



Who To Call

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1001 Beall Lane * PO Box 3697 * Central Point, OR 97502 * 541-734-5150 * fax: 541-245-9188

WHO TO CALL IN HUMAN RESOURCES

Kathy Stassi

HR Director

Ext. 1020

- Collective Bargaining Agreement (CBA)
- Labor Management Liaison
- Personnel Committee Liaison
- Personnel Policies & Procedures
- Salary Schedules
- Unemployment
- References
- Employee Relations

Valerie Banek

HR Manager

Ext. 1025

- Applications/Transfer Requests
- Recruiting, Job Postings, and Advertising
- Pre-hire Contingencies
- Job Descriptions

Jessica Lee

HR Assistant

Ext. 1011

- Personnel Files
- Alternative Care Reimbursements
- Central Background Registry
- Employment Verifications
- Clerical Support
- Department Supplies
- Volunteers, Practicum Students, Interns
- Name Badges

Heather Grove

HR GENERALIST

Ext. 1023

- HR Database Administrator
- Plan Administrator – Enrollment for Health, Dental, Vision, Prescription, 401k, Life, Disability, EAP, and COBRA
- Performance Appraisals & Step Increases
- Position & Pay Changes
- Resignation Paperwork
- Department Reports
- Salary Scale Placement
- Staff Qualifications Tracking
- ORO Program & Training Records

Laurie Hester

Safety & Compliance Manager

Ext. 1008

- FMLA/OFLA
- Ergonomic Assessments
- Accident, Injury, and Illness Reporting
- Workers Compensation Claims
- Medical Restrictions and Accommodations
- Coordinate/Review Inspections
- Emergency Management Plans
- Agency Policies and Procedures
- Hepatitis B Vaccines
- OSHA/OCC/HS Safety Regulations
- Safety Committee Chair

Ashley Jasper

HR Coordinator

Ext. 1024

- Substitutes
- Recruiting & Job Postings
- Onboarding New Hires
- New Employee Orientation
- Department Forms

OPERATIONS

Director: Michael Jay

Business Services Manager: Ashley Clayton

Maintenance Manager: Steve Kruchoski

Main Office: 541-734-5150

Agency calendar (updates)	Main Office Reception	1000 or 1002
Child injuries requiring medical attention	Sarah Forga	1057
Child Care Licensing	Ashley Clayton	1001
Contracts, lease agreements, etc.	Ashley Clayton	1001
Equipment check-out	Main Office Reception	1000 or 1002
Facility Applications	Ashely Clayton	1001
Facility issues, emergencies	Ashley Clayton	1001 or cell: 541-659-3536
	Michael Jay	1041 or cell: 541-951-3485
Fire and Sanitation Inspections	Ashley Clayton	1001
Maintenance Assistants		1700
Maintenance Supervisor	Steve Kruchoski	cell: 541-951-3486
Maintenance Assistant	Lonnie Spurlock	cell: 541-821-5089
Landscape Maintenance Assistant	Casey Strand	cell: 541-951-1036
Landscape Maintenance Assistant	Sadiki Lawson	cell: 541-531-8526
Landscape Maintenance Assistant	Rogelio Fernandez	cell: 541-951-1911
Maintenance requests & status	Steve Kruchoski	1700
Office supplies for main office staff	Jonnie Cox	1009
Purchase orders	Jonnie Cox	1009
Safety Committee	Laurie Hester	1008
Safety Compliance Officer	Laurie Hester	1008
Safety Emergencies	Laurie Hester	1008
Special projects	Jonnie Cox	1068
Training & Travel arrangements	Jonnie Cox	1068
Vehicle Maintenance	Jonnie Cox	1009
Vendor list (best buys/where to purchase)	Jonnie Cox	1009
Who to Call (updates/distribution)	Vacant	1043

