



BOARD OF DIRECTORS MEETING

October 24, 2019
12:00 p.m. – 1:30 p.m.



Board Meeting

October 24, 2019 – 12:00 p.m.

Thompson & Knight –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, Review & Approval of Minutes 08/22/19 (Steven)	3 – 5
2. Introductions, Announcements (Steven)	
3. Mission Moment – Mighty Men at The Star 10/06/19 (Ryan F)	
4. Committee Reports (5 minutes each)	
a. Governance (Donna)	
b. Development –Events, PR/Social Media, Save the Dates (Debra)	
c. Finance (Steve Aman and Ryan F)	6 – 11
d. Programs (Linda Hall)	
e. Facilities/IT/Real Estate (Craig)	
f. Strategic Planning (Steven Upchurch)	
i. Board Advance September 25, 2019	
ii. 3 Working Groups: 1) Identity Awareness/Visibility, 2) Funding Models, 3) Service Delivery	
5. CEO Update (Abi)	
a. Funding Model Forum Update, Other	
6. Appendix	
a. Board Skills Matrix (Donna).....	13
b. Strategic Assessment & Direction Planning 2019-09-25	14 – 31
c. Departmental Dashboards	32 – 40
7. Adjourn	



Board of Directors Meeting - 10/24/19

Minutes from 08/22/19 Meeting

BRYAN'S HOUSE BOARD OF DIRECTORS MEETING
1722 Routh St 15th Floor, Dallas, TX 75201
August 22, 2019

Name	Status	Name	Status	Name	Status
Nicole Blythe	P	Tommy Haskins	A	Rust Reid	P
Homer Brown	P	Craig Lashley	P	Allison Shelton	A
James Erwin	A	Kayla Marshall	A	Steven Upchurch	P
Ryan Friend	T	Ryan McCuller	A	Debra Villarreal	P
Donna German	P	Mercedes Owens	T	Abigail Erickson	P
Linda Hall	A	Jean Raub	A	Steve Aman	P
<i>Member Participation Rate – 62.50%</i>					

Staff Members Present – Shannon Hendricks, Wendy Newberg, Marilyn Quinones
Status: A-Absent, P-Present, T-Telephone

Call to Order – The meeting was called to order at 11:25 PM

Review and Approval of Minutes from June 25 Meeting – The Board reviewed the minutes from the Board Meeting dated June 25, 2019. A motion to accept the Minutes was made by Rust Reid, seconded by Homer Brown and approved by all.

Board Nominations & Officer Elections – The Board was presented with a new candidate, Rose Kaur, for nomination to the Board. After a discussion of her qualifications a motion was made to elect her to the Board by Homer Brown, seconded by Rust Reid and approved by all. The following slate of officers for the 2019-2020 fiscal year was presented:

President – Steven Upchurch, First Vice-President – Rust Reid, 2nd Vice-President – Homer Brown, Secretary – Debra Villarreal and Treasurer – Ryan Friend.

A motion to elect the officers was made by Donna German, seconded by Nicole Blythe and approved by all.

CEO Update – The following items were discussed during the update:

- At the request of the CEO a small ad-hoc group of Board members (3), led by Nicole Blythe called the “Opportunities Taskforce” has been created to review, research and seek new funds for all programs as they relate to healthcare, billing, ratios, reimbursements, etc.
- A copy of the Luncheon Sponsorship Underwriting Contact was provided. The Board was asked to find program and tables sponsors
- A calendar of upcoming events was reviewed and the Board was asked to participate in the events.
- The Board was reminded about the upcoming Agency Strategic Planning Session, led by Jim Frazier, and hosted by Gensler, on September 25, 2019.

Board Governance – Donna German presented the results of her review of the board governance process which included, among other items, developing and maintaining a pipeline for prospective candidates; committee and by-law review and development of a skill set matrix for Board members. A motion to create a Nominating, Governance and Board Development Committee was made by Ryan Friend, seconded by Homer Brown and approved by all. Additionally, it was agreed that Donna German would be the initial committee chair.

Financial – The financial statements for the 1 month ended July 31 were reviewed and discussed. July revenues were \$54,450 ahead of budget primarily due to two grants received (Pinion \$50,000 and DIFFA \$7,500). July expenses were under budget by \$8,198. The cash position and availability as of August 15 was 2.1 months of coverage.

Audit Engagement Letter – The Engagement Letter from Sutton Frost Cary, LLP (“SFC”) for the annual audit and Form 990 preparation was presented. A motion to engage SFC as recommended by the Finance Committee was made by Ryan Friend, seconded by Debra Villarreal and approved by all.

Government Contracts – A Summary of Government Contracts which provides a recap of the contracts has been prepared. The summary can be used by various committees and staff as a quick reference of each contract.

Adjournment – The meeting was adjourned at 12:30 pm

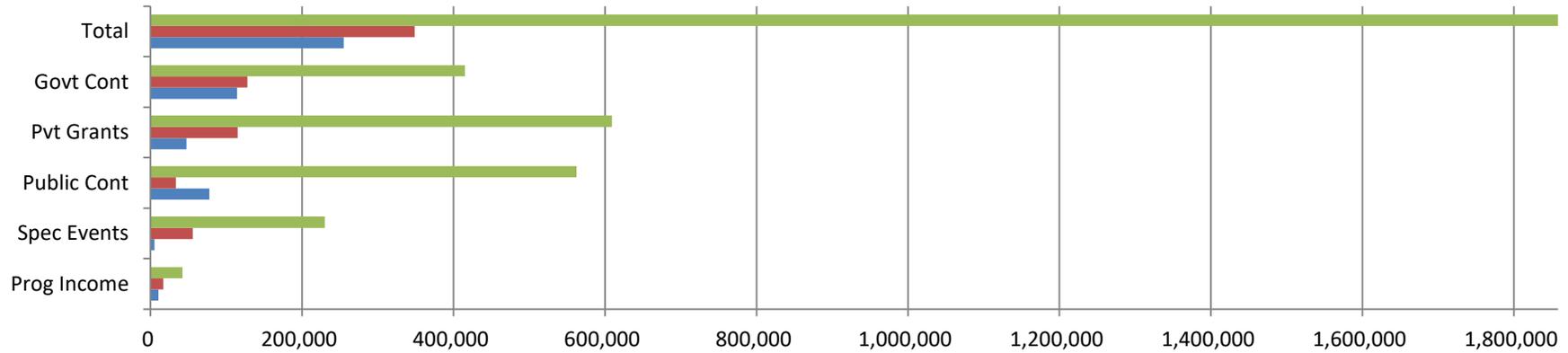
Prepared by Steve Aman



Board of Directors Meeting - 10/24/19

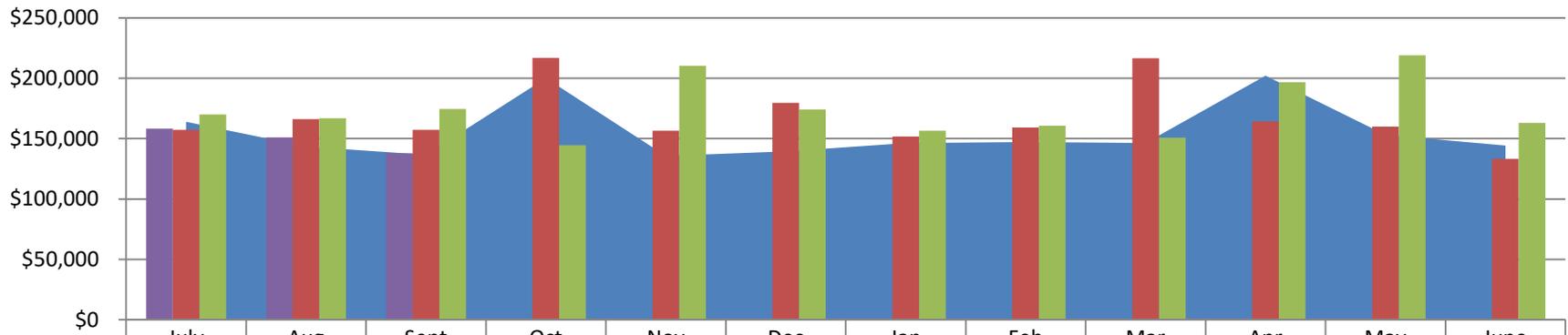
Finance Package 09/30/19

Revenue By Source



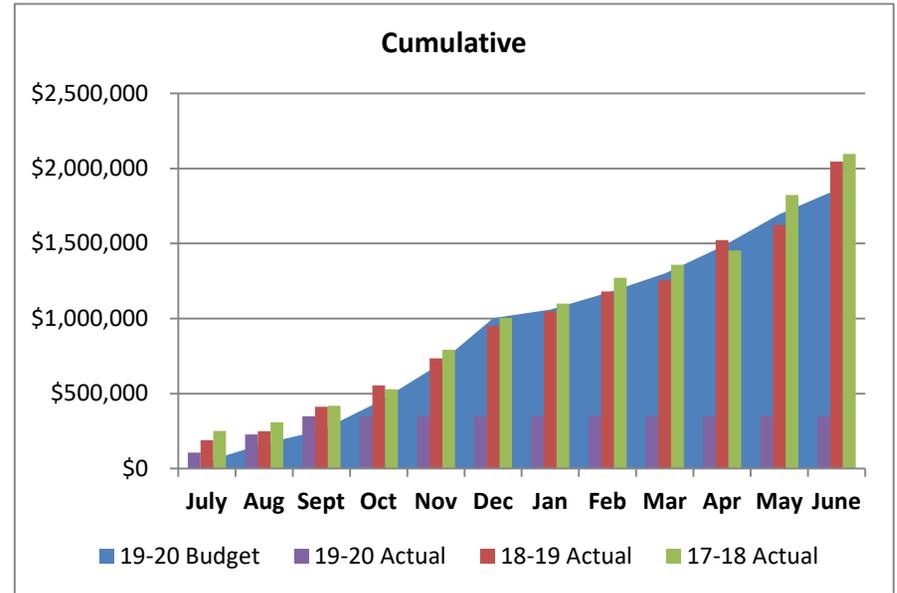
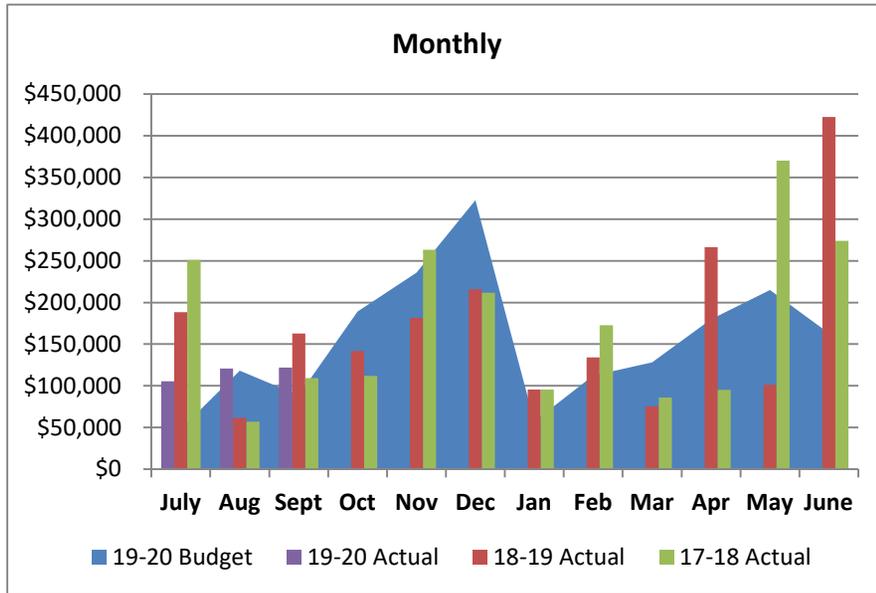
	Prog Income	Spec Events	Public Cont	Pvt Grants	Govt Cont	Total
■ Ann Bdg	42,000	230,000	562,227	609,000	415,023	1,858,250
■ YTD Act	16,704	55,600	33,484	115,000	127,769	348,556
■ YTD Bdg	10,500	5,000	77,500	47,500	114,398	254,897

