

# NDI EMPLOYEE NEWSLETTER

## Strengthening Within

by Janet Hamada, Executive Director



With the national, state and county economy being in rough shape and the consequent overall feeling of unease, we have tried to provide some extras for Next Door employees during the past few weeks. It seems as if we are overloaded most of the time, as much as I'd like this not to be true, I know that there are ways that we can lessen our own work loads just by being more organized. Last week, Megan Spears, Organizing Consultant and Owner of "Disorder 2 Order," came to present to staff about time management. Some folks who attended have said they learned some good tips.

Also last week, Susanne Schneider from Teen Based Consulting came to provide an "Insight Discovery" training for employees at Klahre House. This was an opportunity for people to discover a little more about themselves and their co-workers. The ultimate goal with these types of trainings (like Myers-Briggs and many others) is to see how we can work more ef-

fectively together by understanding our own personalities a little better. I hope to be able to hire Susanne Schneider for managers and maybe other programs can too.

Finally, at the All Staff Meeting last week, we announced that we have added a benefit for all employees who work over 30 hours/week. The Employee Assistance Program we have chosen provides free telephone assistance at any time of the day or night on personal or professional issues such as stress, depression, parenting, financial issues, life changes, relationships, etc. Employees may call for assistance as many times as they need to and there is an additional benefit of three free face-to-face sessions with a counselor. The phone calls and counseling sessions are anonymous and NDI will never hear about them. The Human Resources Department and I decided that this is a nice extra for employees, especially at this time. Please contact Barb Blair if you have any questions about this new program.

## Development Update

by Heidi Seymour, Dev. Team Manager

So much is happening. The calendar sale ended well, Fashionation was March 6, Bowl For Kids' Sake came to its realization March 13, and **Laugh Till It Helps** is April 3rd.

The annual letter campaign brought in \$22,117, up \$5,198 from last year. We received donations from 142 donors, almost double the number from last year, and 23 were brand new donors. I think we are getting more donors because we are telling the stories about how our clients benefit from being involved with us. These days grant funding is a shrinking resource that many non-profits are aware of and seeking. Although I expected this job to include a lot of grant writing, I quickly realized it made more sense to work with donors.

Individuals give over 80% of all money donated to non-profits in the US. It is critical to increase our num-

ber of donors and improve our relationships with them. Through the web site, increased press coverage, Janet's blog, and the email newsletter, we are preparing potential donors to know enough about us to say "yes" when we ask.

Therefore, I have two assignments for you. First, somehow get in touch with how important your work is. Think about the difference we make in the futures of our 1600+ clients. Second, help us increase our email newsletter subscription list. The email newsletter is how we introduce people to the web site and Janet's blog. We've added over 1000 names directly from employee email contact lists, and no one complains. People like the email newsletter because it's short and the stories make them feel good. Please email me to schedule a time to download, weed through and choose whom to add to the list.

## Human Resources Report

by Barb Blair, Human Resources Manager

A BIG thank you to all staff for participating in our recent Mandatory Reporting Training and your interest and participation in our "optional" Time Management training. We really appreciate your taking the time to do this. I hope to offer more optional trainings in the future.

I have been conducting a salary review of local non-profits, as well as gathering data from the OR Employment Dept to help us remain competitive with other agencies. Lynda and I will be evaluating the

data in the next month or so. Once again, I will be conducting a self-audit of our personnel files and we will be updating everyone's job descriptions so they better reflect what all of you are doing!



### CONGRATULATIONS!!! EMPLOYEES OF THE MONTH

January—Ralph Kupersmith - TS  
February—Leslie Ball - TS  
March—Carla Webber, FF

## Announcements

- ◆ **Saturday, April 3rd**—*Laugh Till It Helps*, Columbia Center for the Arts in Hood River. For more information or to volunteer contact Heidi Seymour at 541-308-2233
- ◆ **Saturday, May 15th**—*Table of Friends Riverenza* in The Dalles.—For more information or to volunteer contact Karen Enns at 541-308-2238

## What's happening at NDI...



**BIG BROTHERS BIG SISTERS OF THE COLUMBIA GORGE**  
Kristin Reese, Program Manager

Big Brothers Big Sisters of the Columbia Gorge would like to extend a special "thanks" to NDI staff for their efforts on our behalf as it relates to Bowl for Kids' Sake. (You know who you are...) I hope at some point to meet you ALL and thank you in person! In the meantime, Bowl for Kids' Sake has once again passed through Hood River and we are wrapping up and tying up loose ends. I wasn't sure what to expect but, I was sure it would be a great event. I will have more information about the success of the event and how it impacted BBBS next time. Thanks for all your help!



