



## **BOARD OF DIRECTORS MEETING**

**March 26, 2019**  
**12:00 p.m. – 1:15 p.m.**



**Board Meeting**

**March 26, 2019 – 12:00 p.m.**

**Thompson & Knight Office 1722 Routh St 15th Floor, Dallas, TX 75201**

**Dial-In Instructions – (712) 770-4010, Access Code – 332897, Host Code – 1582**

|  | <u>Page #</u> |
|--|---------------|
| 1. Call to Order, Introductions (Ryan Friend)    |               |
| a. Board Nomination Discussion                   |               |
| 2. Review and Approval of Minutes 01/22/19 ..... | 3 – 4         |
| 3. Finance Report.....                           | 5 – 18        |
| 4. CEO Report                                    |               |
| a. Vision & Strategic Planning (Fall)            |               |
| b. DISD Update                                   |               |
| 5. Luncheon Update (Abi) .....                   | 20 – 24       |
| 6. Development Brief (Abi) .....                 | 25 – 28       |
| a. Program Focus – Social Services (Marilyn)     |               |
| 7. Appendix                                      |               |
| 8. Departmental Dashboards .....                 | 30 – 34       |
| a. Development                                   |               |
| b. Finance                                       |               |
| c. Operations                                    |               |
| d. Program                                       |               |
| e. Social Services                               |               |
| 9. Executive Session                             |               |
| 10. Adjourn                                      |               |



*Board of Directors Meeting - 03/26/19*

## **Minutes from 01/22/19 Meeting**

**BRYAN’S HOUSE BOARD OF DIRECTORS MEETING**  
**1722 Routh St 15th Floor, Dallas, TX 75201**  
**January 22, 2019**

| Name            | Status | Name           | Status | Name                 | Status |
|-----------------|--------|----------------|--------|----------------------|--------|
| Homer Brown     | P      | Tommy Haskins  | T      | Ken Sheffield        | A      |
| Elizabeth Dacus | T      | Kayla Marshall | A      | Steven Upchurch      | P      |
| James Erwin     | T      | Ryan McCuller  | A      | Debra Villarreal     | P      |
| Ryan Friend     | P      | Stuart Newsome | T      | Jessica Whitt Garner | A      |
| Donna German    | T      | Mercedes Owens | A      | Abigail Erickson     | P      |
| Ronnie Godby    | A      | Jean Raub      | P      | Steve Aman           | P      |
| Linda Hall      | P      | Rust Reid      | P      |                      |        |

*Status: A-Absent, P-Present, T-Telephone*

**Call to Order** – The meeting was called to order at 12:03 PM by Ryan Friend.

**Review and Approval of Minutes from 12/04/18 Meeting** – The Board reviewed the minutes for the Board Meeting dated December 4, 2018. A motion to accept the Minutes was made by Rust Reid, seconded by Jean Raub and approved by all.

**Melissa Cavazos Recognition** – The Board recognized Melissa Cavazos for her years of service to the organization and wished her well as she prepares to leave to pursue her Master’s Degree.

**Financial Statements** – The Board reviewed the December 31 financial results and cash position. For the six months ended December 31, 2018 revenues showed a favorable variance of \$176,409 and expenses showed a favorable variance of \$9,355. The cash position and availability as of January 11 was 2.6 months of coverage which is comparable with prior months.

**CEO Report** – A project is underway to review and update the Board Package. As part of this project the By Laws will be reviewed and updated if necessary. Additionally, the staff will research platforms that will act as a document repository system for Board and Committee documents. The Board was shown the new Departmental Dashboards which will serve as a concise method for reporting department activities and projects.

**Program Focus** – Shannon Hendricks updated the Board on the organizations partnership with DISD and plans for the future. DISD is using provisions of a new state regulation SB 1882. While still in the discovery stages, provisions of this bill will allow the organization to expand its partnership with DISD. This expanded partnership would allow for additional classrooms being funded by DISD and potential access to capital funds.

**Development** – Luncheon Sponsorship forms and Save the Date notifications are set to go out next week. The results of the Annual Appeal were discussed. The plan called for \$125k and the actual receipts were \$96k. The decrease was attributable to the successful RW appeal that was held in November.

**Adjournment** – The meeting was adjourned by Ryan Friend at 12:57 pm.

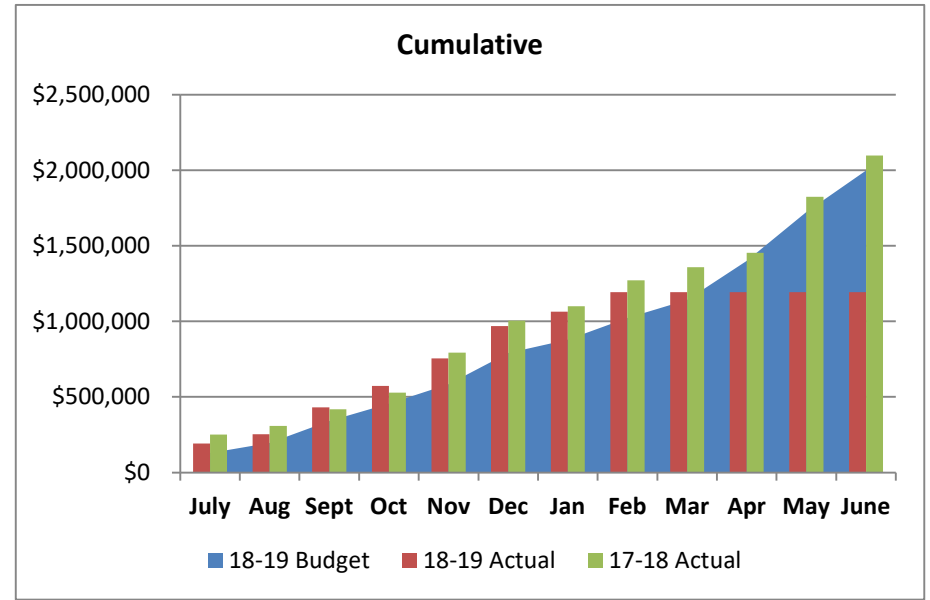
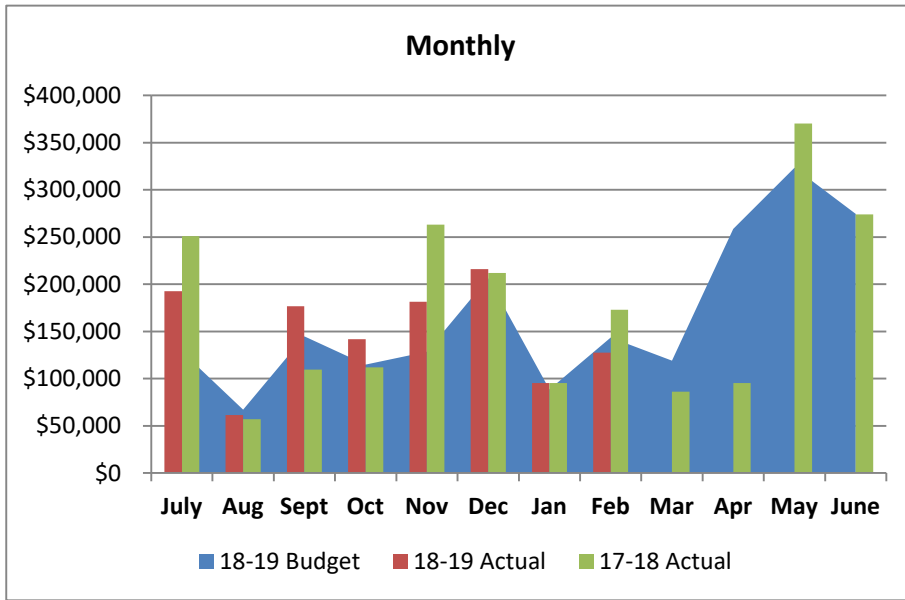
*Prepared by Steve Aman*



