



BOARD OF DIRECTORS MEETING

March 26, 2020
12:00 p.m. – 1:00 p.m.



Board Meeting

March 26, 2020 – 12:00 p.m.

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

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1. Call to Order, Review & Approval of Minutes 01/23/20 (Steven)	3 – 5
2. Introductions, Announcements (Steven)	
3. Mission Moment.....	6 - 7
4. Committee Reports (5 minutes each)	
a. Finance (Ryan F).....	9 - 13
b. Development (Debra).....	14
c. Programs (Linda Hall)	
d. Facilities/IT/Real Estate (Craig) – Land Sale	
e. Board Governance – Board Slate.....	15 - 19
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6. Appendix	
a. Board Skills Matrix (Donna).....	24
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c. Land Sale Diagram/Overview Detail.....	31
7. Adjourn	



Board of Directors Meeting - 03/26/20

Minutes from 02/21/20 Meeting

BRYAN'S HOUSE BOARD OF DIRECTORS MEETING
Gensler, 5005 Greenville Avenue
Dallas, TX 75206 January 23, 2020

Name	Att	Name	Att			Name	Att
Nicole Blythe	P	Linda Hall	P	Ryan McCuller	P	Steven Upchurch	P
Homer Brown	T	Tommy Haskins	A	Mercedes Owens	T	Debra Villarreal	T
James Erwin	P	Rose Kaur	A/Tr	Jean Raub	T	Abigail Erickson	P
Ryan Friend	P	Craig Lashley	A/Tr	Rust Reid	P		
Donna German	P	Kayla Marshall	A	Allison Shelton	A/Tr		
<p style="text-align: center;">January Member Participation Rate 52% December Member Participation Rate 54% <i>We are down 2% on attendance</i> <i>Average participation reduction of 20% since October 2019</i></p>							

Status: A-Absent/Traveling, P-Present, T-Telephone

Call to Order – The meeting was called to order at 12.04pm.

Review and Approval of Minutes: The Board reviewed the minutes from the Board Meeting dated December 12, 2019. A motion to accept the Minutes was made by Rust Reid, seconded by Ryan McCuller, and approved by all.

Mission Moment –A video of a former graduate client (now 6), was shown. He was playing music that he'd written. His mom advocated and her work place donated 120 pairs of new shoes (she acquired her job though the FSS program 4 years ago). It was a 100% successful outcome: family financial stability and health sustained, and her son reached all speech, learning, educational and socialization milestones to move forward to a “typically developing” classroom after graduating after 2 years with us.

Committee Reports

Financial – Ryan: the financial statements ending December 31, 2019 were reviewed and discussed. YTD revenues are \$172,031 behind budget due to extended timing decisions on grants. YTD expenses were \$3,773.92 under budget for the six month period.

Audit – The Auditors moved forward, issuing a favorable Audit letter, after additional review by Nicole and Abigail, in December. The \$50,000 grant from the Pinion Foundation was moved to FY19 ledger, based on the end of June date of the original notification letter. *The grant was removed from this fiscal year's YTD revenue total. The cash was received in two equal pledge payments of \$12,500 in FY20. A motion to adopt the FY19 Audit was made by Finance Committee Chair, Ryan Friend, and seconded by Rust E. Reid, and approved by all.

Development – Debra Villarreal provided the following updates:

- **BEHIND:** Even though \$270, 562 was raised in December though a successful annual appeal and year end giving - we are *still behind our giving goals*. *
- The Perot Foundation quietly donated a one-time \$100,000 for *Gen Ops* to the agency in December.
- The 2020 Luncheon has raised \$115,000 in pre-event sponsorship. Invites will be mailed shortly with help from Grant Thornton interns and new printer source through Gensler to save funds. Senior Reporter, Jason Whitely, WFAA - is the moderator of the panel.

- Jubilee Society held a J-CONNECT meeting. A new member drive in-store event is scheduled for February 11, 2020. Goal \$5,000 in new member revenue for the year.
- Development Committee (non-Board members): Recruitment is underway. Suggestions are to be submitted to Wendy or Debra.

Program – Linda Hall provided the following updates:

- A day-long mental health and wellness retreat was arranged by Linda for front line staff at the J-Ranch during their Staff Development Day. It was very successful
- Linda asked that some existing Board members join the Program Committee, with Nicole. Many Board members are rolling off (5 in all), and we want to ensure *continuity in committee oversight & leadership*, in the new fiscal year.
- The DISD contracts were processed, and invoices for \$23,000 have been issued for payment.

Facilities/IT/Real Estate – Craig, out of state and asked that the following be relayed:

- Ryan F. provided an update that the sale of the land BH owns, located next to overflow parking area to the right side of that main campus will be going through and they have all the per square foot information to make an informed offer in January.
- The soft surface playground will be installed when the weather is improved, and a \$10,000 check will be issued in February as a 50% deposit from Donor Restricted Funds.
- The 35 year old large roof units will need replacing. A \$5,000 grant was submitted to JLD, and Craig asked a colleague in the industry to review and work with us. Quotes are being obtained with companies, other than DRING.
- GServe team is moving forward. Donor signs are going up in February for “Genecov Family Fund”, and “Ali Pali Playground.”
- Carpet installed in Therapy Room by Impact Flooring, and Celanese/ Valiant install of Pergola/outdoor class is progressing for when weather improves.

Governance – Donna revisited the Board Nomination & Expectation Overview discussion. She is meeting with Abi to go over the candidate pipeline list to discuss with the committee. Formalization of the *Clinical Panel* and its role will be discussed at the next meeting in February. The Timeline, Board Activity and Requirements will be developed, and a Dashboard created.

Strategic Planning –The proposed theme for the agencies next fiscal year is **INDEPENDENCE** and **DIGNITY** for all. The efforts to advance the agency in the areas of Funding Model, Awareness/PR and Programs, continues. Abigail is reviewing rates, payer mix, social enterprise activities to improve cash flow while serving more children. Steven will provide an update in March.

