



Paycheck News

December 13, 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: Sharon Bolmeier. Production: Christina Taft. Editor: Winnie Althizer Layout: Natalie

DIRECTOR'S CORNER



Jerralynn Ness
Executive Director

Last week I attended our national Community Action Partnership Board meeting & fall training conference in New Orleans. Derrick Span, our new Executive Director, is bringing renewed energy, vision & leadership to our network. His immediate focus has been on "unity, visibility and innovation." Derrick understands that if our diverse organizations across the country remain united around our mission, that we will be a very strong and powerful voice. He recognizes the tremendous potential we have for increased support through greater visibility. And he knows that we must continue to develop innovative programs. I attended Derrick's workshop on "Creating 21st Century Communicators". He talked about "transformational leadership" & how effective leaders show concern & interest, and are trustworthy & empowering. He also talked about diversity & understanding our origins of bias. Derrick is going to be our keynote speaker at our May 1st fundraising dinner, & will visit some of our programs while he is here. I hope that many of you have a chance to meet and be inspired by him.

NEWS OF NOTE

There is a holiday party at our main offices in Hillsboro on 12-20-02 from 3:00 to 5:00 pm. Watch for flyers giving you more details.

Much thanks to all of you who attended the Employee Handbook Distribution meetings. It took 16 meetings & almost 50 hrs. to introduce all of you to it.

COMINGS & GOINGS

Welcome to our new staff since the last edition:

- Caronna Garcia** – Office Specialist at the Reception desk at CAO Central;
- Tawnia Gilbert** – Teacher II Sub. at Beaverton CDC;
- Natalia Mercias** – Teacher II sub at Hillsboro CDC.

Sadly, this month we said goodbye to Rocio Ceja-Roman in Opening Doors, Dennis Sanders in Facilities & Valerie Conner in Head Start. We wish them well in their new endeavors.

UPCOMING EVENTS!



Building Meeting	12/17
Head Start Policy	12/17
Board Meeting	12/19
Christmas holiday	12/15
New Years Day	1/03
Safety Meeting	1-6-03

CA STAR



Byline Sharon Bolmeier
Jimi Smith, our CAO

Star, takes the prize for having moved the most times at CAO central. Five years ago she started in a cubicle upstairs and is now located in a spacious office downstairs, with a window. Most people know Jimi as the first network administrator at CAO who moved computers & related paraphernalia around on office chairs & who spent a lot of time coaching novice computer users.

In March Jimi took on the role of Information and Referral Coordinator, a position that has her working with folks outside the agency (more meetings, less hauling stuff around). She misses interacting with co-workers but feels good about the work that she's involved with, including collaborating to build the 211 federally mandated Information & Referral number & participating on the Hillsboro Vision 2020 Technological Symposium. Jimi & her husband Dale have three sons, three "absolutely wonderful" daughters-in-law, a grandson and a granddaughter. Jimi describes their family gatherings as large, frequent, with a lot of "tech" talk. They have a programmer, a tech supporter, a tech consultant and an IT Director. In her leisure time Jimi reads a lot, spoils her grandkids and is notorious for her pig collection. A pig collector since early childhood she has hundreds of pig things scattered around at home and work. Her car is not hard to spot; it's the one with pigs from front to back!

FAMILY & COMMUNITY RESOURCES

Helpful Internet Resources:

www.housingconnection.org

www.thebeehive.org

www.oregonhelps.org

Check them out, they've got some great resource information!!

Some Statistics from the CADO Conference:

submitted by Anne Schlereth

Poverty Realities, from Quantec Economic Consulting

Family of 4 poverty income guidelines:	\$17,650
Median fair market rent:	8,250
Minimum cost for utilities:	1,944
Two people taking the bus to work:	1,500
After food stamps, minimum food costs:	1,301
With some employer provided health care:	1,347
With subsidies, child care costs:	4,200
(family earnings = \$15,000)	

Remaining Budget after basic needs expenses:
(-) negative \$898.

Keeping in mind this doesn't include other basic needs, such as school supplies, insurance, clothes, household supplies, laundry, recreation, and much, much more!!!



