

In partnership with the community, Community Action assists low-income people to achieve self-determination.



**JERRALYNN NESS**  
Director's Corner

## The Importance of Mind, Body & Spirit

Once again, our Wellness Committee organized a wonderful day for all of us to re-connect with each other and focus on our personal wellness. Leadership is essential for any committee to function and **Tina Amela** and **Corrine Haning** did a superb job. A big thanks to them and our staff who volunteered to make this possible: **Susan Bartholomew, Cheryl Edar-Allred, Jamie Hauth, Natalie Home, Liz Iliafar, Georgia Lopez, Lolis Martynuik, Javier Pena** and **Lyndsay Roller**. Corrine did a beautiful job of describing how the committee chose "Holistic Health" as the theme and then organized



the three workshop sessions into those that support wellness of the "Mind", the "Body" and the "Spirit". The work of this committee truly helps Community Action advance its commitment to wellness for all of our employees. I heard many of our workshop presenters comment on how amazing it is that an employer would set aside a day like this.

In my opening remarks, I gave this definition of wellness: "The quality or state of being healthy in body and mind, especially as the result of deliberate effort or as an actively sought out goal." In addition to this deliberate effort of an annual event, I can imagine that there are many other things we could do

throughout the year to promote wellness. I welcome any of your thoughts. Remember, that we can all make changes to improve our wellness and that it is often most effective when we take small steps. And having goals that you're moving towards, instead of problems you're moving away from is a much better vision and definitely more energizing. So let's not confine our pursuit of wellness to one day, let's keep practicing the good habits we are learning and strive to achieve our potential for a quality of life ... and celebrate you!



-Jerralynn Ness  
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## Signs of a Heart Attack



Submitted by  
**Community Action Safety Committee**

Some heart attacks are sudden and intense — the "movie heart attack," where no one doubts what's happening. But most heart attacks start slowly, with mild pain or discomfort. Often people affected aren't sure what's wrong and wait too long before getting help. Here are signs that can mean a heart attack is happening:

- **Chest discomfort.** Most heart attacks involve discomfort in the center of the chest that lasts more than a few minutes, or that goes away and comes back. It can feel like uncomfortable pressure, squeezing, fullness or pain.
- **Discomfort in other areas of the upper body.** Symptoms can include pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- **Shortness of breath** with or without chest discomfort.
- **Other signs** may include breaking out in a cold sweat, nausea or lightheadedness.

Learn the signs, but remember this: Even if you're not sure it's a heart attack, have it checked out (tell a doctor about your symptoms).

Minutes matter! Fast action can save lives — maybe your own. Don't wait more than five minutes to call 9-1-1 or your emergency response number.

-Debbie Burrows  
dburrows@caowash.org

# Volunteers Make a Difference!

**V**olunteers are an invaluable resource, contributing much to the success of Community Action through their donation of time and expertise. In fact, 1,284 volunteers provided 12,483 hours - equivalent to more than \$106,000 in wages - to help us achieve our mission last year.

Over the past several months, Resource Development has been evaluating our volunteer program to ensure that the matches made are of value to both the volunteer and the agency. Under the guidance of Elena Uhing, Donor and Volunteer Services Specialist, a number of exciting initiatives are in the works. Along with her efforts to develop a comprehensive policies and procedures manual for our volunteer program, Elena has been building partnerships with a variety of educational institutions to facilitate the placement of interns and others seeking direct work experience. Since January of this year, Elena has made 21 volunteer internship or skills development matches. Most of these matches link a student intern with a program for 4 to 8 weeks and can contribute as many as 300 hours each in hands-on work.

Community Action staff play an active role in the success of these matches, working with Elena to develop a job description based on the program's needs and the intern's work goals. They also serve as assignment supervisors.



One of the most requested placements has been for students pursuing educational goals in early childhood development. A number of interns are currently serving in Head Start classrooms or with the home-based program. There is a growing interest in internships and work experience for those seeking social services certifications and degrees, and Elena is working with various programs to identify appropriate opportunities. And of course group assignments continue to play a significant role in our volunteer program.

Plans are underway to engage multiple volunteer groups in an upcoming facelift at the Hillsboro Family Shelter, and we are working with other programs to determine project-based needs that could be met by utilizing volunteers. Volunteers are an important resource, enhancing our organizational capacity and building meaningful community connections. Please feel free to share your ideas for utilizing volunteers in your program by contacting Elena at [ehuing@caowash.org](mailto:ehuing@caowash.org).

**-Lisa Brown**  
[lbrown@caowash.org](mailto:lbrown@caowash.org)

## Save the Date!

**The I&R Networking  
Breakfast Meeting is  
Thursday, June 3rd  
at Tuality Community  
Hospital's  
conference rooms,  
beginning at  
8:00am.**

Our topic this month  
will be Washington  
County Library  
Services.