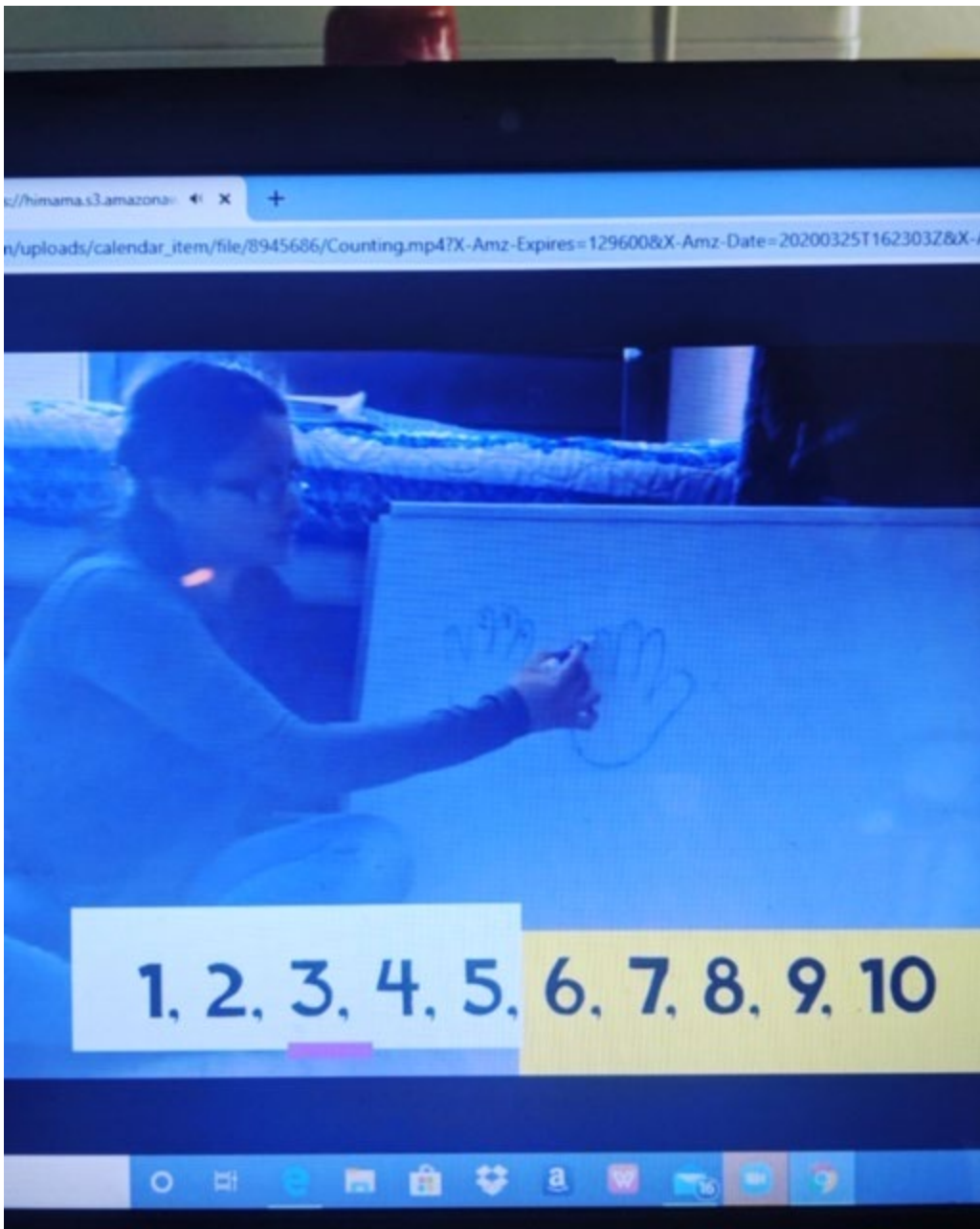
CEO Update – The 2019 Annual Report is out and available. Thank you to all who contributed for the articles and for donating to the agency in that period. The team is waiting to hear back regarding the NAEYC reaccreditation status. FY21 budget preparation is underway with teams.

Adjournment – The meeting was adjourned at 1:14pm

Prepared by Abigail Erickson

MISSION MOMENT
Ruby and Barbara
Teachers Adapting





Sent from my iPhone



Board of Directors Meeting - 03/26/20

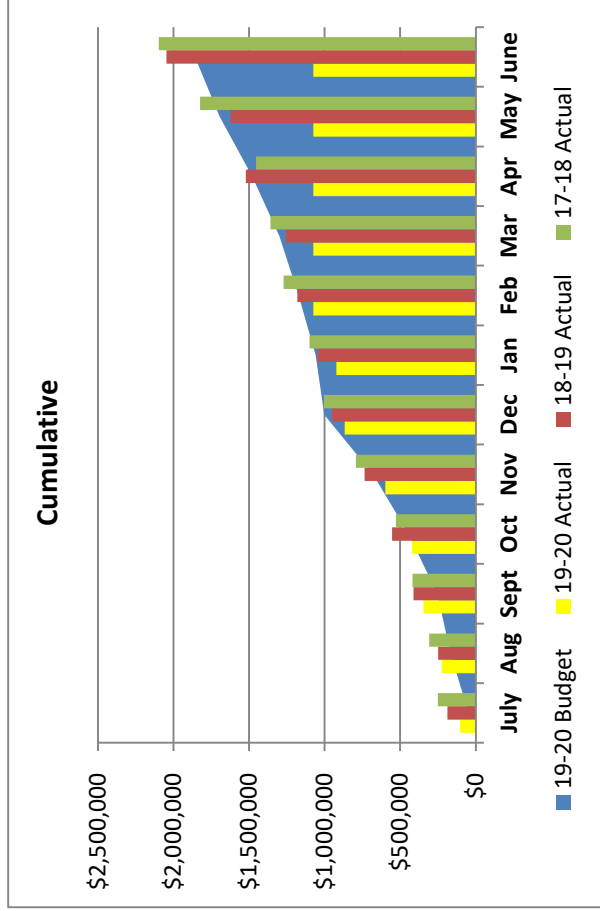
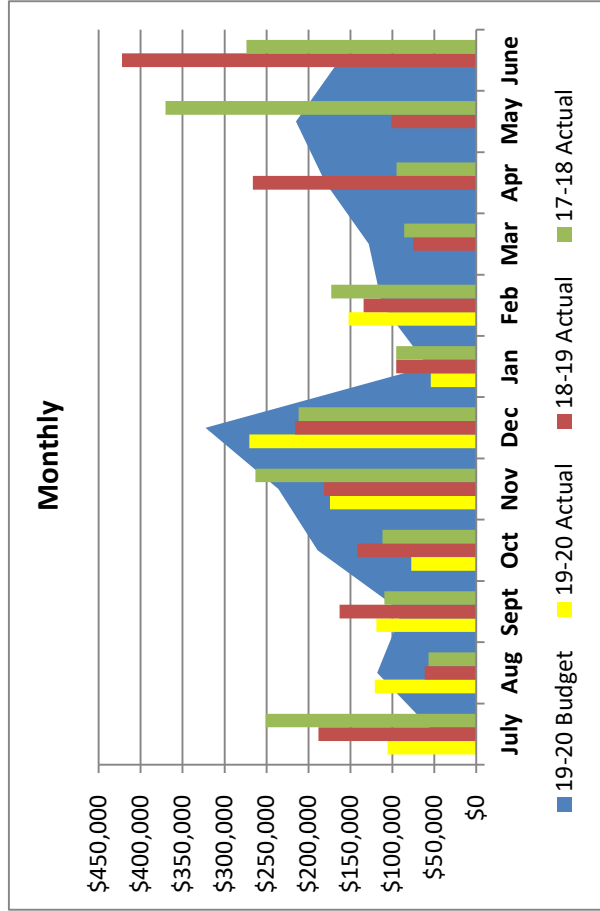
Committee Reports



