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 Randall, Roberts, Sherman,
 and Wheeler counties



Happy Thanksgiving

Traditions, parades, football, turkey and thanksgiving define November 22nd, the fourth Thursday of the month. Family and friends often from great distances come to "break bread together."
 It's Thanksgiving Day!

May the spirit of Thanksgiving fill your heart
 with blessings and joy!



"Sock It" Jean Week



The week of November 26th will be "sock it" jean week. Wear jeans all week long for the price of a package of NEW socks to benefit the clients of TPC.

You pick the size, color and send them to Caroline Titus, Building 501 of the Wallace Campus.



Thank you for participating!

SIX WAYS TO USE LESS ENERGY AND LOWER YOUR HEATING COSTS

Cold weather is here and you may be wondering how to pay less for heating than you did last year. You could buy an energy audit for a detailed diagnosis of your home, or you could do a few things yourself that could lower energy costs significantly say experts at CNNMoney.com.



- Check your heating and cooling ducts. As much as 30% of your heat may be lost if they leak. You can cover accessible ducts with metal tape or mastic sealant.
- Is it time to replace your top-loading washer? A front loader will cost more, but will use a third to half of the water, and less energy and detergent. Go with cold or warm water to save money.
- Change your furnace filters! And do it every few months. This will save you
- money on the system you have to-day. When the furnace needs replacing, consider an Energy-Star certified model.
- Check the insulation in the attic. Floor insulation should stick up over the floor joists, says the EPA. If it's below the joists, add more for energy savings.
- Turn the water heater down to 120 degrees to save on energy use. Insulate the pipes and the heater itself with an insulating blanket to reduce heat loss.
- Install a low-flow showerhead and you'll cut hot water use by 25%.
- Turning the thermostat down when you are asleep or away from home can save up to \$200 a year. Programmable thermostats are a convenient option.



Countdown to Thanksgiving: How to Plan Ahead



Host a stress-free day by starting your prep ahead of time; find out what you can do now.

- Narrow down the exact numbers for your guest list (plan 2lbs per adult, 1lb per child-leftovers guaranteed), use this time to plan the menu and order the turkey.
- Plan your table settings. Don't be afraid to delegate!
- Write out a detailed shopping list. Buy items early such as pie crusts, cranberry sauce, wine, etc.
- Up to 5 days ahead (maximum): begin defrosting turkey in the refrigerator.
- 2 days Ahead: Let the supermarket sweep begin. Beat the crowds by doing all your shopping now.
- 1 day ahead: chop all vegetables, potatoes (keep in water so not to turn brown).
- Day of: finish your potatoes and sides, while roasting the turkey.

Source: Food Network



**In honor of Thanksgiving, TPC Offices will be closed,
Thursday, November 22nd and Friday, November 23rd.
Happy Thanksgiving!**

Did You Know?

A "Did You Know" section will be featured regularly in an effort to inform and educate employees of policies, procedures or news of importance.

Effective **November 15th, 2012**, Texas Panhandle Centers Behavioral and Developmental Health (TPC) will become tobacco-free, for all Center properties, including both indoor and outside facilities. This includes our parking areas and the vehicles parked within these locations. This policy covers all tobacco products including smokeless tobacco. The policy extends to all persons including clients, visitors, employees, contractors, students, volunteers and vendors.

Q: Why is TPC going Tobacco-Free?

A: The answer is simple...for the health of our clients, staff and visitors. It is also important to note that for TPC to continue receiving state and federal funds in the future our agency will be required to implement tobacco-free initiatives.

Q: Where does the new policy apply?

A: All property owned, leased or used by TPC for the purpose of conducting its business, including but not limited to: indoor and outdoor spaces and common areas; parking lots and driveways; vehicles owned or leased by TPC; vehicles used for transporting TPC clients (regardless of who owns or leases the vehicle); and sidewalks, curbs and gutters adjacent to property owned or leased by our organization.

Q: How will the policy be enforced?

A: The Tobacco-Free policy is effective November 15th, 2012. Employees observed smoking or using tobacco on the premises after the effective date will be subject to TPC's Performance Enhancement Program. First offense will be a written reprimand. Repeat offenders are subject to further disciplinary action up to and including termination. We recognize that we will also have to work with visitors who may be under stress and/or who are unfamiliar with our policies. If you see visitors smoking on our grounds, kindly inform them of the policy and request that they stop. If a visitor refuses to comply, walk away.

