Happy New Year!

The beginning of a new year offers each of us an opportunity to reflect on the past as well as look to the future with renewed optimism and anticipation for what the new year might bring. That is no different for Texas Panhandle Centers. Texas Panhandle Centers is working toward becoming a Trauma Informed Care Organization. What does this mean? Over the next several months there will be education and information about trauma and recognizing and responding to the effects of all types of trauma as an organization.

A trauma informed organization is one aspect of becoming a Certified Community Behavioral Health Clinic (CCBHC). “CCBHC’s” are responsible for directly providing (or contracting with partner organizations to provide) a variety of services with an emphasis on the provision of 24-hour crisis care, utilization of evidence-based practices, care coordination and integration with physical health care.” (National Council for Behavioral Health, 2017). Our organization has been providing these services for quite some time but it’s formalizing the process so that we can continue with our Mission and our Vision of Making Lives Better for our clients, our staff and our community.

- Wishing everyone a Happy 2019!

Texas Panhandle Centers will be closed Monday, January 21st in observance of Martin Luther King Jr. Day.

This day is set aside to celebrate the life and achievements of Martin Luther King Jr., an influential American civil rights leader. He is most well-known for his campaigns to end racial segregation on public transport and for racial equality in the United States.
Meet the Department: Accounting & Payroll Services
By: Lindsey Martinez, Chief Accountant and Controller

There were several personnel changes made throughout FY2018 in the Accounting & Payroll Service Department. Accounting & Payroll Services currently has 8 staff members, and we are located at the Wallace location, in building 501.

Our leader and department head is Genna Dunlap. Genna is the Chief Financial Officer and has worked with Texas Panhandle Centers for 28 years. She has a wealth of knowledge about the Agency, and continues to provide the Agency with strong financial statements and annual audits year after year.

Interesting fact: Genna has finalized 336 monthly financial statements for TPC.

Our cost accountant in the department is Bob Yung. Bob has worked with TPC for 27 years, and analyzes all Agency expense in great detail. Bob works on several required cost reports for the Agency such as the CAM Report, along with several other cost related tasks. Bob is very knowledgeable and an excellent resource for any and all accounting or financial matters.

Interesting Fact: There was 37,004 excel rows in the ISERV encounter data download report for MH. The data was used for the FY18 CAM report.

Our team lead and Director in Accounts Payable is Phyllis Rockhold. Phyllis has worked with TPC for 32 years. Phyllis manages and supervises Accounts Payable, and serves as the financial manager for the Early Childhood Intervention grant program. She reviews and pays all bills for the Agency. Phyllis is very knowledgeable and has great attention to details.

Interesting Fact: The ECI grant has an annual budget in excess of $2 million.

Our AP Clerk in the department is Monica Charles. Monica has worked with TPC for 6 years. Monica manages several AP related tasks, one of which is the Citibank MasterCard payments which consists of reconciling the purchase order to receipts, and processing the monthly payment. Additionally, Monica assists with the payroll process. Monica has been a great employee in the department, and we appreciate the work Monica has done for the Agency.

Interesting Fact: There is an average of 130 direct payables receipts and 75 purchase orders for Citibank on a monthly basis.

Our grant accountant in the department is

(Continued on page 3)
Ninfa Cortez. Ninfa has worked with TPC for 10 years, and we celebrated her retirement in May 2018. Ninfa has continued service for the Agency as a part-time accountant in the department. Ninfa helps out in many different ways. Ninfa has provided a countless amount of insight and knowledge, and has been instrumental to the success of the department while transitioning staff members.

Interesting Fact: Grants give direct insights into programs, the millions in grant funds spent reflects the hard work of TPC staff directly and indirectly serving the Panhandle clients.

Staff Newbie 2018: Our new Chief Accountant & Controller in the department is Lindsey Martinez. Lindsey was hired April 16, 2018, and manages all functions of the department and supervises staff for Accounting & Payroll Services.

Interesting Fact: $1,288,933 was paid to employees for vacation and holiday pay during the 2017-2018 fiscal year.

Staff Newbie 2018: Our new payroll accountant in the department is Ben Shaw. Ben was hired April 30, 2018, and works on one of the most mission critical tasks the Agency has – processing payroll for 360+ staff members. Ben also works with several benefit reconciliations for Human Resources. Ben has been an excellent addition to the department and the Agency.

Interesting Fact: Payroll processed 9,253 individual pay transactions to employees during calendar year 2018.

Staff Newbie 2018: Our new AP Clerk in the department is Laurie Benedetti. Laurie was hired October 8, 2018, and works with one of the most sensitive information for the Agency – trust fund accounting. In addition, Laurie manages mileage and out of town travel payments for staff. Laurie has been an excellent addition to the department and the Agency.

Interesting Fact: Accounts Payable processed 7,348 trust fund checks during 2017-2018 fiscal year, an average of 612 a month.
SOME ITEMS THAT NEED TO GO

It’s a new year and a good time to look around the house to determine if some everyday items could be discarded because they are no longer useful, expired or are not working properly.

