#### January – March 2017



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# CEO Corner Sandi Marshall



#### Solving a Workforce Crisis

Development Homes continues to be on the forefront of finding great solutions for problems within our community! With a very low unemployment rate in Grand Forks, businesses continue to clamor for workers, particularly in the service and entry-level sectors. Just drive down any commercial street and you will see signs on most businesses seeking applicants.

It is also known that people with disabilities remain one of the most under-employed populations. So, what better idea than to train people up and provide the support they need to take their rightful place in the workforce! At DHI, we are gearing up to expand our employment supports to more people, and to consequently fill more of the community need.

DHI has just completed the process of remodeling the vacant second floor of the new addition to our corporate office. Our ACES employment and community supports program moved into the beautiful new space on January 4<sup>th</sup>. As we grow, more people will be trained to work on small crews and individually at businesses throughout the community, with the support of our staff as job coaches.

The benefits of employment to the individual are limitless. The added income can allow people a better quality of life and the ability to take part in community activities. A job that is in an integrated community setting provides greater opportunities to develop friendships with co-workers and supervisors, and even customers. But it is the pride of working that is the biggest benefit. A job can give a person a valued role in society; it gives meaning to us and helps us define ourselves to the world. A job gives purpose to our days, and a chance to be respected for our contributions.

We are very grateful to the people who contributed to the brand new furnishings and equipment through their participation in our last two annual golf tournaments, and to the many employers that we work with who give our folks such great opportunities! And, thanks to Gordon Johnson and his crew for overseeing the construction and the move!

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Answers/ Save the Date

#### Holiday's and Closures

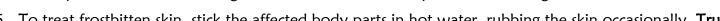
1/1/17 New Years Day 1/16/17 - Martin Luther King Day 2/20/17 - President's Day 4/14/17 - Good Friday (Office Staff) 4/16/17 –Easter Sunday (Direct Support/ Gaming Dealers)

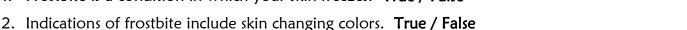
#### Answers to the quit

- cold, windy conditions. False. Frostbite is caused by the skin and the underlying tissue treezing, usually due to exposed skin in .1
- 2. True. Skin will often turn red, white, gray, yellow or blue. This is an indication of trostbite.
- can occur within a half hour. 3. True. Wind and cold can make frostbite more likely to occur. In a wind chill of -16 degreed, frostbite
- area, but doesn't permanently damage the skin. 4. False. Frostnip is the first stage of frostbite. It's characterized by prickling and numbness in the affected
- Do not rewarm trostbitten skin with direct heat like a tireplace or heating pad. 5. False. Don't rub trostbitten skin. Soak it in warm, but not hot water (between 99 and 108 degrees).



- 5. To treat frostbitten skin, stick the affected body parts in hot water, rubbing the skin occasionally. True / False
- 4. Frostnip is the most serious stage of frostbite and leads to permanent damage. True / False





1. Frostbite is a condition in which your skin freezes. True / False

3. Windy conditions are more likely to cause frostbite. True / False

Cold weather is moving in across much of the country. Workers who are exposed to the elements are risk of frostbite, a serious condition that can lead to permanent damage. See how much you know about this hazard and its treatment by answering True or False to the following.

Preventing and Treating Frostbite Submitted by Cindy Holweger

# Safety Quiz

Congratulations! 🔶

Amanda Hosler, Employment Manager of the ACES program, was honored as The Arc, Upper Valley's Professional of the Year. This award is given to an individual



Pictured above left to right: Robert Johnson; Amanda Hosler

employed in community intellectual disabilities services or support. This individual has demonstrated the ability to provide outstanding support, resulting in increased independence for people with intellectual disabilities.

In his nominating submission, Robert Johnson wrote, "Amanda is the best staff to me. I am her client but she is my BSF (Best Staff Forever). Every day, she uses her kindness, compassion and wonderful skills in helping me be an independent man and worker. She does this with all of the people in the ACES Program."

