



# Paycheck News

September 20, 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



Over 1800 staff, clients and board members

from Community Action agencies across the United States converged in New York City this month to attend the annual Community Action Partnership conference. Renee Bruce attended and even brought her daughter Breana.

Sharon Bosserman-Benson facilitated two workshops on "A Community Action Model for Successful Fundraising", which were very well received. Our new national Executive Director, Derrick Span, was introduced to the network, and received a standing ovation. His vision and words of inspiration for our work and our future were powerful and motivating.....just what the network needed! It made us all feel proud to be a part of the work that Community Action does every day across this nation to address issues of poverty. As a board member, I oversaw our national elections for our six officer positions and installed them at the banquet. And I was very happy to be able to officially receive my CCAP certification and totally surprised to discover that Cindy Hirst, a former board chair, and her husband came to the banquet to

*Continued column 2...*

*continued from column 1...*

cheer me on. The evening's program included a Community Action tribute to the thousands of victims and countless heroes of the September 11<sup>th</sup> tragedy. We all felt the emotions of being in New York City on the eve of the one-year anniversary, and were grateful to be able to show our support. The conference was a tremendous success!

## MORALE & WELLNESS

### Topics

#### Secret Pals

Remember, Secret Pal forms are due to Elaine or Beth by today!!!

## UPCOMING EVENTS!

Safety Meeting	10/07/02
Building Meeting	10/15/02
Head Start Policy	10/15/02
Board Meeting	10/17/02
<b>All Staff Day</b>	<b>10/25/02</b>



## CA STAR

Byline Sharon Bomeier



Welcome to Turid Hanssen-Sonco, Home-base Teacher for Head Start. Turid and her family moved to Oregon two months ago from sunny and hot Southern California. (Hope this Norwegian woman enjoys the rain, eh!)

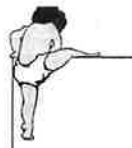
At the time of this interview, it was Turid's fourth day on the job, reading, preparing and gathering resources for her work with families with children, prenatal to 3. Her work will take her into the family's home each week and also involve organizing group socialization experiences for both parents and children.

Her work experiences as a child birth educator and special education teacher fits in with her new position at Community Action. Teaching parents how to be parents, how to have successful relationships, and helping mothers feel empowered are what she looks forward to in her work with families.

Turid has 6 children and 8 grand- children who live in California, Colorado and New Zealand.

For hobbies she likes to walk at least a mile a day, embroider, knit, crochet, and sew doll clothes. She once stayed up until 5:30 one Christmas sewing twin doll outfits for her oldest daughter.

# FAMILY & COMMUNITY RESOURCES

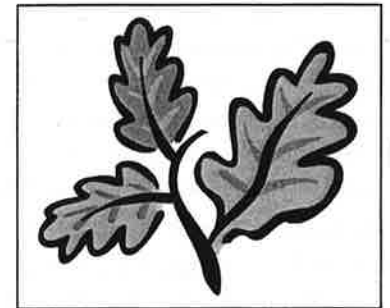


# CHILD DEVELOPMENT

We have been very busy enrolling children for this school year and now we are ready to give you an update! In Part-day program we have enrolled 435 children (our numbers have been changing every hour!). Our Support Services Team called all the families, documented the phone calls, prepared children's files to go to the centers. The Referral Team has been busy with Screening Fairs and teachers have been busy scheduling Orientations and setting up the classrooms. The first day of class is **Wednesday, September 18.**

We have a new facility! Beaverton Child Development Center is scheduled to start serving 8 infants, 8 toddlers and 36 preschoolers as of October 1, 2002.

A Kid's Domain sites are also up and running as of September 4<sup>th</sup> at Cornelius, Echo Shaw and Harvey Clarke Elementary schools.



## Thank You!

I want to thank everyone at Community Action for all the support I received in the past few weeks. The flowers, cards, thoughts and prayers are very much appreciated. I especially want to thank Renée for her support and flexibility, Beth for keeping my plants alive and my email functioning, and the IS department for terminal server which allowed me to be with my family during my mother's last days. I feel very lucky to have such support.