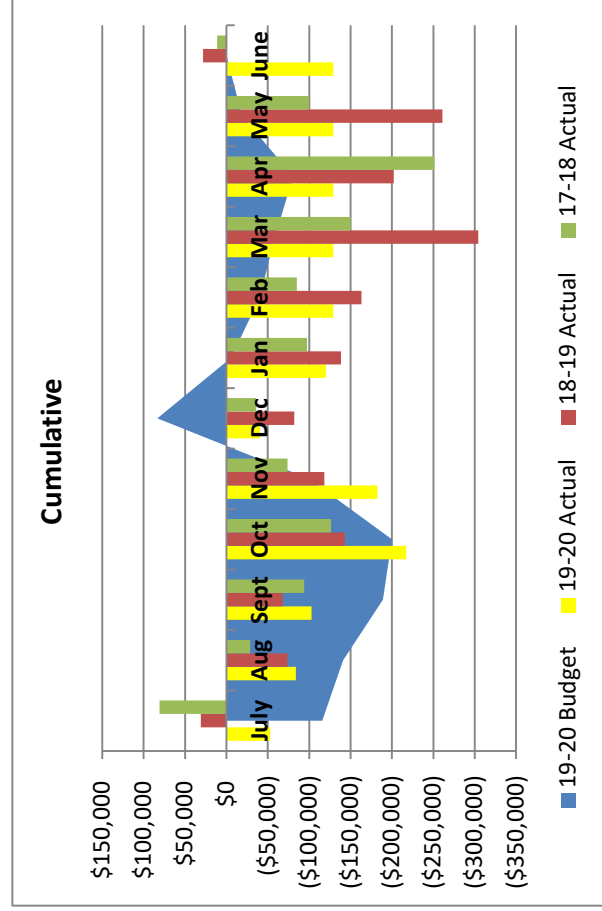
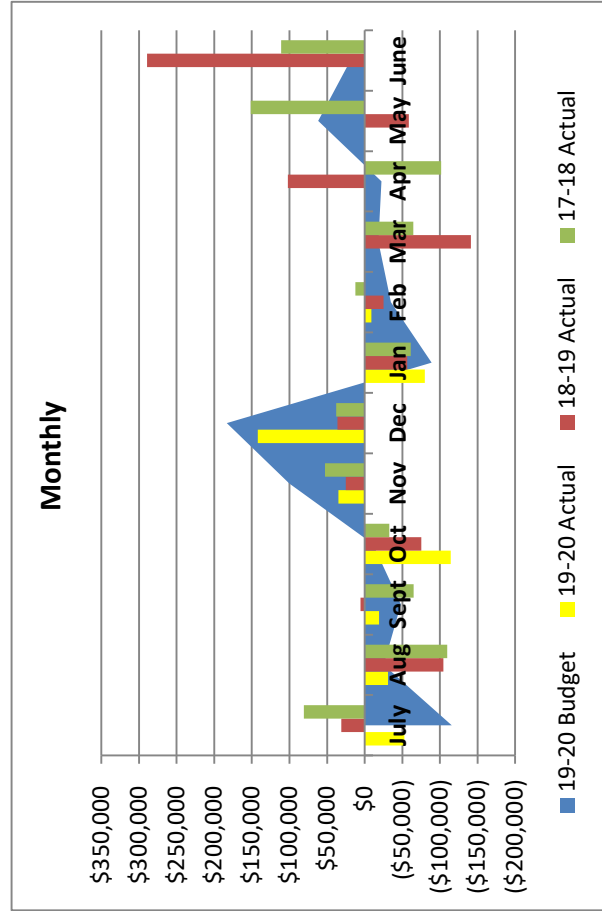
Board of Directors Meeting - 03/26/20

Finance Package 02/29/20

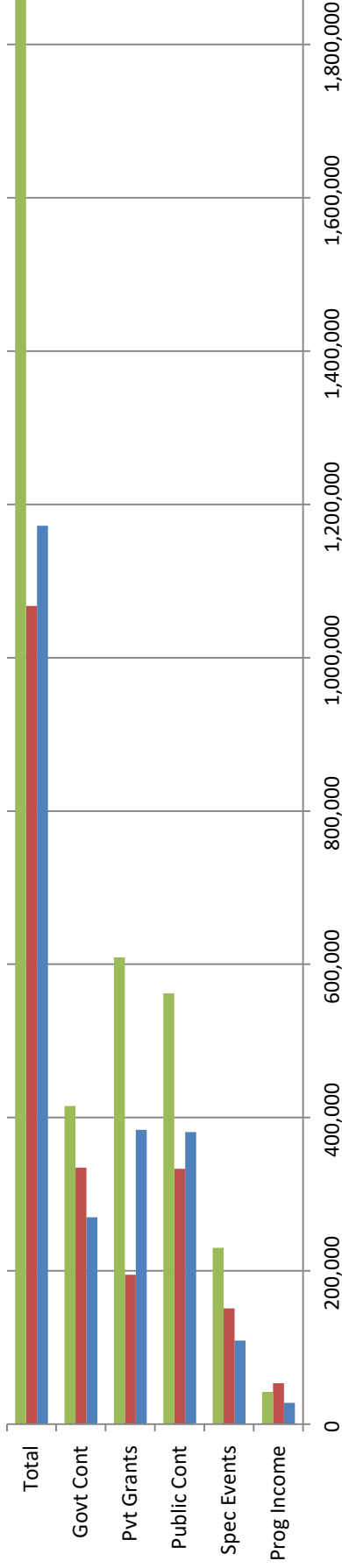
Giving Comparison



Surplus / (Deficit)