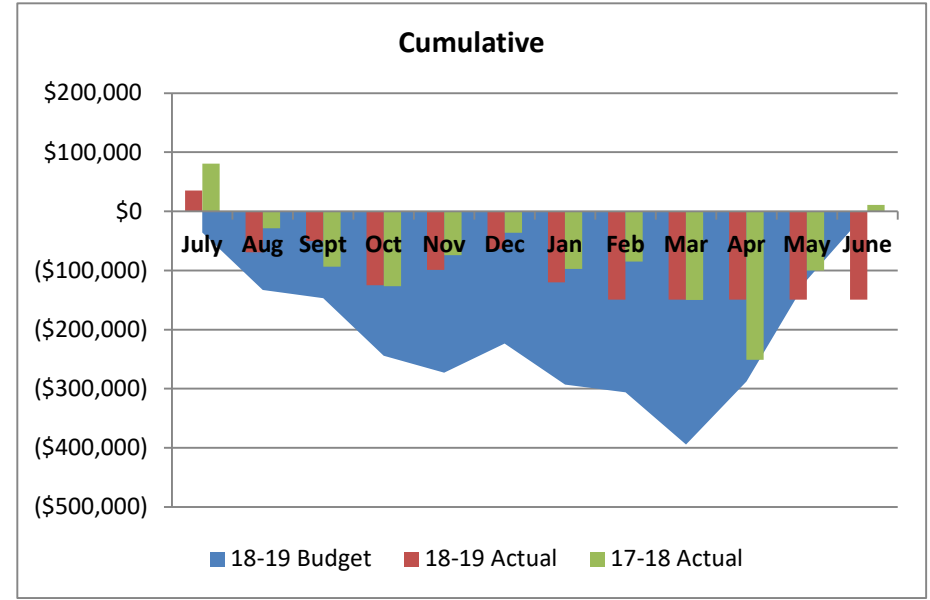
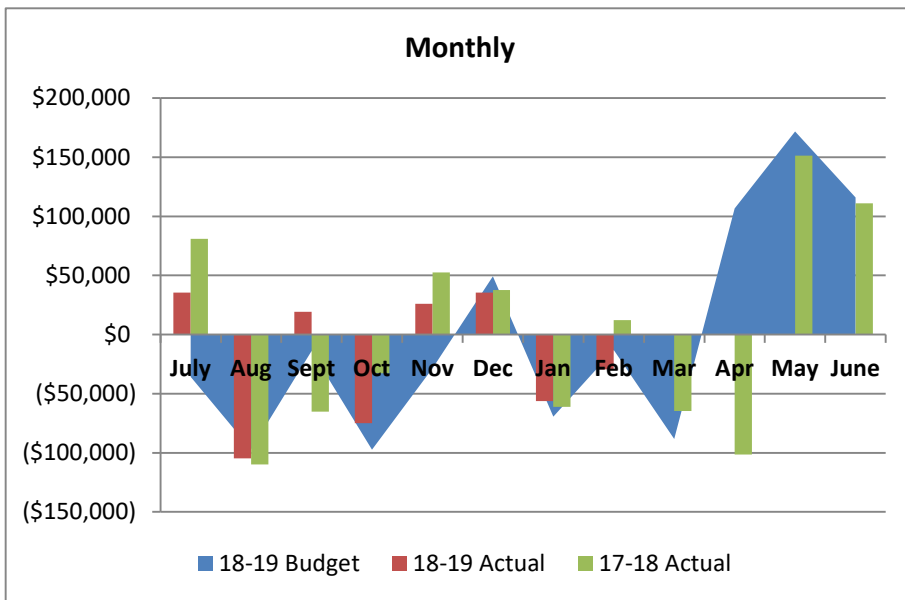
*Board of Directors Meeting - 03/26/19*

## **Finance Packet**

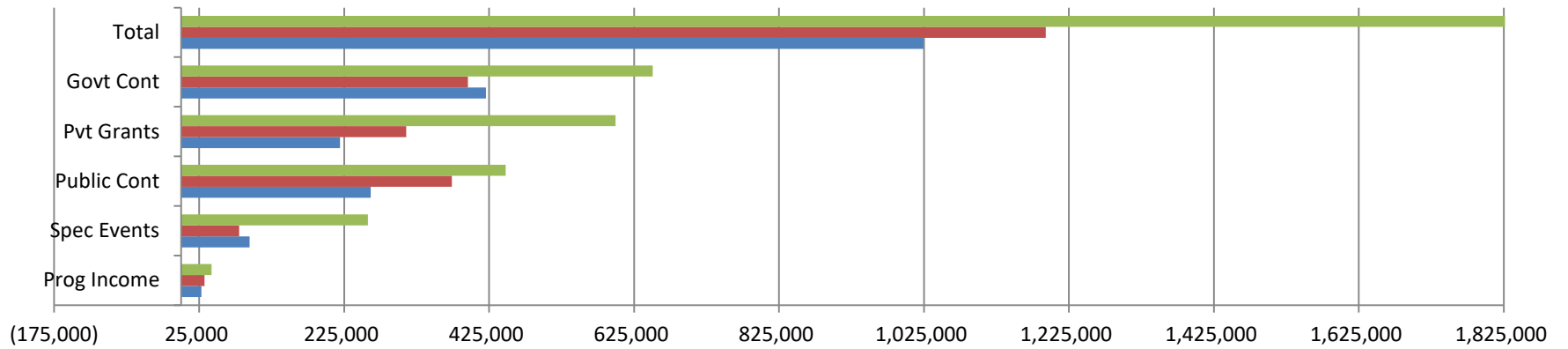
### Giving Comparison



### Surplus / (Deficit)

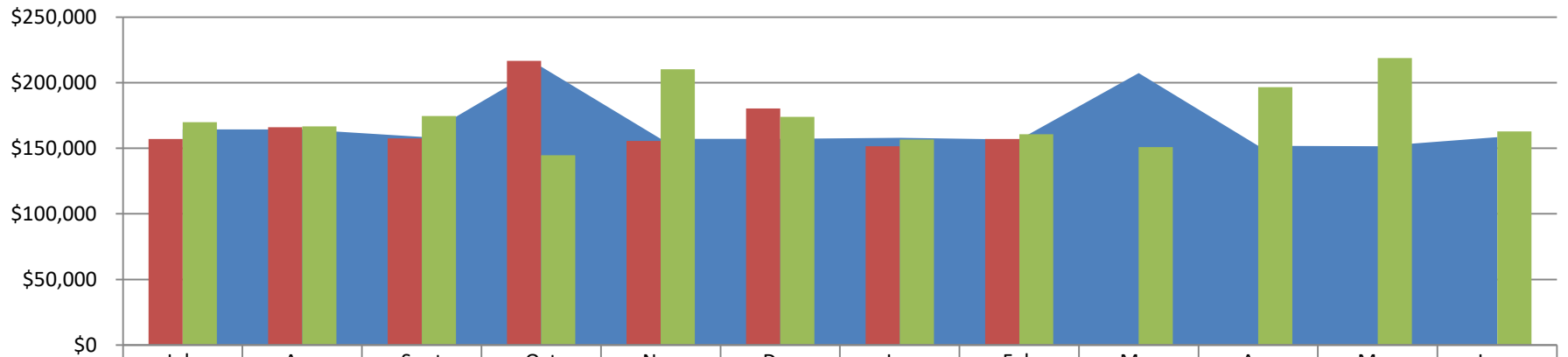


### Revenue By Source



|           | Prog Income | Spec Events | Public Cont | Pvt Grants | Govt Cont | Total     |
|-----------|-------------|-------------|-------------|------------|-----------|-----------|
| ■ Ann Bdg | 42,000      | 258,000     | 448,000     | 599,500    | 650,882   | 1,998,382 |
| ■ YTD Act | 32,269      | 80,379      | 373,675     | 310,760    | 395,892   | 1,192,974 |
| ■ YTD Bdg | 28,000      | 94,500      | 261,668     | 219,500    | 420,699   | 1,024,367 |

### Monthly Expenses



|                | July    | Aug     | Sept    | Oct     | Nov     | Dec     | Jan     | Feb     | Mar     | Apr     | May     | June    |
|----------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ■ 18-19 Budget | 164,447 | 164,397 | 158,721 | 212,284 | 157,221 | 157,221 | 158,024 | 156,659 | 207,390 | 151,915 | 151,587 | 158,515 |
| ■ 18-19 Actual | 157,169 | 166,169 | 157,552 | 216,767 | 155,552 | 180,343 | 151,666 | 157,101 |         |         |         |         |
| ■ 17-18 Actual | 170,034 | 166,773 | 174,534 | 144,637 | 210,384 | 174,023 | 156,599 | 160,706 | 150,843 | 196,687 | 218,933 | 162,947 |