1. Old medications. A year after the expiration date, dispose of properly.

2. Scratched non-stick cookware. Cookware can become unsafe to use if the protective coating begins to show wear.

3. Old sneakers. When they get old, they break down and no longer serve their intended purpose.

4. Old plastic containers. Discolored. No lids. They take up space in your cabinets.

5. Liquor. After it has been opened and sitting in your cabinet for a year.

6. Old cosmetics. Old cosmetics can cause breakouts or clog pores.

7. Creams and lotions. If they are more than a year old, they are likely expired.

8. Old cleaning tools. When the tool looks worse than the thing it is supposed to clean, get rid of it.

9. Random socks. You can repurpose them (cleaning cloths) otherwise they are just taking up space.

10. Paperbacks. This can be hard for book lovers, but remember even the library throws away books. Old, dusty paperbacks do little besides take up space and stir up allergies. Recycle them if you want. Or try to give them away. But get rid of them.

Amaryllis Plants around the Center

In Memory of
Ms. Paula Porterfield

Though you are no longer with us, we honor you each year by continuing your tradition of the Amaryllis. The holiday plant elicits fond memories of your generous and giving spirit.

Thank you!
White Hat Award

The IDD Service Coordination Department would like to give this month’s White Hat Award to Kay Annen, Administrative Technician IV. Kay has been very helpful with the PASRR Program and is always willing to answer any questions that the Service Coordination Department has. Kay is very knowledgeable and is always kind when offering her assistance. Kay has gone above and beyond her job duties and from all of us at the IDD Service Coordination Department, we thank you and appreciate all that you do.

Breanna Deakin
For IDD Service Coordination

Answer’s to last months questions:

1) No 2) Community Integration 3) Hungry

Answer the questions correctly and your name will be entered in a random drawing to be eligible to win a $25 gift card.

1. The newest staff to join the accounting department is ________________.

2. ________ is essential for building and repairing muscle.

3. Drink plenty of ________ for both the flu or cold.

Submit your answers to joyce.lopez@txpan.org. Deadline for responses is the 5th of the following month. You must type “Monthly Drawing” in the email subject line to be eligible. For those that do not have a computer, entries may be submitted via interoffice mail. The same requirements apply for hard copy submissions.
10 tips for combining good nutrition and physical activity

For youth and adults engaging in physical activity and sports, healthy eating is essential for optimizing performance. Combining good nutrition with physical activity can lead to a healthier lifestyle.

1. Maximize with nutrient-packed foods
   Give your body the nutrients it needs by eating a variety of nutrient-packed food, including whole grains, lean protein, fruits and vegetables, and low-fat or fat-free dairy. Eat less food high in solid fats, added sugars, and sodium (salt).

2. Energize with grains
   Your body’s quickest energy source comes from foods such as bread, pasta, oatmeal, cereals, and tortillas. Be sure to make at least half of your grain food choices whole-grain foods like whole-wheat bread or pasta and brown rice.

3. Power up with protein
   Protein is essential for building and repairing muscle. Choose lean or low-fat cuts of beef or pork, and skinless chicken or turkey. Get your protein from seafood twice a week. Quality protein sources come from plant-based foods, too.

4. Mix it up with plant protein foods
   Variety is great! Choose beans and peas (kidney, pinto, black, or white beans; split peas; chickpeas; hummus), soy products (tofu, tempeh, veggie burgers), and unsalted nuts and seeds.

5. Vary your fruits and vegetables
   Get the nutrients your body needs by eating a variety of colors, in various ways. Try blue, red, or black berries; red and yellow peppers; and dark greens like spinach and kale. Choose fresh, frozen, low-sodium canned, dried, or 100 percent juice options.

6. Don’t forget dairy
   Foods like fat-free and low-fat milk, cheese, yogurt, and fortified soy beverages (soy milk) help to build and maintain strong bones needed for everyday activities.

7. Balance your meals
   Use MyPlate as a reminder to include all food groups each day. Learn more at www.ChooseMyPlate.gov.

8. Drink water
   Stay hydrated by drinking water instead of sugary drinks. Keep a reusable water bottle with you to always have water on hand.

9. Know how much to eat
   Get personalized nutrition information based on your age, gender, height, weight, current physical activity level, and other factors. Use SuperTracker to determine your calorie needs, plan a diet that’s right for you, and track progress toward your goals. Learn more at www.SuperTracker.usda.gov.

10. Reach your goals
    Earn Presidential recognition for reaching your healthy eating and physical activity goals. Log on to www.presidentschallenge.org to sign up for the Presidential Active Lifestyle Award (PALA+).
Community Corner

Catholic Charities of Amarillo is providing food assistance to those involved in the federal shutdown. Please share with those that might be in need.

Thank you.

CATHOLIC CHARITIES PROVIDING FOOD ASSISTANCE
FOR FEDERAL EMPLOYEES INVOLVED IN THE
FEDERAL SHUTDOWN

If you are a federal employee please let us help you.

