



I need a name News

NOVEMBER 26, 2003

Deadline is the Friday before pay day; Contacts for articles are: Child Dev. -Farzana Siddiqui, F&CR – Beth Dasher, Morale & Wellness - Natalie Horne; Birthdays & Anniversaries – Brooke Zimet; All other columns – Winnie Althizer. Editor: Winnie Althizer.

DIRECTOR'S

CORNER



Jerralynn Ness
Executive Director

At this time of year my thoughts are filled with thankfulness. Take last week, for example. It was the morning of our "People You Should Know" breakfast. When I woke up, it was dark & stormy & I was certain that our guests would find better things to do than to come to our fundraiser. What a surprise to find our room overflowing with the largest turnout ever. And in spite of the economic times, twice as many people donated. I am thankful that when our community really understands our work, that they are there for us.

Sandra Dunlop, who works at our shelter, honored us by sharing her very moving story of hope, resilience & recovery. "I could never have made this journey without being in a community that cared & supported me; challenged me to be accountable for my actions & consequences & helped me to help my-self." I am thankful that Community Action is part of that caring community, daily providing hope, help and change to families and individuals striving to achieve better lives.

And at our building meeting, Kristin Ludwig read a very moving letter from a family residing at our shelter. "Thank the powers that be that there are places like Community Action & bless them for not making us feel degraded or even more unfortunate than our fellow (if slightly more successful) human beings." I am thankful for our caring & competent staffs who work the front lines, giving hope and help so that change is a real possibility. Have a wonderful Thanksgiving!

NEWS OF NOTE



WOW! This issue has lots of good stuff in it.

Announcing a new column – titled "ABOVE & BEYOND". All employees are encouraged to send in the name of a co-worker who went the "extra mile" to help you do your job; you know, the one who never hesitates to help, never has to be asked; and does it all with a willingness. This column is the idea of Jodi Davis who on occasion has wanted to recognize folks for the extra effort they have given her as she does her job. It's a good thing!

COMINGS & GOINGS

None this issue but do check us out in the next issue.



UPCOMING EVENTS!

Safety Meeting	12-1
Building Meeting	12-16
Head Start	
Policy Council	12-16
Board Meeting	12-18
At a glance tour	
Holiday	12-25

Month of December – sharing holiday spirits, goodies, & decorations in the Lobby.



the following is from a publication for Seniors & submitted by Kristen Ludwig.

Happy Thanksgiving

'Twas the night of thanksgiving,
But I just couldn't sleep
I tried counting backwards,
I tried counting sheep.
The leftovers beckoned –
The dark meat and white
But I fought the temptation
With all of my might
Tossing and turning with anticipation
The thought of a snack became
infatuation.
So, I raced to the kitchen, flung open
the door
And gazed at the fridge, full of goodies
galore.
Gobbled up turkey and
Buttered potatoes,
Pickles and carrots, beans and
tomatoes.
I felt myself swelling so plump and so
round,
'Till all of a sudden, I rose off the
ground.
I crashed through the ceiling
Floating into the sky
With a mouthful of pudding
And a handful of pie.
But, I managed to yell as I soared
Past the trees...
Happy eating to all – pass the
Cranberries, please.
May your stuffing be tasty,
May your turkey be plump,
May your potatoes'n grvy
Have nary a lump,
May your yams be delicious, may your
pies take the prize,
May your Thanksgiving dinner
Stay off of your thighs.
May your Thanksgiving be blessed.

FAMILY & COMMUNITY RESOURCES



2-1-1/I&R Q&A Series:

“What about 2-1-1 in the metro area?”

Historically, there have been four comprehensive I&R service providers in the four-county area (Clackamas, Clark, Multnomah, and Washington counties). Each of these organizations has provided information and referral services with their own database. During the fiscal year 2002-2003, the organizations purchased the same I&R software and have begun to merge the individual county databases. This process is slated to be complete by December 2003. In addition, a design was adopted which will result in the collaborative service delivery of 2-1-1 by the end of 2004. The design builds on the existing resources available and establishes a collaboration to deliver 2-1-1 in the region. One agency will act as the hub for call center activity in three of the four counties. Community Action will manage the four county database. Clackamas County Social Services will provide the quality assurance program for the collaborative program. Clark, Multnomah and Washington counties have merged databases as of September 2003. In addition, further private and public partnerships are being formed as opportunities for 2-1-1 deliver in the area.