**Open Arms, Inc.**  
**Balance Sheet**  
**February 28, 2019**

|  | <u>February 28, 2019</u> | <u>June 30, 2018</u> |
|--|--------------------------|----------------------|
| <b><u>ASSETS</u></b>                         |                          |                      |
| Cash and Cash Equivalents                    | 246,971.48               | 365,550.82           |
| Investments @ FMV                            | 108,456.40               | 108,456.40           |
| Government Contracts                         | 117,786.63               | 120,575.74           |
| Other Receivables                            | 0.00                     | 0.00                 |
| Pledges Receivable                           | 281,589.64               | 321,670.00           |
| Prepaid Expense                              | 11,009.87                | 1,212.00             |
| Deposits                                     | 0.00                     | 0.00                 |
|  | 765,814.02               | 917,464.96           |
| Total Current Assets                         | 765,814.02               | 917,464.96           |
| Fixed Assets Less Accum Deprec               | 1,917,686.35             | 1,970,611.59         |
|  | 2,683,500.37             | 2,888,076.55         |
| Total Assets                                 | 2,683,500.37             | 2,888,076.55         |
| <br><b><u>LIABILITIES AND NET ASSETS</u></b> |                          |                      |
| Current Liabilities                          |                          |                      |
| Accounts Payable                             | 55,488.87                | 56,709.88            |
| Regions Line of Credit                       | 0.00                     | 0.00                 |
| Payroll Liabilites                           | 3,594.87                 | (431.13)             |
| Other Payables                               | 4,000.00                 | 4,000.00             |
| Accrued Compensable Absences                 | 33,428.91                | 33,428.91            |
|  | 96,512.65                | 93,707.66            |
| Total Current Liabilities                    | 96,512.65                | 93,707.66            |
| Long Term Capital Leases                     | 0.00                     | 0.00                 |
|  | 96,512.65                | 93,707.66            |
| Total Liabilities                            | 96,512.65                | 93,707.66            |
| Net Assets                                   | 2,586,987.72             | 2,794,368.89         |
| Total Liabilities & Capital                  | 2,683,500.37             | 2,888,076.55         |
| <br>Beginning Net Assets                     |                          |                      |
|  | 2,794,368.89             | 2,873,577.79         |
| Net Surplus/(Deficit)                        | (207,381.17)             | (79,208.90)          |
| Ending Net Assets                            | 2,586,987.72             | 2,794,368.89         |



**Open Arms, Inc.**  
**Income Statement**  
**For the Eight Months Ending February 28, 2019**

|                                       | <b>Curr Month<br/>Actual</b> | <b>Curr Month<br/>Budget</b> | <b>Monthly<br/>Variance</b> | <b>YTD<br/>Actual</b> | <b>YTD<br/>Budget</b> | <b>YTD<br/>Variance</b> |
|---------------------------------------|------------------------------|------------------------------|-----------------------------|-----------------------|-----------------------|-------------------------|
| <b><u>Revenue and Other Suppt</u></b> |                              |                              |                             |                       |                       |                         |
| Government Contracts                  | 33,210.52                    | 52,252.00                    | (19,041.48)                 | 395,892.08            | 420,699.00            | (24,806.92)             |
| Private Grants                        | 40,000.00                    | 60,000.00                    | (20,000.00)                 | 310,759.70            | 219,500.00            | 91,259.70               |
| Public Contributions                  | 33,159.60                    | 2,333.00                     | 30,826.60                   | 373,675.15            | 261,668.00            | 112,007.15              |
| Special Events                        | 18,500.00                    | 27,000.00                    | (8,500.00)                  | 80,378.82             | 94,500.00             | (14,121.18)             |
| Program Income                        | 2,744.42                     | 3,500.00                     | (755.58)                    | 28,518.24             | 28,000.00             | 518.24                  |
| Miscellaneous Income                  | 0.00                         | 0.00                         | 0.00                        | 3,750.31              | 0.00                  | 3,750.31                |
| Rental Income                         | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| In Kind Contributions                 | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| Int, Invest & Misc Inc                | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
|                                       | <u>127,614.54</u>            | <u>145,085.00</u>            | <u>(17,470.46)</u>          | <u>1,192,974.30</u>   | <u>1,024,367.00</u>   | <u>168,607.30</u>       |
| <b><u>Expenditures</u></b>            |                              |                              |                             |                       |                       |                         |
| Salaries                              | 94,577.24                    | 96,287.00                    | (1,709.76)                  | 858,689.97            | 858,300.00            | 389.97                  |
| Benefits                              | 26,404.21                    | 26,841.00                    | (436.79)                    | 199,692.50            | 202,419.00            | (2,726.50)              |
| Direct Program Costs                  | 3,757.65                     | 8,167.00                     | (4,409.35)                  | 60,174.73             | 65,336.00             | (5,161.27)              |
| Occupancy Expenses                    | 14,078.35                    | 11,408.00                    | 2,670.35                    | 103,810.43            | 91,264.00             | 12,546.43               |
| Equip Leases & Repairs                | 3,570.02                     | 2,500.00                     | 1,070.02                    | 16,065.99             | 20,000.00             | (3,934.01)              |
| Office Exp & Supplies                 | 1,174.59                     | 1,667.00                     | (492.41)                    | 17,235.61             | 13,343.00             | 3,892.61                |
| Training & Travel                     | 442.69                       | 1,250.00                     | (807.31)                    | 15,724.47             | 10,000.00             | 5,724.47                |
| Network/IT Spt                        | 135.01                       | 1,083.00                     | (947.99)                    | 12,357.87             | 8,670.00              | 3,687.87                |
| Public Rel & Brd Dev                  | 8,173.25                     | 417.00                       | 7,756.25                    | 23,054.98             | 3,336.00              | 19,718.98               |
| Special Event Exp                     | 2,758.25                     | 3,333.00                     | (574.75)                    | 5,162.75              | 26,664.00             | (21,501.25)             |
| Fundraising Supplies                  | 0.00                         | 458.00                       | (458.00)                    | 4,127.18              | 3,664.00              | 463.18                  |
| Professional Services                 | 562.29                       | 2,333.00                     | (1,770.71)                  | 19,351.10             | 18,664.00             | 687.10                  |
| Interest & Inv Fees                   | 206.50                       | 500.00                       | (293.50)                    | 3,495.80              | 4,000.00              | (504.20)                |
| In-Kind Expense                       | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| Miscellaneous                         | 1,257.67                     | 417.00                       | 840.67                      | 3,365.21              | 3,336.00              | 29.21                   |
|                                       | <u>157,097.72</u>            | <u>156,661.00</u>            | <u>436.72</u>               | <u>1,342,308.59</u>   | <u>1,328,996.00</u>   | <u>13,312.59</u>        |
| Total Oper Expenses                   | <u>157,097.72</u>            | <u>156,661.00</u>            | <u>436.72</u>               | <u>1,342,308.59</u>   | <u>1,328,996.00</u>   | <u>13,312.59</u>        |
| Net Oper Profit(Loss)                 | (29,483.18)                  | (11,576.00)                  | (17,907.18)                 | (149,334.29)          | (304,629.00)          | 155,294.71              |
| Depreciation                          | 7,255.86                     | 0.00                         | 7,255.86                    | 58,046.88             | 0.00                  | 58,046.88               |
| Total Depreciation                    | 7,255.86                     | 0.00                         | 7,255.86                    | 58,046.88             | 0.00                  | 58,046.88               |
| Assets Rel from Fnd                   | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| Tot Assets Rel from Fnd               | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| Total Unreal Gain/(Loss)              | 0.00                         | 0.00                         | 0.00                        | 0.00                  | 0.00                  | 0.00                    |
| Net Income (Loss)                     | <u>(36,739.04)</u>           | <u>(11,576.00)</u>           | <u>(25,163.04)</u>          | <u>(207,381.17)</u>   | <u>(304,629.00)</u>   | <u>97,247.83</u>        |

## Cash Availability as of 03/14/19

A:\Financial Statements\[Rolling Income Statement NEW FORMAT.xlsx]Cash 03/14/19 9:00:PM

|  | <u>03/14/19</u> | <u>02/15/19</u> | <u>01/11/19</u> | <u>12/14/18</u> | <u>11/19/18</u> |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|
| Current Regions Balance as of 03/14/19       | 209,530         | 280,822         | 243,653         | 203,322         | 196,763         |
| Less Reserve for Next PR - 03/21/19          | (45,465)        | (50,101)        | (50,101)        | (50,101)        | (50,101)        |
| Less Outstanding Checks                      | (12,522)        | (4,620)         | (14,680)        | (19,911)        | (9,076)         |
| Projected Cash Before Pending Items          | <u>151,543</u>  | <u>226,100</u>  | <u>178,872</u>  | <u>133,309</u>  | <u>137,586</u>  |
| <b><u>Pending &amp; Restricted Items</u></b> |                 |                 |                 |                 |                 |
| Less Total Payables Due                      | (28,601)        | (45,000)        | (45,000)        | (46,000)        | (46,000)        |
| Less Restricted                              | (47,500)        | (47,500)        | (7,500)         | (7,500)         | (7,500)         |
| Subtotal Pending Items                       | <u>(76,101)</u> | <u>(92,500)</u> | <u>(52,500)</u> | <u>(53,500)</u> | <u>(53,500)</u> |
| Net Cash Position                            | <u>75,442</u>   | <u>133,600</u>  | <u>126,372</u>  | <u>79,809</u>   | <u>84,086</u>   |
| <b><u>Pending Receipts</u></b>               |                 |                 |                 |                 |                 |
| Lossinger                                    | 25,000          |                 |                 |                 |                 |
| Moozie                                       | 15,000          |                 |                 |                 |                 |
| Trigger's Toys                               | 50,000          |                 |                 |                 |                 |
| Pledge Payments                              | 10,000          |                 |                 |                 |                 |
| Subtotal Pending Receipts                    | <u>100,000</u>  | <u>80,238</u>   | <u>146,901</u>  | <u>265,612</u>  | <u>228,814</u>  |
| Proforma Cash                                | <u>175,442</u>  | <u>213,838</u>  | <u>273,273</u>  | <u>345,421</u>  | <u>312,900</u>  |