Representatives from  
the Washington  
County Cooperative  
Library Services  
(WCCLS) are proud  
to present an  
entertaining survey  
of library resources in  
Washington County.

Learn how the  
libraries are  
structured and  
discover the best  
way to connect with  
your go-to person.  
Hope to see you  
there!

**-Barb Dame**  
[bdame@caowash.org](mailto:bdame@caowash.org)

**J**o is a single mother raising two teenage daughters and was referred to the ECRS program after applying for emergency energy assistance. She had just been laid off from the job she had been at for nine years. She was desparate, feeling alone and clueless.

Jo had no idea how to navigate the social services system. She needed direction.

That is where ECRS stepped in to help. Through family home visits, Jo learned how to apply for unemployment benefits. This was only the beginning. Then, she was taught how to apply for food stamps and housing. Step by step, she was on her way to starting her new life, and she was no longer alone.

Jo said that she is very happy to have stumbled upon our program. Not only did

she get the immediate help she needed, but she gained more tools to help her succeed as a mother and in the financial world. During her time with ECRS, she enrolled in college and hopes to advance in her field of interest.

**-Kimberly Gazaway**  
[kgazaway@caowash.org](mailto:kgazaway@caowash.org)



# Annual One Night Shelter Count

Each year Community Action's Housing and Homeless Services organizes and conducts the annual "One Night Shelter/Homeless Count" during the last week in January. The annual count is mandated by the department of Housing and Urban Development (HUD), for all jurisdictions in the United States who receive funding from HUD to address homelessness. Oregon Housing & Community Services (OHCS) monitors the count in our state. Collecting unduplicated information on the number, characteristics, and service needs of people, who are experiencing homelessness, is a critical component of local homeless planning and program development.

Community Action and our partners use the information to justify requests for additional resources, plan future services that will be relevant to unsheltered homeless people, and to allocate resources to service providers or programs for different subgroups of homeless people, and to understand changes in trends among homeless populations.

As in the three previous years, churches and other establishments opened their doors as warming centers and overnight inclement weather shelters. Outreach workers were able to make multiple contacts throughout the week of the count. Volunteer outreach workers also covered outdoor areas around the county, such as can banks/bottle returns, freeway onramps, etc. This year we also received additional help from the Veteran's Administration, who utilized Pacific University volunteers to reach further out into our rural areas than in past point in time counts. This resulted in a greater number of homeless veterans who were contacted.

Washington County's *Project Homeless Connect* took place on Wednesday, January 27, 2010. This event is a crucial component of our count strategy. Throughout the day, volunteers from Hands On Greater Portland collected information on homeless persons who attended the event.

Preliminary results indicate an **11% increase** in the number of homeless individuals who were contacted

January 2009  
1243 counted

January 2010  
**1386 counted**

-Pat Rogers  
progers@caowash.org



Pancakes for Pops at Kinnaman Head Start

Community Action Board Members Scott Gardner and Mayor Denny Doyle read to Head Start students at Rosedale and Hiteon Elementary Schools.

As Pre-K Part Day Program Manager, I have the opportunity to meet with parents for a variety of reasons. I recently met with two moms who said something that made me think about us as educators and where we see ourselves in this profession. One of the moms said that teachers should see teaching as a gift they've been given. She was concerned because she wondered if her child's teacher was in the profession for the salary and the benefits, or if they truly realized what a gift it is to teach children.

and new ways to encourage their students and families. Teachers get incredible joy in seeing the difference they make as students gain new insights, become more interested in a subject and learn about themselves. Every day, teachers mold the future through impacting their students' views and understandings. Teachers foster creativity, develop character, give students lenses with which to view the world and provide students with the skills they need to reach their potential and lead productive lives.

There is no other profession like teaching. It can be exciting, frustrating, exhilarating, tiring, rewarding, infuriating and fulfilling—all in one day! Today's teachers must be ready to play a variety of roles in the classroom: educator, motivator, guide, counselor, coach, and disciplinarian. In addition, teachers must continually educate themselves—learning about new advances in education, new technologies,

Teachers teach because they want to nurture young people toward their full potential. If you take a moment to think about it, you can probably remember at least one teacher in your many years of education that made a lasting impression on you. Now imagine yourself making that same kind of lasting impression on

someone else. As a teacher you have the opportunity to make a difference in a child's life.

My hope is that all Head Start teachers will take some time to reflect on the reasons they chose to become a teacher in the first place. Think about where you are now and re-evaluate your decision to be a teacher. Is Head Start the right place for you? Think about what the Head Start mom said and ask yourself--Are you teaching because of the paycheck and benefits, or do you see your job as a gift?