Jenny

## Ready to Rent

Our next Ready To Rent housing training begins Oct. 8th at 6:00 PM at the main office, and will continue every Tues for 6 weeks; graduation day will be Nov 12. Any clients with barriers to obtaining housing may call the shelter to get on the list for the next class. Thanks for spreading the word about Ready to Rent. This class does NOT provide rental assistance; it is a training in tenant rights and responsibilities; the program originated at the Portland Housing Center and is becoming more and more known throughout the tri-county area by renters and landlords. Any questions? Call Pat or Larry at the Family Shelter. 503-640-3263

## COMINGS.....

## ..... & GOINGS

During late August & into September we said good-by to Matt McMasters, a teacher in Head Start and Estela Guillen, a Family Support Worker in Opening Doors.

A big HELLO to all our new folks!! We've been joined by Janice Amburgey, a Teacher IIIA at Tualatin, Emily Bean, a Teacher II Sub at CDC Hillsboro, Penny Brown, a Teacher III A at Chehalem, Turid Hanssen (our CAO Star this week) the Home Visiting Teacher for CDC Hillsboro, Maria Ospina-Todd our Family Advocate at Beaverton, Marjorie Poon the new bookkeeper in Admin., Shannon Pujada, a new Family Support Worker in Opening Doors at Tualatin, Donald Shaw our new Auditor/Inspector with Weatherization, and Maria Villalobos a new Teacher II at CDC Hillsboro. WHEW! there is a bunch. Give them all a warm Community Action Welcome!!!!

## WHAT'S DEVELOPING?

More than 25 people, including local community members and business, volunteered at Community Action on September 12<sup>th</sup> for United Way's Celebrate Your Community Day. Tektronix spent the afternoon pulling weeds, spreading barkdust, and improving the look of Community Action's Clothing Closet, Play It Again. Trane Oregon, a local air conditioning company also joined in the day by helping hang used clothing for the store's low-income customers. The company donated a new air conditioner to Play It Again to help with the store's poor ventilation and excessive heat.

Donald Shaw, from the Weatherization program, spoke about Community Action's weatherization and refrigerator program on Tualatin Valley's cable TV September 18<sup>th</sup> in order to highlight Community Action's weatherization program. Donald, a new employee of Community Action hoped his message would reach income-qualified people who will need our services this winter.

Community Action is recruiting people to be a part of the agency's Speakers Bureau. The Speaker's Bureau is a group of employees that enjoy talking about Community Action and our programs to the public.

Spanish-speakers are especially needed to better meet the needs of Washington County's Latino population. If you are interested in learning more about this opportunity, contact Jodi Davis, ext. 254.

THE OREGONIAN ♦ FRIDAY, SEPTEMBER 13, 2002  
Jodi volunteers at Play it Again...



**volunteer labor:** volunteer Ken Bortveit and Jodi Davis, volunteer coordinator, sort through clothing at Play It Again, a Cedar Mill outlet where low-income families can pick up donated clothing and other items twice a month. The shop, 11400 S.W. Choban Lane, is part of Community Action, Washington County's largest social services agency. Volunteers are needed from 9 a.m. to noon today. To help out, call 503-644-7692.

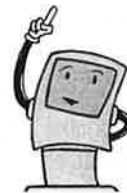


## CHECKS & BALANCES

**Fiscal** – training new staff

**I&R** -

**Facilities** - focused on Beaverton CDC facility



**Tip IT** need spelling help? go to [www.m-w.com](http://www.m-w.com) for Merriam Webster dictionary on line.

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

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

### Administration

IS Coord	\$14.89 - \$18.08
Office Specialist (1 pos)	\$10.41 - \$12.64
HR Assistant	\$12.17 - \$14.78

### Child Development

Teacher I (5 pos)	\$ 8.00 – \$ 9.20
Teacher II (8 pos)	\$ 8.79 – \$10.67
Teacher II Subs (4 pos)	\$ 8.79 - \$10.67
Teacher III A (4 pos)	\$10.55 - \$12.81
Teacher III A (4 pos)	\$10.55 - \$12.81
EHS PAC	\$13.91 - \$16.89
EHS full day full year Family Adv.	\$11.21 - \$13.80
Summer Plus Teacher II 30%FTE	