### **Months of Carry Available**

|   |                  |                  |                  |                  |                  |
|---|------------------|------------------|------------------|------------------|------------------|
| Avg Monthly Revenues (6 Lowest Mos) (a)     | 65,065           | 64,382           | 65,098           | 65,098           | 65,139           |
| Avg Monthly Expenses (Since 07/16)          | (169,166)        | (169,424)        | (169,171)        | (169,772)        | (170,148)        |
| Avg Monthly Loss                            | <u>(104,100)</u> | <u>(105,042)</u> | <u>(104,073)</u> | <u>(104,674)</u> | <u>(105,009)</u> |
| <i>Number of Months of Carry - Proforma</i> | <i>1.7 mos</i>   | <i>2 mos</i>     | <i>2.6 mos</i>   | <i>3.3 mos</i>   | <i>3 mos</i>     |

<sup>(a)</sup> To be conservative the lowest six months of revenues since 07/31/16 were used

**Open Arms, Inc.**  
**Aged Payables**  
**As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1           | Date              | Invoice/CM #      | 0 - 30          | 31 - 60       | 61 - 90 | Over 90 days | Amount Due       |
|---|-------------------|-------------------|-----------------|---------------|---------|--------------|------------------|
| AT&T  | 2/9/19            | 214-819-0435 2/19 |                 | 304.71        |         |              | 304.71           |
| AT&T  | 2/19/19           | 171-798-9566 2/19 | 1,464.79        |               |         |              | 1,464.79         |
| <b>AT&amp;T</b>   |                   |                   | <b>1,464.79</b> | <b>304.71</b> |         |              | <b>1,769.50</b>  |
| <b>AT&amp;T</b>   |                   |                   |                 |               |         |              |                  |
| Baker Brothers<br>Baker Brothers Plumbing               | 2/27/19           | 426796465         | 1,057.01        |               |         |              | 1,057.01         |
| <b>Baker Brothers</b><br><b>Baker Brothers Plumbing</b> |                   |                   | <b>1,057.01</b> |               |         |              | <b>1,057.01</b>  |
| BEN E KEITH<br>BEN E KEITH                              | 3/13/19           | 18570993          | 764.80          |               |         |              | 764.80           |
| <b>BEN E KEITH</b><br><b>BEN E KEITH</b>                |                   |                   | <b>764.80</b>   |               |         |              | <b>764.80</b>    |
| CHILD CARE CAREERS<br>CHILD CARE CAREERS                | 2/8/19<br>2/12/19 | 366861<br>368297  | 293.73          | 390.05        |         |              | 390.05<br>293.73 |
| <b>CHILD CARE CAREERS</b><br><b>CHILD CARE CAREERS</b>  |                   |                   | <b>293.73</b>   | <b>390.05</b> |         |              | <b>683.78</b>    |

**Open Arms, Inc.  
Aged Payables  
As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1   | Date               | Invoice/CM #             | 0 - 30             | 31 - 60       | 61 - 90 | Over 90 days | Amount Due         |
|---|--------------------|--------------------------|--------------------|---------------|---------|--------------|--------------------|
| COOKING<br>COOKING EQUIPMENT SP                 | 2/6/19             | S81785                   |                    | 274.96        |         |              | 274.96             |
| <b>COOKING<br/>COOKING EQUIPMENT SP</b>         |                    |                          |                    | <b>274.96</b> |         |              | <b>274.96</b>      |
| DALLAS BUSINESS<br>DALLAS BUSINESS JOUR         | 2/1/19             | 11587367 19              |                    | 90.00         |         |              | 90.00              |
| <b>DALLAS BUSINESS<br/>DALLAS BUSINESS JOUR</b> |                    |                          |                    | <b>90.00</b>  |         |              | <b>90.00</b>       |
| DATA<br>Datamax                                 | 2/25/19<br>2/25/19 | LQ06597034<br>LQ06236048 | 1,070.06<br>308.64 |               |         |              | 1,070.06<br>308.64 |
| <b>DATA<br/>Datamax</b>                         |                    |                          | <b>1,378.70</b>    |               |         |              | <b>1,378.70</b>    |
| DRING<br>DRING AIR CONDITIONIN                  | 2/1/19             | 1902017                  |                    | 525.00        |         |              | 525.00             |
| <b>DRING<br/>DRING AIR CONDITIONIN</b>          |                    |                          |                    | <b>525.00</b> |         |              | <b>525.00</b>      |

**Open Arms, Inc.  
Aged Payables  
As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1 | Date    | Invoice/CM # | 0 - 30        | 31 - 60 | 61 - 90 | Over 90 days | Amount Due    |
|---|---------|--------------|---------------|---------|---------|--------------|---------------|
| DSS<br>DSS SYSTEMS, INC.                      | 2/27/19 | 3985         | 950.00        |         |         |              | 950.00        |
| <b>DSS<br/>DSS SYSTEMS, INC.</b>              |         |              | <b>950.00</b> |         |         |              | <b>950.00</b> |
| DSS FIRE<br>DSS FIRE                          | 2/18/19 | 1218979      | 669.00        |         |         |              | 669.00        |
| <b>DSS FIRE<br/>DSS FIRE</b>                  |         |              | <b>669.00</b> |         |         |              | <b>669.00</b> |
| ECOLAB<br>ECOLAB                              | 3/6/19  | 2757565      | 719.72        |         |         |              | 719.72        |
| <b>ECOLAB<br/>ECOLAB</b>                      |         |              | <b>719.72</b> |         |         |              | <b>719.72</b> |
| EMT LLC<br>EMT LLC                            | 2/21/19 | 21259        | 750.00        |         |         |              | 750.00        |
| <b>EMT LLC<br/>EMT LLC</b>                    |         |              | <b>750.00</b> |         |         |              | <b>750.00</b> |

**Open Arms, Inc.**  
**Aged Payables**  
**As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1 | Date                            | Invoice/CM #                    | 0 - 30          | 31 - 60       | 61 - 90            | Over 90 days | Amount Due                     |
|---|---------------------------------|---------------------------------|-----------------|---------------|--------------------|--------------|--------------------------------|
| EPS<br>EPS                                    | 3/12/19                         | 41577                           | 240.00          |               |                    |              | 240.00                         |
| <b>EPS<br/>EPS</b>                            |                                 |                                 | <b>240.00</b>   |               |                    |              | <b>240.00</b>                  |
| EVANS GRAPHIC<br>EVANS GRAPHIC CONSUL         | 12/31/18<br>12/31/18<br>2/21/19 | 1760D<br>1740<br>1815B          |                 |               | 250.00<br>6,144.63 |              | 250.00<br>6,144.63<br>1,581.74 |
| <b>EVANS GRAPHIC<br/>EVANS GRAPHIC CONSU</b>  |                                 |                                 | <b>1,581.74</b> |               | <b>6,394.63</b>    |              | <b>7,976.37</b>                |
| HOOD BOSS<br>HOOD BOSS                        | 1/30/19                         | 414.35                          |                 | 150.00        |                    |              | 150.00                         |
| <b>HOOD BOSS<br/>HOOD BOSS</b>                |                                 |                                 |                 | <b>150.00</b> |                    |              | <b>150.00</b>                  |
| IDEAL IMPACT<br>IDEAL IMPACT                  | 12/31/18<br>1/31/19<br>2/28/19  | A153925<br>A1503926<br>A1503927 |                 |               | 413.61             |              | 413.61<br>489.25<br>384.13     |
| <b>IDEAL IMPACT<br/>IDEAL IMPACT</b>          |                                 |                                 | <b>384.13</b>   | <b>489.25</b> | <b>413.61</b>      |              | <b>1,286.99</b>                |