Amanda has been employed at DHI for the past six years. Before becoming the Manager of the ACES program in 2012, Amanda worked as an Employment Specialist, then Employment Supervisor in the vocational program, following this she became the Manager of Genesis, a community based program for young adults with autism. She maintained this position until she began her current managerial responsibilities with ACES.

Amanda received her award November 3, at The Arc, Upper Valley Annual Dinner Celebration held at the Muddy Rivers Ballroom in Grand Forks, ND.





Tis the Season to be busy, hustling and bustling and along with that comes the **Stress** factor. **Stress is** the brain's response to any demand. Did you know that stress can lower your immunity and your digestive, excretory, and reproductive systems stop working normally?

## Symptoms of Job Stress:

- Apathy / Fatigue / Depression
- Negativism / Cynicism
- Low Morale / Boredom
- Anxiety / Frustration
- Alienation from Co-workers
- Anger / Irritability
- Physical problems (headaches, stomach problems)
- Frequent Absenteeism

# **Identify your Stress Response**



- "Fight" response: if you tend to become angry, agitated or keyed up under stress
- "Flight" response: if you tend to become depressed, withdrawn or spaced out under stress
- "Freeze" response: if you tend to become stuck, stagnant or immobile under stress

# Stress technique for the "Fight" response

<u>Belly Breathing</u> – Put one hand on the chest and the other on the belly. Place the tip of your tongue on the roof of your mouth and take a **deep slow breath** in through the nose expanding your belly and not your chest. Relax your tongue and breathe out through your mouth 6 to 10 times.

## Stress technique for the "Flight" response

<u>Alternate Nostril Breathing</u> – Hold the right thumb over the right nostril and **inhale deeply through the left nostril.** At the peak of inhalation, close off the left nostril with the ring finger, then exhale through the right nostril. Continue pattern 6 to 10 times.

## Stress technique for the "Freeze" response

<u>Cross-Crawl Movement</u> – Performed while standing or seated, alternate bringing opposite hand towards opposite knee. Keep you head down and move only your eyes, not your head, as you watch your hands. Repeat for 100 repetitions or 3 to 5 minutes.

# Brain connection related to personnel cause: Overconfidence "It will never happen to me".

<u>Overconfidence Solution</u> – Find evidence on why ALL options for performing task are true and correct. Brain connection related to personnel cause: **Habituation** "I know this now, please be quiet". The brain decides that the warning symbol or sound is no longer a treat.

Individuals tend to ignore the stimulus to which they've been exposed to too many times. Such as road signs, wet floor signs, etc. are ignored because they are seen too often.

# Stress & Workplace Safety cont.

Stress has a lot to do with workplace safety. When you're under Stress you tend to take shortcut solutions. When teaching your employees about workplace safety you need to:

#### Develop personal impact stories around each workplace warning:

- How would a workplace injury impact your family, relationships & finances?
- How would a disability impact your quality of life?
- Make your story emotional, sensory-imagined & creative.

## Awareness: The Key to Safety Mindfulness

- Maintaining a moment by moment nonjudgmental awareness of your thoughts, feelings, body sensations and surrounding environment.
- A physiological state in which the individual engages in active information processing while performing their current tasks.
- Multi tasking is an illusion, it is just simply switching from one task to another, your brain can not do it literally.

## **Benefits of Mindfulness**

- Improves memory, motivation, creativity and job satisfaction
- Reduces chronic pain, blood pressure and boosts the immune system
- Decreases stress, anxiety and depression
- Enhances focus, sensory processing, learning and emotion regulation

#### **Mindfulness Techniques**

## 1) Take 5

- Pick one work related activity and completely focus on every aspect of the task for 5 minutes. Notice and observe what you are feeling, sensing, smelling, seeing and hearing.
- Do absolutely nothing for 5 minutes and notice and observe everything you are feelings, sensing smelling, seeing and hearing.

## 2) The 20-20-20 Rule

- Every 20 minutes, take 20 seconds to stare at an object at least 20 feet away.
- Focus, concentrate and notice as much detail as possibly about your object during those 20 seconds.
- Now close your eyes and recall every detail you just noticed for 20 seconds.

