

August 9, 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



It was such a pleasure to come back after a month's leave to find the agency just buzzing along with all sorts of

accomplishments. It is a tribute to you, our very competent and caring staff. And it is a sign of a very healthy organization when positive work continues through the efforts of many. It is wonderful to "not be needed", when being needed means that staff are held up because you're not there. So kudos to all of you!

In mid-July, I took my four hour written exam for the certification process in Los Angeles....and I just heard this week that I passed, yippee sky! I will formally receive the certification at a ceremony to be held at our national conference in New York the first week of September. This year, Ralph Brown, Renee Bruce and Sharon Bosserman-Benson will be attending this annual Community Action training and networking conference.

I know that many of our staff have made the commitment it takes to achieve additional certifications, credentials, education and even citizenship. My recent experience has given me a much deeper appreciation for the effort these commitments take and how proud I am of staff for pursuing their personal development goals....I hope you are too!

NEWS OF NOTE

PICNIC, PICNIC, PICNIC!!

It's almost here – just a week from today. There will be a caterer to do the cooking of hot dogs & hamburgers from Noon to 2:00 pm. I'm especially looking forward to the dishes you all will be bringing. Be sure to put your name on bottom of bowls and/or utensils so that you get them back at the end of the day. Games for the kids and just plain fun for all.

COMINGS & GOINGS

WELCOME new staff – Jodi Davis is the new Community & Volunteer Specialist; Carol Gilliam is the new Teacher I Substitute for Hillsboro Early Head Start; and Linda Rothschild is the new H.S. Enrollment System Specialist. It's always hard to say good-bye to friends and here are some who have moved on: Lupe Montes, Lorena Wong, Lupe Jungwirth, Maristela Torres, and Mary Foran completed her temporary assignment.

UPCOMING EVENTS!

August 13th Bldg meeting
August 16th Potluck Picnic



CAO STAR



byline: Linda Blackwood

Elaine Burrell is a Community Action Head Start fixture. In September of this year she will celebrate her 20th year as a Head Start employee. One year previous to being hired, Elaine was a Head Start parent. In fact, Elaine was a volunteer for a Summer Head Start program in 1966 when Head Start was in its infancy!

Elaine was hired as an assistant teacher, and throughout her career she has served at several locations around the county beginning with the Sunset Center on Cornell (the what?). She moved to the Aloha center which was housed at the ARC building, then on to Cornelius, Cedar Mill, Westview, Vose, and finally at the CAO main office where she is a program assistant focusing on administration and staff and the coordination of many of our trainings.

Elaine says the best thing about her job is "it's a Head Start position, and I LOVE Head Start." Perhaps one of the reasons she loves the program so much is because her daughters Deserie and Cilicia are graduates of the program and have grown into successful adults. Elaine believes the success of the program is measured by the success of its graduates. Those who know Elaine know that she is one of the reasons our program is a success.



FAMILY & COMMUNITY RESOURCES

How does your garden grow...?

Did you say your garden is producing more than you could ever know what to do with?? Well we know what to do with it! The shelter is always interested in donations of fresh fruits and vegetables to supplement the non-perishable goods they receive. So bring it in and they will enjoy it for you!

End of Year F&CR Program Statistics:

- * 1134 child care providers received training
- * 7,674 households received energy assistance
- * 99 homes were weatherized
- * We now have 30 partnerships with landlords (started the year with 4!)
- * 94% of 204 OD babies were born with healthy birth weight

Way to go!!!

CHILD DEVELOPMENT

Great news! We are moving forward to lease a new center in the south end of Beaverton that will become our Beaverton 0-5 Child Development Center! The building is a former Children's World with five classrooms and two playground spaces. We will have two rooms for infants and toddlers. Two groups of 18 preschoolers will be transferred from our Community Based (full day full year) program to this center.

OAEYC & OMSI present - The Art of Science for Early Childhood. Saturday August 17th - 8 am to 12:30 pm - you must be registered by August 10th. \$40 for current OAEYC members.