Updated 10/13/20

MANAGERS AT CENTERS & AREA ASSISTANTS

Center	Site Manager	Area Assistant	Center Phone Number	Site Manager Phone Number
Alan S Berlin A	Betty Goodson	Sallie Hicks		541-951-3452
Alan S Berlin B	Betty Goodson	Amber Weathers	541-772-7707	541-951-3452
Ashland	Erynn Hoie	Katie Smith	541-482-5931	541-840-6158
Central Point	April Deagle	Melodee Sewell	541-664-4585	
Eagle Point	Vacant	Laura Lakavage	541-826-9344	
EHS Alan S Berlin C	Donna Ellis	Sallie Hicks	541-779-9903	541-531-9938
EHS Cave Junction	Nalita Baumbach	Jenny Sowell	541-592-3259	541-821-6321
EHS Grants Pass	Jesi Gutierrez	Maria Olmedo Robles	541-244-2670	541-890-7348
EHS West Medford	Kathryn Evans	Sallie Hicks	541-857-9255	
Foothills	Michael Stanton	Vacant	541-779-3722	
Grants Pass High School	Amanda Aviles	Maria Olmedo Robles	541-474-7718	
Hillside	Vacant	Laura Lakavage	541-830-6252	
Illinois Valley	Pam White	Cindy Jensen	541-592-3161	541-287-0701
Lorna Byrne	Pam White	Cindy Jensen	541-592-2246	541-287-0701
Merlin	Amy Larson	Marlinda Lucas	541-474-0940	541-660-8305
Orchard Hill	April Deagle	Melodee Sewell	541-897-6554	
Park View	Mary McKenzie	Shelbey Jasper	541-471-3450	541-659-8237
Patrick				
Phoenix/Talent	Erynn Hoie	Katie Smith	541-512-1870	541-840-6158
Progress	Allison Brite	Vacant	541-494-1605	
Redwood	Amy Larson	Marlinda Lucas	541-956-7309	541-660-8305
Riverside	Terah Wheeler-Henrich	Cindy Jensen	541-472-6155	
Rogue River	Terah Wheeler-Henrich	Cindy Jensen	541-582-1560	
South Medford	Lynda Beamish-White	Natasha Dauphin	541-779-2462	541-659-8778
Washington	Lynda Beamish-White	Natasha Dauphin	541-842-3517	541-659-8778
White City	Vacant	Vacant	541-830-3673	
Wilson	Allison Brite	Vacant	541-842-3570	

FISCAL

Finance Director: Tina Campbell
 Grants and Budget Manager: Deborah DeSarah
 Payroll Manager: Cheryl Hinds

Main Office: 541-734-5150
 Confidential Fax: 541-774-1342

1099s from outside billings for contracts-----	Nancy Tidwell -----	1069
Allowable expenses -----	Tina Campbell-----	1013
Audit reports-----	Tina Campbell -----	1013
Billings, sending invoice to others-----	Deborah DeSarah -----	1006
Bills, payment of -----	Nancy Tidwell -----	1069
Budgets: Agency -----	Tina Campbell-----	1013
Budgets: Center & Department -----	Deborah DeSarah -----	1006
Check disbursements -----	Nancy Tidwell -----	1069
Check requests (processing/completing) -----	Nancy Tidwell-----	1069
Direct deposits for payroll checks -----	Cheryl Hinds -----	1012
Donation Receipts -----	Deborah DeSarah-----	1006
Family advocate expenses -----	Tina Campbell-----	1013
Financial statements: Agency-----	Tina Campbell-----	1013
Financial statements: Center & Dept. -----	Deborah DeSarah -----	1006
Fixed assets-----	Tina Campbell -----	1013
Food receipts with CAP sheets -----	Cathy Peterson -----	1071
Fund-Raising reports-----	Deborah DeSarah -----	1006
Garnishments -----	Cheryl Hinds-----	1012
Grants (funds, writing, budgets) Fed/State -----	Tina Campbell -----	1013
Grants, other small -----	Deborah DeSarah-----	1006
In-Kind donations receipts & reports -----	Cathy Peterson -----	1071
IRS 990 and 5500 reports-----	Tina Campbell -----	1013
Invoices-----	Nancy Tidwell -----	1069
Jury duty or subpoena verification -----	Cheryl Hinds -----	1012
Leave balances – sick, PTO, PLS, etc. -----	Cheryl Hinds -----	1012

