



I need a name News

May 28, 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

Kudos this week go out to the staff committee who planned a fabulous Wellness Day, that was enjoyed by all. A special thanks to Iris Smith for stepping into the leadership position and to her committee members: Brooke Zimet, Jodi Davis, Kathy Derby-Rae, Larry Hauth, Mary Jones, Melissa Secrist, Pat Rogers, Chris Kuran, Veronica Rivera and Winnie Althizer. Thank you for going the extra mile to assure that our staff could enjoy a quality day together....the energy level was amazing!

And congratulations again to our staff who are celebrating key anniversaries....you know, the ones we can divide by 5 or 10! They include: Alejandra Lopez, Amber Wiley, Carol Bump, Cathy Meyer, Christie Curtiss, Jenny Choban, Rosa Diggs, and Vilma Banek. I especially enjoyed being able to recognize Judy Schilling's big 30. She has brought so much humor and camaraderie to the work place over the years. Judy knows how to have a good time, but has also been there to celebrate every important occasion of her staff with unbelievable creativity.

Wellness is so important and not something we can take for granted. It requires paying attention to all aspects of our life, staying in balance. When we have wellness, we feel empowered, productive, capable, content. I encourage us all to do something every day of our lives that contributes to our personal wellness....bravo!

NEWS OF NOTE



Our warmest congratulations to the following Family & Community Resource staff for special achievements.

Kristin Ludwig & Catherine Galian have been recognized by the Beaverton School district with an Award of Excellence for their participation in the Shelter/School district Partnership.

Jeanne McNassar is graduating from Pacific Oaks with an MA in Human Development, Bicultural Development Specialist. Her thesis title is "A Head Start Program's Response to the Linguistic Cultural and Literacy Needs of Young Mayan Children".

Chris Kuran is graduating from Portland State University with an MA in Curriculum and Instruction. Her master's project was "Developing a Curriculum for Family Child Care".

COMINGS & GOINGS

We would like to wish everyone leaving us for summertime a happy and healthy summer break!

Sadly, we said goodbye to
BENSON WONG.

CA STARS



Byline

We seem to be short some reporters and regret we do not have an interesting article on one of our co-workers.



UPCOMING EVENTS!

Holiday (Memorial Day)	5-31-04
Safety Meeting	6-7-04
Building Meeting	6-15-04
Head Start	
Policy Council	6-15-04
Board Meeting	6-17-04

Other Interesting Dates:

- Flag Day 6-14-04
- June is Gay & Lesbian Pride Month
- Week before Father's Day is National Men's Health Week
- Father's Day 6-20-04
- Take your dog to work 6-25-04
- July is Eye Injury Prevention Month
- July 4th is US Independence Day
- Bastille Day 7-14-04

FAMILY & COMMUNITY RESOURCES

Dedicated to Dolores who has been a great friend to all and a positive team player! Congratulations on your Birthday!

"Friendship gives license to show up at the door without asking, "When would you like me to call?" "What would you like me to do?" Nor does friendship knock out, "Just let me know if need anything." Praised friendship whispers, "I'll be there" and promptly comes through the door with sensitivity, respect, and understanding" Author: Susan L, Lenzkes



Happy Birthday Dolores!
CCR&R Team

Thank you to everyone who signed up to participate in Relay For Life on July 10-11th. I will be getting in touch with each of you with more information as the day gets closer. If you have any questions, please call me at x294.

Jenny

CHILD DEVELOPMENT

Lu Lamping, Mary Davila and Gail Boyle just returned from the OHSA State Meeting. The theme for the meeting was the reauthorization of Head Start. The National Head Start Association is opposing Senate Bill 1940 for the "Reauthorization of Head Start". It is felt that too many items within the bill would lead to the dismantling of Head Start. Some of the items in the bill include:

- Competition for grants with other programs every 5 years (re-applying each time)
- Restriction on political activity
- Inappropriate child outcomes
- Increased educational requirements of staff
- Restrictions on out of town trainings.

This Senate Bill is not moving at this time and it is the hope of Head Start that it will not move or be considered until after the November '04 elections. Our national lobbyist, Mark Nelson, gave a list of legislators from both parties and their stand on the bill. He encouraged all to contact them. All State Reps have the list for anyone who would like to have the information.

Questions? Lu Lamping- Gaston, Mary Davila – Indian Hills, Gail Boyle – Beav. Office – 503-320-1487.

Topics – Good work!

Joan Ellen passed along a letter from one of the many folks we've served, and I thought I'd share a portion with you:

"...thank you and all of those who helped with this wonderful program (Weatherization). I knew there would be a difference in my heating my and electrical bills, but this much of a difference was not even in my wildest expectations." - Betty

This is just *one example* of how your work is impacting our community. Please share with us stories from other programs. It's important to encourage one another and we all like to hear good news. - Natalie

Recipes - Peas (in rice dish that resembles risotto)

Sautee 3 slices of diced bacon in 2-qt sauce pan; discard the grease. Add: 1 chopped medium onion, 1 minced clove of garlic, 1 T olive oil. Sauté until onion is softly translucent; add 1 cup of rice (*not instant*). Stir until rice is coated with bacon, onion, garlic, and oil mixture. Add 2-1/2 cups of chicken or vegetable stock, stir, and bring it to a boil. Cover the pot and simmer until the rice is tender (25-45 min) Remove from heat and stir in 1-1/2 cups peas (tiny fresh peas or frozen petite peas) Cover pan and allow it to rest for 5-10 min. Before serving, stir 3 T grated Parmesan cheese into rice, dust with freshly ground pepper.