Topics

Check out Pacificare's interactive Web Health Center at www.pacificare.com & click on the 24-hour Health Information icon. There are instructions for Pacificare members to register. This site has detailed sections on women's & men's health, parenting, wellness centers, healthy lifestyles & a special section for expectant moms with a due-date calculator & week-by-week guide to your unborn baby's development. General information includes topics from acupuncture, allergies, hepatitis, Parkinson's Disease, vaccines, yoga, etc., etc.

MORALE & WELLNESS

Tips

Recipes

Here is a super recipe for all those zucchinis hanging around your garden.

- 4 medium zucchinis (about 12 inches long)
- ½ cup mayonnaise (can use part or all lo-fat or no-fat mayo)
- 2 cloves of garlic
- black pepper

Cut zukes in half lengthwise, then slice into 1/4-1/2 thick inch pieces.

Put in ungreased 9 x 12 baking dish.

Grate the garlic into the mayo and add lots of black pepper. (coarse grind is best)

Spoon the mayo/garlic/pepper mixture on top of the zukes and mix it in to cover them. Bake uncovered at 325 degrees for about 30-45 minutes, until the mixture bubbles and begins to brown. You will love it!

WHAT'S DEVELOPING?

The numbers are in... Thanks to everyone on staff for working so hard to make our programs as successful as they are! Your hard work has laid the groundwork for our private fundraising efforts. During fiscal year 2002, individuals, corporations, foundations, the United Way, faith-based groups and other private entities donated or pledged more than \$900,000 in support of our programs! More than half of those funds were used FY2002 to underwrite our programs, about a quarter to pay for our fundraising, volunteer and community relations efforts, and the final quarter for enhancements and future projects. For more info, contact Sharon BB at x255. **Upcoming events--please come:** Tuesday, August 13, 5-8:30 p.m., Tuesday Market, Hillsboro Centro Cultural turns 30 years old! Come celebrate with Centro, Community Action, the Wineries of Washington County, Su Casa, and others, at Hillsboro's Tuesday Market on main street. Music, food, crafts and more. No admission charge, food, drink and goods available to purchase. Contact Pamela W. at x230 for more info.

Sunday, August 25, 10a.m. to 2 p.m., Doherty Ford, Forest Grove Doherty Ford is holding their first annual car show featuring live music, food, raffles, a live broadcast by KUIK 1360, as well as classic cars for viewing. Proceeds will benefit Community Action. Admission is free. Contact Jodi D. at x254 for more info. **Other news...** Kudos to Bob Watson in Head Start Transpiration who worked with the development office to update the wording on the Head Start buses which now universally read: Community Action Head Start (all caps), and, below, in smaller letters, Washington County, along with the same phone number. We are encouraging all programs to incorporate Community Action with their program name, either at the beginning as in Community Action Head Start, or as a tag line, such as Opening Doors, a program of Community Action. This will assist the community in



CHECKS & BALANCES

Facilities – Please remember that the First Friday of every month all three refrigerators will be emptied & cleaned. If you have any items you want to keep, please remove them. Anything left will be thrown out. - Dennis Don't forget to help facilities help you by requesting work in advance. Call John Russell to get your project scheduled. When you stop Dennis or Jay in the hallway, you are delaying the completion of another project. If we have you scheduled we are sure to get your work completed.

USTO US – SALES, SERVICES, NEEDS

For Sale:

Bicycle trailer, holds 1 or 2 children up to 100 pounds. Folds for easy storage and transportation. My kids love it but they've outgrown it. Like new, \$50
Contact Keith 693-3247

Waterbed, queen sized (maybe bigger), with beautiful medium-dark glossy wood finish headboard. The cabinets have stained glass doors. Includes matching end tables, and matching sheets and comforter. Call Rocio at (503) 998-2778 or day time (503) 691-8552.

FOR SALE!

1995 VW Golf, standard transmission, sunroof, CD player, very well cared for....\$5500.00 OBO-must sell by end of month!!! Details: Kristin Ludwig @ CAO Shelter, 503-810-1541, 640-3263.