FISCAL, Continued

Lost AP checks -----	Nancy Tidwell -----	1069
Mileage reimbursement -----	Cheryl Hinds -----	1012
Mutual of America retirement deductions -----	Cheryl Hinds -----	1012
Packing slips -----	Nancy Tidwell -----	1069
Paycheck disbursement -----	Cheryl Hinds -----	1012
Payroll questions – deductions, corrections/changes		
	Cheryl Hinds -----	1012
Payroll reports -----	Cheryl Hinds -----	1012
PEX card - training -----	Tina Campbell -----	1013
PEX card - reimbursements-----	Jonnie Cox -----	1009
PO Purchase Requisition Request-----	Jonnie Cox-----	1009
POs to be Voided/Changed -----	Nancy Tidwell-----	1069
Receipts from purchases-----	Nancy Tidwell -----	1069
Receiving incoming checks/cash-----	Nancy Tidwell -----	1069
Salary change/Current rate of pay-----	Cheryl Hinds-----	1012
Tax withholding-----	Cheryl Hinds -----	1012
Timesheets, questions-----	Cheryl Hinds -----	1012
Travel and Training Packets-----	Jonnie Cox-----	1009
Criterion, questions -----	Cheryl Hinds -----	1012
Transaction reports-----	Deborah DeSarah -----	1006
Travel receipts -----	Cathy Peterson -----	1071
Vendor calls -----	Nancy Tidwell -----	1069
W4s and W2s -----	Cheryl Hinds -----	1012
W9s-----	Nancy Tidwell -----	1069

DISABILITIES & MENTAL HEALTH

Disabilities/Mental Health Manager: Jodi Droesch

Main Office: 541-734-5150

Head Start / Early Head Start

ASQ/ASQ-SE forms -----	Karen Lowery -----	1007
ASQ/ASQ-SE summary forms (green) -----	Karen Lowery -----	1007
ASQ/ASQ-SE questions, follow up -----	Jodi Droesch -----	1005
Child guidance -----	Cecilia Hurt -----	1052
	Emilee Leeper -----	1058
	Jodi Droesch -----	1005
Child specific disabilities -----	Jodi Droesch -----	1005
Collaborating agency referrals -----	Jodi Droesch -----	1005
DMH Manager -----	Jodi Droesch -----	1005
DMH Service Area Assistant -----	Joyce Borden -----	1062
Edinburgh Postnatal Depression Scale (EHS) -----	Jodi Droesch -----	1005
Forms (other than ASQ/ASQ-SE) -----	Joyce Borden -----	1062
IFSP questions -----	Jodi Droesch -----	1005
Information, General -----	Joyce Borden -----	1062
Mental Health Consultant Contacts -----	Jodi Droesch -----	1005
Programmatic questions -----	Jodi Droesch -----	1005
Referral for Dis/EI-ECSE agencies (status/updates) -----	Joyce Borden -----	1062
Referral for Mental Health (requests/follow-up/updates) -----	Jodi Droesch -----	1005
Resources -----	Jodi Droesch -----	1005
Trainings, Disabilities/Mental Health -----	Jodi Droesch -----	1005

Disabilities/Mental Health service grid for EI/ECSE services information as well as Mental Health Consultants assigned classes and contact information are [posted at each site](#).