Monthly Expenses

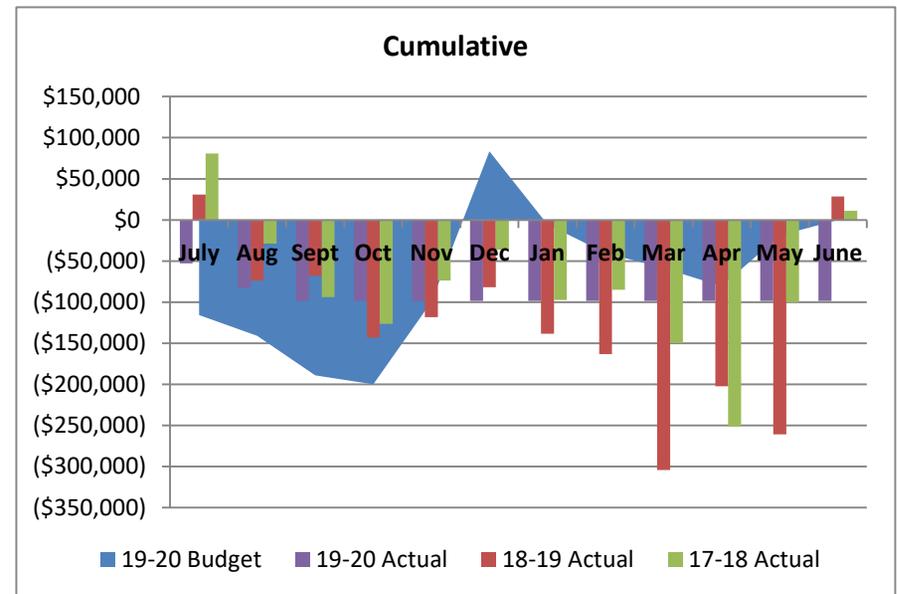
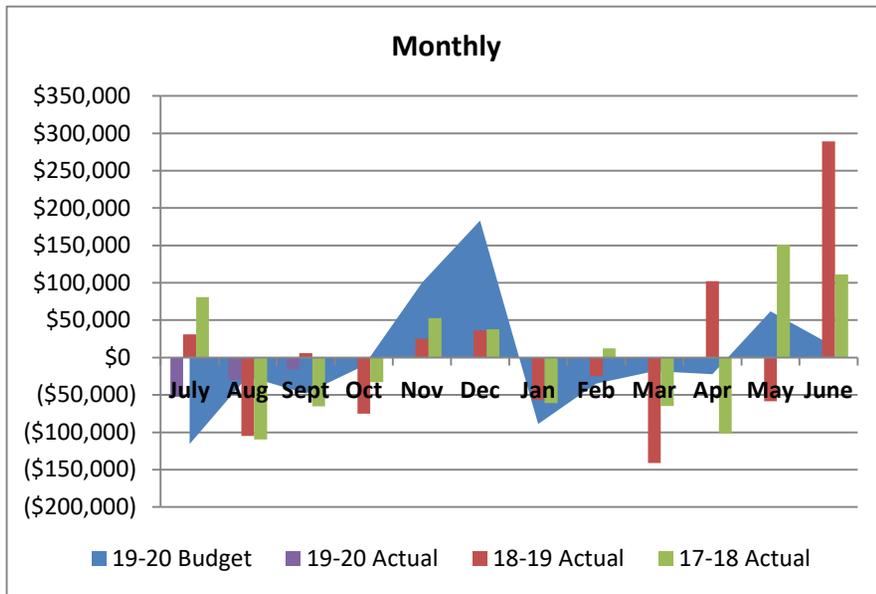


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
■ 19-20 Budget	163,915	143,453	136,590	200,049	135,644	139,401	146,259	147,146	146,363	202,079	153,111	144,240
■ 19-20 Actual	158,263	151,033	137,706									
■ 18-19 Actual	157,221	166,169	157,152	216,855	156,442	179,607	151,801	159,166	216,485	164,156	159,858	133,249
■ 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

Giving Comparison



Surplus / (Deficit)



Open Arms, Inc.
Balance Sheet
September 30, 2019

	<u>September 30, 2019</u>	<u>June 31, 2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	239,577.19	301,565.53
Investments @ FMV	109,174.54	109,156.00
Government Contracts	80,213.17	69,641.76
Other Receivables	0.00	0.00
Pledges Receivable	377,273.00	420,623.00
Prepaid Expense	8,640.69	2,389.65
Deposits	0.00	0.00
	814,878.59	903,375.94
Total Current Assets	814,878.59	903,375.94
Fixed Assets Less Accum Deprec	1,886,958.49	1,905,910.56
	2,701,837.08	2,809,286.50
Total Assets	2,701,837.08	2,809,286.50
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts Payable	50,552.15	33,694.12
Regions Line of Credit	0.00	0.00
Payroll Liabilites	(4,152.97)	(1,028.24)
Other Payables	4,000.00	4,000.00
Accrued Compensable Absences	35,472.98	35,472.98
	85,872.16	72,138.86
Total Current Liabilities	85,872.16	72,138.86
Long Term Capital Leases	0.00	0.00
	85,872.16	72,138.86
Total Liabilities	85,872.16	72,138.86
Net Assets	2,615,964.92	2,737,147.64
	2,701,837.08	2,809,286.50
Total Liabilities & Capital	2,701,837.08	2,809,286.50
 Beginning Net Assets		
	2,737,147.64	2,798,722.89
Net Surplus/(Deficit)	(121,182.72)	(61,575.25)
Ending Net Assets	2,615,964.92	2,737,147.64

Open Arms, Inc.
Income Statement
For the Three Months Ending September 30, 2019

	Curr Month Actual	Curr Month Budget	Monthly Variance	YTD Actual	YTD Budget	YTD Variance
<u>Revenue and Other Suppt</u>						
Government Contracts	28,328.08	30,689.50	(2,361.42)	127,768.65	114,397.50	13,371.15
Private Grants	40,000.00	10,000.00	30,000.00	115,000.00	47,500.00	67,500.00
Public Contributions	24,228.56	40,333.33	(16,104.77)	33,483.60	77,499.99	(44,016.39)
Special Events	23,000.00	4,000.00	19,000.00	55,600.00	5,000.00	50,600.00
Program Income	5,768.90	3,500.00	2,268.90	15,514.06	10,500.00	5,014.06
Miscellaneous Income	700.00	0.00	700.00	700.00	0.00	700.00
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	490.09	0.00	490.09
Total Revenue	122,025.54	88,522.83	33,502.71	348,556.40	254,897.49	93,658.91
<u>Expenditures</u>						
Salaries	90,344.72	87,520.00	2,824.72	298,168.00	291,296.00	6,872.00
Benefits	19,116.83	21,319.00	(2,202.17)	62,209.61	67,520.00	(5,310.39)
Direct Program Costs	5,165.11	7,500.00	(2,334.89)	16,601.91	22,500.00	(5,898.09)
Occupancy Expenses	13,479.95	12,083.00	1,396.95	39,853.09	36,249.00	3,604.09
Equip Leases & Repairs	1,403.11	2,084.00	(680.89)	6,808.68	6,252.00	556.68
Office Exp & Supplies	134.29	1,917.00	(1,782.71)	2,047.92	5,751.00	(3,703.08)
Training & Travel	437.20	1,250.00	(812.80)	3,133.84	3,750.00	(616.16)
Network/IT Spt	3,324.40	1,084.00	2,240.40	6,058.43	3,252.00	2,806.43
Public Rel & Brd Dev	563.30	625.00	(61.70)	2,402.01	1,875.00	527.01
Special Event Exp	186.44	0.00	186.44	328.14	1,889.00	(1,560.86)
Fundraising Supplies	0.00	333.00	(333.00)	0.00	999.00	(999.00)
Professional Services	134.72	0.00	134.72	1,555.28	0.00	1,555.28
Interest & Inv Fees	306.56	458.00	(151.44)	976.75	1,374.00	(397.25)
In-Kind Expense	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	3,109.19	417.00	2,692.19	6,853.95	1,251.00	5,602.95
Total Oper Expenses	137,705.82	136,590.00	1,115.82	446,997.61	443,958.00	3,039.61
Net Oper Profit(Loss)	(15,680.28)	(48,067.17)	32,386.89	(98,441.21)	(189,060.51)	90,619.30
Depreciation	7,574.18	0.00	7,574.18	22,650.08	0.00	22,650.08
Total Depreciation	7,574.18	0.00	7,574.18	22,650.08	0.00	22,650.08
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)	(23,254.46)	(48,067.17)	24,812.71	(121,091.29)	(189,060.51)	67,969.22

Cash Availability as of 10/11/19

S:\Financial Statements\[Rolling Income Statement NEW FORMAT.xlsx]Cash 10/15/19 9:31:AM

	<u>10/11/19</u>	<u>09/16/19</u>	<u>08/15/19</u>	<u>07/15/19</u>
Current Regions Balance as of 10/11/19	217,443	235,959	266,734	285,942
Less Reserve for Next PR - 10/17/19	(43,872)	(43,872)	(45,465)	(45,465)
Less Outstanding Checks	(7,615)	(3,057)	(3,409)	13,792
Projected Cash Before Pending Items	<u>165,956</u>	<u>189,030</u>	<u>217,861</u>	<u>254,270</u>
<u>Pending & Restricted Items</u>				
Less Total Payables Due	(40,000)	(41,000)	(40,318)	(40,318)
Less Restricted	(21,400)	(21,400)	(21,400)	(37,500)
Subtotal Pending Items	<u>(61,400)</u>	<u>(62,400)</u>	<u>(61,718)</u>	<u>(77,818)</u>
Net Cash Position	<u><u>104,556</u></u>	<u><u>126,630</u></u>	<u><u>156,143</u></u>	<u><u>176,452</u></u>
<u>Pending Receipts</u>				
Pledge Payments - Monthly	5,000			
McCuller Pledge (Oct)	22,000			
Luncheon Pledge - Genecov (Orig \$15, \$5 recd 09/17)	10,000			
Triggers	50,000			
Subtotal Pending Receipts	<u>87,000</u>	<u>42,000</u>	<u>66,937</u>	<u>48,000</u>
Proforma Cash	<u><u>191,556</u></u>	<u><u>168,630</u></u>	<u><u>223,080</u></u>	<u><u>224,452</u></u>