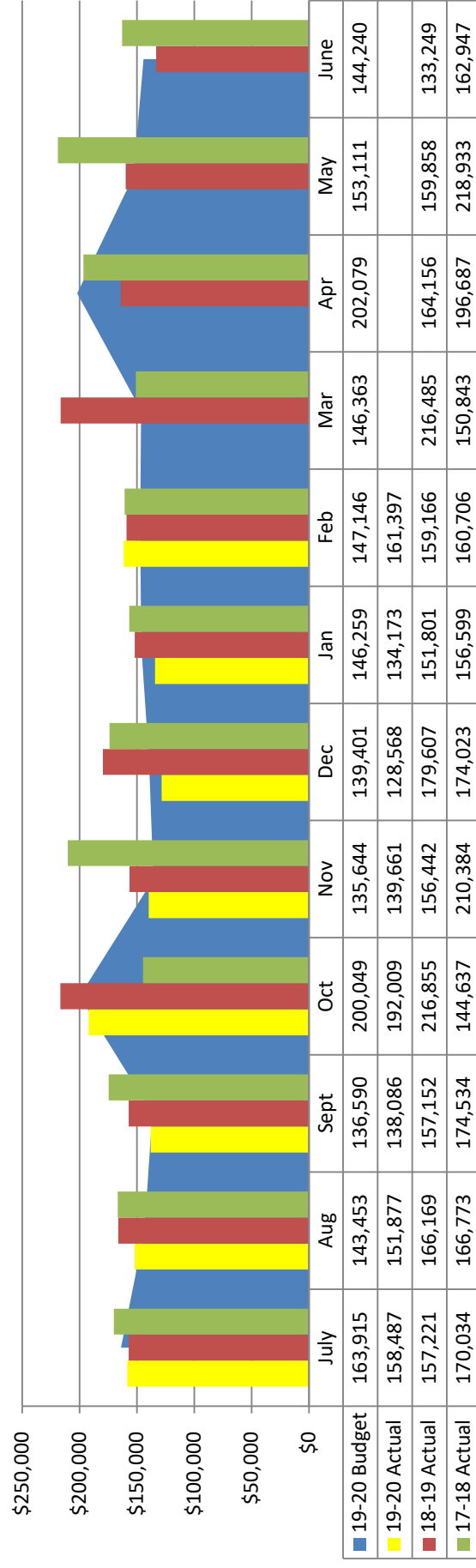


YTD Revenue By Source



	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	53,589	151,216	333,167	195,000	334,720	1,067,691
YTD Bdg	28,000	109,000	381,167	384,000	269,976	1,172,143

Monthly Expenses



Open Arms, Inc.
Balance Sheet
February 29, 2020

	<u>February 29, 2020</u>	<u>June 31, 2019</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	313,619.84	301,565.53
Investments @ FMV	109,174.54	109,156.00
Government Contracts	104,748.21	69,831.50
Other Receivables	0.00	0.00
Pledges Receivable	239,125.00	481,452.00
Prepaid Expense	8,717.18	2,389.65
Deposits	0.00	0.00
	<hr/>	<hr/>
Total Current Assets	775,384.77	964,394.68
Fixed Assets Less Accum Deprec	1,892,460.59	1,910,070.56
	<hr/>	<hr/>
Total Assets	<u><u>2,667,845.36</u></u>	<u><u>2,874,465.24</u></u>
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts Payable	45,340.23	33,694.12
Regions Line of Credit	0.00	0.00
Payroll Liabilites	(4,987.45)	(1,028.24)
Other Payables	4,000.00	4,000.00
Accrued Compensable Absences	35,472.98	35,472.98
	<hr/>	<hr/>
Total Current Liabilities	79,825.76	72,138.86
	<hr/>	<hr/>
Long Term Capital Leases	0.00	0.00
	<hr/>	<hr/>
Total Liabilities	79,825.76	72,138.86
	<hr/>	<hr/>
Net Assets	2,588,019.60	2,802,326.38
	<hr/>	<hr/>
Total Liabilities & Capital	<u><u>2,667,845.36</u></u>	<u><u>2,874,465.24</u></u>
Beginning Net Assets	2,802,326.38	2,798,722.89
Net Surplus/(Deficit)	(214,306.78)	3,603.49
Ending Net Assets	2,588,019.60	2,802,326.38