## 3) Better Body Balance

- **Physical Triggers** Pay attention to your body (tenseness in neck shoulders, restless legs, shallow breathing, erratic heartbeat, headache, clenched fists, pain in stomach) and note what actions you are doing when you feel this and if there are any patterns throughout your workday.
- **Posture** Ideal body alignment improves personal control.

#### "Safety is something that happens between your ears, not something you hold in your hands."

- Jeff Cooper

Source: Quantum Emergence, Source Trainings, LLC

- DHI Safety Committee





# New Employees That Have Joined the DHI Team



#### **October** Ane

Lawerence Ngong
Pema Tamang
Francis Basting
Eric Davis

#### **November**

Queen Nagle Carly Jackson Makavee Kollie Arinola Wuraola Adriana Lovett Hodo Issa Melissa Scheel Blama Kollie

Jessica Kamrowski Zoe Foster Samantha Daul Genarro Montano Mona Snell Trista Bjerk Kessie Lowery

#### **Employee Anniversaries**

#### **December**

Amanda Sherer Markie Ell Ilona Molck Raylee SanGrait Thomas Mah Jr. Alyana Simpron Costner Henderson Jordan Stormo Trevor Grainger Maxine Garza Evon Nyemah Michael JohnsonDerrick Ssegawa

		Employee Amino	cisai	1105		
January Anniversaries -	Years	February Anniversaries	- }	lears	March Anniversaries	- Years
Kasey Fingarson	1	Amanda Thompson		1	Melissa Dietrich	1
Abigail Rotherford	1	Matthew Otang		1	Alexa Hiebert	1
Taylor Korynta	1	Lisa Moody		1	Raul Stakely	1
Rachel Jordan	1	Hallie Longtin		1	Sabrina Atkinson	1
Cassandra Hovet	1	Adam Lutz		1	Muna Shirdon	2
Jonathan Dadzie	1	Sherry LaFountaine		1	Mickayla Hellyer	2
Jace Woginrich	1	Amalia Burr		1	Amal Ahmed	2
Dylan Taylor	1	Eric Garnett		1	Molly Scott	2
Lauren Krigbaum	1	Gerard Dickmu		1	Krystle Osowski	2
Shawntee Cole	1	Joseph Che		1	Brittany Peltier	3
Mohamoud Yusuf	1	Marci Osborne		1	Denise Kvasager	3
Kiana Ware	1	Jack Mathis		1	Dawn Denn	3
Glory Mbunkur	1	Michael Schultz		2	Alexis Tyce	3
Enku Lemma	1	Robert Tibbetts		2	Warda Ahmed	3
Kayla Hobus	1	Mari Sweeney		2	Jodi Miller	3
Skylar Garman	1	Suzanne Crocker		2	Kimberly Dahl	3
Paige Blanchard	1	Hailey Tollefson		2	Samira Hersi	3
Celica Albarran	1	Shawana Grant		2	Joshua Hoverson	4
Jeremy Sich	2	Carlie Steffenson		2	Zach Neppel	4
Andrea Romero	2	Amy O'Neil		2	Shae Fennell	4
Jowhara Mohamed	2	Megan Spitzer		3	Victoria Felzien	4
Nicholas Hagen	2	Sheli Devier		5	Amy Winzer	5
Francoise Assi	2	Dorrie Rodriguez		5	Kristie Aarvig	5
Sara Ntap	2	Eveline Fondong		5	Jill Wilkie	5
Emmerencia Ngwepekem	2	Layamon Mangoue		5	Roy Roach	6
Rachel Bateson	3	Ashlee Kuntz		6	Janelle Mitzel	7
Kathryn Ewers	3	Wendy Enninga		10	Michael Lanes	7
Bibi Ábdi	4	Jasen Ritt		14	Kelsey Hanson	7
Quinlan Mikula	4	Linda Giedd		16	Patricia Bouldin	8
Benedict Smith	5	Darrin West		25	Casey Folkers	8
Mary Hawrelok	6				Chad Hager	8
Jena Mryvik	6				Glen Jones	8
Hawo Ahmed	6				Patrick McGurk	8
Bill Beiswenger	7				Mitchell Neumiller	8
Marcene Schultz	7				Jesse Ridl	8
Chad Sattler	10				Bryon Smith	8
Sarah West	10				Rhonda Anderson	10
Naomi Saville	10				Jackie Wiens	11
Jacob Johnson	16				Ken Getsman	12
John Alexander	25				Wade Russell	16
					Mary Gerszewski	25
					5	