**Open Arms, Inc.  
Aged Payables  
As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1 | Date    | Invoice/CM # | 0 - 30           | 31 - 60      | 61 - 90 | Over 90 days | Amount Due       |
|---|---------|--------------|------------------|--------------|---------|--------------|------------------|
| LAWNS OF DALLAS                               | 3/1/19  | 2019-10698   | 679.50           |              |         |              | 679.50           |
| LAWNS OF DALLAS                               | 3/8/19  | 2019-10848   | 576.44           |              |         |              | 576.44           |
| <b>LAWNS OF DALLAS<br/>LAWNS OF DALLAS</b>    |         |              | <b>1,255.94</b>  |              |         |              | <b>1,255.94</b>  |
| Legacy3                                       | 1/31/19 | 35509        |                  | 55.00        |         |              | 55.00            |
| Legacy3 Print Media                           | 2/26/19 | 35557        | 55.00            |              |         |              | 55.00            |
| <b>Legacy3<br/>Legacy3 Print Media</b>        |         |              | <b>55.00</b>     | <b>55.00</b> |         |              | <b>110.00</b>    |
| PRAEGER                                       | 1/31/19 | 12819        |                  | 55.00        |         |              | 55.00            |
| LAWRENCE J. PRAEGER,                          | 2/28/19 | 022819       | 532.50           |              |         |              | 532.50           |
| <b>PRAEGER<br/>LAWRENCE J. PRAEGER,</b>       |         |              | <b>532.50</b>    | <b>55.00</b> |         |              | <b>587.50</b>    |
| Regions Bank                                  | 2/28/19 | 5133 2/19    | 6,499.01         |              |         |              | 6,499.01         |
| Regions Bank                                  | 2/28/19 | 7440 2/19    | 5,684.69         |              |         |              | 5,684.69         |
|   | 2/28/19 | 0627 2/19    | 1,256.76         |              |         |              | 1,256.76         |
|   | 2/28/19 | 3899 2/19    | 103.88           |              |         |              | 103.88           |
|   | 2/28/19 | 5006 2/19    | 769.83           |              |         |              | 769.83           |
|   | 2/28/19 | 4605 2/19    | 488.53           |              |         |              | 488.53           |
|   | 2/28/19 | 9334 2/19    | 1,245.06         |              |         |              | 1,245.06         |
|   | 2/28/19 | 8319 2/19    | 759.37           |              |         |              | 759.37           |
| <b>Regions Bank<br/>Regions Bank</b>          |         |              | <b>16,807.13</b> |              |         |              | <b>16,807.13</b> |

**Open Arms, Inc.**  
**Aged Payables**  
**As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1         | Date             | Invoice/CM #               | 0 - 30       | 31 - 60         | 61 - 90 | Over 90 days | Amount Due      |
|---|------------------|----------------------------|--------------|-----------------|---------|--------------|-----------------|
| SIERRA SHRED<br>SIERRA SHRED                          | 2/5/19<br>3/5/19 | 19-0205-10C<br>19-0305-11G | 65.00        | 65.00           |         |              | 65.00<br>65.00  |
| <b>SIERRA SHRED<br/>SIERRA SHRED</b>                  |                  |                            | <b>65.00</b> | <b>65.00</b>    |         |              | <b>130.00</b>   |
| STANLEY M. DAVID<br>STANLEY M DAVID & ASS             | 1/18/19          | 054945                     |              | 342.87          |         |              | 342.87          |
| <b>STANLEY M. DAVID<br/>STANLEY M DAVID &amp; ASS</b> |                  |                            |              | <b>342.87</b>   |         |              | <b>342.87</b>   |
| TERMINIX<br>TERMINIX PROCESSING C                     | 2/4/19           | 383349160                  |              | 134.00          |         |              | 134.00          |
| <b>TERMINIX<br/>TERMINIX PROCESSING</b>               |                  |                            |              | <b>134.00</b>   |         |              | <b>134.00</b>   |
| TOTAL<br>TOTAL BUILDING MAINT., I                     | 1/31/19          | 57424                      |              | 1,075.00        |         |              | 1,075.00        |
| <b>TOTAL<br/>TOTAL BUILDING MAINT.,</b>               |                  |                            |              | <b>1,075.00</b> |         |              | <b>1,075.00</b> |



**Open Arms, Inc.**  
**Aged Payables**  
**As of Mar 14, 2019**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

| Vendor ID<br>Vendor<br>Contact<br>Telephone 1   | Date    | Invoice/CM #   | 0 - 30           | 31 - 60         | 61 - 90         | Over 90 days | Amount Due       |
|---|---------|----------------|------------------|-----------------|-----------------|--------------|------------------|
| UNDAUNTED<br>UNDAUNTED                          | 2/19/19 | 1103           | 1,060.00         |                 |                 |              | 1,060.00         |
| <b>UNDAUNTED<br/>UNDAUNTED</b>                  |         |                | <b>1,060.00</b>  |                 |                 |              | <b>1,060.00</b>  |
| WASTE<br>WM DALLAS<br><br>800-772-8653          | 3/1/19  | 2520566-2163-1 | 1,208.45         |                 |                 |              | 1,208.45         |
| <b>WASTE<br/>WM DALLAS</b>                      |         |                | <b>1,208.45</b>  |                 |                 |              | <b>1,208.45</b>  |
| Wise Resource<br>Wise Resource Developme        | 2/28/19 | 708            | 3,411.08         |                 |                 |              | 3,411.08         |
| <b>Wise Resource<br/>Wise Resource Developm</b> |         |                | <b>3,411.08</b>  |                 |                 |              | <b>3,411.08</b>  |
| <b>Report Total</b>                             |         |                | <b>34,648.72</b> | <b>3,950.84</b> | <b>6,808.24</b> |              | <b>45,407.80</b> |

**Table Two:  
Government Contracts as of 3/1/19**

| <b>Service Category</b>              | <b>Contract Period</b> | <b>Original Award</b> | <b>Current Expenses</b> | <b>Balance Remaining</b> | <b>% of Contract Spent</b> |
|--------------------------------------|------------------------|-----------------------|-------------------------|--------------------------|----------------------------|
| RW Case Management Part A Formula    | 3/1/19 - 2/28/20       | \$ 54,568.00          |                         | \$ 54,568.00             | 0.00%                      |
| Units                                |                        | 4,030.00              |                         | \$ 4,030.00              | 0.00%                      |
| RW Child Care Part A Formula         | 3/1/19 - 2/28/20       | \$ 951.00             |                         | \$ 951.00                | 0.00%                      |
| Units                                |                        | 81.00                 |                         | \$ 81.00                 | 0.00%                      |
| RW Respite Care Part A Formula       | 3/1/19 - 2/28/20       | \$ 17,123.00          |                         | \$ 17,123.00             | 0.00%                      |
| Units                                |                        | 1398.00               |                         | \$ 1,398.00              | 0.00%                      |
| RW Case Management Part A Supplement | 3/1/19 - 2/28/20       | \$ 31,174.00          |                         | \$ 31,174.00             | 0.00%                      |
| Units                                |                        | 2302.00               |                         | \$ 2,302.00              | 0.00%                      |
| RW Child Care Part A Supplemental    | 3/1/19 - 2/28/20       | \$ 543.00             |                         | \$ 543.00                | 0.00%                      |
| Units                                |                        | 46.00                 |                         | \$ 46.00                 | 0.00%                      |
| RW Respite Care Part A Supplemental  | 3/1/19 - 2/28/20       | \$ 9,782.00           |                         | \$ 9,782.00              | 0.00%                      |
| Units                                |                        | 799.00                |                         | \$ 799.00                | 0.00%                      |
| HOPWA                                | 10/1/18 - 9/30/19      | \$ 70,327.00          | \$ 56,175.94            | \$ 14,151.06             | 79.88%                     |
| CDBG                                 | 10/1/18 - 9/30/19      | \$ 50,000.00          | \$ 16,666.64            | \$ 33,333.36             | 33.33%                     |
| CSHCN Case Management                | 9/1/18 - 8/31/19       | \$ 95,006.00          | \$ 52,417.70            | \$ 42,588.30             | 55.17%                     |
| CSHCN Respite Care                   | 9/1/18 - 8/31/19       | \$ 51,753.00          | \$ 7,855.61             | \$ 43,897.39             | 15.18%                     |
| <b>TOTAL</b>                         |                        | \$ 381,227.00         | \$ 133,115.89           | \$ 248,111.11            | 34.92%                     |

F:\2019-02-28\[Copy of TableTwo.xls]MAR 19 03/16/19 11:03:AM



*Board of Directors Meeting - 03/26/19*

## **CEO Report**



*Board of Directors Meeting - 03/26/19*

## **Luncheon Update**

## LUNCHEON PATRON PARTY INVITATION

Join us tomorrow night at the following event. We will be selling raffle tickets at the door, and photographs requested from Marcy Meeks.

Speeches from Ryan Friend (Board Chair) and Rhonda Marcus (Luncheon Chair) will be made at 7pm. Thank you.



# Spring Luncheon Invitation



**YOU ARE INVITED**

2019 SPRING LUNCHEON,  
AWARDS & CHILDREN'S FASHION SHOW

Changing trajectories  
of at risk children with  
special needs.