For a meatless version substitute mushrooms sautéed in 2 T of oil for the bacon.

Tips

One of the wonderful things about this time of year is the availability of fresh, affordable produce. Did you know that Farmer's markets are open now all over our community. Listed below are just a few:

Beaverton Wednesday 4-7, Saturday 8-1
Hillsdale Sunday mornings
Hillsboro Sunday (at Orenco Station) 10-2
Tuesday 5-8:30,

Saturday 8-1
Tigard Saturdays



Here's to the day when it is May
And care as light as a feather,
When your little shoes and my big boots
Go tramping over the heather.

~Bliss Carman

WHAT'S DEVELOPING?

The Importance of "In-kind Donation Forms"

As you may be aware, Resource Development has a quarterly newsletter, *Community Connections*, which is mailed to our friends and donors every three months. One of our more popular columns in that newsletter among our business partners is "Local Heroes". This section acknowledges the corporate friends who have given us donations of cash, goods, or services. It is very important that if a business has given your program anything, you have recorded the donation on the form and reported it to Resource Development for acknowledgement in the newsletter. In-kind donation forms are located at the front desk, in the publication/resource hallway, and in the HR hallway. You can also get in-kind forms from Mary Jones at ext 230.

Need Resource Materials?

Resources are available for anyone who needs them in the "publication/resource hallway" located near Carol Hadley's desk. These publications, resources, and forms are for you to use whenever you need them. Help yourself.

HR - Ask Winnie Benefits, Diversity...

Q&A

At this time of the year HR is busy sending out the COBRA notifications for the Part Day Part Year Pre-K program & we get a lot of calls. COBRA is an acronym and refers to the federal Consolidated Omnibus Budget Reduction Act of 1984 (COBRA for short). Prior to this act when an employee signed up for health/dental coverage with his/her employer, they would lose that coverage when they separated employment. The COBRA regulations allow the employee to choose to continue with the same coverage and pay the same premium as the organization plus 2% when he/she has a reduction of hours or separates employment.

We send notification to each person who is being laid off (or separating employment). The notification package
continued on next page.....

CHECKS & BALANCES

Fiscal -

Be sure to get all of your invoices & reimbursements for fiscal 2003/2004 sent to Fiscal immediately. June 30th is end of our fiscal year.

Facilities -

The Shelter will be undergoing renovations during June, July and August.

Tip IT

LOOKIN' FER WORK IN ALL THE RIGHT PLACES

See this info * at:

Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.

Administration

Office Specialist II-HR/Main Office	\$10.58-12.70
Admin Program Assistant- HR	\$11.69-14.61

Child Development

Teacher II (Sub 3 pos) EHS	\$8.79 - \$10.68
Teacher III (Sub) Coffee Creek	\$10.55 - \$13.46
Teacher III (Sub 2 pos) EHS	\$10.55 - \$13.46

Development Advancement

Community Relations Specialist	\$12.00 - \$17.14
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Family & Community Resources

OD Family Support Worker	\$11.21-13.82
I&R Data Specialist	\$9.28-11.44
Office Specialist II - CAEast	\$10.42-12.83
Community Resource Advocate (1 FT pos..)	\$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 Questions & Answers continued.

contains a 3 page letter giving all the information necessary for you to make a decision about continuing the coverage. It tells you when your current coverage ends; how much time you have to make the decision; how much it will cost; and how long you can keep the coverage. If you choose to continue the coverage you must follow the instruction in the letter by completing the "enrollment" form (signature and date) and sending it back to HR before the time limit has expired. If you enroll in the COBRA coverage you are required to make monthly payments to the agency for the coverage. Where and when you send in the monthly premiums are included in the letter. I recommend you make a note as to the month of coverage you are paying on your check – this will insure accurate recording. If you do not make timely payments, then your coverage will be terminated.

If on layoff & not taking the COBRA coverage then of course you would not make payments and you would not have coverage. If you are on layoff and taking COBRA coverage, you will return to the normal benefit plan when you return to work. There are many details for administrating COBRA, so once you get your notice, if you do not understand something, please contact Human Resources. We believe it is important that you are clear about this kind of event.



JUNE BIRTHDAYS

BLANCA SILVA	6/1
ROBERT WATSON	6/4
SANDRA KITCHEN	6/6
JOAN HAGEN	6/14
EMMA HANLEY	6/16
MANUELA PACHECO	6/17
JUDY SCHILLING	6/19
DEBRA GRIFFIN	6/20
PHYLLIS JOHNPOLL	6/23
TAWNIA MCGURTHY	6/26
SONIA DIAZ	6/30

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

SAFETY

At the May Safety Committee meeting we received training in office ergonomics. Some things you may want to consider as you think about the "healthiest" way to use your computer.

The best placement of light when working in front of the terminal is from the side or over the shoulder - when you face directly into a light behind your screen you are affecting your eyes.

Proper posture is critical to prevent fatigue – put your chair in a comfortable position that will put the screen at eye level when head is level and about 1 arms length from you (those with bifocals will probably want the screen lower or you will be tipping your head backwards). Your elbows should be in a 90 degree position & wrists straight (we learned that if the keyboard is tipped lower at the back it helps); feet flat on the floor (not on the chair). Take some time to look at your set up and take the healthy option.

JUNE ANNIVERSARIES

MARY WHITMORE	2yrs	6/3
LAWRENCE HAUTH	3yrs	6/11
BRUCE HORNE	11yrs	6/14
MARILYN HARRISON	21yrs	6/16