Months of Carry Available

Avg Monthly Revenues (6 Lowest Mos) (a)	63,266	63,266	63,266	63,266
Avg Monthly Expenses (Since 07/16)	(167,690)	(168,312)	(168,312)	(169,143)
Avg Monthly Loss	<u>(104,424)</u>	<u>(105,046)</u>	<u>(105,046)</u>	<u>(105,877)</u>
<i>Number of Months of Carry - Proforma</i>	<i>1.8 mos</i>	<i>1.6 mos</i>	<i>2.1 mos</i>	<i>2.1 mos</i>

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



Board of Directors Meeting - 10/24/19

Appendix

Bryan's House Board Skill Set Matrix

E:\BOD 19-20\Board Skill Set Matrix.xlsx\Blank Form 10/17/19 3:28:PM

Name	Leadership		Management & Operations										Program							
	Strategy Long Range Planning	Governance & Leadership	Finance & Financial Mgmt.	Risk Management	Development Fundraising	Marketing Branding Social Media	Event Planning	Legal	HR & Compensation	Technology	Security	Real Estate Facilities Mgmt.	Early Childhood Education	Childhood Development	Special Needs	Poverty @ Risk Families	Diversity & Inclusion	Advocacy	Clinical Medical	Operations
Blythe, Nicole	X	X	X	X					X								X			
Brown, Homer	X	X	X	X					X											
Erwin, James	X	X	X							X		X								
Friend, Ryan	X	X	X						X											
German, Donna	X	X	X	X	X		X										X			
Hall, Linda	X				X				X							X				X
Haskins, Tommy	X	X		X		X		X	X		X							X		X
Kaur, Rose	X					X	X										X	X		
Lashley, Craig			X	X						X		X								
Marshall, Kayla																				
McCuller, Ryan																				
Owens, Mercedes						X														
Raub, Jean																				
Reid, Rust	X	X	X					X									X	X		X
Shelton, Allison	X	X				X	X													X
Upchurch, Steven	X	X	X		X		X		X			X					X			
Villarreal, Debra	X	X		X				X												
<i>Count</i>	12	10	8	6	3	4	4	3	6	2	1	3	0	0	0	1	5	3	0	4

BRYAN'S HOUSE

BOARD ADVANCE

9.25.2019

The image consists of three hand-drawn sketches related to a meeting agenda and process. The leftmost sketch is a vertical timeline agenda for 'BRYAN'S HOUSE STRATEGIC ASSESSMENT > DIRECTION ADVANCE'. It includes time slots from 8:30 to 3:30 with activities like 'WELCOME/INTRODUCTIONS', 'SETTING THE CONTEXT FOR EXTERNAL SCAN', 'STATE OF BRANIS HOUSE', 'STRETCH BREAK', 'SETTING CONTEXT: INTERNAL SCAN', 'LUNCH', 'OUR MEETING WAY FORWARD', 'CONVERT STRATEGIC PRIORITIES TO DIRECTIONS', and 'WRAP UP'. The middle sketch is a conceptual diagram with a sun, a person, and labels like 'STATE', 'SWOT', 'STRATEGIC PRIORITIES', and 'TRENDS/EMERGING OPPORTUNITIES'. The rightmost sketch is a list of meeting guidelines titled 'OUR MTG PARADIGM'.

BRYAN'S HOUSE
STRATEGIC ASSESSMENT
> DIRECTION
ADVANCE

8:30 WELCOME/INTRODUCTIONS

8:45 SETTING THE CONTEXT FOR EXTERNAL SCAN
TRENDS/DOC

9:15 STATE OF BRANIS HOUSE

9:45 STRETCH BREAK

10 SETTING CONTEXT: INTERNAL SCAN

12 LUNCH

12:30 OUR MEETING WAY FORWARD

1:15 CONVERT STRATEGIC PRIORITIES TO DIRECTIONS
Small Group/Report Cuts

3:30 WRAP UP

STATE

STRATEGIC PRIORITIES

SWOT

TRENDS/EMERGING OPPORTUNITIES

OUR MTG PARADIGM

- BE PRESENT
- POST-IT NOTE
- STRETCH/PUSH
- WHY NOT...
- LISTEN

AGENDA & PROCESS OVERVIEW

BRYAN'S HOUSE BOARD ADVANCE

9.25.2019

Awareness for specific impact (specific group targeted group)

Only (?) Answer to the Problem for Families of At-risk Children

Tommy Hopkins

A place where families w/ special needs children can go to have community w/ each other and receive the support they need..

helped other and get help [specific] ALLISON

FUTURE: SOCIAL ENTERPRISE MODEL

ONE-STOP FOR EARLY INTERVENTION FACILITY/SERVICES FOR AT-RISK KIDS + FAMILIES WITH SPECIAL NEEDS IN NORTH TEXAS

CRAIG

No child or Family Turned down.

- Sustainable
- Multiple DFW Locations

Donna German

Collaborate with other community organizations to expand the footprint and serve more at risk families w/ special needs

were currently too small!

Homer Brown

Stable Growth of Services and Resources.

- Serve more families in need
- Ensure steady/reliable resources to provide services.

Known for impact on families & exceptional community

each other community as a whole Nicole

LEADER IN DFW FOR ^{Disruptive} SA children & families

serve more w/ coordinated services (Bridget)

BRYAN'S HOUSE

- GROWING, SUSTAINABLE NON-PROFIT NATIONALLY RECOGNIZED FOR THE CHILDREN AND FAMILIES WE HAVE SERVED FOR THE DFW COMMUNITY

DEVELOPING "BEST IN CLASS" MODEL to help kids with special needs have a meaningful life

Steven

RUST REID

More Kids + Families

Fiscally Sound !!

Need is there for our SERVICES - Med. Supervised Child Care - how do we get more into our programs

\$\$

THE GROVE CONSULTANTS INTERNATIONAL

WHAT DOES SUCCESS LOOK LIKE? RESPONSES

BRYAN'S HOUSE

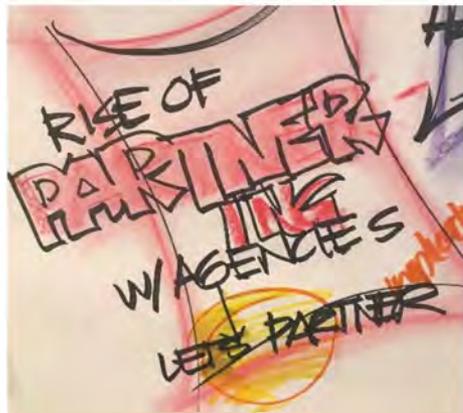
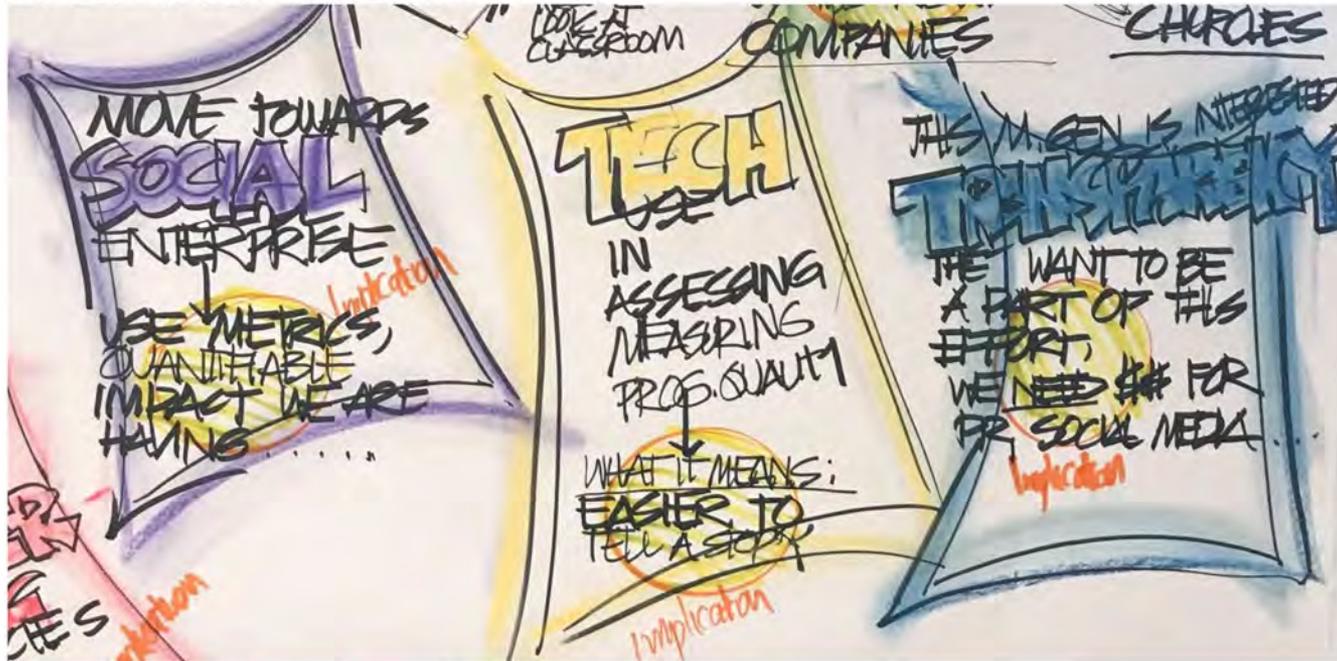
BOARD ADVANCE

9.25.2019



BRYAN'S HOUSE BOARD ADVANCE

9.25.2019



TRENDS & DRIVERS OF CHANGE (2/2)

BRYAN'S HOUSE BOARD ADVANCE

9.25.2019

SMALL GROUP DRIVERS OF CHANGE / IMPLICATIONS

TRENDS

(DISAD GAP NEEDED)

- (1) SOCIAL ENTERPRISE MODEL
- (2) GIVING - DONOR BASE / DISCONNECT CHANGES
- (3) MENTAL HEALTH - Reciprocal → Counsel → Training