A Big Thank You to the Weatherization Dept!

I would like to thank the Joan Swanson and the Weatherization Dept for the use of their FREE Children's Museum pass. Gabe and I went there on Sunday 11/16 and played for over 3 hours! We had such a blast. There is so much to do there. There is even a little spot for young children under 2 to explore. We saw a puppet show, listened to a story, worked with clay, and had even more fun in the water play area. (Make sure you bring extra clothing for the little ones - this is a wet activity.) It was good family fun! Thanks again! Karen Henkemeyer

CHILD DEVELOPMENT

New recommendations from the American Academy of Pediatrics (AAP) were issued in early November regarding the use of “syrup of ipecac” for poison control. Parents and caregivers are asked to stop using ipecac for poison control because it is thought to be ineffective, can interfere with other poison control remedies, and poison control centers almost never use or suggest its use anymore. You are encouraged to discard any ipecac syrup that you may have in your home First Aid Kits in a safe manner, such as flushing it down the sink or toilet.

December 19th will be the last workday for Part Day, Part Year (Pre-K) program before they go on Winter Break for the week of Christmas & New Years. If eligible, you will receive Holiday pay for the 2 holidays. You may use accrued vacation hours for the other days you are off that week. If you are going to substitute at either Beaverton CDC or Hillsboro CDC, be sure a PAN is sent to HR so they are prepared to print timesheets, etc. Of course when you return to your regular schedule they need a PAN for that too.

MORALE & WELLNESS

TIP:

WE ARE ALL THE SAME IN THAT WE ARE EACH UNIQUE



Topics – An ATTITUDE of GRATITUDE- part III

Excerpts from article by Charlie Wanzek Michaels. Spring 2002

A key to developing an attitude of gratitude is being receptive to seeing all we have to be grateful for; including all the things that those who have gone before us have done to make our world the way it is. Most of us work from a mind set that our personal efforts have made possible the life we enjoy. THE TRUTH is, you started from a place created for you by ancestors, teachers, inventors, politicians, laborers, executives, tradesmen, farmers, soldiers and more. You owe those who came before you tremendous respect and gratitude for paving the way. While there are hundreds of things to be thankful for, let's focus on two: our country and our families.

COUNTRY Our country works because we are a society of laws that are enforced, not merely suggested. We are a land of opportunity where women are valued rather than treated as disposable chattel. We are not limited by the circumstances or actions of our parents or grandparents. Born anywhere else you'd be on a vastly different path. What is not appreciated is easily lost. **FAMILIES** Your success today is a testament to thousands of sacrifices made every year of your life. We owe families gratitude for the rules they set, the values they shared, and their work ethic.

Take time to think about what others have done for you and then thank them sincerely. Tell people how you feel. None of us are guaranteed tomorrow, so don't delay expressing your appreciation.

Please send me ideas or topics you would like to see in this section. Have blessed holiday. Natalie

CHECKS & BALANCES

Fiscal - Payroll - It will soon be time to issue the W2's at the end of the calendar year. Take a minute to make sure to verify that we have your correct address. You do not have to call Payroll or HR to determine if we have the right info - just look at your last paycheck and if it isn't correct, complete a change of address form and send it in to HR. If we have the right info your W2 should get to you quickly. W2's are not mailed out until the end of January each year.

ACCOUNTS PAYABLE - Because of the Christmas holiday, we will not be preparing Accounts Payable checks the week of December 22 - 26th. Our next regular Accounts Payable run will be the week of January 9th. Please plan any payments you need accordingly.



LOOKIN' FER WORK ...

... IN ALL THE RIGHT PLACES

See this info * at: *Common CAO MainCAOInfo/HR ResourcesCurrent Job Descriptions.*

Administration

Child Development

Family Advocate HCDC	\$11.21 - 13.62
Teacher II .50fte & 2 Subs. HCDC	\$8.79 - 10.67
Bus Driver (1)	\$8.79 - 10.68
Teacher II/Family Support (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
Community Resource Advocate (1ft - 2 Temp)	\$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 & we will take applications as each job is posted.

What's Developing?

Education Opportunities

Do you know someone who wants to learn more about Community Action? Please invite them to our "Hope, Help, and Change Luncheon and Tour" on December 18th from 12-1pm at Community Action's Hillsboro office. To RSVP or for more information, contact Jodi at ext. 254. This is a free event to help educate the community about poverty in Washington County.

