or metal window screening; put the screening into the hoop & fasten shut. Purchase (or find) a plant hanger (just the hangers) and fasten them to the embroidery hoop. Hang in the tree & fill with seed, sit back & watch the show!

Recipes

Feeling lonely – waiting for a good recipe. Send us a favorite holiday recipe.

WHAT'S DEVELOPING?

Did you know that our new Community Action logo is available on the common drive (I:) in a folder called logo??



LOOKIN' FER WORK IN ALL THE RIGHT PLACES

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

Administration

I&R Data Specialist (.50% FTE)	\$9.28 – 11.27
Office Specialist II	\$10.41- 12.64
Assistant	\$12.17 – 14.78
IS Coord. (reopened)	\$14.89 – 18.08

Child Development

Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher II Subs for Early Childhood	\$8.79 – 10.67
Teacher II Summer Plus (.50% FTE)	\$8.79 – 10.67
Teacher II Pre-K	\$8.79 – 10.67

Development Advancement

Director of Development & Community Relations	\$49,774 – 60,424
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Family & Community Resources

Energy/Auditor Weatherization Early Childhood Specialists (changed to 100% FTE)	\$13.65 – 16.58 \$11.61 – 14.09
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*NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the publication and we will take applications as each job is posted.



CHECKS & BALANCES

Fiscal – Facilities -

Have you noticed that ceramic cups have been disappearing from the coffee stations? Do you know why? Apparently, some folks take them over to the kitchen to wash and the cups never make their way back here.

It's no wonder. The kitchen staff is hired to serve Head Start, not wash our dishes. Each of us is responsible for his/her own coffee mug (dishes). If you don't like to wash them – please use paper cups. Don't leave them to collect around the sink and, please, don't send them over to the kitchen.

Thank you.

I&R -

The Information & Referral Networking Breakfast Meeting will be held from 8:00-10:00AM on **November 14th** in the Hillsboro office conference rooms. The topic will be Navigating the System presented by Cassandra Garrison.

USTO US – SALES, SERVICES, NEEDS

Fundraiser – Several of you asked about the single CD “Calling” we played at our All Staff last week (10-25-02). It was created in honor of Jerry Bieberle, a long time advocate for low-income issues and lobbyist for Community Action Directors of Oregon (CADO). Knowing he was dying of cancer, he requested that John Mullin, Community Action Director in Clackamas County, write a song for his memorial service, to be sung by his wife Ellen Whyte. “Calling” took on a whole new meaning after September 11th.

Copies of the single are available at the front reception desk in our main office for \$5.00 each. Proceeds will be used to support Community Action programs.

Q&A Q&A

HR - Ask Winnie Benefits, Diversity...

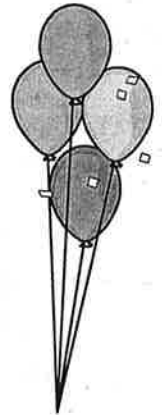
You know something is a success when employees call you to tell you they got too much money in their paycheck. This is what happened recently when employees experienced the effect of the Personal Choice Account (where we take ins. premiums out before taxes)-for the first time. It was a nice surprise for them and for us...it's great to be able to help employees in this way.

NOTE: We are changing our payroll week with the pay period beginning on 12-9-02. Currently our payroll week goes from Saturday 12:01 am to Friday 12:00 pm. On 12-9-02 it will be from Sunday 12:01 am to Saturday 12:00 pm. Most of you will not be able to tell it was moved (except by the time sheet). However, those people who work over a week-end will notice a difference.

I am fixing the final (I hope) typos found in the Employee Handbooks and will be scheduling meetings to distribute the handbook. I know, you've heard that before...but this time it's really happening. Watch for a meeting time scheduled for your work group real soon. This is a living document - meaning that as soon as a policy is written, new ones are generated, or descriptions need to be added, etc. It's always growing. Getting this first issue out is the tough part - then the plan is to periodically print changes and additions or deletions and distribute to staff to keep you updated. I want to thank the folks who are helping to print & assemble the books and the HR Focus group (employees who reviewed the policy & provided input) for their time and efforts. This material has been reviewed by the HR Focus group, our Attorney, the Directors, the Board HR Committee, & the Attorney again. Thanks to all who've helped make this a document we can all use.

BIRTHDAYS

Darlene Dacey	11/03
Gilda Godinez	11/06
Erika Early	11/06
Margarita Hernandez	11/06
Angelina Rodriguez	11/06
Linda Rothschild	11/10
Pat Rogers	11/11
Pamela White	11/12
Amber Wiley	11/17
Lettie Hilles	11/27
Brenda Neri	11/29



ANNIVERSARIES

Kristin Ludwig	9 yrs	11/01
Elsa Sandoval	1 yr.	11/02
Alisha Stoecklein	6 yrs	11/04
Linda Watt	19 yrs	11/04
Sylvia Castellano	2 yrs	11/08
Debra Palmer	3 yrs	11/15
Farzana Siddiqui	5 yrs	11/17
Joan Swanson	17 yrs	11/18
Belinda Grinshaw	1 yr.	11/19
Rosalva Garza	1 yr.	11/19
Jay Lushina	1 yr.	11/28
Bob Watson	1 yr.	11/29

SAFETY

NEXT MEETING IS November 4, 2002
at 11:00 am in Hillsboro Conf. Room.