-Karen Murray  
kmurray@caowash.org



## Conference Room Etiquette Reminder

We are very fortunate to have well-equipped conference space available for agency use at the main office. For those utilizing the conference rooms during or after hours, please be mindful of your responsibility to leave the rooms clean and to properly shut down and store all equipment. A full list of conference room procedures is posted in each room and is also available at the front desk. For those utilizing this space after hours or on weekends, it is imperative that you follow proper closing procedures to secure the building. A staff person must be identified in advance to be responsible for checking that the building is clear of visitors and that all doors are locked. If you are uncertain of closing procedures, please check with the front desk staff during regular business hours for instructions.

Also, please be sure that anyone visiting our facility is respectful of both public and private spaces. The reception area is a work space for front desk staff and is not to be accessed by guests. Supplies, materials and furniture are not for general use. Please plan ahead if your guests require writing utensils, paper, paper clips, scissors, tissues, etc., and have these on hand. "Borrowing" these items from the front desk is not appropriate. And be sure that you follow proper procedures for scheduling the conference rooms. Again, please check with front desk staff if you are unclear of the process.

Your cooperation in keeping our building safe, our meeting rooms clean, and our resources in good working order will be appreciated by all. Thank you!

**-Lisa Brown**  
lbrown@caowash.org

## Green Team Tip

Being that we just celebrated Earth Day, it would be helpful to point out some easy, time saving green tips to help our environment and improve our lives.

1. **Start a compost pile in your back yard.**
2. **Buy local produce (this reduces your carbon footprint).**
3. **Buy compact fluorescent light bulbs and use Energy Star appliances.**
4. **Turn off lights and electronics when not in use.**
5. **Carpool.**
6. **Ride a bicycle to work (this will reduce your carbon footprint and provide exercise for you).**
7. **Borrow books from the library instead of buying new books. Visit our modest book share in the Main Office café.**
8. **Use organic cleaning products. They work as well as the popular brands, with two exceptions—they are good for the environment and they are less toxic for you.**
9. **Recycle your newspaper.**
10. **In fact, recycle whenever possible.**

**-Kimberly Gazaway**  
kgazaway@caowash.org

### Make Parenting a Pleasure!

New Classes Beginning Tuesday, May 4th!  
1:30-4:30pm

**Village Baptist Church**  
330 SW Murray Boulevard in Beaverton

Topics include

- Taking Care of Ourselves
- Understanding Stress
- Stress & Anger Management Techniques
- Verbal & Nonverbal Communication
- Listening Skills
- Child Development Basics
- Discipline: Laying the Foundation

Come and meet new friends, join interesting discussions and have fun with lots of interesting activities. Childcare provided.

A transition plan has been put in place for our Human Resource Department while we work on filling our Director position.

With the departures of Nicole and Tina, we have brought in temporary HR Director Richard Stellman to give support to the department staff and keep our work moving forward. We have contracted with an executive recruiting firm called Waldron & Co. to perform our search. This firm was chosen because of their inclusive approach and success rate in identifying and matching candidates who have not only the qualifications, but the qualities, we are looking for to make a strong organizational match.

They have begun their work and all of our supervisors have had the opportunity to give input.

The process is expected to conclude sometime in July.

Once the new Director is hired, that person will lead the search to fill the Generalist vacancy.

Richard, Katie and Nancy are prepared to assist you with your HR needs during this time.

# Happy Birthday!

## May Anniversaries



May 2  
Judy Nagy

May 4  
Marlene Rodriguez  
Bob Johncola

May 5  
Angelica Molina-Alvarez

May 8  
Bruce Horne  
Carmen Miranda  
Cal Bowe

May 9  
Dolores McNeen

May 10  
Corie Jensen

May 11  
Lori Balch  
Bill Boyk

May 12  
Cyndi Cruz

May 15  
Alexis McCulley

May 14  
Bonnie Herrera

May 15  
Desiree Clark  
Thacher Schmid  
Lynette Wilcox

May 20  
Angela Vargas

May 21  
Ana Diaz  
Juana Meraz  
Dolores Rodriguez  
Jimi Smith

May 24  
Alicia Perez  
Brienne Northcutt

May 26  
Sarah Jackson

May 27  
Jenifer O'Neil

May 28  
Claudia Umanzor

May 30  
Lorena Jiminez



Augusta Lang  
*14 years*

Heather Roberts  
*13 years*

Rosa Diggs  
*11 years*

Natalie Horne  
*8 years*

Joy Larson  
*6 years*

Ana Franco  
*4 years*

Maria Cervantez  
*2 years*

Griselda Hernandez  
*2 years*

Marie Queen  
*1 year*

### May Events



May 4  
IS Committee

May 13  
Safety Committee

May 15  
HCDC Open House

May 18  
Client Issues Lunch  
Head Start Policy Council

May 19  
Community Engagement Committee

May 20  
Board Meeting

May 24  
Green Team

Together  
we can make a difference.

Together  
we can celebrate our success.

Together  
we can  
change lives.



2010 Celebration of  
Community Spirit Awards Banquet

Wednesday, June 9, 2010  
5:30-8:30pm Oregon Zoo