**NUESTRA COMUNIDAD SANA & YOUTH & FAMILY SERVICES**  
Claudia Montaña, Program Director

Teen Court is running smoothly with five new teen volunteers in training this month. They also had an advisory board meeting on Feb. 23<sup>rd</sup> that included a few new board members. Project Connect has gotten off the ground for this year with one Guys Group and one Girls Group meeting weekly at Hood River and Wy'East Middle Schools. It's nice to once again facilitate a boys group which is very exciting as we've seen a lot of interest from the middle school boys. The "Nuestra Voz Nuestra Salud" program has been asked to help translate and facilitate a public input meeting covering the proposed park in Odell by the Hood River Parks and Recreation department, which fits right into NVNS' primary goal to engage low-income Latinos with Hood River County community leaders to advocate for culturally appropriate physical activity policies. Meanwhile, the Raices program is finishing up its objectives for its main grant, which ends March 31<sup>st</sup>. This includes securing a location for a greenhouse and finding Latino community members to serve on various community boards, among other things.



**NEW PARENT SERVICES & FAMILIES FIRST**  
Karen Enns, Program Director

We are excited to see our Parenting Education Program continue to grow due to increased investment from funders and the community: The Ford Family Foundation has granted us an unexpected 5<sup>th</sup> year of class funding for parents of 0-8 year-olds; the Hood River Commission on Children and Families has provided funds to re-start the Strengthening Families program for parents and youth 10-14; and multiple community partners are stepping forward to host classes and cover significant expenses. We hope to expand this to a regional program with Wasco County in July.

While our Parental Capacity Enhancement program ended in January, we are excited that Wasco County Commission on Children & Families has stepped in to support new programming to reach Wasco county's highest risk families that are not eligible for Healthy Start home visiting.

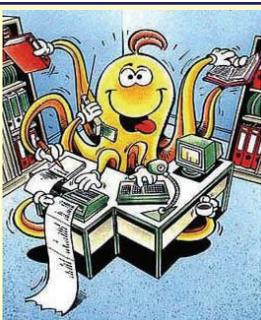


**TREATMENT SERVICES**  
Larry James, Program Director

The Klahre House School has started to provide services to four students from the community, both Hood River School District and Wasco District 21. Treatment Services would like to commend School Administrator, Kieran Connolly, for completing his student teaching over the past few months. Kieran is enrolled in a Masters in Education program and had to student teach four hours per day while continuing on full time at Klahre House and completing his school work. Here's hoping that his 13 hour days are over!

## SEVEN TIME MANAGEMENT TIPS

*Adapted from Disorder-to-Order by Megan M. Spears*



Many people spend their days in a frenzy of activity, but achieve very little. Here are seven time saving tips to help you create a more productive and enjoyable day.

1. **KNOW YOUR BEST ENERGY CYCLES**—Working with your energy cycle will allow you to achieve maximum productivity in your personal and professional life.
2. **CREATE A SYSTEM YOU CAN MAINTAIN**—Setting attainable goals will allow you get things done and feel better. Keep an Inbox/Outbox.
3. **MINIMIZE INTERRUPTIONS**—Outlook can be an asset if used strategically. Turn off notifications and set a time to check email and return phone calls. This will allow you to focus your attention on starting and completing tasks rather than switching from one to another and lose valuable brain cells in the process!
4. **USE ONE SYSTEM TO MANAGE YOUR TIME**—Whether you prefer a pen or a keyboard, keep your schedule, personal or work, in one place.
5. **MAINTAIN A TO-DO LIST**—Take the time to make a TO-DO list for personal & professional tasks. This will allow you to consider your entire day when scheduling tasks and be more realistic with your time.
6. **WHEN YOU MAKE A DECISION, FOLLOW THROUGH**—Whether it's to take a break or return a phone call, finishing your tasks will allow you to cross them off your list and give you a sense of accomplishment.
7. **PUT THINGS AWAY WHEN YOU ARE DONE**—Clutter can be counterproductive. Clear your desk as you move down your list and put things away when you are done.

"The Next Door is a private, non-profit 501c(3) organization established in 1971 dedicated to opening doors to new possibilities by strengthening children and families and improving communities throughout the Oregon and Washington Columbia Gorge region."

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