IMPLICATIONS

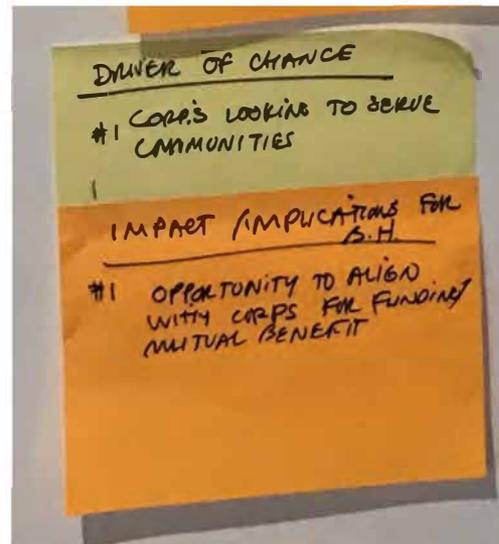
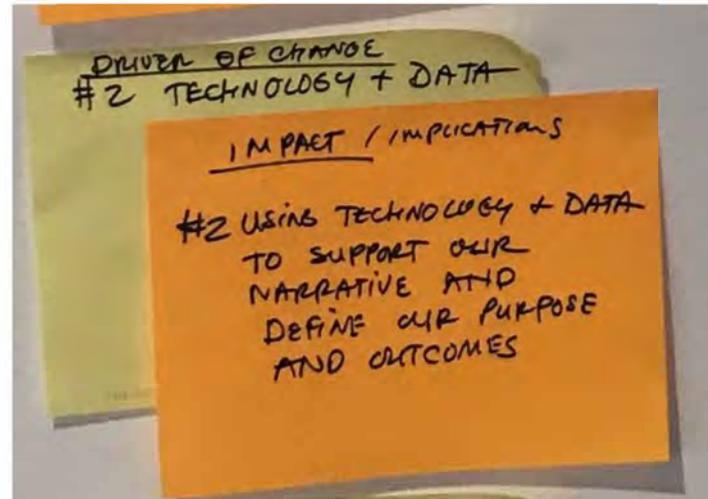
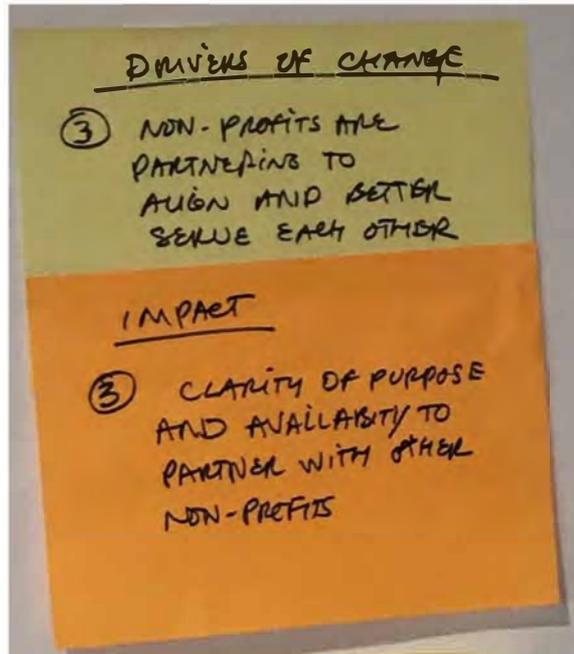
RELEVANCE DEFINED IN PART BY

- * ECONOMIC IMPACT (QUANTIFIED)
- * DONOR FATIGUE, OVERLOAD, CONFUSION, MATCH?
- * ~~TRUST~~
- * OPPORTUNITY - BUT WHY??
- * ARTICULATION HOW ARE RESOURCES BEING SHARED (COMPPELLING) (CRISP?)

- ① Funding Fatigue/confusion/for profit/8 GO FUND ME competitor
non-profit - size
- ② Shift/Research/Focus/Understanding
Early Intervention/Education
- ③ Transparency/Inclusion/Community
Care is important/millennial
Break through clutter
- ① Funding/Financial Stress
Tactical/Short-term Impact
- ② Sweet-spot / Tailwinds
- ③ - Community spaces
- employers / Podcast
- Social Enterprise
- Community at large (Podcast)
- Spread the word.

BRYAN'S HOUSE BOARD ADVANCE

9.25.2019

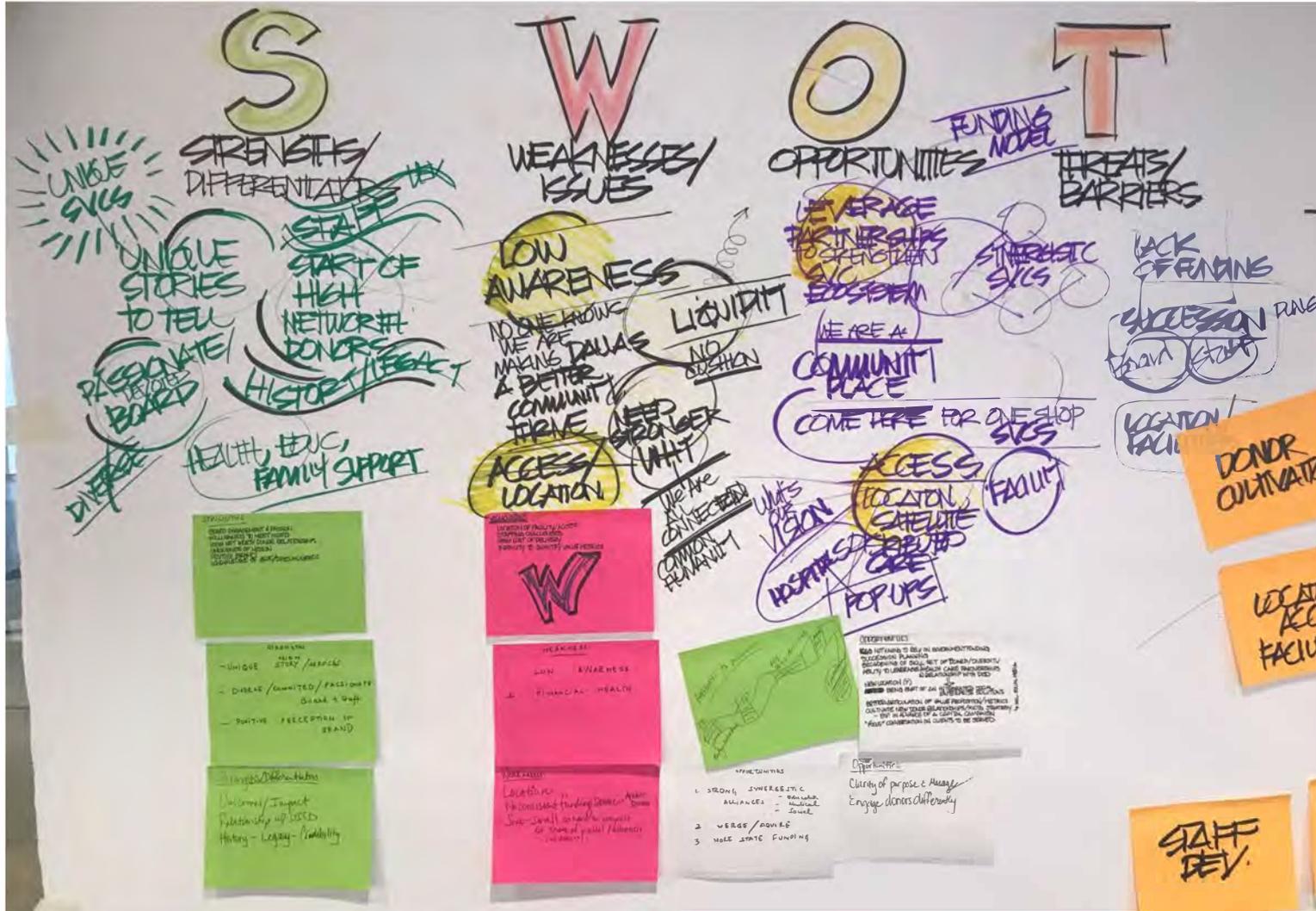


DRIVERS OF CHANGE: SMALL GROUP RESPONSES (2/2)

BRYAN'S HOUSE

BOARD ADVANCE

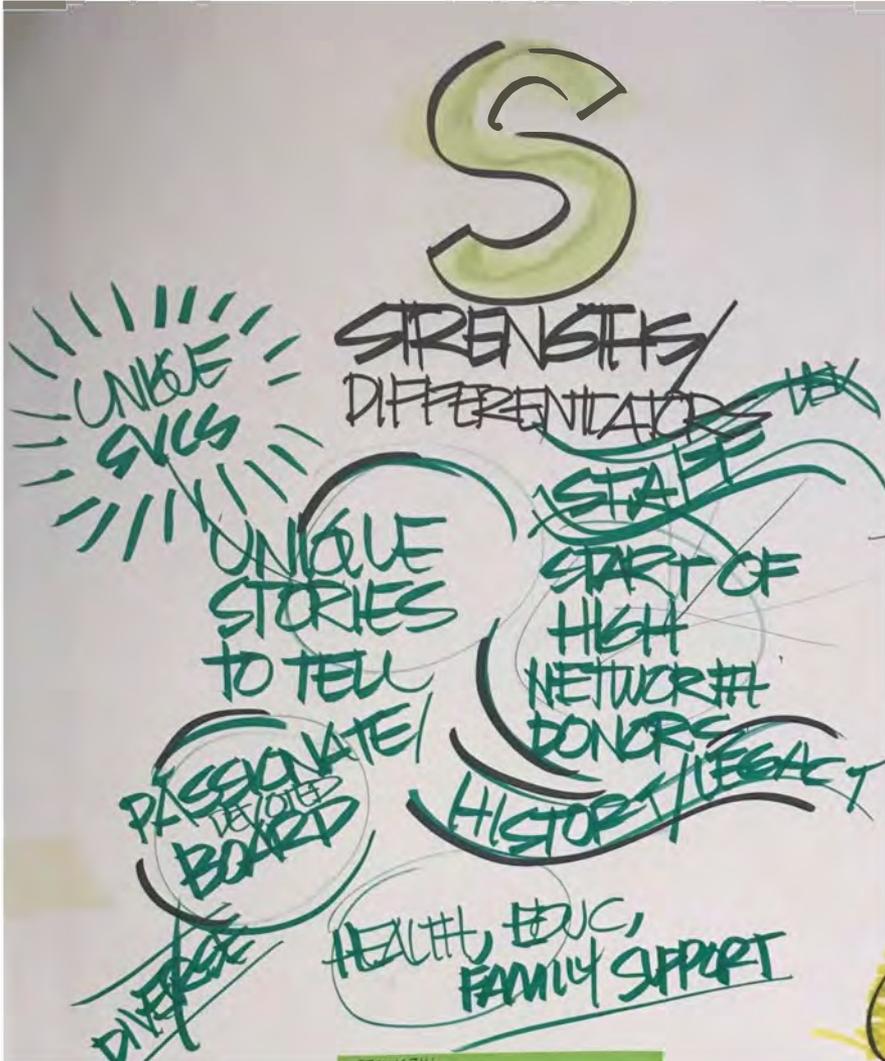
9.25.2019



SWOT OVERVIEW

BRYAN'S HOUSE BOARD ADVANCE

9.25.2019



STRENGTHS

- BOARD ENGAGEMENT & PASSION
- WILLINGNESS TO MEET NEED
- HIGH NET WORTH DONOR RELATIONSHIPS
- UNIQUENESS OF MISSION
- POSITIVE BRAND
- KNOWLEDGE OF ECCE/SPECIAL NEEDS