For those employees who do not currently participate in Direct Deposit, Development Homes is happy to announce that we have partnered with Riverfork Federal Credit Union in order to assist employees with their ability to open a checking and savings account.

This is an excellent opportunity for all employees who don't already have a checking or savings account, or for employees that are looking

for additional options.

- Money is available sooner
- Payments will post prior to holidays
- Environment Friendly by cutting back on paper and ink usage.
- Saves in check cashing fees
- Eliminates the fear of checks being lost or stolen
- Increases productivity
- Direct Deposit is confidential
- Reliable

#### Why choose a credit union?

"A credit union is a cooperative, not-for-profit financial institution chartered by the state or federal government. It is owned and controlled by its members, and organized to promote thrift and provide credit to those that belong. Credit unions only serve members in the field of membership - usually associations, employee groups, or communities - named in their charters."

In short Credit Unions are designed to serve their members, not to profit from them. Riverfork is also able to offer Share Certificates, Visa Credit Cards, Club Accounts, Internet Transactions, IRA's and electronic bill pay. If this is something that you may be interested in please feel free to stop by their office at 711 N. Washington St., or give them a call at (701) 775-0593.



This time of year, many ask themselves how they can make a positive impact in their community. By the year 2030, the United Way of Grand Forks has set a goal of having the lowest poverty rate among the four major cities in the state of North Dakota, and you can help them accomplish that.

You can donate a onetime amount or have it deducted from each pay-check. Also you can designate where you want your contribution to go. United Way serves many organizations including DHI. Pledge sheets are located in the mail room at DHI or they can be requested from the front desk. What better time to make a donation than around the holidays?



# Pinterest Projects of the Month Kristie Aarvig



#### **New Years Dippers**

Puff pastry is one of the most versatile goodies out there. You can make it into pies, cream puffs, and now, New Years inspired bread dippers. This one is from 2015, but you should be able to get the gist and just make a slight tweak to the numbering. Have your kids help sculpt these before they go into the oven and even get creative with what kind of sauces you dip them into. This one is savory, but sprinkling cinnamon sugar on these and dunking them in icing would be equally as scrumptious.



# VALENTINE'S DAY PLAY DOUGH RECIPE

INGREDIENTS 2 CUPS ALL PURPOSE FLOUR 1 CUP SALT 2 TABLESPOONS CREAM OF TARTAR 2 TABLESPOON RED GLITTER 3 TABLESPOONS OIL (I USE COCONUT OIL) 1 1/2 CUPS OF WATER RED FOOD COLORING INSTRUCTIONS

ADD THE FIRST 5 INGREDIENTS TOGETHER IN A BOWL. BOIL THE WATER AND ADD 10-15 DROPS OF RED FOOD COLORING ONCE BOILING. STIR WELL. I ALSO ADDED A COUPLE DROPS OF VANILLA BECAUSE ROBERT LOVES SMELLING HIS PLAY DOUGH. MIX TOGETHER AND LET SIT FOR 10-30 MINUTES.

TIP: IF IT SEEMS TOO STICKY, KEEP ADDING CREAM OF TARTAR UNTIL YOU GET THE CONSISTENCY YOU PREFER. SOMETIMES I NEED MORE, OTHER TIMES I NEED LESS. I THINK THE HUMIDITY HAS A LOT TO DO WITH IT.