Parent, Family & Community Engagement (PFCE)

Director: Christine Russo ext. 1073

HS Manager: Nikki Hill ext. 1053 | Shandi Phelps ext. 1048

EHS Manager: Terra Uçar ext. 1066

PFCE Support: Maria Arroyo ext. 1044 | Yoana Martinez ext. 1046

Attendance	All PFCE Managers
Case Consultations	
Center Parent Committee Binders	
Child Abuse & Neglect Reporting/Training	
Goodwill Vouchers	Shandi Phelps ext. 1048
HOPE Chest (Jo Co)	Shandi Phelps ext. 1048
Individual Parent Training Request	Christine Russo ext. 1073
Male Involvement	All PFCE
Parent Satisfaction Survey	Christine Russo ext. 1073
PFCE Interpreters	Maria Arroyo ext. 1044 & Yoana Martinez ext. 1046
PFCE Support	Maria Arroyo ext. 1044 & Yoana Martinez ext. 1046
Policy Council	Christine Russo ext. 1073 & Yoana Martinez ext. 1046
Policy Council Child Care	Shandi Phelps ext. 1048

Policy Council Support

Yoana Martinez ext. 1046

RVTD Bus Passes

Terra Ucar ext. 1066

Scholarships

Nikki Hill ext. 1053

TRANSPORTATION

Business Services Manager: Ashley Clayton

Main Office: 541-734-5150

Bus accidents, investigation -----	Ashley Clayton -----	1001
Bus accidents, reporting-----	Ashley Clayton -----	1001
Bus driver complaints -----	Ashley Clayton-----	1001
Bus service, parent complaints -----	Ashley Clayton-----	1001
Bus drivers, evaluations of -----	Ashley Clayton-----	1001
Bus drivers, training-----	Ashley Clayton -----	1001
Bus repairs, emergent-----	Ashley Clayton-----	1001
Bus routes-----	Ashley Clayton -----	1001
Buses, annual inspection -----	Ashley Clayton-----	1001
Buses, maintenance -----	Ashley Clayton-----	1001
DOT physicals (scheduling)-----	Kathy Stassi-----	1020
DOT random drug/alcohol screening (scheduling) –	Kathy Stassi -----	1020
Field Trip Scheduling-----	Ashley Clayton-----	1001
Field Trip Driver -----	Chris Wisely (541-951-0901 Cell) -----	

NOTE: If the Business Services Manager cannot be reached, try her cell phone number, 541-659-3536. If it is urgent, contact Michael Jay, Operations Director, ext. 1041, or cell phone, 541-951-3485, for assistance.

FOOD SERVICE

Food Service Manager: Faith Cox

Food Service Department Supervisor: Karen Wolters

Health/Food Services Supervisor: Marcia Ellison

Main Office: 541-734-5150

Attendance sheets -----	Karen Wolters -----	1038
	Paula Murphy -----	1055
	Faith Cox -----	1056
Budgets, nutrition & food -----	Faith Cox -----	1056
C.A.C.F.P. – Child Adult Care Food Program -----	Faith Cox -----	1056
C.A.C.F.P. Child Enrollment Forms-----	Faith Cox-----	1056
C.A.C.F.P. Confidential Income Statements-----	Faith Cox -----	1056
Civil Rights -----	Kathy Stassi -----	1020
Concerns re: child’s eating, food allergy, diet ----	Dixie Ramsay -----	1057
Data entry -----	Susan Gibson -----	1034
Equipment needs and repairs -----	Karen Wolters -----	1038
	Paula Murphy -----	1055
Food Handler/SERV Safe-----	Karen Wolters-----	1038
	Paula Murphy -----	1055
Food Service -----	Karen Wolters -----	1038
Food Service -----	Paula Murphy -----	1055
Kitchen facilities-----	Faith Cox -----	1056
Menus, recipes-----	Faith Cox -----	1056
	Paula Murphy -----	1055
Nutrition assessment -----	Sarah Forga -----	1057
Orders, deliveries-----	Karen Wolters -----	1038
Performance standards -----	Faith Cox -----	1056
Policies & Procedures-----	Faith Cox -----	1056
Staffing consultations-----	Sarah Forga, Faith Cox-----	1054, 1056
Training – parents, staff-----	Faith Cox -----	1056
	Karen Wolters -----	1038
	Paula Murphy -----	1055
Unresolved questions -----	Faith Cox -----	1056
USDA budget tracking (HS & EHS)-----	Deborah DeSarah -----	1006
Work plans -----	Faith Cox -----	1056