THURSDAY

MAY 2, 2019

11.30AM TO 1.00PM

THE BELO MANSION



## CELEBRATE OUR WISDOM HOPE AWARDEES

The Community Council  
Gensler  
Linda Hall

John & Linda McFarland  
Texas Scottish Rite Hospital  
Roslyn Dawson Thompson

## SPONSORS

**Runway**  
Drs. Lisa & David Genecov  
Morning Star Family Foundation  
Moozie Foundation  
Anonymous

**Wisdom's Hope**  
Gensler  
Robert & Linda Hall  
Jean & Andy Raub

**Boutique**  
Hailstone Insurance  
Nancy & Peter Roe  
Ann Cain  
Leslie Thompson  
Veritex Bank  
Farhana Abdullah  
"To Be Like Me"  
Children's Health  
Texas Women's Foundation

**Vogue**  
Thompson & Knight Foundation  
Debra Villarreal

**In-Kind Sponsor**  
Cookies by Design  
RSC Show Productions  
Target  
Waldorf-Astoria Beverly Hills

\*at time of printing

## SPRING LUNCHEON HOST COMMITTEE

Barbara Brice  
Gillian Breidenbach  
Colleen Casey  
Tyler Clutts  
Lisa & Clay Cooley  
Tiffany Divis  
Abigail Erickson  
James Erwin  
Nate Essin  
Karen Foster  
Ryan & Leigh Friend  
Jessica Whitt Garner  
Colby Garza  
Donna German  
Kara Gross  
Jesse Gurevich  
Linda Hall  
Stefanie Held  
Catherine Helm

Katherine Markland  
Sarah Losinger  
Kayla Marshall  
Troy & Ryan McCuller  
Stephanie Motz  
Stuart Newsome  
Mercedes Owens  
Jean Raub  
Nancy Roe  
Rhonda Sargent Chambers  
Carol Seay  
Brittney Skinner  
Allison Shelton  
Steven Upchurch  
Debra Villarreal  
Ellen Winspear  
Alison Wood  
Katherine Wynne

# 2019 SPRING LUNCHEON,

Awards & Children's Fashion Show

## EVENT TICKETS

- Please reserve \_\_\_ individual tickets at \$125/each.
- Please reserve a Dutch Table of 10 for \$1,250 (List names on the reverse side of this card)
- I am unable to attend, but please accept my donation of \$\_\_\_\_\_ to support Bryan's House programs.
- I would like to purchase \_\_\_ raffle tickets. Cost: 1 for \$20 | 6 for \$100

|                  |                  |                  |
|------------------|------------------|------------------|
| <b>1ST PRIZE</b> | <b>2ND PRIZE</b> | <b>3RD PRIZE</b> |
| Get-Away Package | Jewelry Package  | Sports Package   |

## SPONSORSHIP OPPORTUNITIES

- \$25,000 PRESENTING**  
Includes sponsor recognition at the event, three (3) premiere tables of ten (10), VIP reception invitation & photos, name recognition on event signage, appropriate printed materials and in media.
- \$15,000 DESIGNER**  
Includes two (2) tables of ten (10), VIP reception invitation & photos, name recognition on event signage, appropriate printed materials and in media.

- \$10,000 RUNWAY**  
Includes one (1) tables of ten (10), VIP reception invitation & photos, name recognition on event signage, appropriate printed materials and in media.
- \$7,500 WISDOM AWARD**  
Includes one (1) tables of ten (10), VIP reception invitation & photos, name recognition on event signage, appropriate printed materials and in media.
- \$5,000 VOGUE**  
Includes one (1) tables of ten (10), name recognition on event signage, appropriate printed materials and in media.
- \$2,500 FASHIONISTA**  
Includes six (6) tickets, name recognition on event signage, appropriate printed materials and in media.
- \$1,000 BOUTIQUE**  
Includes four (4) tickets, name recognition on event signage, appropriate printed materials and in media.
- \$1,000 FLAUNT IT!** (New Category) - Sponsor an awardee  
Includes two (2) tickets, name included in program and on screen.
- \$1,000 CHANGE AGENT** (New Category)  
Sponsor a child for daily education and therapy coordination in the next school year.
- \$500 MODEL**  
Includes two (2) tickets, name recognition on event signage, appropriate printed materials and in media.

Please respond by **April 10TH**

Contact Wendy Newberg at  
**214-559-3946** or [wnewberg@bryanshouse.org](mailto:wnewberg@bryanshouse.org)

## TABLE INFORMATION

Please include your guests' names

|    |       |
|----|-------|
| 1  | _____ |
| 2  | _____ |
| 3  | _____ |
| 4  | _____ |
| 5  | _____ |
| 6  | _____ |
| 7  | _____ |
| 8  | _____ |
| 9  | _____ |
| 10 | _____ |

Please respond by **April 10TH**

Contact Wendy Newberg at  
**214-559-3946** or [wnewberg@bryanshouse.org](mailto:wnewberg@bryanshouse.org)

- Yes, please sign me up to receive the Bryan's House e-newsletter.  
Register online at [bryanshouse.org/events](http://bryanshouse.org/events)

# 2019 SPRING LUNCHEON,

Awards & Children's Fashion Show

## YOUR INFORMATION

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Name of Business \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

## PAYMENT

Check enclosed in the amount of \$ \_\_\_\_\_

Credit card (please circle one)      Discover      American Express  
    MasterCard      Visa

Card number \_\_\_\_\_

Security Code      Billing zip code      Expiration Date

# Bryan's House Spring Luncheon 2019 Revenue as of 03/21/19

E:\BOD 18-19\BOD Meeting 2019-3-26\[Spring Luncheon 2019 Revnue to Date\_3-19-2019.xlsx]Sheet1 03/21/19 4:14:PM

| <u>Name</u>                    | <u>Amount</u>          | <u>Sponsor Level/Ad/Donor</u>      |
|--------------------------------|------------------------|------------------------------------|
| Moozie Foundation              | \$15,000               | Donor                              |
| Dr. Lisa Genecov               | \$10,000               | Runway                             |
| Morning Star Family Foundation | \$10,000               | Runway                             |
| Anonymous                      | \$10,000               | Runway                             |
| Gensler                        | \$7,500                | Wisdom's Hope                      |
| Jean and Andy Raub             | \$3,500                | Wisdom's Hope (combined with Hall) |
| Linda and Robert Hall          | \$3,500                | Wisdom's Hope (combined with Raub) |
| Debra Villarreal               | \$5,000                | Vogue                              |
| Thompson and Knight Foundation | \$5,000                | Vogue                              |
| Ann Cain                       | \$1,000                | Boutique                           |
| Nancy and Peter Roe            | \$1,000                | Boutique                           |
| Leslie Thompson                | \$1,000                | Boutique                           |
| Farhana Abdullah               | \$1,000                | Boutique                           |
| Faye Briggs                    | \$1,000                | Boutique                           |
| Sarah Losinger                 | \$1,000                | Boutique                           |
| Hailstone Insurance            | \$1,000                | Boutique                           |
| Children's Health              | \$1,000                | Boutique                           |
| Texas Women's Foundation       | \$1,000                | Boutique                           |
| Veritex Bank                   | \$1,000                | Boutique                           |
| "To Be Like Me"                | \$1,000                | Boutique                           |
| Louise Griffeth                | \$500                  | Model                              |
| Linda Wilkins                  | \$500                  | Model                              |
| Christopher Williams           | \$500                  | Model                              |
| Friends of Senator Jane Nelson | \$500                  | Model                              |
| Zipsprout, LLC                 | \$500                  | Model                              |
| Courtney York                  | \$500                  | Model                              |
| Jon Ross                       | \$500                  | Ad                                 |
| Carol and Steve Aaron          | \$500                  | Donation                           |
| Homer Brown                    | \$250                  | 2 Individual Tickets               |
| Kathy Connell                  | \$125                  | Individual Ticket                  |
| Elizabeth Cullum               | \$125                  | Individual Ticket                  |
| Homer Brown                    | \$50                   | Donation                           |
| <b>Total</b>                   | <u><u>\$85,000</u></u> |                                    |





*Board of Directors Meeting - 03/26/19*

## **Development Report**

## DEVELOPMENT PIPELINE AS OF 03/21/19

### Pending

Moody Foundation \$175,000

Dallas Foundation \$20,000 and \$75,000 (2 separate asks)

Target \$30,000 NEW – pending submission in April

ASC \$175,000

Black Tie Dinner \$150,000

Dallas Children's Charities \$3,500

Junior League \$5,000 (2nd ask)

### \*Likely \$ in April/May

Triggers \$50,000

Losinger match for luncheon - \$25,000 – Friday 3/22 check fund at the Dallas Foundation

Dakota Foundation \$100,000

Pinon Foundation – pending grant submission April for \$15,000

Northwood Women's Club \$30,000

WOSM \$10,000

Harry W Bass, Jr. Foundation \$20,000

Mavericks \$25,000

Amerigroup \$25,000

### \*Government Grants

\$45,000 (\$13,000 came in on 3/21/19)

For the months of March (\$207,390) and April (\$151,587) we need to raise \$358,977 to meet expenses.

\*\$280K + \$45K Govt. anticipated, isn't enough to meet those two months expenses as per our budget.