# St. Patrick's Day Chocolate Marshmallow Pops

#### Ingredients

Green Candy Melts Extra Large Camping Marshmallows Shamrock Sprinkles Paper Straws or Lollipop Sticks

#### Instructions

Spread a piece of parchment paper out on your work surface.

In a microwave safe bowl, melt half the chocolate in 30 second intervals, stirring in between, until the chocolate is smooth.

Dip one end of the stick/straw into the chocolate, then press into the center of the marshmallow. Repeat with the remaining marshmallows. This will help the marshmallows stay on the stick/straw. Dip the marshmallow about a third to a half way into the chocolate. Tap off the excess chocolate gently. Quickly generously add the sprinkles. Set the marshmallow pop down on the parchment paper candy apple style. Repeat with about 4-5 more marshmallows. Heat the rest of the chocolate, and stir until smooth. Repeat the steps above with the remaining ingredients. Allow the

chocolate to harden completely - 2 hours at room temperature, or 1 hour in the refrigerator. Serve at room temperature.

# RECIPES

#### Taco Mac Casserole

Yield: 6 servings Ingredients: 1 lb ground beef 1 packet taco seasoning 3/4 cup water 7.25 oz box macaroni and cheese 4 tablespoons butter 1/3 cup milk 1/3 cup sour cream 1 cup shredded cheddar cheese 1 cup salsa Brown ground beef in skillet, drain grease. Add taco seasoning and water and simmer until most liquid is absorbed. Meanwhile, prepare macaroni and cheese according to box directions using the butter and milk. Stir in sour cream to the macaroni and cheese. Spread half of the macaroni and cheese on the bottom of a 2 quart baking dish. Top with meat and

sprinkle 1/2 cup shredded cheese. Add second half of macaroni and cheese.

Cover and bake at 400 for 15 minutes. Remove foil and spread salsa over top. Sprinkle remaining 1/2 cup shredded cheese over salsa. Bake an additional 5 minutes or until cheese is melted.

#### Cinnamon Crunch Banana Bread

For the banana bread: 1 and 1/2 cup all purpose flour 2 tsp baking powder 1/4 tsp baking soda 1 tsp salt 2/3 cup sugar 3/4 cup quick-cook oats 1/4 cup canola oil 2 large eggs 1/3 cup milk 3 very ripe bananas 1/2 cup walnuts (optional) For the topping: 1/2 cup sugar 2 tbsp softened butter 1 tsp cinnamon

#### Instructions

Preheat your oven to 350 degrees Prepare a 9 x 5 loaf pan with either non-stick spray or butter In a medium bowl, combine your dry ingredients (flour, baking soda, baking powder, oats, sugar, salt) In a large bowl, combine your wet ingredients (eggs, milk, oil, and mashed bananas) Pour the dry ingredients into the bowl with the wet ingredients and mix by hand just until combined. Make your topping mixture in a separate bowl by combining the sugar, cinnamon, and butter and using a fork, incorporate the butter until the mixture looks like wet sand. Pour half of your banana bread batter into your prepared dish then top with half of the cinnamon mixture

Pour remaining half of banana bread mixture into the pan and top with the remaining half of the cinnamon mixture

Bake at 350 for 50-60 minutes or until a toothpick comes out clean

#### Baked Honey Garlic Chicken

Serves: 4

Ingredients 3 chicken breasts, boneless and

skinless, cut into 1 inch pieces

2 eggs, beaten 1½ cups Panko breadcrumbs

sesame seeds, optional

fresh chopped parsley, optional

For Honey Garlic Sauce

1/4 cup honey

1/4 cup soy sauce

3 garlic cloves, minced

1 tbsp Sriracha sauce (optional) salt and pepper to taste

#### Instructions

Preheat oven to 375 F degrees. Line a baking sheet with parchment paper. Add the breadcrumbs to a shallow plate. Beat the eggs in another shallow plate.

Season beaten eggs with salt and pepper. Add chicken to the eggs and toss to make sure each piece is fully coated in the egg mixture.

Coat each piece of chicken with breadcrumbs and place on baking sheet. Bake in preheated oven for about 20 minutes or until chicken is cooked through and slightly golden.

