



# I need a name News

DECEMBER 26, 2003

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

## DIRECTOR'S CORNER



Jerralynn Ness  
Executive Director

The spirit of giving and celebration is all around us as people make their plans for the holidays. Indeed it is a festive time of year, and also a time of reflection and deep caring. We know how difficult this time is for many people, especially the families we serve. That is why it warms my heart to see all of you exuding your brightness, positively impacting all who come in contact with you. Thanks to each and every one of you for your unique contributions. You are making our promise come alive, our vision possible and our mission truly achievable. Have a safe, warm and loving holiday...may your spirits soar!

**YUMMIES!** From talented Staff for our clients and staff.....



## NEWS OF NOTE



Many of you took the time to contact Director's to let us know how much you valued the Note of Appreciation & extra dollars. From all of the Directors, we were touched to hear from you and thank you for letting us know how you felt.

## OUR HOLIDAY LOBBY 2003



## UPCOMING EVENTS!

- Holiday (Christmas) 12-25-03
- (New Years) 1-1-04
- Safety Meeting 1-5-04
- Board Meeting 1-15-04
- Holiday (Martin Luther King) 1-19-04
- Building Meeting 1-20-04
- Head Start Policy Council 1-20-04
- At a glance tour

## CA STAR



Byline

Tiffany Jordan, a new member of the Opening Doors team, came to Community Action after completing her degree in Sociology at PSU. She is working as a Family Support Worker in the New Parent Network program. Tiffany specialized in working with at-risk clients while in school, most recently working with at-risk high school students in Northeast Portland.

Her (almost) 7-year-old son, Matthew, is in first grade and he apparently loves it based on the smile on his face in his first school picture! Tiffany and her partner purchased their first home in 2001 and have been busy remodeling, including the huge task of refinishing the hardwood floors. Tiffany says the work was worth it, they're beautiful now! Backwoods camping (no campgrounds for her!), and volleyball are interests, as is entertaining (she recently had a bash for 80 people!!)

Oh my word . . .!



## FAMILY & COMMUNITY RESOURCES



Ready to Rent - our next Ready to Rent classes will be starting soon in Hillsboro and Beaverton. The Hillsboro class will be starting on January 26, 2004, from 6-8 p.m. at Community Action in the conference rooms. The Beaverton Ready to Rent class will start on January 28, 2004, from 6-8 p.m. at Spencer House Apartments community room. If you know someone who has a barrier to renting and would like to attend one of these classes, have them call the shelter at 503-640-3263 to sign up.

Have you enjoyed the I&R Breakfasts? Do you have thoughts and ideas for other topics that could be presented? If so, then we want you to be a part of a small planning committee. Jimi will be getting a group together to plan for the I&R Breakfasts of 2004 and needs your help. Please contact her at ext. 224 for more information.

## CHILD DEVELOPMENT

Ten tips for learning about families and establishing constructive partnerships with them

1. Be respectful of and sensitive toward families.
2. Continually invite participation and feedback.
3. Follow family goals for their children – their expertise on the day-to-day moments with their children makes family members the best resource for staff members who work with children in classrooms and during home visits.
4. Ask about daily routines.
5. Observe.
6. Build lesson plans around what families tell you their children enjoy.
7. Check in regularly.
8. Home visit – let families know you value their expertise.
9. Learn about disabilities/learn about the child.
10. Be positive.

(Amanda Perez - *Children and Families*, Fall 2003)

## MORALE & WELLNESS

### Topics – NEW YEAR

Not all countries celebrate New Year at the same time, nor in the same way. In the US it is traditional to greet the new year at midnight and celebrate the first minutes of the year in the company of friends and family.

In Scotland, New Year is called *Hogmanay*, and in some villages barrels of tar are set alight and rolled through the streets. Thus, the old year is burned up and the new one allowed to enter. The traditional song, *Auld Lang Syne* is sung at midnight -- a custom that is now celebrated all over the world.

In Cambodia and neighboring countries, the New Year is celebrated in April.

In British Columbia, Canada, they have a traditional polar bear swim. People of all ages put on their bathing suits, and plunge into the icy cold water. (brrr-rrr!)

Wherever you are, however you chose to observe the holiday, I hope you will have a safe and happy celebration..

Natalie

### HAPPY NEW YEAR...

*Feliz Ano Nuevo*

*S Novim Godom*

*Chu Shen Tan*

*Gullukkig Niuv Jaar*

*Niya Saa Moobaarak*

*Bliain nua fe mbaise dbuit*

*Kul'aam u antum salimoun*

... TO EVERYONE!!!

### Recipe: Non-alcoholic Champagne

- 1 bottle white grape juice
- 2 liters of Lemonade, Sprite or 7 Up

Mix the juice and lemonade, sprite or 7 Up in equal amounts. Garnish with orange slices, cherries, or strawberries.

## WHAT'S DEVELOPING?

### Monthly Tours and Luncheons

As we work to educate our community about the effects of poverty, we increasingly need to invite people to learn about Community Action. Please invite your friends, family members and neighbors to our monthly "Hope, Help, and Change" Tour and Luncheon. These events are a great opportunity to learn more about poverty in Washington County, what Community Action is doing to help, and how we can all make a difference.

Because we often feel nervous talking to people about our work, these tours were designed to make your guests feel comfortable and inspired about what we do everyday here at Community Action.

- We do not ask for money or donations of any kind at this event.
- The lunch is free.
- It is only 1 hour from 12-1pm.
- You, as a staff member, may attend with your guests.