**As a board we need to raise \$38,977 from luncheon sales in the next 6 weeks to cover program operations.**

# Bryan's House 2019 Strategic Brand

## “Redirecting Trajectories” – Conversation Starter

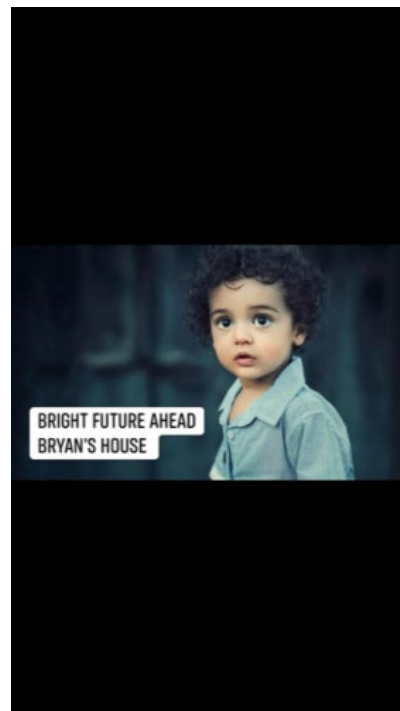
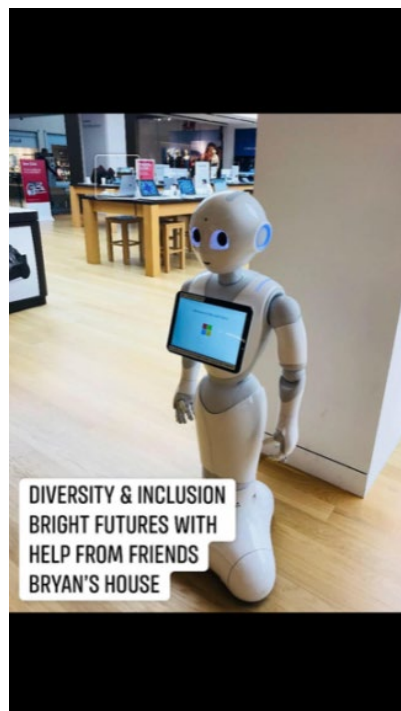
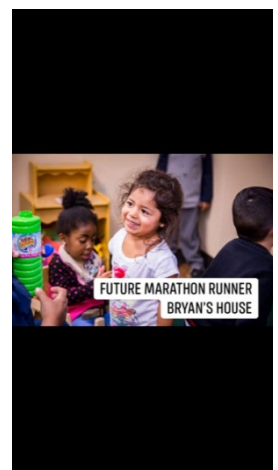
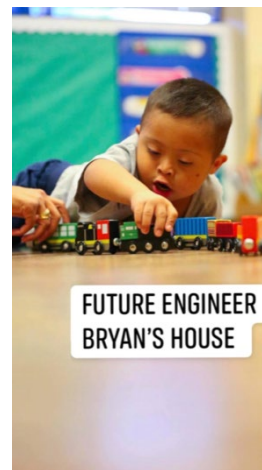
Two simple words to describe what we do.

You can add - for at-risk kids with special needs or go into detail about case management, family supportive services, or homelessness prevention through basic needs *triage*.

### Social Media PR Campaign

#### Name: “Future”

These images are on our social media (Facebook, Instagram, LinkedIn)



**ADVOCATE  
PARTICIPATE  
VOLUNTEER**



**JUBILEE  
SOCIETY**  
*of*  
Bryan's House



    
@BRYANSHOUSEOA

**EMPOWERING**  
AT-RISK KIDS WITH SPECIAL NEEDS.



SAFE AREA - NO TEXT/IMAGES

**ADVOCATE  
PARTICIPATE  
VOLUNTEER**



**MIGHTY  
MEN**  
*of*  
Bryan's House



    
@BRYANSHOUSEOA

**BE MIGHTY**  
FOR AT-RISK KIDS WITH SPECIAL NEEDS.



SAFE AREA / NOTEXT / IMAGES



*Board of Directors Meeting - 03/26/19*

## **Program Focus**



*Board of Directors Meeting - 03/26/19*

## **Appendix - Departmental Reports**

| 2018-2019 Finance Department Dashboard        |  |                            |                                    |          |   |    |
|---|--|----------------------------|------------------------------------|----------|---|----|
| Initiatives                                   | Project Name   | Deadline                   | Action                             | Date     | Status/Notes  | QM |
| Annual Finance Audit                          | Coordinate and work with CPA firm to conduct annual independent audit  | 10/31/18                   | SA, LW, MC<br>Sutotn Frost<br>Cary | 10/31/18 | Completed, Approved by Finance Committee and Board  |    |
| Form 990                                      | Coordinate and work with CPA firm to complete and file annual Form 990   | 01/31/19                   | SA, LW, MC<br>Sutotn Frost<br>Cary |          | Completed - will be finalized after March Board Meeting   |    |
| Risk Management - Liability Insurance Renewal | Coordinate and work with insurance broker for annual renewal of insurance policies   | 06/30/18                   | SA, LW<br>MHBT                     | 06/30/18 | Completed, policies bound and issued  |    |
| Government Contract Audits                    | Work with other operating departments during the various annual government contract audits   | Various                    | SA, LW, MQ,<br>WN, MR              | Various  | Ongoing as needed   |    |
| IT Security Training and Monitoring           | Work with outside IT vendor to develop a IT Security Training Program for the staff  | 01/31/19                   | SA<br>Gallion                      |          | Continual work in process   |    |
| IT Resources                                  | Continue to review current IT resources and evaluate potential improvements in hardware and software                                   | Ongoing                    | SA, Gallion,<br>Departments        |          |   |    |
| FY17-18 Annual Report                         | Assist Development in the preparation of the Annual Report   | Based on Dev Dept Schedule | MC, SA, LW                         |          | - Provide finance Figures and charts<br>- Provide Red Team proffing of the document<br>- Assist in printing document for distribution |    |
| Annual Budget                                 | Develop annual budget based on targets provided by Board<br>- Develop HR Budget<br>- Develop Expense Budget<br>- Allocate by mo & dept | Annually by June 1         | SA, LW, WN, AE                     |          |   |    |
| Research and Acquire New Operating Platform   | Lead the team in evaluating a new operating platform. Post acquisition lead the team through the implementation process                |                            | AE, SH, SA, LW,<br>WN, MQ          |          | Decision close to being made on Cap60 platform  |    |

**RANGE**

|                                     |
|-------------------------------------|
| Celebrate/On Task                   |
| Watch                               |
| Act                                 |
| Committee Input & Leadership Needed |

A:\[Dashboard - Finance Department.xlsx]Finance 2019-01 03/21/19 9:41:AM

## 2019 Operations Department Dashboard

| Initiatives                       | Project Name  | Deadline                                       | Action                             | Date                                   | Status/Notes   | QM  |
|-----------------------------------|---|--|------------------------------------|--|--|---|
| Operations                        | The daily operations vary depending on the request. Monitoring existing processes and analyzing their effectiveness; and creating strategies to improve productivity and efficiency.  | In Progress for 2019                           | SA, AT                             | Ongoing                                | *Dishwasher Replace - Issue was resolved 2/2019<br>*Sprinkler System Repairs - Issue resolved 3/7/19<br>*Classroom window tint - Working on Quotes to resolve the issue / Issue 4/1/2019<br>*TYCO repairing the Fire panel box | Agency                                    |
| Payroll                           | Payroll is processed bi-weekly. Timesheets are submitted on Tuesday at Noon To ensure accuracy. The payroll process cannot be rushed.   | Timesheets are DUE every other Tuesday by Noon | AT,SH,PS, MC, MQ                   | Ongoing                                | Timesheets are submitted on Tuesday before Noon. Payroll is processed before 4PM on Tuesday  | Ties into Operations and Onboarding       |
| Licensing and Certifications      | Due to licensing regulations. We have to renew our certification yearly and meet all certifications and regulations in order to function in our daily operations.   | Jan. 2018- March 2019                          | AT, SH, PS, DT                     | Inspection completed before March 2019 | We are almost complete with inspections. We are only waiting for TYCO to repair the Fire Panel Box. Then we will schedule final inspection.  | Ties into operations and childcare        |
| Benefits                          | New Hires are eligible for benefits after a full 30 day employment with the agency.   | Ongoing 2019                                   | SA, AT, LW, and Board Members      | Open Enrollment Feb. 18-28             | Benefit Meeting scheduled on February 15, 2019<br>* Benefits take effect March 1st   | Ties into Onboarding                      |
| Onboarding New Hires              | New employee onboarding is the process of getting new hires adjusted to the performance aspects of their new job as quickly and smoothly. It is the process through which new hires learn the function effectively within the organization. | Ongoing / Effective 3/1/2018                   | New Staff, PS, SH, MQ, MC          | Ongoing                                | *March 18, 2019 - Onboarding - Wendy Newberg Director of Advancement<br>*March 25, 2019 - Onboarding - Annessa Johnson - Infant Teacher<br>*March 22, 2019 - Resigning - Phyllis Smoots - Childcare Manager                    | Training/New Hires                        |
| Staff Wellness Check              | BH Staff - Do wellness checks with staff between April 1 and May 31 to encourage ongoing support.   | 4/1/2019                                       | BH Staff & Directors, and Managers | Ongoing                                | Meeting with Administrative and Childcare Staff on addressing any issues or concerns they might have.  | Ties into Onboarding                      |
| Clinical Quality Management (CQM) | The purpose of the CQM process to assure the services and implementations of quality meet the Bryan's House objective and client satisfaction.  | In Process for CQM Site Visit 8-2019           | KM, AT, SA, LW, MQ, MC, SH         | Ongoing.                               | Clinical Quality Management - Updated Quality Management Plan for the agency.<br>* Kayla Marshall - Is currently reviewing<br>* Angela Jones - Will review on Thursday, March 21st   | Ties into programs & Government Grants    |
| Staff Appreciation                | Staff Appreciation is so much more than just a chance for employees to gather, or a holiday party. Company events help:<br><br>Validate your employees<br>Boost company morale<br>Create a better, more focused team                        | In Process for Staff Holiday                   | BH Staff & Directors, and Managers | 12/6/2018                              | Other Events<br>*Birthdays and Anniversaries<br>*Staff Pot Luck Lunch<br>*Special Occasions Bridal Showers, Baby Showers, Lunch provided to staff  | Ties into Onboarding & Staff Appreciation |
| Employee of the Quarter           | New employee onboarding is the process of getting new hires adjusted to the performance aspects of their new job as quickly and smoothly. It is the process through which new hires learn the function effectively within the organization. | Ongoing Quarterly                              | BH Staff & Directors, and Managers | January, April, July, October          | April 12th<br>*elect 2 staff members   | Ties into Staff Appreciation              |