OPEN ARMS, INC.
INCOME STATEMENT
FOR THE EIGHT MONTHS ENDING FEBRUARY 29, 2020

	Curr Month Actual	Curr Month Budget	Monthly Variance	YTD Actual	YTD Budget	YTD Variance
<u>REVENUE AND OTHER SUPPT</u>						
GOVERNMENT CONTRAC	33,708.17	30,968.50	2,739.67	334,720.04	269,976.00	64,744.04
PRIVATE GRANTS	55,000.00	50,000.00	5,000.00	195,000.00	384,000.00	(189,000.00)
PUBLIC CONTRIBUTIONS	34,993.58	2,333.33	32,660.25	333,166.52	381,166.64	(48,000.12)
SPECIAL EVENTS	21,970.00	25,500.00	(3,530.00)	151,215.93	109,000.00	42,215.93
PROGRAM INCOME	6,744.10	3,500.00	3,244.10	52,398.70	28,000.00	24,398.70
MISCELLANEOUS INCOM	0.00	0.00	0.00	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	152,415.85	112,301.83	40,114.02	1,067,691.28	1,172,142.64	(104,451.36)
<u>EXPENDITURES</u>						
SALARIES	88,874.76	90,751.00	(1,876.24)	794,654.51	781,165.00	13,489.51
BENEFITS	21,480.66	26,039.00	(4,558.34)	167,286.03	187,408.00	(20,121.97)
DIRECT PROGRAM COSTS	3,752.91	7,500.00	(3,747.09)	45,918.34	60,000.00	(14,081.66)
OCCUPANCY EXPENSES	13,875.73	12,083.00	1,792.73	102,527.03	96,664.00	5,863.03
EQUIP LEASES & REPAIRS	3,362.93	2,084.00	1,278.93	17,894.07	16,672.00	1,222.07
OFFICE EXP & SUPPLIES	367.98	1,917.00	(1,549.02)	15,022.33	15,336.00	(313.67)
TRAINING & TRAVEL	146.74	1,250.00	(1,103.26)	13,965.64	10,000.00	3,965.64
NETWORK/IT SPT	1,238.70	1,084.00	154.70	13,265.36	8,672.00	4,593.36
PUBLIC REL & BRD DEV	423.25	625.00	(201.75)	8,407.43	5,000.00	3,407.43
SPECIAL EVENT EXP	1,107.00	2,605.00	(1,498.00)	4,238.87	4,876.00	(637.13)
FUNDRAISING SUPPLIES	722.00	333.00	389.00	2,934.35	2,664.00	270.35
PROFESSIONAL SERVICES	16,929.79	0.00	16,929.79	18,685.39	17,000.00	1,685.39
INTEREST & INV FEES	392.91	458.00	(65.09)	5,358.15	3,664.00	1,694.15
IN-KIND EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	8,721.41	417.00	8,304.41	9,432.58	3,336.00	6,096.58
TOTAL OPER EXPENSES	161,396.77	147,146.00	14,250.77	1,219,590.08	1,212,457.00	7,133.08
NET OPER PROFIT(LOSS)	(8,980.92)	(34,844.17)	25,863.25	(151,898.80)	(40,314.36)	(111,584.44)
DEPRECIATION	8,364.58	0.00	8,364.58	62,407.98	0.00	62,407.98
TOTAL DEPRECIATION	8,364.58	0.00	8,364.58	62,407.98	0.00	62,407.98
ASSETS REL FROM FND	0.00	0.00	0.00	0.00	0.00	0.00
TOT ASSETS REL FROM F	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL UNREAL GAIN/(LO	0.00	0.00	0.00	0.00	0.00	0.00
NET INCOME (LOSS)	(17,345.50)	(34,844.17)	17,498.67	(214,306.78)	(40,314.36)	(173,992.42)

JOIN US TO DISCUSS AI, TECHNOLOGY & ACCESSIBILITY AT THE



PATHWAYS TO INCLUSION

LUNCHEON, AWARDS & SPECIAL NEEDS SUMMIT

APRIL 9, 2020 11:30AM-1PM BELO MANSION

HONORARY CHAIRS: DR. LISA GENECOV & BETSY KLEINMAN
MEDIA PARTNER: DALLAS BUSINESS JOURNAL

CHAIR: BETTY REGARD

WISDOM AWARDEES

HUM REID, T LC
PH H I

WE'VE RESCHEDULED!
PLEASE JOIN US ON
• APRIL 7, 2021 •

EMAIL WNEWBERG@BRYANSHOUSE.ORG
FOR A SINGLE TICKET REFUND, OR TO DONATE IT.

RAFFLE DRAW JUNE 30, 2020

STAY IN TOUCH.

Love,
the Luncheon
Committee



DR. HIREN SHUKLA
Automation & Innovation
Neuro-Diverse CoE Leader



RICHARD MARGOLIN
Chief Technology Officer
and Co-Founder

Health Industry
Executive Strategist



ROBOKIND

INFO: BRYANSHOUSE.ORG

CALL: 214 559 3946

Board Slate 2020-2023



Board Slate 2020-2023

COMING SOON

April 2020



Bryans House - Board Member Nominations 2020

Sarah Lamb: The Retail Connection – Analyst, Brokerage Team

Before joining The Retail Connection, Lamb worked for a private family-owned investment property management and acquisition company, where she managed all aspects of rental property asset acquisition, management, and cash flow. During her role, she assisted with marketing and promotion for tenant acquisition that included digital marketing and listing management. She would also ensure all tenant improvement actions were done to code and registered to meet all of the City of Dallas requirements.

Sarah is already serving as a volunteer with Bryan's House on our luncheon committee, attended our Funders Forum and other fundraising events.



Lamb is the proud co-founder of the Lakewood Citizens for Responsible Traffic organization where she is trying to engage the residents of Lakewood to help preserve the safety for their community, by maintaining a straight alignment for Garland and Grand intersection to make better balances for traffic volumes for this intersection. Lamb graduated from San Francisco State University, earning her business degree. During her time there, she led public engagements that helped build stronger communities by using her work skills and professional experience.

Outside of TRC, Lamb ran for Dallas City Council, District- 9 in May of 2019. She was recently appointed as a Board Member to the Zoning Board of Adjustment for the City of Dallas, by Councilmember Paula Blackmon. When she's not making a difference for her community, Lamb enjoys spending time with her family and her two wonderful children, Henry and Poppy.

Martha Lumatete: Southwest Airlines

Martha works for Southwest Airlines and has held previous roles as a Software Category Tower Lead at Accenture, North America.

She has a Bachelors in Law, from the University of Moi Eldoret, Kenya; a Master in Law AND a MBA from Southern Methodist University in Dallas. We met Martha through Rhapsody in Red, and she has participated in numerous Jubilee and other fundraising efforts, including being a donor for Bryan's House, with our teams on and off-site for a year.

Martha is the former Director of Software Procurement at Atos, Global Manager IT Software at Sabre and has expertise in procurement transformation, strategic sourcing, contract management, negotiation and vendor management. She brings valuable expertise in not only creating but ultimately maintain strong partnerships with both clients and suppliers. Martha is well versed in IT Procurement, Sourcing and Operations having worked in various industries. She has more than 15 years of experience in IT and Procurement Sourcing, Financial Analysis and Consulting. Martha is an expert in partnering with IT providers including SAP, CA, RedHat, Workday, Gartner, Salesforce, BMC, IBM, Oracle and CDW.



Paula Feinberg, Raymond James – Senior Vice President



Already a Jubille Society member, hosting two membership events in her home, a donor and fundraiser for a year through our luncheon committee, Paula also is a seasoned philanthropist, as is well connected locally and internationally.

Paula is the fluent in Spanish and is the Founding Board Member, of Chiapas International: May 2001 – May 2017 - 16 yrs. Through the leadership and vision of Lucy Billingsley, they came together to raise money for micro loans to Mayan women in Chiapas and later expanded to the DR, Colombia and other communities.