In the meantime add all the sauce ingredients to a small sauce pan. Bring to a boil over medium heat, then turn down the heat and cook for a couple more minutes stirring occasionally.

Pour sauce over chicken and toss so that the chicken pieces are fully coated. If there's left over sauce, use for dipping. Garnish with sesame seeds and parsley if preferred. Serve over rice and/or veggies.

# Volunteering Barb Durgin

In the spirit of the Holiday Season, I wanted to say "THANK YOU" to all of you who have volunteered over the past year or have assisted a person that we support so that they could volunteer in our community. Over the past year, Development Homes staff and people that we support have volunteered their time for a number of different agencies within Grand Forks. Some of the agencies include the Ringing of the Bells for the Salvation Army in which DHI volunteered over 25 hours of bell ringing just this past season. We have also volunteered for the St. Joseph's summer lunch program, helping serve lunches to children at University Park during the months of June and July, delivering home delivered meals though the Grand Forks Senior Center, through the Aktion club, holiday cards for residents at Valley Memorial Nursing Homes were made, The We Rock Music Therapy group went caroling at Valley Memorial 4000 nursing home, decorated Christmas stockings for the military serving overseas, collected items for the food shelf through the Teen Night Out program, volunteering at local churches, and I know that there are so many more ways that people have been involved in giving back to our great community.

According to the latest World Giving Index, people not only donate but also give of their time and between 2014 and 2015, nearly 63 million people in the United States volunteered with an organization at least once, serving a median of 52 hour per year. According to their data, North Dakota had an overall ranking of third amongst all of the states in their giving of their time and charitable giving.

So, I wanted to say Thank You again for all that you do in making our community great and in helping support people to become more involved in our community! Life Is Better When You Are Connected To Your Community!





# Teen Night Out Barb Durgin



The Teen Night Out program provides teens (ages 13-21) with a safe environment to experience recreational activities and attend sessions designed to enhance social skills and strengthen peer relationships. The Teen Night Out program in Grand Forks began in early 2012 with our first event occurring in March of 2012. This is a collaborative effort of a number of different agencies within the Grand Forks area including: Anne Carlson Center, Easter Seal Good Will of ND, Development Homes, Family Voices of ND, GFAFB Airman & Family Readiness Center. Grand Forks Special Education Dept., Northeast Human Service Center, Pathfinder Parent Center, Support Systems and The ARC, Upper Valley. What an awesome collaborative effort it has been with all of the different agencies involved.

We meet one time a month, usually on the 3<sup>rd</sup> Thursday of each month. Some of the events that have been sponsored include: A Luau Spring Dance, swimming at the Canad Inn, guest speakers about healthy living, going out to the Pumpkin Patch and having a hay ride, a formal dinner and talking about manners, fishing at Ryan Lake with fishing poles and tackle provide by Scheels, and of course, our Christmas party! We have approximately 20 kids that attend each event along with their family and/or care givers. This program has grown tremendously over the past year and is one that the teens all look forward to attending.







On Thursday, December 1, 2016 a peaceful transition of power took place as Tracy Livingood, President of the Aktion Club handed her gavel over to President- elect, Pat Bouldin. The Aktion Club is a community service organization sponsored by the Kiwanis. The group meets the first Thursday of each month at 10 am. The group gathers at DHI but is composed of individuals served through a number of agencies.

Jaime Barnes is the in-coming Vice-President and Scott Brunner has assumed the responsibilities of Secretary-Treasurer. These officers will serve for one year. In the upcoming year the Aktion Club will participate in a variety of activities to serve their community. During the past year members have made cards for special occasions for residents of nursing homes and decorated stockings for soldiers serving overseas. They have also had the opportunity to listen to guest speakers on a variety of topics such as recycling and ending the use of the R-word.

The Aktion Club continues to look for new ways to serve their community and is eager to welcome new members.