CHILD DEVELOPMENT

A big THANK YOU to Winnie for going over the employee handbook with all of us. Many staff felt they were too busy to attend the meetings, but came out saying they learned a lot!

Child And Adult Care Program review is scheduled for December 17, 18 and 19 for the Child Development program - Head Start and A Kids Domain.

Head Start Pre-K program will be closed for Winter Break from December 23, 2002 through January 3, 2003. The classes will resume on Monday, January 7, 2003. The Child Development Centers will continue to provide services except for the holidays.

A Kids Domain will be open during Winter Break providing services from 6:00 am to 6:00pm.



MORALE & WELLNESS

Topics

Ways to avoid pesky colds and viruses

- ✓ Eat delicious and healthy foods that boost your body's immune system such as fresh fruits and vegetables, edible exotic mushrooms, green tea and garlic.
- ✓ Drink several glasses of water a day
- ✓ Wash your hands frequently
- ✓ Get enough sleep
- ✓ Exercise regularly
- ✓ Keep a lid on stress

Tips

- ✂ The greatest Joy... Giving
- ✂ The greatest asset... Faith
- ✂ The worst thing to be without... Hope

Recipes

Wonderful Fudge! (I love making this fudge!!) ~Beth

- 3/4 Cups Semi-Sweet Chocolate Chips
- 1 Can Sweetened Condensed Milk (NOT evaporated milk)
- 1 1/2 Tsp Vanilla
- 1 Cup Chopped Nuts (Optional)

Over medium heat, in a heavy sauce pan, melt chocolate chips into the sweetened condensed milk, stirring often. Remove from heat and stir in vanilla and nuts. Pour into 9x9 dish lined with wax paper or foil. Chill 1hr or until set. Cut into 1" squares. Yummy!!

WHAT'S DEVELOPING?

People You Should Know...

The People You Should Know Breakfast, held on November 20th, at the Greenwood Inn in Beaverton was a success, raising \$66,500 for Community Action's programs. Great job to all those employees that made this event happen!

A Special Thanks...

Thanks to the students from A Kid's Domain who woke up extra early for the 7am breakfast in order to greet the guests with their smiles and a small gift.

LOOKIN' FER WORK IN ALL THE RIGHT PLACES.

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

Administration

I&R Data Specialist (.50% FTE)	\$9.28 – 11.27
HR Assistant	\$12.17 – 14.78
IS Coord. (on hold)	\$14.89 – 18.08

Child Development

Program Assist. Billing, Purchasing, Data Entry	\$10.41 – 12.64
Teacher IIIA Subs for Early Childhood	\$10.55 – 12.81
Teacher II Subs for Early Childhood	\$8.79 – 10.67
Teacher III Summer Plus (.50% FTE)	\$8.79 – 10.67
Teacher II Pre-K	\$8.79 – 10.67
Teacher III Pre-K Area sub	\$10.55 – 12.81

Development Advancement

Family & Community Resources

Early Childhood Specialists (changed to 100% FTE)	\$11.61 – 14.09
.50 FTE Office Spec. I	\$9.28 – 11.27
Intake Specialist	\$11.21 – 13.62
C.D. Family Support Worker	\$11.21 – 13.62

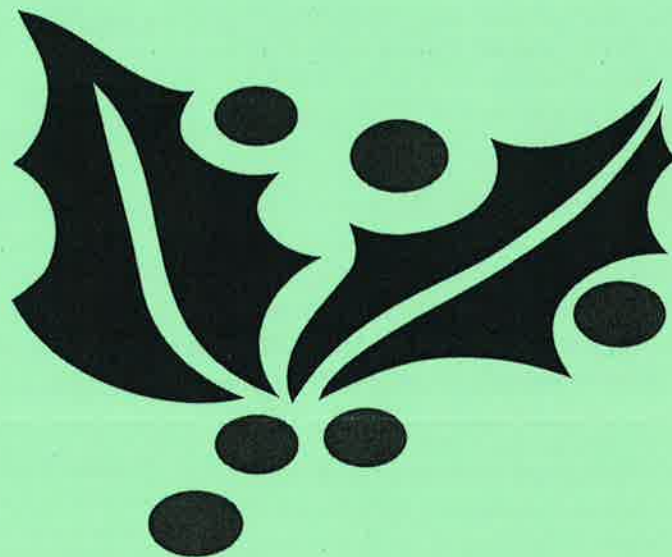
*NOTE: Please check this address weekly for current information and details. We have many jobs in development that will be posted before the next publication and we will take applications as each job is posted.