Paula is also on the Advisory Board, Dallas Opera Hart Institute: (Jan 2019 – Present 1 yr 2 months). Dallas has the only Women's Conductor training institute in the world. It is designed to help women conductors break through barriers and advance their careers.

Paula was also the Chairman of The Board, Opportunity Plus: May 2018 – May 2019: 1 yr 1 month. She was raising funds for micro lending here locally in Dallas, as well as working with strategic partners to provide low income women with entrepreneurial training.

Laura Ramirez, Ericsson – Director of Diversity and Inclusion, Global

Laura is a **Bryan's House Luncheon Panelist**, and hosted two D&I Fortune 50 Tours for our agency in 2019, which were very successful. She helped raise funds and in-kind gifts for our agency, and has a son with neurological & other special needs.

In her current role, she was able to successfully build the D&I function at Ericsson. She leads all initiatives related to building and fostering an inclusive culture at Ericsson. She is privileged to lead all seven Employee Resource Groups ERGs at Ericsson. She strategically partners with organizations to elevate Ericsson's brand. Laura also manages Talent Management functions within Ericsson, she co-created the first talent acceleration program. She supports succession planning, talent planning and global talent development programs. As an active influencer she has helped to elevate Ericsson's brand, helping to attract talent. Proven results in the D&I efforts she is leading, recent recognitions include Forbes List of "2019 Top Employers of Choice for Diversity", US Veterans Magazine, and Fairygodboss.



Prior to joining Ericsson, Laura spent 17 years at AT&T global headquarters. At AT&T Laura held numerous roles within various organizations at AT&T. Her work experience is extensive within Human Resources, Finance, Business Marketing, Business Solutions, to working directly with Chairman & CEO Randall Stephenson. She began her career as a frontline employee, originally hired in as a service representative.

She has a broad work experience, her responsibilities ranged from talent development, managed global corporate D&I sponsorships at AT&T. Laura led the Women's and Hispanic/Latino segments, in this role she created corporate strategies which influenced the company's direction on efforts for both segments. She administered diversity metrics, corporate diversity awards, and reporting. She managed quarterly diversity scorecards and reporting for the CEO and his direct reports as well as supported various D&I governance councils. She previously worked in the WI-FI organization, Officer of the Customer as a project manager. She was program administrator for the ABS Six Sigma program. She led process improvement for customer escalations by collaborating with the Office of the President. Laura has deep expertise in the telecommunications/technology industry.



Recently, in April 2019 Laura was featured in the Latina Style Magazine “Latinas in STEM on a Mission to Empower the Future”. In September 2018, Laura was featured in D Magazine DCEO “A Day in the Life of”.

In September 2016, Laura was included in the “Room at the Top” article in USA Today – Hispanic Living Magazine. In 2017, she was selected to participate in the first Dallas cohort for Mujeres de HACE Women’s Leadership Development 12-week program.

Laura gives back to her community. She serves on the University of Texas at Dallas Diversity Advisory Council. She is a member of the Plano Culture and Inclusion Alliance. She mentors in her free time and is passionate about volunteering and giving back to her community. She is the founder of DFW Alliance of Latino Leaders (ALL).

Laura resides in Dallas, TX with her two young children Lily and Diego. She enjoys spending time with her kids going to the movies, volunteering and going on family vacations.

Dipu Murkherjee, Global VP Product Management, Symphony Retail AI

Rose introduced Dipu to us and he holds the following credentials:

Ph.D. (Pending Dissertation): Structural Engineering, *Vanderbilt University, Nashville, TN, USA*

MBA: General Management, *DeVry University, Keller Graduate School of Management, Chicago, IL, USA*

MS: Civil Engineering, *The University of Tennessee, Knoxville, TN, USA*

BS: Civil Engineering, *Jadavpur University, Kolkata, INDIA*

Dipu is an accomplished professional services leader with 20+ years of experience in Artificial Intelligence driven Product Development, BI, Analytics, Mobile Solutions, Trade Promotion Management and Optimization, EA Solutions, Global ERP Implementations, M&A, Program Management - demonstrating exceptional customer relationship management, collaboration, leadership, influence management, organizational, communication and presentation skills.

He works at Symphony Retail AI, Dallas who commercialized AI driven promotion evaluation and planning solution at retail grocery clients with revenues ranging between \$10BN to \$60BN across the globe; commercialized Customer Decision Tree solution to assist category managers define in-store assortments leading to repeatable planograms at retail grocery clients with revenues ranging between \$8BN to \$12BN \$200 million, 1200-employee Private Equity company, leader in artificial intelligence based retail intelligence. As Vice President of Product Management he is defining the vision for world class products in portfolio by ingesting market signals on business efficiencies, exploring technology innovation to build in functional differentiators with respect to competitors and adhering to revenue goals while commercializing and sustaining solutions for retail grocery chains with sales upwards of \$10BN.

Ensuring products are configurable for user preference, **enhanced with artificial intelligence** capabilities wherever applicable and having intuitive user interface for faster customer adoption; integrating products with upstream and downstream category management functions for seamless end-to-end execution of business.

He is formerly with PEPSICO Inc., Dallas, Texas (2009 to 2016), and was the Director of Sales Technology Innovation & Analytics (Frito-Lay North America). Prior to that, he was with Motorola - a \$30 billion, 65,000-employee telecommunications company operating in 60+ countries. He served as their Sr. Manager, Global Implementation

Networks Sector. His wife is also very charitable, Ann Murkherjee (she currently serves as chief global commercial officer of global consumer brands company SC Johnson). Formerly, she was President, Pepsico Global Snacks and Chief Marketing Officer, Frito-Lay North America. Together they work with various charities around the world to make it a better place.





Board of Directors Meeting - 08/22/19

CEO Update & Development Brief

hourly paid parents

COVID-19 FORWARD FUND

for IMPACTED
families that
have children
with special
needs.