Pictured above left to right: Jamie Barnes, Vice President and Pat Bouldin, President



DHI Gaming Information Janelle Mitzel



Development Homes, Inc. sponsors 8 locations for live gaming in the Grand Forks area. Gaming is located at Rumors Bar & Grill, Joe Black's, The Hub, Charlie Brown's, El Roco Nightclub, Kelly's Bar and Johnny's Lounge. Live gaming includes bingo, quickshot bingo, blackjack, pig wheels, pulltabs and simulcast horse racing.

# **DHI Bingo Giveaways Every Week!!!**

Rumors – Tuesday - \$1000



Wednesday - \$1000

Thursday - \$100

Kelly's - Wednesday - \$400

Friday - \$150 & \$250

Charlie Brown's – Every Night - \$100 & \$300

Saturday Afternoon—\$500

Johnny's - Wednesday - \$400

El Roco-Monday-\$200

DHI Bingo Session Times:

Rumors – Monday - Friday – 12:15 PM Monday - Saturday – 5:30 PM Kelly's – Monday - Saturday - 6:30 PM El Roco Lounge – Monday - Friday 5:30 PM Charlie Brown's – 7 days a week – 7:45 PM Saturday & Sunday 3 PM Johnny's – 7 days a week – 4 pm & 7:30 pm



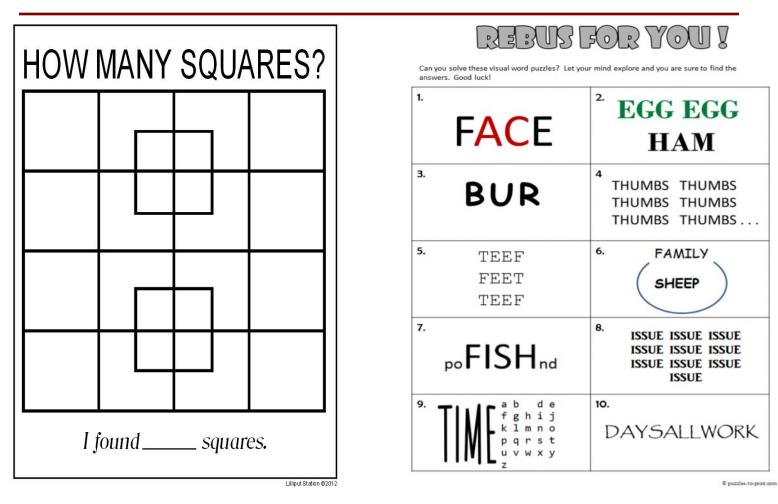
For daily jackpot information call the Bingo Hotline at 335-4051.





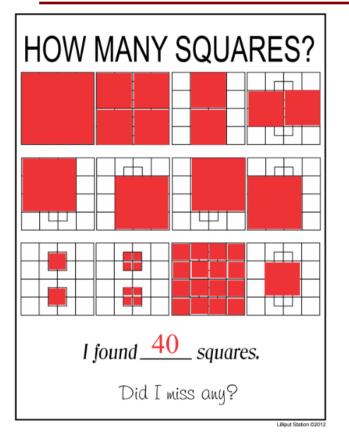
Race On Into Rumors! Rumors gaming provides pari-mutuel horse betting and live racing broadcasts. Bet on your favorite ponies at Rumors!

QUICKSHOT BINGO is now back! DHI will be featuring fast-action electronic bingo at Rumors, Charlie Brown's, Kelly's Bar, El Roco Lounge, and Joe Black's. Quickshot Bingo – fast calling bingo action, along with electronic digital displays.



# Puzzles

# Puzzle Answer/ Save The Date



2. Green Eggs and Ham
4. All thumbs
6. Black sheep of the family
8. Tennis shoes
10. All in a day's work

REBUS FOR YOU &

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<u>January</u> Fri.13th & Fri.30tth

<u>February</u> Wed.15th & Tues. 28th

<u>March</u> Wed.15th & Fri. 31st



Please also keep the payroll office/HR Department updated with any change of address that you may have throughout the year. All forms are available in the waiting room at the main office.



Thank you to everyone for all the great artícles & ídeas!