CHECKS & BALANCES

Fiscal – The end of the year is almost on us – so don't forget to get your end of year reimbursements in early (so we don't have to nag you); especially those of you in Head Start who will be gone over Christmas & New Year's weeks.

PAYROLL – we are receiving a large number of time sheets that are missing signatures. PLEASE be sure to sign your time sheet and be sure your supervisor signs your time sheet before you send it in. And, of course, be sure it's readable and correct.



USTO US – SALES, SERVICES, NEEDS

PARTY, Party, party!!!!

at the Main Office in Hillsboro

DECEMBER 20th

3:00 to 5:00 pm

HR - Ask Winnie
Benefits, Diversity...



403B News – Our representative for Lincoln National, John Honnold, called last week to let us know that he is no longer an agent of Lincoln – after 20 years of serving Community Action employees he’s become an independent agent. He said he will continue to answer questions you may have regarding your accounts, but he cannot resolve the problem in the same way, or sign up new participants. We have not been notified by Lincoln who will replace John as of this date. However, as soon as we have that info, we’ll get it out to you.

If you are someone who will be seeking a nursing home for a family member there is now a web site that will give you data on nursing home quality at www.medicare.gov, or you can call Medicare at (800) 633-4227.

If you are looking for assistance with Eldercare, there is a Eldercare Locator at www.eldercare.gov or call (800) 677-1116 between 9 am & 8 pm ET.

Social Security - You can request a statement of earnings and an estimate of benefits by going to www.ssa.gov/pubs/10070 or call (800) 772-1213.

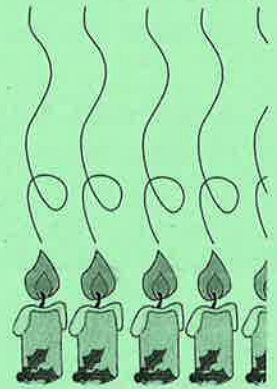
Speaking of Social Security, in 2003 employees will pay 7.65% of salary to social security and medicare accounts. the Agency also pays 7.65% towards your account. Social Security will receive 6.20% and Medicare will receive 1.45% of your dollars.

SAFETY

Safety meetings are always held on the 1st Monday of the month & our next one will be January 6, 2003. We have some openings on the committee and invite anyone interested to contact Winnie. We begin some great training in January, working with our loss control specialist Rosalind Oliver with SAIF Corporation.

December BIRTHDAYS

Joan Swanson	12/07
Diana Greene	12/08
Lupe Garnica	12/11
Pearl Lopez	12/12
Maria Rodriguez-Perez	12/13
Julie Kyser	12/16
Sam Widmer	12/19
Joy Rasmussen	12/19
Rosanna Ferguson	12/20
Cilicia Burrell	12/21
Sonia Sanchez	12/22
Irma Perez-Gomez	12/23
Natalie Horne	12/23
Mary Carol Britt	12/24
Kathleen Daly	12/26



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

ANNIVERSARIES

Wendy Crislip	8 yrs	12/02
Augustina Perez-Gonzalez	3 yrs	12/06
Danny Cox	1 yr.	12/07
Darlene Dacey	4 yrs	12/08
America Morales	1 yr.	12/10
Carol Stewart	10 yrs	12/10
Tracy Robison	10 yrs	12/10
Sonia Espinoza	2 yrs	12/12
Corissa Jensen	7 yrs	12/15
Marielena Banek	1 yr.	12/17
Jennifer Gunterman	2 yrs	12/19
Veronica Ayon	2 yrs	12/19
Diana Greene	12 yrs	12/26