Q: If I have to walk farther to reach public property where I can use tobacco, will I get more break time?

A: No. That would be unfair to co-workers and would negatively impact our ability to provide services to

our clients. Failure to return from break on time will be treated as a violation of our Standards of Employee Conduct. Availability of break time is program dependant. Please contact your respective Executive Manager with questions.

Q: Won't there be more litter around the campus because of cigarette butts?

A: All staff serve as ambassadors for TPC. As ambassadors and good neighbors, we expect that employees will treat surrounding public areas and private properties with respect. This means that staff are expected to avoid littering, including cigarette butts and other trash, on all properties adjoining Center Property.

Q: Can I use Tobacco inside my car?

A: Staff are not allowed to use tobacco in any vehicle parked on TPC property. Additionally, the use of tobacco products is not allowed in any TPC vehicle at anytime. Use of tobacco products in a personal vehicle while transporting TPC clients is not allowed.

Q: Can I use nicotine-replacement therapy (NRT) products, like gum, lozenges, or patches, at work?

A: Yes. Some tobacco users may choose to use NRT products—particularly gum or lozenges—to manage their nicotine cravings during work hours. The use of electronic cigarettes is prohibited. If you are still smoking or using tobacco, please be cautious if you choose to use nicotine replacement therapy at work. Unpleasant side effects can be caused by taking in too much nicotine through the use of nicotine-replacement therapy while you still use tobacco. If you want to use NRT at work, you may want to talk to your physician about appropriate dosing and use.

Q: How will TPC help tobacco-users who want to quit?

A: For a time, TPC is offering, at its expense, a Tobacco Cessation Program provided through the Harrington Cancer Center. Additionally, prescription medications to help those who wish to quit are on the TPC employee health insurance formulary. More information about cessation support is available through our Public Information Officer.

HOLIDAY SAFETY AND HEALTH FOR FAMILIES

Wash your hands often: Keeping hands clean is one of the most important steps you can take to avoid getting sick and spreading germs to others. Wash your hands with soap and warm water for at least 20 seconds. Cover your mouth and nose with tissue when you cough or sneeze.

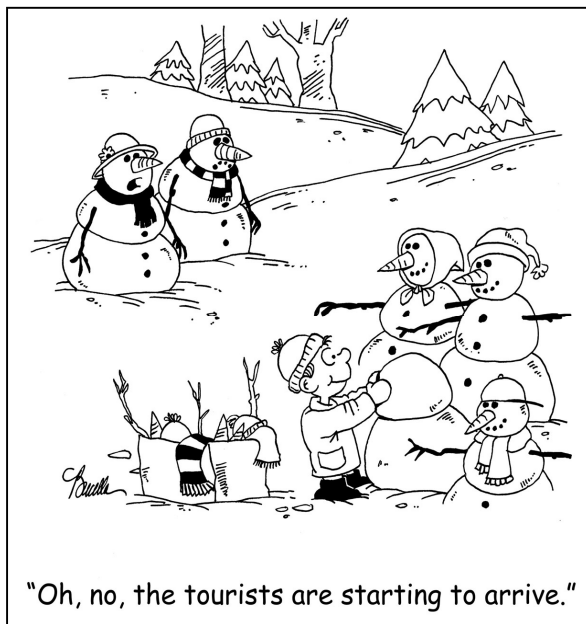


Stay Warm: Cold temperatures can cause serious health problems, especially for infants and older adults. Stay dry, and dress warmly in several layers of loose-fitting tightly woven clothing.



Manage Stress: Keep a check on over-commitment and over spending. Balance work, home and play. Get support from family and friends. Keep a relaxed and positive outlook and get enough sleep.

Travel safely: Whether you're traveling across town or across the country, take steps to ensure that your trip is safe. Don't drink and drive and always wear your seatbelt.



Lisa Garcia, Hereford Behavioral Health, 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 at 806.351.3308 or email: joyce.lopez@txpan.org.

Congratulations!