SAFETY

Our August Safety meeting was held on Monday the 5th. We didn't have enough members present for a majority, but those of us that were there covered a lot of ground. Work progresses with the MSDS books and we will have a lot of help from the SAIF Loss Control representative who will be helping train the committee on many safety issues. Just a reminder to everyone, if you have an injury (even as slight as a paper cut) be sure to report it to your supervisor immediately. If you have to see the doctor to treat the injury, be sure to contact HR immediately to complete the required paperwork so that our insurance carrier (SAIF) will be able to pay the doctor on time.



HR - Ask Winnie

Benefits, Diversity...

As some of you know, in the past there have been problems for some Community Action employees being recognized by Kaiser as a member after you have submitted your enrollment form. I've been working with Kaiser to try and resolve the issue and have been told by Kaiser that it shouldn't happen in the future. I thought I would let you know what our process is, so you can be sure your paperwork is being processed correctly. Once you complete the forms with your personal information and enrollment selections, you send all copies of the enrollment form to HR. HR will review the form and complete the company name, policy number, effective dates, etc. At this time HR will split out the form, sending the original to the insurance company, a copy to payroll and will return a copy to you. Enrollment forms are mailed to both companies on a weekly basis. When you get your copy it is proof that your enrollment form has been sent to the insurance company. It sometimes takes the insurance company a couple of weeks to receive the form and get you entered into the system - so I recommend waiting until you have received your membership cards before you try to make an appointment with your doctor. If you have an emergency and need to see the doctor before you receive your cards, use the copy of your enrollment form that was sent back to you. Kaiser should honor that document & help you thru the emergency. If there are billing questions, we can sort it out later. If for some reason the insurance company will not accept this copy of your enrollment form, ask them to call me directly. If you don't receive your enrollment cards within 2 to 3 weeks after receiving your copy of the enrollment form - call me at ext. 257 & I'll check into it.

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
Bookkeeper	11.45 - 13.91

Family & Community Resources

Child Care R&R Coord.	13.91 - 16.89
OD Family Support Worker	11.21 - 13.62
Family Advocate SAFAH (Shelter)	11.21. - 13.62
Prog. Assist (Weatherization)	10.41 - 14.07
Auditor/Inspector (Weatherization)	13.65 - 16.58
Early Childhood Spec. .50fte	11.61 - 14.09

Child Development

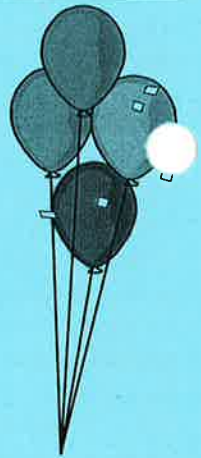
AKD Teacher	10.80 - 13.12
Teacher I (5 positions - Pre-K)	8.00 - 9.20
Teacher III A Sub (1 position - Pre-K)	10.55 - 12.81
Teacher III A (4 positions - Early H.S.)	10.55 - 12.82
Teacher II (7 positions - Early H.S.)	8.79 - 10.67
Teacher II Sub (2 pos. - Early H.S.)	8.79 - 10.67
Family Advocate .50 fte (Early H.S.)	11.21 - 13.61

Development Advancement

*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.

August BIRTHDAYS

Cortnie Hoefel	8/09
Clara Villanueva	8/12
Marilyn Harrison	8/18
Larine Wallace	8/19
Jody Dolan	8/19
Valerie Conner	8/25
Melissa Heart	8/27
Jennifer Gunterman	8/27
Rafael Alcaraz	8/28



August ANNIVERSARIES

Sharon Bosserman-Benson	3 yrs	Aug 09
Leticia Flores	1 yr	Aug 15
Margaret Blaylock	12 yrs	Aug 15
Kathleen Daly	2 yrs	Aug 16
Maria Martyniuk	7 yrs	Aug 22
Cilicia Burrell	3 yrs	Aug 23
Debra Griffin	8 yrs	Aug 25
Jimi Smith	5 yrs	Aug 25
Jewell Taylor	5 yrs	Aug 28
Margaret McNee	8 yrs	Aug 29