LISTO

Program Director: Patty Gutiérrez
Development Director: Rachelle Schaaf

LISTO Family Literacy Program provides Spanish speaking families with educational support in their native language. This includes support for infants and toddlers, pre-school aged children, homework support for grades k-8, and adult ESL, GED preparation and INEA-Spanish literacy classes.

For the 2020-21 school year, LISTO programming will be offered in a distance learning format in the evenings. When we are able to return to on-site programming, our classes will be held Monday and Wednesday evenings from 5pm-8pm, in Phoenix at Phoenix Elementary; Tuesday and Thursday evenings from 5pm-8pm at Kids Unlimited in Medford. The program runs from September to May. Parents study English as a Second Language (ESL), GED preparation and Basic Adult Education in Spanish. Their children, ages 0-15, attend classes that offer Spanish language support. The program is free.

Spanish-speaking Head Start and Early Head Start families are eligible to apply.

Contact Eunice Ayala to refer a family.

Main Office: 541-734-5150, then dial 4-digit extension

*Indicates Voice Mailbox Only

LISTO Development Director -----	Rachelle Schaaf ex. -----	1070 cell 541-778-1637
LISTO Program Director-----	Patty Gutiérrez ex. -----	1049 cell 541-951-5003
Community Collaboration-----	Rachelle Schaaf ex -----	1070
Program issues -----	Patty Gutiérrez ex -----	1049
Cultural issues/training-----	Patty Gutiérrez ex -----	1049
Refer a family to LISTO-----	Eunice Ayala -----	cell 541-531-6915
Spanish CPR & First Aid Training-----	Patty Gutiérrez ex-----	1049

EDUCATION - PRE-NATAL TO 5

Education Director: Cecilia Hurt

Head Start Education Manager: Emilee Leeper

EHS Education Manager: Sarah Emerson

Teaching & Learning Professional Development Specialist: Vacant

Ed Coaches: Amanda Ward, Amber Fernandes, Tara Jackson, Casey Wiltermood, and Wendy Anderson

HS DLL Ed Supervisor: Vacant

EHS DLL Ed Supervisor: Josefina Samano

Education SAA: Karen Lowrey

Main Office: 541-734-5150

CDA -----	Sarah Emerson/Emilee Leeper-----	1074, 1058
Collaboration with School Districts -----	Cecilia Hurt -----	1052
Curriculum Guidelines -----	Cecilia Hurt -----	1052
Dept. Training Education-----	Sarah Emerson/Emilee Leeper/ Cecilia Hurt -----	1074, 1058,1052
Early Childhood Advisory Committee-----	Cecilia Hurt -----	1052
Equipment for Classrooms, Education -----	Cecilia Hurt -----	1052
Family Literacy Funding Requests (HS) -----	Christine Russo-----	5150
Family Literacy Funding Requests (EHS) -----	Christine Russo-----	5150
Field Trip Funding Requests (HS)-----	Emilee Leeper-----	1058
Forms-----	Karen Lowrey-----	1007
Garden to Classroom Committee-----	Emilee Leeper-----	1058
Head Teacher Questions -----	Cecilia Hurt -----	1052
Hiring, Education Positions -----	Emilee Leeper / Sarah Emerson-----	1058, 1074
Interpreter Assistance-----	Emilee Leeper/Sarah Emerson-----	1058, 1074
Multi-site TAs/CAs -----	Emilee Leeper-----	1058
Head Teacher Cohort -----	Emilee Leeper / Cecilia Hurt -----	1058, 1052
New Teacher / Specialist Cohort -----	Emilee Leeper/Sarah Emerson -----	1058, 1074
Performance Standards-----	Cecilia Hurt -----	1052
Policies & Procedures -----	Emilee Leeper /Sarah Emerson/Cecilia Hurt	1058, 1074, 1052
Practicum Placements -----	Emilee Leeper /Sarah Emerson/Cecilia Hurt	1058, 1074, 1052
Preschool Promise -----	Cecilia Hurt -----	1052
Record Requests -----	Karen Lowrey-----	1007
Safety First-----	Jodi Droesch-----	1005
Special Budget Requests -----	Cecilia Hurt -----	1052
Staff Qualification Questions, Education -----	Emilee Leeper (HS)/Sarah Emerson (EHS) ----	1058, 1074
Staffing / Consultations, Questions -----	Cecilia Hurt -----	1052
Teen Parent Program (GPHS)	Lisa Farlin-----	1049
Visual Cues, Other Classroom Tools -----	Karen Lowrey-----	1007
Volunteer Committee -----	Emilee Leeper-----	1058