STRENGTHS

- UNIQUE ^{ORIGIN} STORY / SERVICES
- DIVERSE / COMMITTED / PASSIONATE Board + Staff
- POSITIVE PERCEPTION OF BRAND

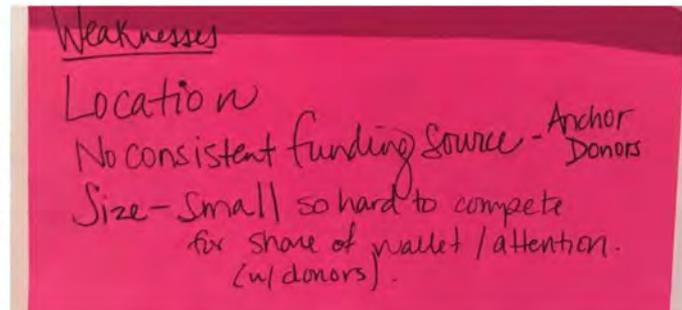
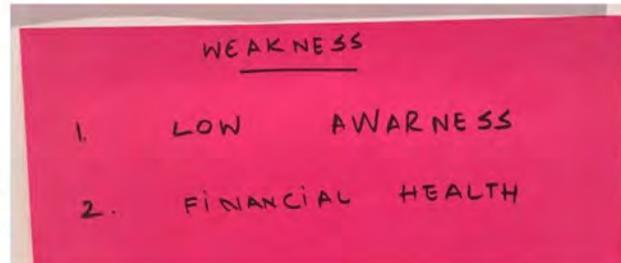
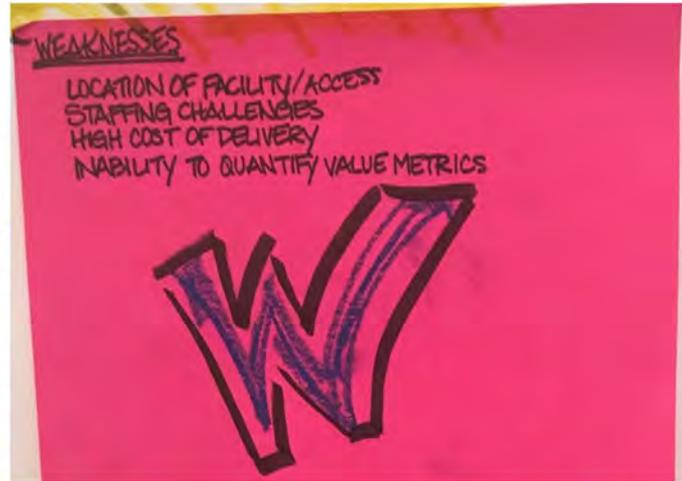
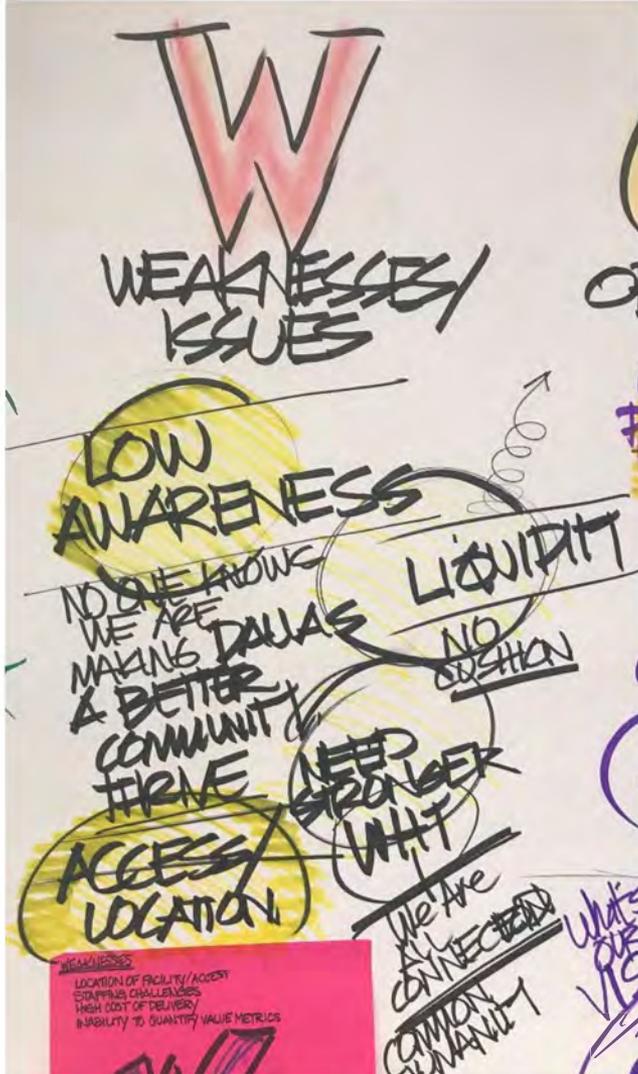
Strengths/Differentiators

- Outcomes/Impact
- Relationship w/ DISD
- History - Legacy - Credibility

SWOT: STRENGTHS

BRYAN'S HOUSE BOARD ADVANCE

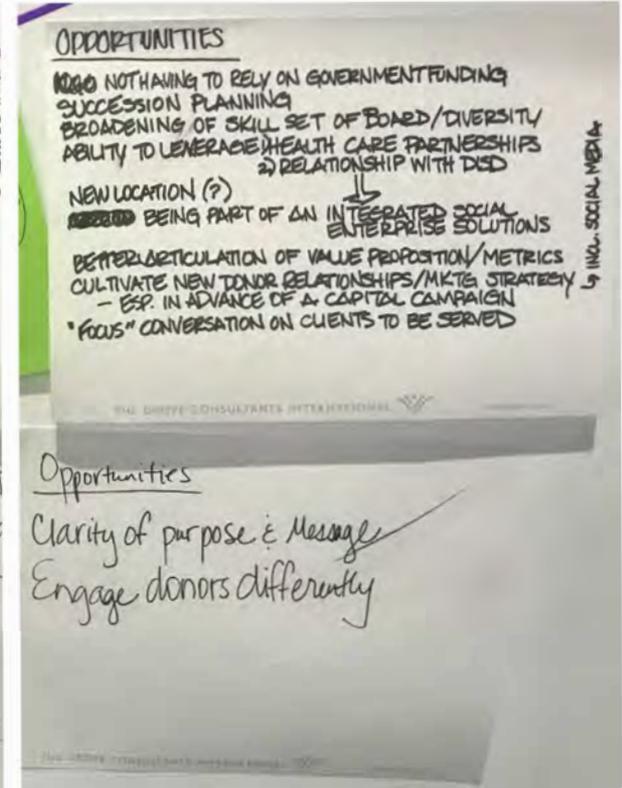
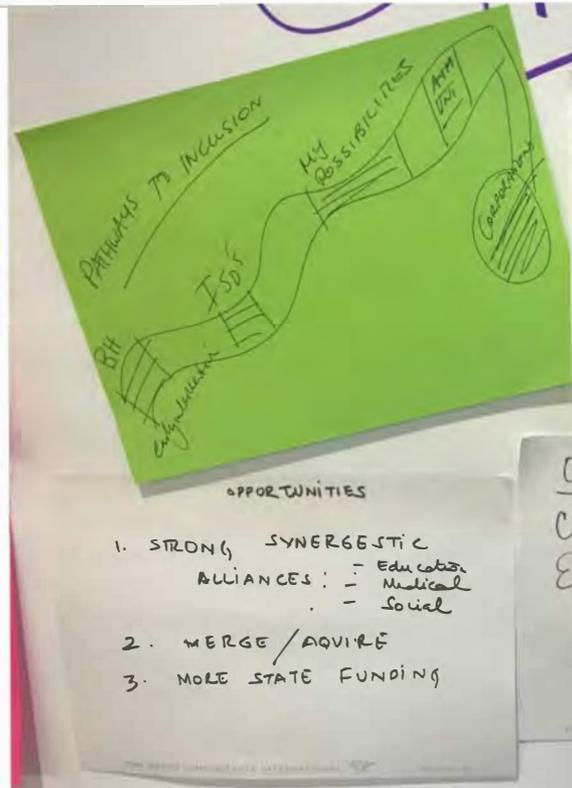
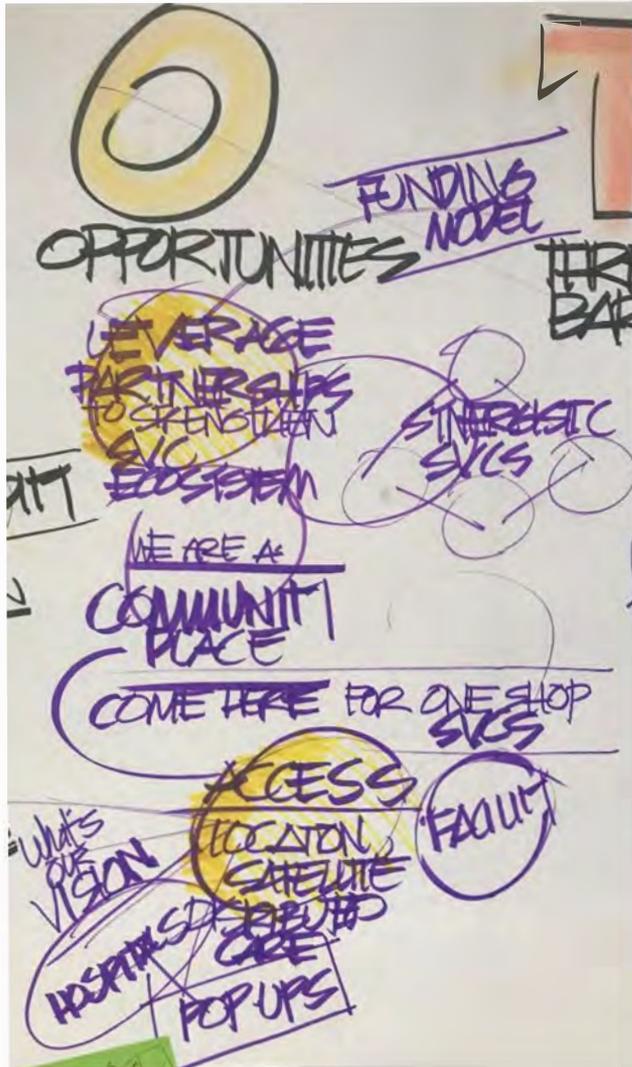
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SWOT: WEAKNESSES/ISSUES

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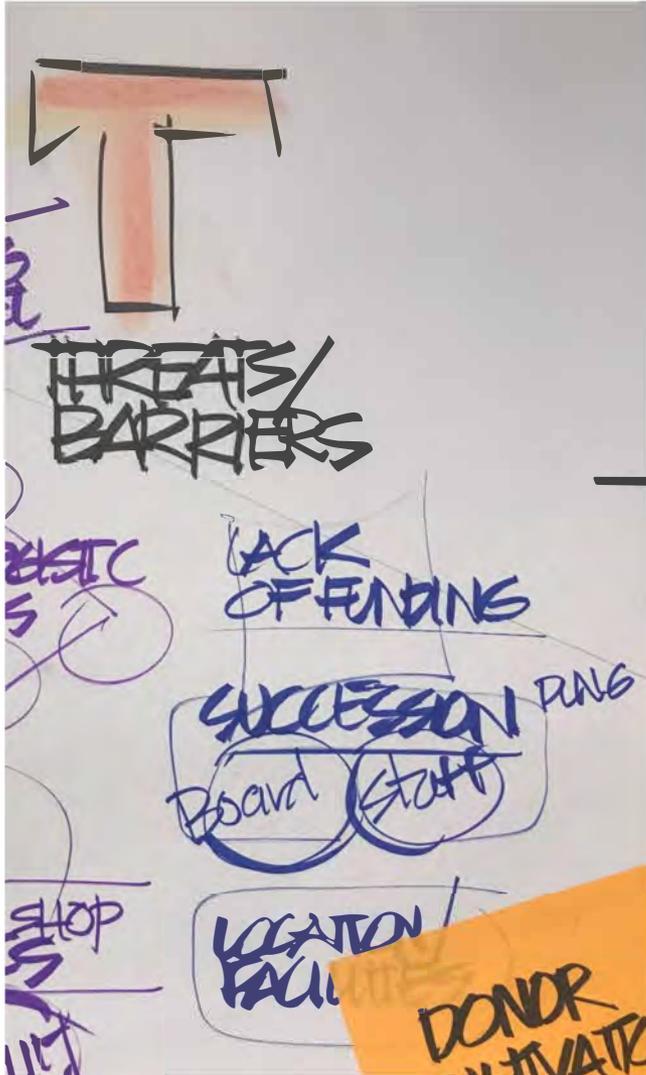
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SWOT: OPPORTUNITIES