(providing rental, medical, food
and other living assistance due
to job loss or reduced hours)

please give at
bryanshouse.org/donate-now
USE CODE: COVID







Board of Directors Meeting - 08/22/19

Appendix - Departmental Reports

Bryan's House Board Skill Set Matrix

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			
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													
Count	12	10	8	6	3	4	4	4	4	3	6	2	1	3		0	0	0	1	5	3	0	4

2019 Operations Department Dashboard

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	LW, AT	Hold - COVID 19	Projects: 1. Outside Classroom- The Pergola . 2. Exterior Signs - Lisa and David Genecov Family Fund 3. Exterior Signs - Ally Pally's Playground 4. Renovation Project	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,WN, MQ	Ongoing	Timesheets are submitted on Tuesday before Noon. Payroll is processed before 4PM on Tuesday	Ties into Operations and Onboarding
Benefits	New Hires are eligible for benefits after a full 30 day employment with the agency.	Ongoing 2020	AT, LW, and Board Members	March 2020 - February 2021	* Effective March 1st - Staff have been deducted 21% to cover their medical portion.	Ties into operations and childcare
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	KM, AT, LW, MQ, WN, SH	Ongoing.	Moving along with Cap 60 project. Linda white is taking the lead. The Social Service Department and Childcare are currently training with modules	Ties into programs & Government Grants

Range

Celebrate/On Task


Watch


Act


Committee Input & Leadership Needed


2020 Children's Programs Department Dashboard							QM
Initiatives	Project	Deadline	Action	Date	Status/Notes		
Policies and Procedures	Agency Policy Update	Jun-19	SH, all department heads	3/1/2020	New policies need to be reviewed by committee and board.		
Program Compliance	Licensing	Jul-20	SH, EP, YR, AF	2/1/2020	Licensing received a complaint about the heat being out in some classrooms. We have issued 2 citations. We have requested an administrative review of the citations. They were both med-high in weight. There were no financial penalties.		
Child Health and Wellness	Mental & Physical	ongoing	EP, YR		Program closed through May 15 due to Covid-19		
Child Development	• Assessments	Oct. 18, 2019	UTD	1/16/2020	All assessments are on hold due to Covid-19		
Community Partnerships	Dallas ISD Head Start of Greater Dallas	Ongoing	SH	3/1/2020	HSGD was approved to partner with child care providers to implement Early Head Start. We were set to meet with them to submit a grant together, but the meeting has been postponed due to Covid-19.		
Funding	Supplemental Funds	Ongoing	SH	1/16/2020	No new sources of supplemental funding.		
Special Projects	Management of DFPS & CPS Relationships (conflicts) in relation to Children's Programs	Ongoing	SH, Legal (ad hoc) Committee	1/16/2020	See "Program Compliance" above		

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KEY

SH = Shannon Hendricks (Children's Programs Director)

EP = Emily Pullin (Clinic Manager)

YR = Yessenia Ramirez (Data Coordinator)

AF = Aaron Fields (Program Specialist)

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

Initiatives		Project Name	Deadline	Action	Date	Status/Notes	QM
FY19-20 FSS Program		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	Social Service Department has served a total of 50 YTD. Currently there are 25 active clients.	Maintaining Self-sufficiency tools up to date and self auditing progress. Monitoring and evaluating 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.	Continue using the CSHCN Quality Review Tool to audit case records on a monthly basis. It has been very helpful at maintaining contract compliance. Our positive outcomes are included in every quarterly report. Mailed surveys to all active CSHCN clients as required.	Maintain quarterly schedule of internal audits. Complete new forms required for respite care and client referrals.
Outreach & Recruitment		Outreach & Recruitment Strategic Plan for quarters 3 and 4 is completed.	Current plan ended 12-31-2019.	MQ, DF, SA, NR & SP.	Ongoing for FY19-20.	Implemented new outreach plan established to recruit new clients and increase referrals. Referrals from collaborating agencies remain consistent and ongoing. We are currently on hold with all outreach activities until further notice.	Maintain Internal audits on the number of referrals per collaborating agency to determine best strategies to meet agency needs.
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.	Ongoing meetings with Children's Program Director to ensure the flow of new intakes for early childhood services. Case management screenings on the other hand, are assigned within 1-3 days for fast track enrollment. Client enrollment for case management contracts is on target.	Maintain 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.	Weekly peer support and supervision meetings to discussed barriers in delievery of services and quality improvement strategies. Due to the current social distance required rule, we are using sites such as FaceTime amd/or WhatsApp to maintain weekly meetings as scheduled.	Improvements in case files on the next internal audit. Develop a professional growth plan.
Case Management - Database System Upgrade		Initial sttages of the CAP60 database system implementation.	FY19-20	SA, SH, MQ, AE, MC, MR, LW	Effective immediately and ongoing for FY19-20.	Completed review the demographics categories to make sure EZCare data can be transferred successfully to CAP 60. Conference trainings to initiate once CAP60 uploads EZCare data information.	Weekly team meetings to begin preparation for this massive project are still ongoing.

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Key

MQ- Marilyn Quinones

DF- Dalia Fuentes

SA- Sandra Amaya

NR- Natasha Roman

2020 Development Department Dashboard (Jan-June)

Initiatives		Project Name			Deadline	Action	Date	Status/Notes	QM
FY18-19 Annual Report		Develop, edit and send out annual report to all funders, investors and friends.	Nearing completion	AE, WN, LW	Print in house and send out late January, 2020	They were all sent and the electronic version is on our website.			Abi will edit.
Individual Prospecting		Follow up on leads, donor relationship cultivation	6/30/2020	AT, LH, DG, LG, RF, WN, TH, RG	Ongoing	Development Committee input and Board introductions needed. We are working on funding to cover teacher salaries and benefits during the COVID-19 crisis. With the pending grants, we will be close to meeting our goal but we need help reaching out to donors for emergency funding. Please help. Ad going in DBJ for teacher salaries 3/29.			Update prospect moves and Charity Navigator.
Annual Appeal		It's Up To Us campaign.	1/10/2020	AT, WN, SO	Sent 11/25.	Raised \$110,870 against goal of \$105,000. Expenses (Design, printing, fulfillment, postage): \$3846. Net: \$107,024			
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.	This was already challenging due to set budgets (with luncheon sponsorships) and now most corporations are in crisis mode with COVID-19. We are applied for emergency funding being offered by some corporations like Liberty Mutual Foundation, and we were awarded \$10,000 (the max allowed) from Liberty Mutual Wednesday night. We will continue looking for those opportunities.			Candidate Screening - Full Check.