If you know someone who may be interested in attending, Call Jeri Alcock at 503.693.3255 for future tour dates.

### Happy Holidays

Development has been working hard to make the holidays brighter for our Head Start and AKD families. Every class was adopted this year thanks to several local area businesses and community groups. Please remember to send a thank you to the group that adopted your class. Watch for upcoming articles about how to keep your donors involved with you all year long.



## CHECKS & BALANCES

**Fiscal** – Reminder – Travel/mileage reimbursement rate will go up effect 1/1/04 to 37.5 cents per mile.

**Payroll Reminder:** Soon you will be looking for your W2's (especially those who want to get a refund), and, we wanted to remind you that W2's will not be mailed until January 31, 2004. So, please hold your calls asking when the W2 will be out. However, you can make sure your address is correct by checking this check (12-26-03). If it isn't accurate and you haven't given us a new one, you can do so by filling out a change of address form. This form can be found in the back of your Employee Handbook, by asking your Supervisor for one, or by asking HR for one (they are on the shelf with other HR forms). Making sure we have your correct address will help the W2 arrive on time.

**Fiscal office** will be closed on Friday, January 16, 2004 from 12:00 p.m. —5:00 p.m. for staff development.

## LOOKIN' FER WORK...

... *IN ALL THE RIGHT PLACES*

See this info \* at: Common CAO Main  
CAOInfo/HR Resource / Job Descriptions.

### Administration

### Child Development

Teacher I: (3)	\$8.00 - 9.20
Teacher III: Homeless	\$10.49- 13.49
Teacher II .50fte & 2 Subs. HCDC	\$8.79 - 10.67
Bus Driver (1)	\$8.79 - 10.68
Teacher II/Family Support Subs (2)	\$10.40 - 11.95
Teacher III Substitutes (2)	\$10.55 - 13.45
Home Visit Ed Spec. (1)	\$11.61 - 14.09
Teacher III Sub (Coffee Creek)	\$10.55 - 13.45
Teacher II Subs (2) HCDC	\$8.79 - 10.67
Teacher III Subs (1) BCDC	\$10.55 - 13.45

### Development Advancement

### Family & Community Resources

Shelter Resident Assist. (1)	\$8.32 - 10.10
Auditor/Inspector	13.65 - 16.58

\*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...**



As we enter a New Year I thought I would share with you the HR Strategic Plan for fiscal year 2003/2004.

We have begun a market study for salaries and our completion target date is mid to late February so that we have the information for grants that are written & due at that time of the year. We will research market salaries for as many of our jobs as we can find; create a salary range and administrative policy & procedures. We hope to have it ready to implement by Fiscal Year 2004/2005.

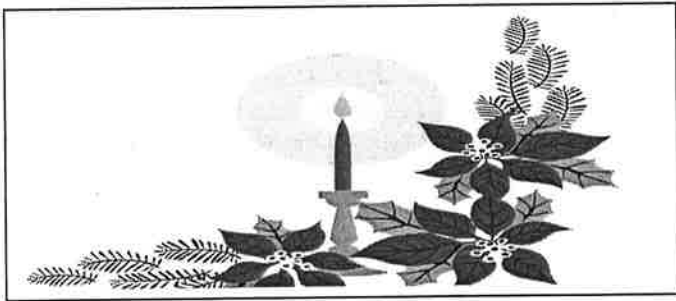
We are working on Supervisory Training in the areas of supervision not just in program content, but in the overall business aspect. Our target date to begin those trainings is also February.

In the spring of 2004 we will begin to create a new Performance Management (Review) process with the intent of having it available by September 2004.

We also hope to change our HR software in order to make information easier to develop and report out on so that our supervisory staff have the tools they need to manage staff. This will be a huge task as we try to move data from one system to another and get it all in the right places in the new system; check & double check the data; and finally use it.

During all this we will continue to do our normal work.

From Brooke & Winnie we wish you Happy Holidays and good cheer.



**SAFETY**

*The meeting is scheduled for January 5, 2004 at 12:30 to 1:30.*

*January 2004*

**BIRTHDAYS**



*Happy New Year!!!*

ALISHA STOECKLEIN	1-1
DAWN KAISER	1-2
MARTHA KNAPP	1-4
CLAUDIA GUTIERRAZ-GARCIA	1-4
CAROL BUMP	1-6
LAWRENCE HAUTH	1-7
MARGARETT BLAYLOCK	1-8
KATHLEEN ONEILL	1-12
LUCIA GUERRERO PEREZ	1-18
LESLIE BROWN	1-25

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

*January*  
**ANNIVERSARIES**

IRIS SMITH	1/2	2 yrs.
CAROL BUMP	1/3	10 yrs.
ANNE SCHLERETH	1/4	3 yrs.
VILMA BANEK	1/4	5 yrs.
BROOKE ZIMET	1/6	1 yrs.
INGRID ALQUINTA	1/8	2 yrs.
LUDIVINA MORALES	1/8	3 yrs.
BRENDA RUBIO	1/13	1 yrs.
SONIA DIAZ	1/17	3 yrs.
CHRISTIE CURTISS	1/18	5 yrs.
JOSEPHINE KUHN	1/19	5 yrs.
GORDON EATON	1/21	2 yrs.
SAMUEL WIDMER	1/21	2 yrs.
JENINE MACON	1/22	3 yrs.
SHARI WOOLEN	1/23	9 yrs.
AMBERLIE WILEY	1/24	10 yrs.
RAFAEL ALCARAZ	1/28	6 yrs.