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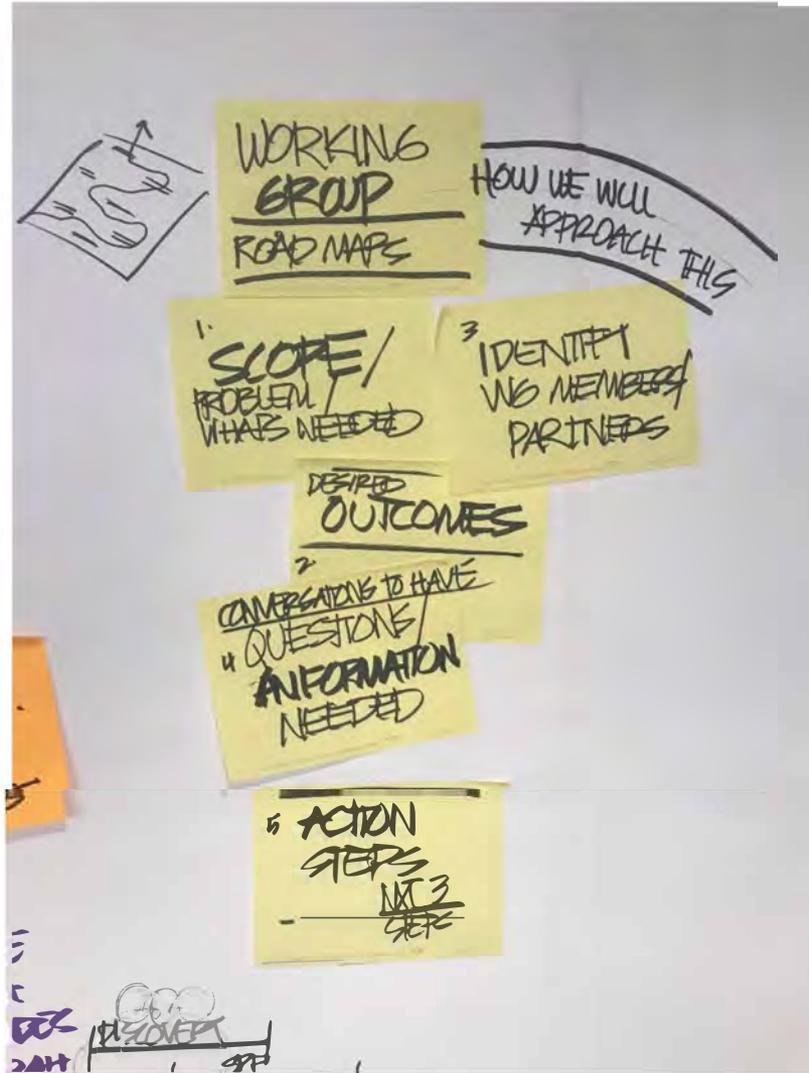
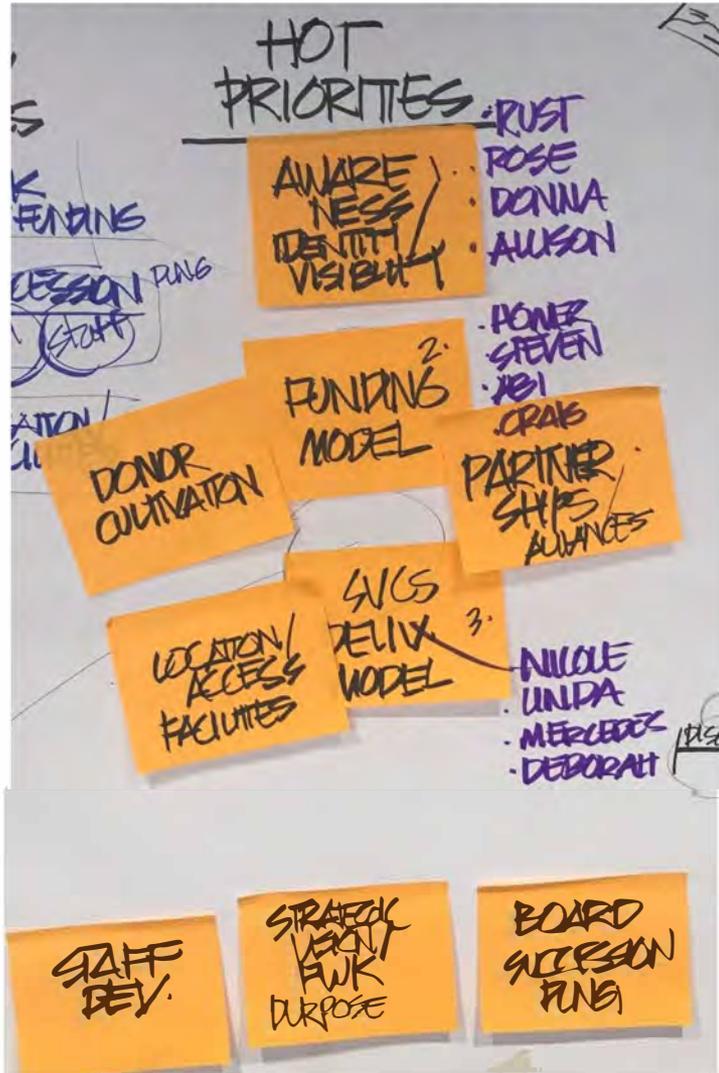
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SWOT: THREATS/BARRIERS

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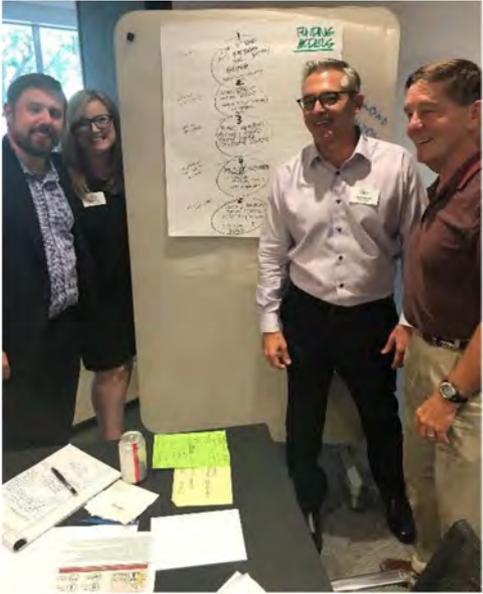
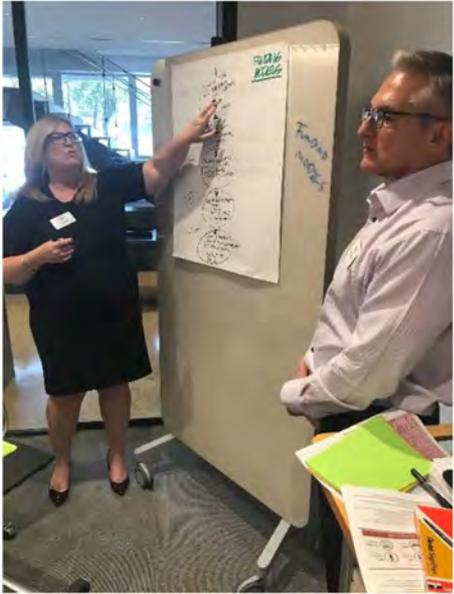
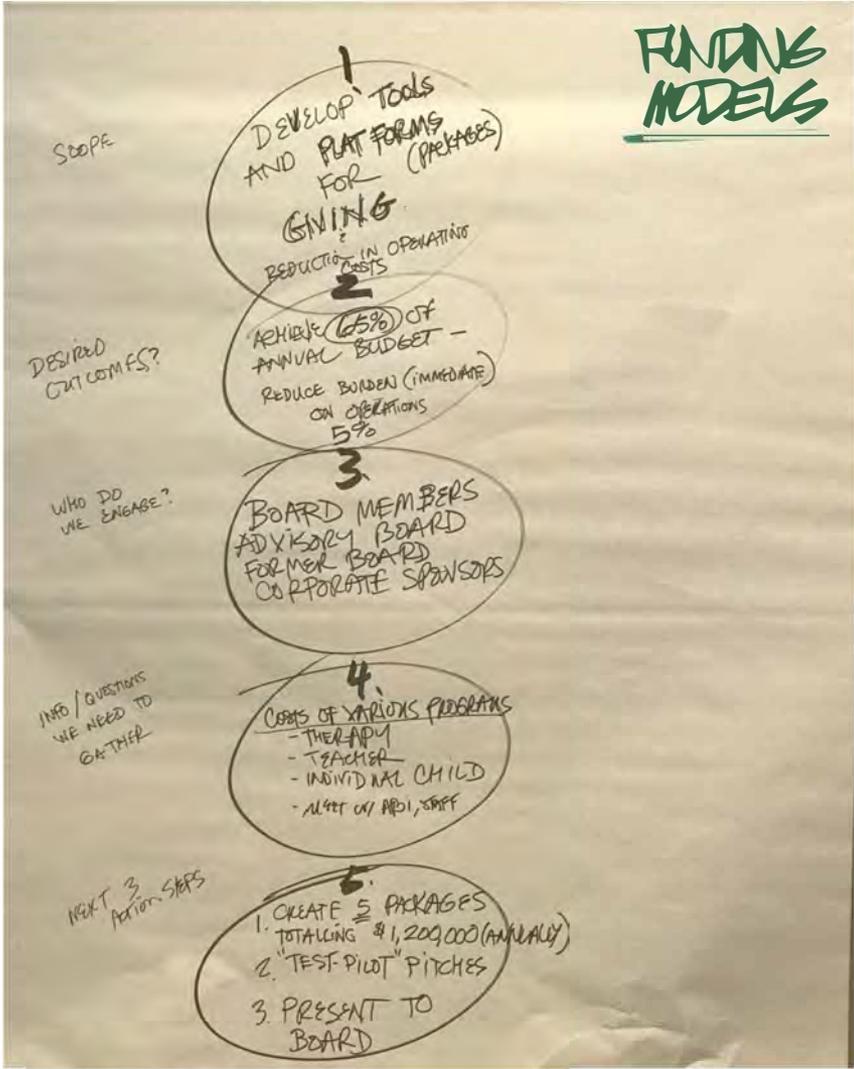
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HOT PRIORITIES & WORKING GROUP ROAD MAPS/ASSIGNMENT