2020 Development Department Dashboard (Jan-June)

Memberships: Mighty Men, Jubilees	Alison Wood Chair. Mighty Men Drew Schlosser, Gartner, Chair.	6/30/2020	WN, AW, RF, DS, TC	Ongoing	We had to cancel the Jubilee event scheduled for March 11 and we have to reschedule the Mighty Men Lunch and Learn scheduled in April. We will reschedule both events once we know that the COVID-related isolations are ending and gathering can begin again.	Track value for m/ships (all giving) for BH.
		6/30/2020	AT, WN, HN	Ongoing	We currently have \$572,000 in pending grants.	Ties into finance committee goals. Paymix
Social Media/PR	Social Media Calendar is being developed for 2020 by college intern.				Facebook page Followers: 3391 Instagram followers: 991. Intern Liliana is working on robust social media calendar.	
Annual Luncheon - April 9	<div></div> <div>Pathways to Inclusion moving to April 7, 2021</div>		AT, WN	Ongoing.	POSTPONED until April 7. Raised and received \$143,310 with an additional \$31,000 pledged. Reaching out to sponsors asking them to donate for FY20 and sponsor again in 2021.	Ties into program & strategic planning committee initiatives.
2020 Events	<div></div> <div>Family Fun Fair May (likely will postpone), Back to School Fair August, Valiant Lone Star Shootout October, Gensler Shoot For Hope November, Cookies with Santa December</div>	Depending on event	All Dev Committee Members, Jubilee and Mighty Men	Ongoing	Rhapsody In Red - Declined for next year. They want to give to another local agency.	All done with excellence from greeting to thanking at end of day.

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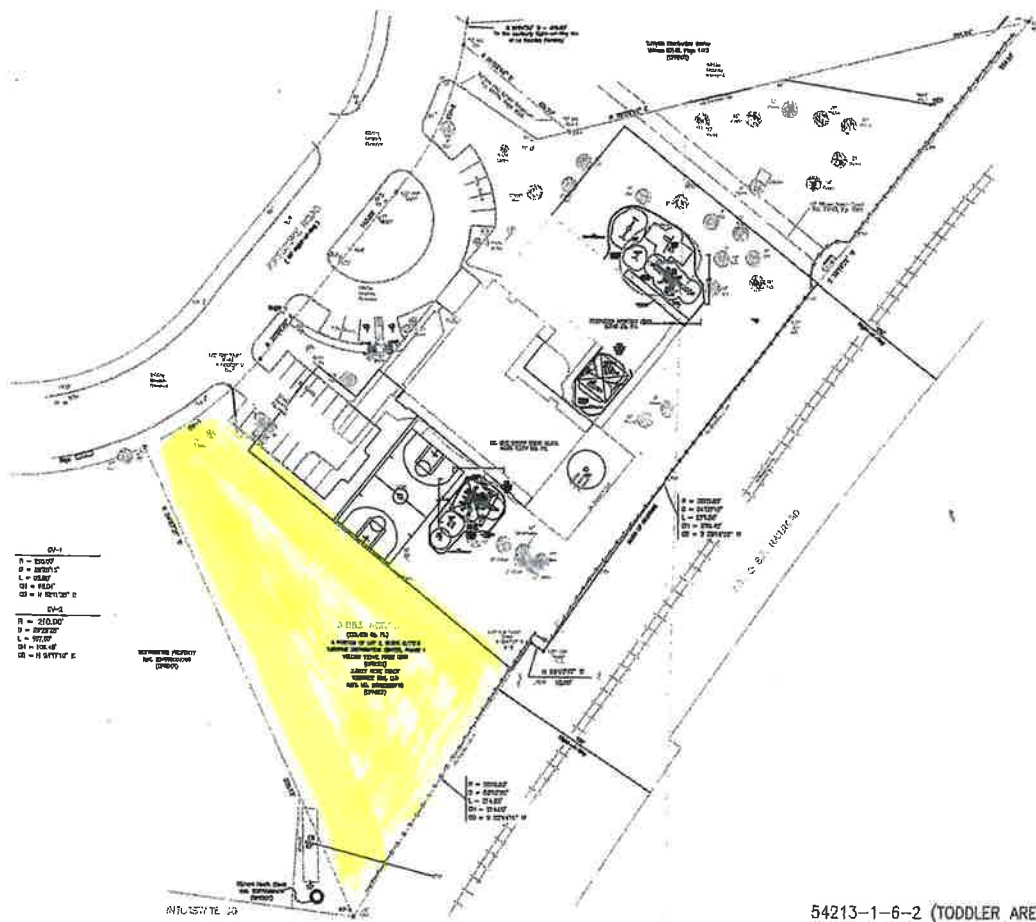
Committee Input & Leadership Needed

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	LW, MC Sutotn Frost Cary		Completed			
Form 990		Coordinate and work with CPA firm to complete and file annual Form 990	02/29/20	LW, MC Sutotn Frost Cary		Drafts of the Form 990's have been received and reviewed. Finance Committee to approve.			
Risk Management - Liability Insurance Renewal		Coordinate and work with insurance broker for annual renewal of insurance policies	06/30/20	LW MHBT					
Government Contract Audits		Work with other operating departments during the various annual government contract audits	Various	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	LW		Continual work in process			
IT Resources		Continue to review current IT resources and evaluate potential improvements in hardware and software	Ongoing	LW, Gallion, Departments					
FY18-19 Annual Report		Assist Development in the preparation of the Annual Report	Based on Dev Dept Schedule	MC, LW		Completed			
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	LW, WN, AE		Work in progress			
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, LW, WN, MQ		The demographic import is in progress and trainings have been suspended due to the coronavirus.			

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54213-1-6-1 (2-5 AREA)

TOTAL ELEVATED PLAY COMPONENTS	12	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	12	REQUIRED 6
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	4	REQUIRED 4
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED 4

54213-1-6-2 (TODDLER AREA)
54213-1-6-3 (5-12 AREA)

TOTAL ELEVATED PLAY COMPONENTS	6	
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP	0	REQUIRED 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER	6	REQUIRED 3
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN	5	REQUIRED 2
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS	4	REQUIRED 4

		BRYAN'S HOUSE PLAYGROUND	REC CONSULTANTS OF TEXAS GREG HAWKINS	SYSTEM TYPE: PLAYBOOSTER/PLAYSHAPE DRAWING #: 54213-1-6
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Sale Price \$165,000

Price Per Square Foot \$1.25