.....Internal to CAO staff only

### Development Advancement

### Family & Community Resources

Child Care Resource & Referral Coord.	\$13.91 - \$16.89
Family Support Worker in O.D.	\$11.21 - \$13.26
Family Adv. SAFAH at Shelter	\$11.21 - \$13.62
Early childhood Specialist ( 1/2 time)	\$11.61 - \$14.09

\*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...

# Q&A)

REMINDER – (oh no! not benefits again?) Oh Yeah ....September 30<sup>th</sup> is the deadline to turn in all insurance forms for changes effective October 1, 2002. Next Open Enrollment is September 2003.

CHANGES are a'commin....The Directors have made a decision to change our work week FROM the current Saturday through Friday TO Sunday through Saturday. Soooo, beginning in November time sheets will look a little different and the pay period will start on Sunday at 12:01 am and end on Saturday at 12:00 pm. The Directors believe this will solve some scheduling problems for folks who sometimes need to work a Saturday. This change will take effect on the pay period beginning October 28<sup>th</sup> and ending November 8<sup>th</sup> (you get your check for this 2 week period on November 15, 2002). There will be some small impact to those who are scheduled to work week-ends and your Director will be giving you more specific information on this in a few weeks.

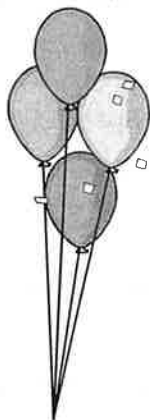
It still feels possible to begin distribution of the Employee Handbook in October. Yes Virginia, there is an Employee Handbook! The plan will be to meet with individual work groups and go through the handbook with each group. This will show you how to use it and give you an opportunity for questions. I'll be contacting your supervisors to establish schedules.

If you'll send me questions about employment policies, I'll try to answer them here. my e-mail is: [walthizer@caowash.org](mailto:walthizer@caowash.org)

## BIRTHDAYS

### September - October

Jessica Goodrich	9/20
Katherine Galian	9/20
Angela Johncola	9/21
Aurora Ornelas	9/24
Sally Brown	9/24
Rebekah Armitage	9/27
Ann Hering	10/03
Cindy von Ofenheim	10/07
Jackie Magill	10/13
Jay Lushina	10/14



## SAFETY

Hey, committee members...save space on your calendar for our meeting October 7<sup>th</sup>.

At the September 2002 meeting we went over the Safety Manual draft that will be going into the Employee Handbook. Now that committee members are back from summer layoff we can make progress on our action items.

SEE YOU on 10-7 at 11:00 am

## ANNIVERSARIES

### October

September			October		
Elaine Burrell	20 yrs	9/20	Aldina Orellana	1 yr.	10/02
Sunni Brasseur	9 yrs	9/20	Fabiola Contreras	1 yr.	10/02
Becky Smith	5 yrs	9/22	Gema Hernandez	1 yr.	10/02
Nancy Alderman	22 yrs	9/22	Julie Kyser	1 yr.	10/04
Lorena Jimenez	6 yrs	9/23	Marina Gomez	5 yrs	10/07
Josefina Moran	1 yr.	9/24	Claudia Hernandez	1 yr.	10/08
Charlotte Salgado-Zerber	2 yrs	9/25	Benita Navarro	2 yrs	10/09
Sandra Dunlap	2 yrs	9/26	Valerie Conner	1 yr.	10/09
Sharon Bolmeier	25 yrs	9/26	Winnie Althizer	2 yrs	10/09
Betty Chung	3 yrs	9/27	Marilyn Whitman	8 yrs	10/11
Martha Knapp	8 yrs	9/27	Kathleen O'Neill	3 yrs	10/12
			Susana Castaneda	1 yr.	10/12
			Cindy Johncola	5 yrs	10/14