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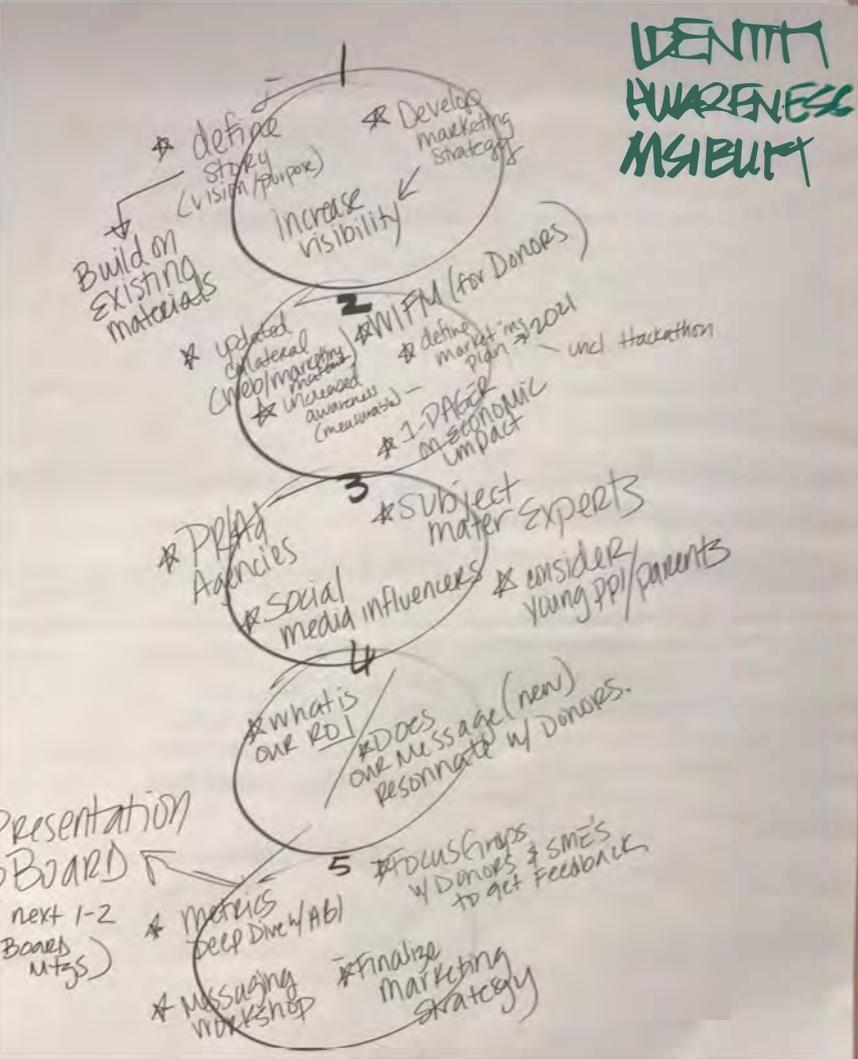
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WORKING GROUP REPORT: FUNDING MODELS

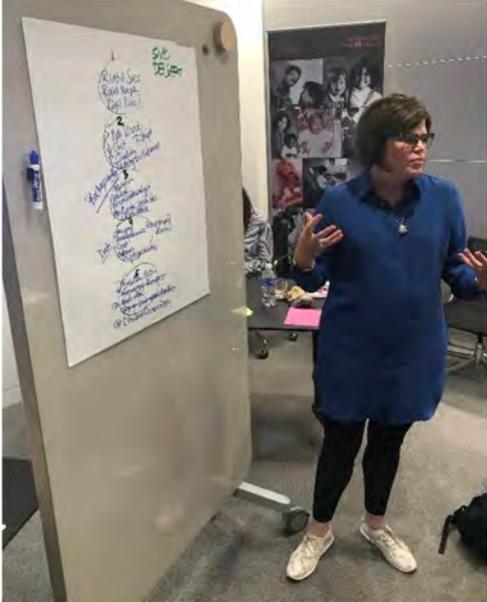
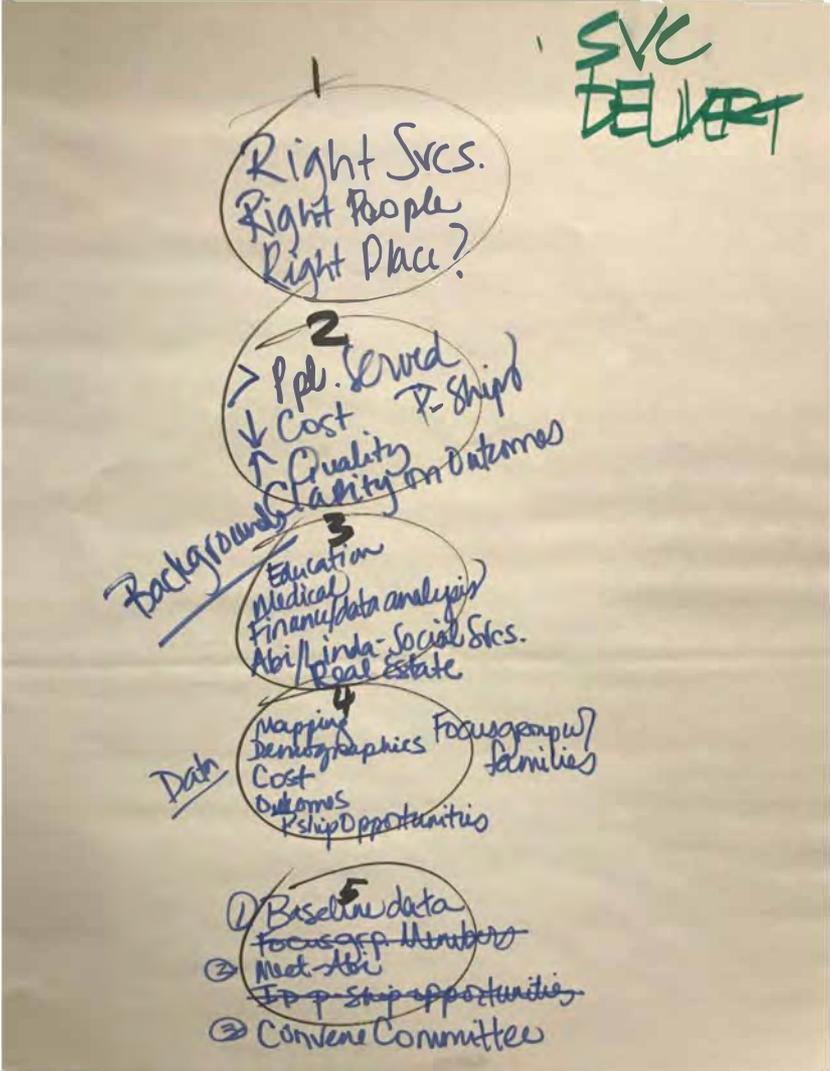
BRYAN'S HOUSE BOARD ADVANCE

9.25.2019



BRYAN'S HOUSE BOARD ADVANCE

9.25.2019



2019 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	10/1/2019	Several new policies and procedures have been written/ amended in preparation for the upcoming NAEYC site visit. Shannon will submit to Kayla for review and proposal to the board.	Review and approval from board
Program Compliance	• NAEYC	Jul-20	SH, EP, YR	10/1/2019	We are in the window for our NAEYC reaccreditation visit. Staff have been working diligently to complete their classroom portfolios. EP and SH have been working to complete the Program Portfolio. The visit is to occur sometime between Sept. 19, 2019 and Feb. 18, 2020.	Bi-weekly team meetings to discuss and plan
Child Health and Wellness	Mental & Physical	ongoing	EP, YR	1/9/2019	Emily has been unable to set aside time to do health & wellness activities with the children due to the high-number of children requiring g-tube feedings and medication. We have now trained all classroom staff to do g-tube feedings, so they can assist. We are in the process of training a volunteer who is a NICU RN. He will hopefully be able to come and relieve her of her duties once a week so that she can catch up on administrative work and focus on health and wellness.	Bi-weekly team meetings to discuss and plan

2019 Children's Programs Department Dashboard

Initiatives	Project	Deadline	Action	Date	Status/Notes	QM
Child Development	• Assessments	Oct. 18, 2019	UTD	10/10/2019	UT Dallas Students, under the advisement of Dr. Donna Ewing, will be conducting child assessments this fall. They will be on campus beginning Oct. 14. We will be slightly behind schedule for our target date.	Bi-weekly team meetings to discuss and plan
Community Partnerships	Dallas ISD Head Start of Greater Dallas	Ongoing	SH	10/1/2019	<ul style="list-style-type: none"> We now have a "general education" PreK classroom and a Preschool Program for Children with Disabilities (PPCD) classroom both in partnership with DISD. We are considered a Charter Campus of DISD. HSGD has submitted a federal grant application that will potentially allow them to partner with us for Early Head Start Services. We will know more in January. Services would begin August 2020. 	DISD PreK Partnership Advisory Council participation
Funding	Supplemental Funds	Ongoing	SH	10/1/2019	We have applied for a grant from Texas Rising Star for curriculum materials. Awaiting word.	Report all donations to development department
Special Projects	Management of DFPS & CPS Relationships (conflicts) in relation to Children's Programs	Ongoing	SH, Legal (ad hoc) Committee	10/1/2019	No current issues	Board Committee

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Committee Input & Leadership Needed

KEY

SH = Shannon Hendricks (Children's Programs Director)

EP = Emily Pullin (Clinic Manager)

YR = Yessenia Ramirez (Data Coordinator)

2019 Development Department Dashboard (July - Dec)						
Initiatives	Details	Deadline	Action	Date	Status/Notes	QM
FY18-19 Annual Report	Development, edit and send out annual report to all funders, investors and friends.	In Progress for FY 2019 - Complete January 2020	AE, WN, LH, SA, AG	Send out Feb 17, 2020	Story Board Development. Staff /Dept. highlight, Board Member highlight, Donor highlight. Abra Garrett will write success stories	Abi will edit.
Individual Prospecting	Follow up on leads, cultivate new prospects.	6/30/2020	AT, LH, LG, RF, WN, TH	Ongoing	Development Committee and Board ideas and introductions are welcomed.	
Corporate Giving	Targeting new corporations focusing on those with Matching programs. EY, MSFT, Ericsson, etc. involvement with luncheon	6/30/2020	AE, RF, JE, AW, WN	Ongoing.	Working to add to team so Wendy is freed up to focus on donors. Sofia, Development Specialist, added 20 hours per week. New Grant writer, Sommer Neff, coming on board Nov. 1. Just retained Event Specialist Courtney Edwards to help with all third party events as well as in-house event needs.	
Memberships: Mighty Men, Jubilees	Jubilee Society Chair - Alison Wood, Take Stock; Mighty Men Chair - Drew Schlosser, Gartner	6/30/2020	WN, AW, RF, DS, TC	Ongoing	MM kickoff event 10/6 at the Star was great. Want to involve them in the Family Fun Fair, Back to School Fair and Cookies with Santa moving forward, not extra work for staff. Jubilee kickoff August 8 went well but many people were out of town. The next Jubilee meeting is scheduled for 10/16 at Paula Feinberg's home. Goal is to raise awareness in the community, fundraising and involvement in events such as Sip Shop Serve at the Shops at Park Lane.	Track value for m/ships (all giving) for BH.
Grants (All)	Funders Forum held September 12. Planning next Forum. Pending Grants total: \$357,500	6/30/2020	AT, WN, SN	Ongoing	Contract grant writer change: We are phasing out Wise Resources and bringing on Sommer Neff. This will save us money and should also reduce editing time Wendy currently spends editing the grant applications. Full transition completed by October 31.	Ties into finance committee goals.
Public Relations	Transitioning social media to Sofia and developing social media calendar. Courtney Edward is also engaged for Luncheon PR and contracted for events.		AT, WN, LH, SO, RK	Ongoing.	Rose is also working on an SMU intern wo work with us and with Courtney Edwards.	Ties into program & strategic planning committee initiatives.
2019 Events/Committee	Valiant Clay Shoot 10/11, Ultimate Cocktail Experience 10/13, Gensler Clay Shoot 11/7, RIR 11/9, Spring Luncheon April 9, 2020	Dependent on event	All Development Committee Members	Ongoing	We ask that all Development Committee members work with Abi, Wendy and committee to obtain table, ticket and sponsorship sales for all events.	All done with excellence from greeting to thanking at end of day.