Health Fair 2012 and around TPC





Thank you to all the participants and vendors who attended this year's health fair. Flu shots, blood draws, spa services, health education, piloxing demonstrations and much more were a part of this years fair.

For those participating in the IMS Wellness Works, remember to log on to www.imstpa.com, enter your user ID and password. Click the WorkDoc link and complete/update the assessment. Once done, remember to contact IMS at 806.373.6666 Ext. 391 to visit with a nurse about your results. That's it! You are now eligible for the \$10 reduction in the health insurance premium. You will need to do this before December 14.



Regardless of the day of the week, Veterans Day is observed on November 11.

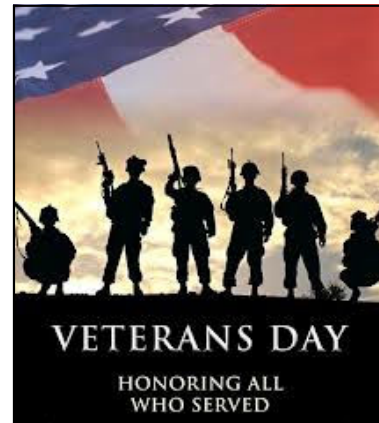
The date was chosen to commemorate World War I, which ended on November 11, 1918.

Veterans Day was established by Congress on June 4, 1926.

The purpose of Veterans Day and Memorial Day are often confused. Memorial Day is for honoring military personnel who died in service to their country. Veterans Day is for thanking **ALL** men and women who have served honorably in the military during times of war and peace.

Let us honor some of our own:

Jim Conner	Developmental Health Director	US Navy
Jack Mowery	HCS Administration	US Air Force
Elvire Sanders-Blakemore	IDD Service Coordination	US Army
David Kee	Maintenance	US Air Force
Patricia Slaughter	ASCI Administration	US Navy
Frank Markham	IDD Service Coordination	US Navy
Glen Gilmore	Motor Pool	US Navy
Tousha Barnes	Veteran Services Coordinator	US Army



Vicki Calvery's (ECI) son: PFC, Sean Michael Drennan, 160th Airborne, US Army—leaves for a 9 month deployment on November 16 to Afghanistan.

Ingrid Brile's (IDD Service Coordination) parents: Jennie Phy-Poirer, Joe Poirer, US Navy. Her mother served at the Fleet Post office at the Naval Depot, Washington, DC where she met her father, a wounded vet. They were married at the end of his enlistment in 1944.

To all past, present and future Veteran's...
Thank you for your service!

Congratulations!

The following employees were recognized through the Performance Enhancement Program for one or more of the following: Core Competencies, Safety, Critical Thinking, Communication, Client Rights, Continuous Quality Improvement, Professional Behavior, Customer Service:

Sara Randolph, IDD Service Coordination
Gracie Chavez, MH Service Coordination
Erin Rasmussen, MH Service Coordination

Reminder to supervisors: If you would like employees recognized through PEP in the newsletter, submit the PEP (or a copy) to the respective executive manager for approval.

White Hat Award



IDD Service Coordination Department would like to present this month's White Hat Award to **Carol Cobb in Financial Services**. During the transition to the ADP timekeeping process, Carol has been exceptionally helpful and available to assist the department with all our questions and needs. She came to the building several times to physically assist. She stays busy helping us resolve our issues with phones. She is kind and patient. *Thank you Carol.*

Sharon Guinn, for IDD Service Coordination

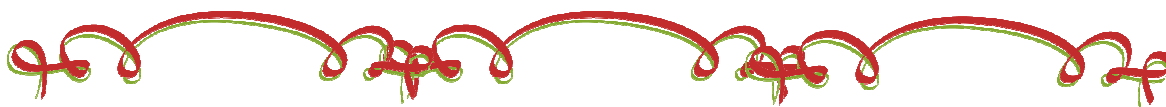
Welcome these New Employees...

Jasmine Davis
Donna King
Abok Lual
Brittany Mansel
LaDonna Cortez

Lamont Group Home
50th Street Group Home
Westcliff Group Home
Respite Pool
Medical Records



Happy Holidays!