### Range

|                                     |
|-------------------------------------|
| Celebrate/On Task                   |
| Watch                               |
| Act                                 |
| Committee Input & Leadership Needed |



# 2018 Children's Programs Department Dashboard

| Initiatives               | Project   | Deadline | Action                                   | Date      | Status/Notes   | QM   |
|---------------------------|---|----------|--|-----------|--|--|
| Policies and Procedures   | Agency Policy Update  | Jun-19   | SH, all department heads, Kayla Marshall | 2/12/2019 | Policies have been prioritized based on time since last revision and/or needed for a contract audit  | Review and approval from board                       |
| Program Compliance        | • Staff Development   | Jun-19   | PS, EP, AT, YR                           | 2/20/2019 | Annual childcare licensing inspection (unannounced). No programmatic citations.  | Bi-weekly team meetings to discuss and plan          |
| Child Health and Wellness | Mental & Physical   | Jun-19   | EP, AT, YR                               | 3/15/2019 | No update  | Bi-weekly team meetings to discuss and plan          |
| Child Development         | • Assessments   | Jun-19   | AT, PS                                   | 3/15/2019 | No update  | Bi-weekly team meetings to discuss and plan          |
| Family Engagement         | • Parent Training and Family Events<br>• Dual Generation Impact                       | Jun-19   | PS                                       | 3/15/2019 | Planning week of the Young Child (Apr. 8-12). Opportunities for families (and board members) to engage. Look for details to come!  | Bi-weekly team meetings to discuss and plan          |
| Community Partnerships    | Dallas ISD  | Ongoing  | SH                                       | 3/15/2019 | <ul style="list-style-type: none"> <li>DISD Board of Trustees approved the SB1882 Partnership model and our agreement to provide PreK services for the district.</li> <li>Working with DISD Early Childhood and Special Education departments to create a unique classroom model that will better leverage district resources for our clients in the PreK partnership classrooms.</li> </ul>   | DISD PreK Partnership Advisory Council participation |
| Funding                   | Supplemental Funds  | Ongoing  | SH                                       | 3/15/2019 | <ul style="list-style-type: none"> <li>Through the SB1882 partnership, additional funding of \$820 per student enrolled will be passed on to Bryan's House. The new funding formula does have a decrease of \$3000 per classroom (2), but here should be a financial gain compared to the current agreement.</li> </ul>  | Report all donations to development department       |
| Special Projects          | Management of DFPS & CPS Relationships (conflicts) in relation to Children's Programs | Jun-19   | SH, Legal (ad hoc) Committee             | 3/12/2019 | <ul style="list-style-type: none"> <li>The Administrative Review of the W.S. citations was conducted. The citation for neglect was dismissed in the meeting, because both individuals that had been personally cited were cleared of any wrongdoing. The investigator is currently reviewing the other citations and hopes to have a decision soon. Tommy Haskins, Abigail, Shannon, and Larry Praeger were present for the review.</li> </ul> | Board Committee                                      |

### RANGE

Celebrate/On Task

Watch

Act

Committee Input & Leadership Needed

### KEY

AT = Angela Tsai (Therapy Manager)

EP = Emily Pullin (Clinic Manager)

PS = Phyllis Smoots (Childcare Manager)

SH = Shannon Hendricks (Children's Programs Director)

YR = Yessenia Ramirez (Data Coordinator)

## 2019 Social Services Department Dashboard (Jan-June)

| Initiatives   | Project Name   | Deadline                    | Action                           | Date   | Status/Notes   | QM  |
|---|--|-----------------------------|----------------------------------|--|--|---|
| Completion of the New Poverty Alleviation Community Solutions Block Grant.    | Continue executing program model in accordance with CSBG contract.   | Completed 12/31/2018        | MQ, DF, & NR                     | FY 18  | CSBG contract successfully completed on Dec. 31, 2018.   | Internal file audits by MQ & DF. Awaiting Audit by The Communiyt Council                                      |
| Implementation of the Emergency Solutions Grant- Homeless Prevention Program. | Continue executing program in accordance with the ESG contract.  | In Progress for 2019.       | MQ, DF, SA, SP, & NR             | Ongoing for FY19                               | Clients to be transferred from CSBG contract do not meet ESG eligibility. Potential clients are being assessed for enrollment.   | Cases Reviewed by MQ & DF.  |
| FY18-19 Implementation of the New FSS program model.                          | Continue executing program model in accordance with the Way Forward Initiative   | In Progress for 2019.       | MQ, DF, SA, SP, & NR             | Ongoing for FY19                               | To meet that gaps in services for underserved families. Enrollment as of Jan 2019= 148 Families.   | Cases Reviewed by MQ & DF.  |
| Government Contracts Compliance   | Closely monitor ongoing changes in all RW, CSHCN, and ESG contract requirements.   | Ongoing for FY19-20.        | MQ, DF, SA, NR, SP, LW, YR & SH. | Effective immediately and ongoing for FY19-20. | SS staff will review the websites to the contracts assigned to their caseloads and update work requirements accordingly.   | Internal file audits by MQ & DF.  |
| Outreach & Recruitment  | Outreach & Recruitment Strategic Plan is developed for every quarter by SS staff.  | Current plan ends 01-31-19. | MQ, DF, SA, NR & SP.             | Ongoing for FY19                               | Quarterly Outreach Strategic Plan to increase agency exposure with community partners and recruit new clients is established. Maintaining aggressive recruitment activities.   | O & R Plan is submitted to CSHCN contractors for approval every quarter.                                      |
| Increase Client Enrollment for all Contracts                                  | Meet with staff to review caseload statuses. Cases that are stable and able to self sustain will be inactivated to bring new families. | Ongoing for FY19-20.        | MQ, DF, SA, NR, SP               | Effective immediately and ongoing for FY19-20. | Meet with staff to discuss screenings of new clients and case assignments. Implement plan of action to maintain quality care while quickly moving forward on new clients.  | MQ continues supervising staff performance and DF will assist as coach to improve and maintain effectiveness. |
| Professional Development & Lifelong Learning                                  | Create and provide SS/FSS staff opportunities for professional growth and social learning.   | Ongoing for FY19-20.        | AE, MQ, DF, SA, SP, & NR         | Ongoing for FY19                               | Employee development is established. Department personnel has met trainings required per contracts and to meet education credits for licensure requirements. Staff is also participating in professional growth workshops. | Maintain quality improvement & management skills. Certificates of completion are in personnel files.          |
| Case Management - Database System Upgrade                                     | Meet with Steve & others to review and implement an database system that is specific to program service delivery; etc.                 | FY19-20                     | SA, SH, MQ, AE, MC, MR, LW       | Effective immediately and ongoing for FY19-20. | Steve has coordinated data systems demo presentation and follow up on References. Final Determination pending.   | MQ continues to meet with SA and others as required to successfully meet desired outcome.                     |

### RANGE

Celebrate/On Task



Watch



Act



*Committee Input & Leadership Needed*

### Key

MQ- Marilyn Quinones

DF- Dalia Fuentes

SA- Sandra Amaya

NR- Natasha Roman

SP- Sofia Page