"People You Should Know Breakfast"

The Development Office held the "People You Should Know Breakfast" on November 19th at the Kingstad Center in Beaverton. This annual fundraiser was a success, raising nearly \$25,0000 for Community Action programs and services. Even more important, over 180 guests left excited about the great work that Community Action does everyday for our neighbors in need.

Does anyone have yarn they would like to donate?

Yes, yarn. If any of you have yarn that you would like to donate to a Community Action volunteer, please let Jodi at ext. 254 know. This volunteer would like to support us by making baby blankets and items for children in Head Start and Opening Doors.

USTOUS

- SALES, SERVICES, NEEDS

For Sale: White metal day bed (mattress not included) Retail \$199; asking \$65. Please contact Natalie at ext. 250 if interested. It would make a nice Christmas gift...



HR - Ask Winnie

Benefits, Diversity, Policy...?????

Q&A)

While no one has specifically requested information on the annual COLA in some time, I thought most of you would have an interest in this subject. As you may remember last July (when the COLA is normally paid to staff) the State of Oregon had not yet resolved the budget. And, we had already been notified of cuts in funding. Because we couldn't be sure of how much funding would be cut we postponed delivering a COLA increase until a time when we had a better understanding of which cuts would be made. Our crystal balls remain cloudy; however, we will implement a 1.5% COLA increase to salaries effective on the pay period beginning 11-23-03. This means you will see the increase on the pay check dated 12-12-03. Because we normally apply the COLA in July, we will pay each employee the 1.5% COLA for all hours paid between July 7, 2003 and November 22, 2003. This will be a separate check paid on 12-19-03.

Agency New Hire Orientations are being held at the main office every other Friday from 8:30 to 12:30. The next one is scheduled for December 19, 2003. If you are a new employee and haven't been to one of these, check with your supervisor to get scheduled to attend.

SAFETY

Next meeting is 12-1-03 at 12:30 to 2:30 for special Training event.

Check out the info in Child Development regarding use of Ipecac syrup in your home.

Make sure your holiday decorations are safely away from fireplaces and other open flames; check your electrical connections, etc. to avoid a fire over the holidays.

Those of you cooking Turkey's can check out www.Butterball.com, or 1-800-Butterball (1-800-288-837-2255). Lot's of info on buying, thawing, and cooking safely. (note: I can't spell very well on the phone, so you may want to double check the "number" to be sure it matches the word Butterball)

DECEMBER BIRTHDAYS

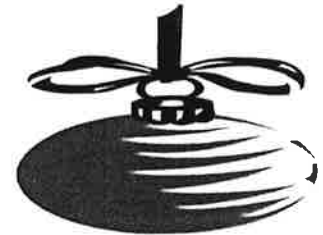


(suggestion)

First 1/2 of December Dates

PAULA J ANDERSON	12 / 4
JOAN SWANSON	12 / 7
LINDA W JOHNSON	12 / 7
DIANA GREENE	12 / 8
NANCY ALDERMAN	12 / 11
GUADALUPE GARNICA	12 / 11
JEANNE M MCNASSAR	12 / 11
BRENDA RUBIO	12 / 11
ROBIN HUTSON-MONTOYA	12 / 11
MARIA E RODRIGUEZ-PEREZ	12 / 13
JULIE KYSER	12 / 16

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



DECEMBER ANNIVERSARIES

SANDRA LAZO LOPEZ	12 / 1	1 yr
TRACY ROBISON	12 / 10	11 yrs
CAROL STEWART	12 / 10	11 yrs
AMERICA MORALES	12 / 10	2 yrs
SONIA ESPINOZA	12 / 12	3 yrs
CORISSA JENSEN	12 / 15	8 yrs
JEANNE MCNASSAR	12 / 16	1 yr
JENNIFER GUNTERMAN	12 / 19	3 yrs
WENDY C RISLIP	12 / 2	9 yrs
NATALIA MERECIAS	12 / 2	1 yr
DIANA GREENE	12 / 26	13 yrs
BLANCA NAVARRO-SILVA	12 / 30	1 yr
AGUSTINA PEREZ-GONZALEZ	12 / 6	4 yrs
DANNY COX	12 / 7	2 yrs
DARLENE DACEY	12 / 8	5 yrs