Welcome these New Employees...

Christina Barrow   BH Screening & Intake
Danielle Crawford  Child & Adolescent – Borger
Summer Hilliard    ECI
**Facing the Flu and Common Cold**

Precisely what is the dreaded "Flu"? It's an acute respiratory illness caused by influenza viruses A or B. While most people who get the flu recover in a week or two, others can develop severe and potentially life-threatening complications. According to the Mayo Clinic, those most threatened are children under five and adults older than 65, nursing home and long-term care residents, pregnant women up to two weeks postpartum, and others with weakened immune systems. So too are people with chronic illnesses or who are extremely obese.

If the flu strikes, stay home. You're sick and highly contagious. Embrace your downtime and heal your body with it. Curl up on the couch, read, watch TV, and nod off to sleep anytime. Get between seven and nine hours of sleep every night—your body is fighting a virus.

Drink plenty of fluids for both the flu or a cold. Fluids hydrate your respiratory system and convert thick mucus into a liquid you can spit out. An expectorant will thin the mucus, too. For congestion, the Mayo Clinic recommends over-the-counter decongestant tablets like Sudafed and nasal sprays. Studies suggest they narrow blood vessels in the lining of the nose and help reduce swelling.

Remember that protein is essential to maintaining body strength. Among your best sources for it are lean meat, poultry, fish, legumes, dairy, eggs, nuts, and seeds.

For your cold, recent studies suggest that chicken soup may indeed degrade its symptoms. Nobody really knows why, but the evidence implies this time-honored remedy helps subdue inflammation. According to the American College of Chest Physicians, chicken soup appears to slow the movement of neutrophils, the white blood cells that harbor acute infection. Tests indicate the vegetables and chicken pieces combine to produce "inhibitory activity."

If you try zinc for a cold, be sure to follow dosage instructions carefully: Harvard Medical School recommends 15-25 mg per day.

---

**Luci Hayes, ECI**, answered last month’s questions correctly and was randomly selected to win a $25 gift card from Amarillo National Bank.

To claim your card, contact Joyce Lopez-Enevoldsen at 806.351.3308 or email: joyce.lopez@txpan.org.
Dangers of Carbon Monoxide

Submitted by: Desire Winslow, Safety Director

January is the deadliest month for carbon monoxide poisoning.

According to a new study by the federal Centers for Disease Control and Prevention, the first month of the year is the worst for carbon monoxide poisoning. At least two people die each day from carbon monoxide poisoning in January—three times the fatality rate recorded in August and July. Unintentional carbon monoxide exposure accounted for 15,000 emergency room visits annually, with an average of 439 people dying each year.

Fatalities were highest among men and senior citizens: Men because they are engaged in more high-risk behaviors such as working with fuel-burning tools or appliances and seniors because they are likely to mistake the symptoms of CO poisoning (headaches, nausea, dizziness or confusion) for the flu or fatigue.

It should come as no surprise that CO deaths are the highest in winter (December is the second highest month). Cold weather increases the use of gas-powered furnaces as well as the use of risky alternative heating and power sources (portable generators, charcoal briquettes, propane stoves or grills) during power outages. It is also understandable that the highest CO death rates are in colder states: Nebraska, Wyoming, Alaska, Montana and North Dakota. By contrast, California has the lowest fatality rate.

With these sobering facts, it is a good time to remember the following safety tips to prevent CO poisoning:

- Have your heating system, water heater and any other gas, oil or coal-burning appliance inspected and serviced by a qualified technician every year.
- Install battery-operated CO detectors on every level of your home.
- Do not use a generator, charcoal grill, camp stove or other gasoline or charcoal-burning device inside the home, basement or garage or outside the home near a window.
- Do not burn anything in an unvented stove or fireplace.
- Do not let a vehicle idle inside a garage attached to a house, even if the garage door is left open.
- Do not heat a house with a gas oven.

If a CO detector sounds, leave your home immediately and call 911 from outside. Seek prompt medical attention if you suspect CO poisoning and if you or someone in your household is feeling dizzy, light-headed or nauseated.

Consumer Reports News
Human Resources

Quarterly Retirement Meeting

Our 1st quarter retirement meeting for 2019 is scheduled for Friday, February 1, 2019. Mannix Smith, our advisor from the ISC Group, will conduct an informative Group Meeting beginning at 8:30 a.m. in the Board Room at the administration building located at 901 Wallace Blvd., building 501. If you are considering contributing to your retirement account for the first time, you must attend the group meeting. You also have the opportunity to have a 15-minute private consultation with Mannix, should you need additional information regarding your retirement account, or need to make changes to your contribution or allocation options.

To schedule your meeting and/or private consultation, please contact Mary Salazar at 351-3401.

Did you know that one pint of blood can save three lives?

January is blood donor month. Give blood—give life.

It takes all types! GIVING = LIVING

"I like to start by saying that anything I say that will come back to haunt me will be something taken out of context."