HEALTH & NUTRITION

Health & Nutrition Director: Sarah Forga

EHS Health Supervisor: Chalesa Duewall

HS Health Supervisor: Susan Bash

Nurse: Dixie Ramsay cell: 541-951-3470

Health Screener: Sherry Whaley

Main Office: 541-734-5150 Health Fax: 541-734-5229

Animals/Pets at centers or in contact with children -----	Sarah Forga -----	1057
Appointments, dental -----	Jeannette Holmes (EHS & HS) -----	1033
Appointments, Medical -----	Susan (Sue) Gibson (EHS & HS) -----	1034
Asthma, care plans, reporting -----	Susan Bash/Dixie Ramsay -----	1072, 1032
	Chalesa Duewall (EHS & JoCo HS) -----	1027
Community collaboration -----	Sarah Forga -----	1057
Concerns: child's eating, food allergy, diet --	Susan Bash -----	1072
	Chalesa Duewall (EHS & JoCo HS) -----	1027
Contagious conditions, questions -----	Susan Bash (HS) -----	1072
	Chalesa Duewall (EHS & JoCo HS) -----	1027
Consultation requests -----	Sarah Forga -----	1057
Confidentiality, HIPAA, questions -----	Sarah Forga -----	1057
Curriculum -----	Sarah Forga -----	1057
Dental Screening & Consents -----	Chalesa Duewall -----	1027
Health and Nutrition Survey -----	Jeannette Holmes -----	1033
Health Screening -----	Sherry Whaley -----	1030
Health supplies -----	Kelley Smail -----	1036
• First aid, posters, lice kits, spill kits, tooth brushing items, diapers, gloves, wipes, scales, etc.		
Hearing – screening, -----	Sherry Whaley -----	1030
Referrals, tracking -----	Kelley Smail -----	1036
HSAC – Health Services Advisory Committee ---	Sarah Forga -----	1057
Individual Care Plans -----	Susan Bash/Dixie Ramsay -----	1072, 1032
	Chalesa Duewall (EHS) -----	1027
Immunizations – reporting, questions, CIS forms—	Chalesa Duewall -----	1027