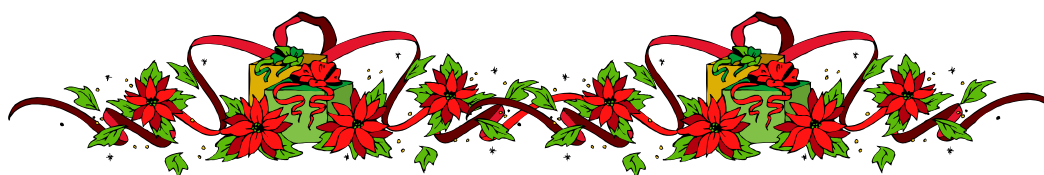
The Board of Trustees and Executive Management Team of TPC are pleased to once again present employees with a holiday gift. Semi-boneless, spiral sliced hams will be delivered to the following locations on the following dates:

Polk/Taylor:	12/3/2012	3:30 p.m. -4:15 p.m.
Wallace Blvd:	12/3/2012	4:00 p.m.- 4:30 p.m.
ASCI Amarillo	12/4/2012	3:45 p.m. - 4:00 p.m.
Avondale:	12/4/2012	During regular mail deliveries
Tyler Street:	12/4/2012	During regular mail deliveries
ECI		To be determined by Supervisor
Santa Fe Building	12/4/2012	During regular mail deliveries



All Regional Sites: Schedule through your respective supervisor
Group Home Staff: May pickup during the day at any of the above designated times or from the Purchasing Department starting on December 4.

Please note: Each employee will be issued a card which is to be signed and presented at the time of pick up or delivery.



November is Lung Cancer Awareness Month

The Great American Smokeout has a request for you...

Leaders of the November 15 Great American Smokeout ask you to:

- Help create a world with less cancer and more birthdays.
- Generally, smokers will have fewer birthdays to look forward to.
- Tobacco use is the largest preventable cause of premature death in the United States, yet more than 45 million Americans smoke cigarettes.



A large percentage of them not only want to quit, but have quit for a day or more in the past year. That's a start, one that the American Cancer Society hopes more smokers will try during The Great American Smokeout.

Most people want to avoid pain. Others can't stand it. But those who are having a smoke rarely associate it with the extreme types of pain associated with lung cancer. For example:

Myasthenic Syndrome causes pain in the muscles, particularly in the joints around the pelvis and thighs, along with muscle weakness and tingling.

Dysphagia pain is typical in lung cancer patients. It causes a blockage of the major airway and esophagus, which leads to pain and difficulty in swallowing. These are the obstructions that cause chest pain and wheezing.

Encephalopathy, caused by lung cancer, is associated with brain function. It can lead to painful seizures, loss of consciousness and involuntary rapid eye movement.

Lung cancer is also associated with myelopathy, which causes painful bones, bone-marrow pain and abnormal bone growth leading to joint pain.

Is today's cigarette worth this whole-body pain? If you quit now, you can be one of the lucky ones who avoid it. You can do it!



***TPC goes tobacco free November 15, 2012
coinciding with The Great American Smokeout!***

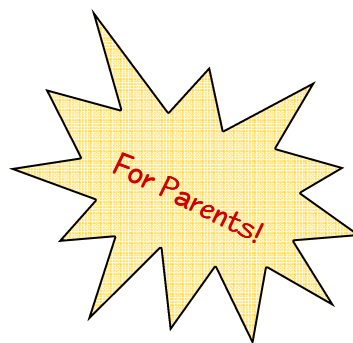


TPC Children's Services

Parent Support Group

November 20, 2012

12 noon to 1:00 PM



Come when you can, leave when you need to.

This Week's Topic

Discussion continues...

based on an excerpt from the video: *"How Difficult Can It Be"*

Join us each 3rd Tuesday of the month from 12:00pm –1:00pm

Parent Support Group

For parents of children with behavioral and emotional challenges.

At Texas Panhandle Centers - Children's Services Building
1500 S. Taylor Street Amarillo, TX 79101

Fellowship!

FREE OF CHARGE - No cost to participate
For more information and to RSVP, contact:
Janice James at 806.349.5684

Guest Speakers!

Snacks!

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

1. "Sock It" Jean week will be held the week of _____.
2. This month's White Hat Award recipient is _____.
3. Keeping _____ clean is one of the most important steps you can take to avoid getting sick and spreading germs to others.
4. The deadline for the Health Risk Assessment is _____.



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.