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Committee Input & Leadership Needed

2019-2020 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	10/31/19	SA, LW, MC Sutotn Frost Cary		Fieldwork to be held week of September 9	
Form 990	Coordinate and work with CPA firm to complete and file annual Form 990	01/31/20	SA, LW, MC Sutotn Frost Cary			
Risk Management - Liability Insurance Renewal	Coordinate and work with insurance broker for annual renewal of insurance policies	06/30/20	SA, LW MHBT			
Government Contract Audits	Work with other operating departments during the various annual government contract audits	Various	SA, LW, MQ, 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	01/31/20	SA Gallion		Continual work in process	
IT Resources	Continue to review current IT resources and evaluate potential improvements in hardware and software	Ongoing	SA, Gallion, Departments			
FY18-19 Annual Report	Assist Development in the preparation of the Annual Report	Based on Dev Dept Schedule	MC, SA, LW		- Provide finance Figures and charts - Provide Red Team proffing of the document - Assist in printing document for distribution	
Annual Budget	Develop annual budget based on targets provided by Board - Develop HR Budget - Develop Expense Budget - Allocate by mo & dept	Annually by June 1	SA, LW, WN, AE			
Acquire and Implement Cap60 Platform	Lead the team in evaluating a new operating platform. Post acquisition lead the team through the implementation process.	First quarter 2020	AE, SH, SA, LW, WN, MQ		Waiting on approval from Ryan White for funding	

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Committee Input & Leadership Needed

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	Projects: 1. Outside Classroom- Thanks to Celanese! A Pergola will be built outside near the vegetable garden. The project will begin the second week in November. 2. Gensler has selected Bryans House for a pro-bono project! We are so honored to be awarded the project. Gensler partnered with Structure Tone as the contractor for the renovation project. The project team is moving forward with the beginning steps. The areas the renovation will take place are the following: Break Room Reception/Lobby Storage/IT Room	Agency
Payroll	The payroll is process bi-weekly. Timesheets are submitted by Noon on every other Tuesday to ensure accuracy. The payroll has to be submitted by 2:00 PM.	Timesheets are DUE every other Tuesday by Noon	AT,SH,PS, MC, MQ	Ongoing Bi-Weekly	Timesheets are submitted on Tuesday before Noon. Payroll is processed before 2PM on Tuesday	Payroll
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 February - March	Eligible for benefits: *Alejandra Herrera - November 1, 2019 *Denisse Alonzo - November 1, 2019	Ties into Payroll
Onboarding New Hires / Termination	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	Termination: *Friday, September 20, 2019 - Grace Velasquez, Front Office Coordinator Onboarding: Brianna Valadez / Part-Time Administrative Assistant- September 23, 2019 Karina Mendez / Temporary Administrative Assistant - October 7, 2019	Training/New Hires / Termination

2019 Operations Department Dashboard

Initiatives	Project Name	Deadline	Action	Date	Status/Notes	QM
Staff Wellness Check-ins	Employee check-ins is great way to gain a clear understanding about the employee. This is a good time to discuss any questions, concerns, or ideas they have.	Check-ins are scheduled twice a year January and July	BH Staff & Directors, and Managers	January & July	<ul style="list-style-type: none"> • Improved Employee Engagement • Strong Employee/Manager Relationship • Increase In Productivity 	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 Qtrly. (RW GRANT)	The Clinical Quality Management (CQM) site visit went well. We scored 75% overall. Meetings are scheduled quarterly.	Ties into programs & Government Grants
Staff Appreciation	<p>Staff Appreciation is so much more than just a chance for employees to gather, or a holiday party. Company events help:</p> <p>Validate your employees Boost company morale Create a better, more focused team</p>	In Process Quarterly	BH Staff & Directors, and Managers	10/18/2019	<p>Other Events</p> <ul style="list-style-type: none"> *Birthdays and Anniversaries *Staff Pot Luck Lunch *Special Occasions Bridal Showers, Baby Showers, Lunch provided to staff 	Ties into Onboarding & Staff Appreciation

2019 Operations Department Dashboard

Initiatives	Project Name	Deadline	Action	Date	Status/Notes	QM
Quality Management 	Quality management ensures that an organizations services are consistent. It has four main components: quality planning, quality assurance, quality control and quality improvement. Quality management is focused not only services quality, but also on the means to achieve it.	Ongoing	QM Committee	Quarterly Meetings or as needed for Quality Improvement	The CQM & QM committee and managers attended a conference call to discuss moving forward with the CAP60 software. Silvia the implementation specialist with CAP60 presented the implementation process. The following items where discussed expectations, processes, time frames, and pieces of training. <ul style="list-style-type: none"> • Linda and Marilyn will complete the Funding List by Friday, 10/18/19 • Yessenia Ramirez will complete the Poverty Guidelines by Friday, 10/18/19 • Marilyn and Case Managers will complete the Service Units by Friday, 10/18/19 • Marilyn and Case Managers will complete the Program Definition by Friday, 10/18/19 • Marilyn and Case Managers will complete the Program Services with Shannon assistance by Thursday, 10/31/19 In the meantime, a meeting will be scheduled with Nick export specialist w/ CAP60 to discuss exporting data from EZ-CARE.	* Client Care *Patient Satisfaction *Health Outcomes
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	Employee of the Quarter / 2019 We are celebrating Employee of the Quarter and Anniversaries & Birthdays for the Quarter on Friday, October 18, 2019. <ul style="list-style-type: none"> * Emily Pullin, Clinical Manager *Barbara Armenta , Child Development Specialist 	Ties into Staff Appreciation

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2019/2020 Social Services Department Dashboard (July-June)

Initiatives	Project Name	Deadline	Action	Date	Status/Notes	QM
FY19-20 Implementation of the FSS program model.	Homeless Prevention Services. Continue executing program model in accordance with the Way Forward Initiative.	Ongoing for FY19-20	MQ, DF, SA, SP, & NR	Ongoing for FY20	In process of completing a 2018/19 comparison of self sufficiency scales assess progress and determine areas that may need improvement. Created a new Logic Model that clearly define outcomes and ensure the deliberate flow of activities to results.	Auditing Self-sufficiency results from 2018 & 2019. Monitoring implementation of the new Logic Model.
Government Contracts Compliance	Continue to monitor changes in all RW and CSHCN contracts.	Ongoing for FY19-20.	MQ, DF, SA, NR, SP, LW, YR & SH.	Effective immediately and ongoing for FY19-20.	100% of staff files have been audited and are in compliance. Implementing new and significant changes in RW Respite Care and in Referral Services for clients.	Maintain quarterly schedule of internal audits. Complete new forms required for respite care and client referrals.
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 FY19-20.	Social Service staff have developed strong collaborations with specific health care and other community agencies. We are working on developing MOU (Memorandum of Understanding) agreements with these community partners.	Monitor the frequency and number of referrals from those specific agencies.
Increase Client Enrollment for all Contracts	Meet with staff to review caseload status. 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	Ongoing for FY19-20.	Bi-weekly review of caseloads and assigning new cases in a timely manner. The assignment is done considering the fastest availability for a client to enroll. We are receiving a consistent flow of referrals from DISD, Children's, Scottish Rite and local clinics.	Improve caseload management and enrollment by monitoring dates of calls and to increase number of enrollments per month.
Professional Development & Lifelong Learning	Create and provide SS staff opportunities for professional growth and social learning.	Ongoing for FY19-20.	AE, MQ, DF, SA, SP, & NR	Ongoing for FY19-20.	Initiated in-house trainings. A training plan was developed with specific objectives were identify base multiple factors to help staff define their skills.	Improvements in case files on the next internal audit. Develop a professional growth plan.
Case Management - Database System Upgrade	Implement a 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.	Initial implementation of the CAP 60 database system is in process. Trainings for staff involved will be scheduled for November and on.	MQ will meet team to initiate prepare information required for the data system and next steps.

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Committee Input & Leadership Needed

Key

MQ- Marilyn Quinones

DF- Dalia Fuentes

SA- Sandra Amaya

NR- Natasha Roman

SP- Sofia Page

Theory of Change:

Bryan’s House Social Services Department offers financial planning, homeless prevention, employment related service and access to health care services to families with a children with special needs. Objective: provide families with the tools needed to achieve self-sufficiency and to live healthier lives within a given time frame.

Assumptions <i>What are the underlying assumptions of the project?</i>					
Inputs <i>What resources do we have to work with?</i>	Activities <i>What is the project doing with its resources?</i>	Outputs <i>What are the tangible products of our activities?</i>	Short-term Outcomes <i>What changes do we <u>expect</u> to occur within the short term? (6 mos.)</i>	Mid-Term Outcomes <i>What changes do we <u>want</u> to see? (6 mos. -1 year)</i>	Long-term Outcomes <i>What changes do we <u>hope</u> to see over time? (1+years)</i>
<ul style="list-style-type: none"> • Self-sufficiency scale. • Trained case managers. • Funds for financial assistance. • Ongoing donations of basic need items through our partnerships with community agencies. • Collaborations with community agencies and government institutions. • Other non-profits. 	<ul style="list-style-type: none"> • Completion of self-sufficiency scale. • Crisis Intervention • Create individualize budgets and financial planning • Employment related services • Financial assistance services • Coaching and mentoring services • Homeless prevention services • Link to health care services • Distribution of donated goods based on needs • Individualize referrals as needed for: Food, clothing, shelter, etc. 	<ul style="list-style-type: none"> • # participants who receive crisis intervention services • # participants who are able to manage ongoing debt. • # participants who obtain a steady job • # participants who maintain housing. • # participants who receive donated goods • # participants who obtain access to health care services. 	<ul style="list-style-type: none"> • 75 % of participants receiving financial related services will adhere to the budget and financial plan stablish. • 75 % of participants receiving employment related services will obtain employment • 75% of participants receiving Homeless Prevention Services will be able to avoid eviction • 75% of participants needing to health related services will have access to emergency or critical services. 	<ul style="list-style-type: none"> • 75 % of participants receiving employment related services will maintain steady employment. • 75% of participants receiving financial related services will be able to manage on-going debt. • 75% of participants will reduce the need for crisis intervention. • 75% of participants needing access to health related services will be able to receive basic preventive care. 	<ul style="list-style-type: none"> • 75% of participants will graduate with adequate, safe and stable housing. • 75% of participants will graduate with income that is sufficient and reliable. • 75% of participants who graduated will be able to meet their families’ health care needs.