HEALTH & NUTRITION, Continued

Injury Reports for Children -----	Sarah Forga-----	1057
Medical conditions -----	Sarah Forga -----	1057
	Susan Bash/Dixie Ramsay-----	1072, 1032
	Chalesa Duewall (EHS & JoCo HS)-----	1027
Medical/Dental providers – assistance obtaining, concerns --	Susan Bash (HS)-----	1072
	Dixie Ramsay -----	1032
	Chalesa Duewall (EHS & JoCo HS)-----	1027
Medication administration – questions, tracking	Susan Bash/Dixie Ramsay -----	1072, 1032
	Chalesa Duewall (EHS & JoCo HS)-----	1027
Parent meetings on Health-----	Sarah Forga -----	1057
Performance standards, health, nutrition -----	Sarah Forga -----	1057
Policies & Procedures, health, nutrition-----	Sarah Forga-----	1057
Pre-authorization for HS payment – Requests ----	Sarah Forga -----	1057
ROI-D processing, tracking, questions –	Jeannette Holmes (HS & EHS)-----	1033
ROI-M processing, tracking, questions -	Susan Gibson (HS & EHS) -----	1034
Shine medical/dental data entry -----	Jeannette Holmes (HS & EHS)-----	1033
	Susan Gibson (HS & EHS)-----	1034
Shine reports, data entry concerns -----	Kaycee Cottone-----	1061
Specialist ROI's -----	Susan Bash/Dixie Ramsay-----	1072, 1032
	Chalesa Duewall (EHS & JoCo HS)-----	1027
For Hearing and Vision: -----	Kelley Smail, Sherry Whaley-----	1036, 1030
Support materials – health -----	Susan Bash/Dixie Ramsay-----	1072, 1032
	Chalesa Duewall (EHS & JoCo HS)-----	1027
Training (parents, staff), health, nutrition -----	Sarah Forga-----	1057
	Dixie Ramsay -----	1032
Unlocked Medication needs -----	Sarah Forga -----	1057
Unresolved med/dental/screening concerns & questions-	Sarah Forga -----	1057
Vision – screening, -----	Sherry Whaley-----	1030
Referrals, tracking -----	Kelley Smail-----	1036
WIC-ROI's-----	Susan Gibson-----	1034

CORE TEAM

Clerical, Office, Recruitment & Enrollment

0-5 Director: Lisa Farlin

Information Systems Director: Kaycee Cottone
ERSEA Supervisor: Vicki Kelly

Main Office: 541-734-5150
Jo Co (Josephine County): 541-472-4851

Bilingual assistance -----	Arely Diaz - Enrollment -----	1039
	Jeannette Holmes - Health-----	1033
	Yoana Martinez – Policy Council -----	1003
Child adds/drops/transfers-----	Vicki Kelly-----	1040
Child files (subpoenas & requests for) -----	Karen Lowrey -----	1007
Disabilities/Mental Health support -----	Joyce Borden-----	1062
Education support-----	Karen Lowrey -----	1007
Enrollment/Child Applications/Registration: -----	Arely Diaz-----	1040
(Enrollment questions, child application	Tina Waldrop -----	1017
processing and follow-up)	Vicki Kelly -----	1039
Jackson County -----	Karen Lowrey -----	1007
Health supplies (non-urgent requests) -----	Area Assistants-----	See Page 5
Health supplies (urgent requests)-----	Kelley Smail-----	1036
Hematocrit/hemoglobin processing-----	Susan Gibson-----	1034
Immunizations – reporting, questions -----	Jeannette Holmes-----	1033
IS/ERSEA Director-----	Kaycee Cottone -----	1061
MIECHV Forms-----	Kelly Smail-----	1036
Monthly menus -----	Susan Gibson-----	1034
Orientation boxes -----	Area Assistants-----	See Page 5
Parent meeting notebooks for centers -----	Yoana Martinez -----	1003
Policy Council -----	Yoana Martinez-----	1003

CORE TEAM continued

Receptionists (Jackson County)-----	Raquel Rodriguez -----	1000
Receptionist/Secretary (Josephine Co.)-----	Christina Lewis -----	541-472-4851
Recruitment materials-----	-----to be determined	
ROI status: exams/follow-ups -----	Jeannette Holmes -----	1033
Room reservations-----	Raquel Rodriguez -----	1000
Translation-----	See Site Manager	
Vehicle reservations-----	Raquel Rodriguez – Jx Co -----	1000
Well-child/Dental exam appt. reporting -----	Jeannette Holmes-----	1033