



BOARD OF DIRECTORS MEETING

**December 10, 2020
12:00 p.m. – 1:30 p.m.**



Board Meeting Agenda December 10, 2020 – 12:00 p.m. to 1:30 p.m.

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/163650349>

You can also dial in using your phone.
United States: [+1 \(877\) 568-4106](tel:+18775684106)

Access Code: 163-650-349

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1. Call to Order, Review & Approval of Minutes 9/24/20 (Steven U.).....	3 – 5
2. Introductions, Announcements (Steven)	
3. Mission Moment – Covid Taskforce/Ops Data (Abi E.)	
4. Committee Reports (5 minutes each)	
a. Finance Report (Ryan F.).....	6 – 10
1. Audit & AR Update	
b. Development (Debra V.)	
c. Programs (Nicole B.)	
d. Facilities (Craig L.)	
e. Board Governance (Rose. K.)	
1. Vote - Belinda Rodriguez	
2. Term Limits	
3. Candidates	

- 5. CEO Update
 - a. Operations – COVID
- 6. Board Holiday Prize Drawing (3)
- 7. Executive Session

Appendix

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e. Bio - Belinda Rodriguez.....	27

- 8. Adjourn



Review & Approval of Minutes from 9/24/20 Meeting

**BRYAN'S HOUSE
BOARD OF DIRECTORS MEETING
September 24, 2020
12:00pm – 1:00pm**

Name	Att	Name	Att	Name	Att	Name	Att
Nicole Blythe	T	Sarah Lamb	T	Mercedes Owens	T	Guests:	
Abigail Erickson	T	Craig Lashley	T	Laura Ramirez	T	<i>Cindy Ryan</i>	G
James Erwin	T	Martha Lumatete	A	Allison Shelton	A		
Paula Feinberg	T	Kayla Marshall	A	Steven Upchurch	T		
Ryan Friend	T	Ryan McCuller	A	Debra Villarreal	T		
Rose Kaur	T	Dipu Mukherjee	T	Linda White	T		
<i>Member July Mtg Participation Rate 57.25%</i> <i>Member September Mtg Participation Rate 80%</i> <i>We are 23.75% up on attendance from July 2020.</i>							

Status: Due to COVID-19 all meetings are now via telephone/GoToMeeting video or call conference.
A—Absent, T—Telephone/Video, G—Guest

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

Review and Approval of Minutes: The Board reviewed the Minutes from the Board Meeting dated July 23, 2020. A motion to accept the minutes as read was made by Nicole Blythe, seconded by Ryan Friend, and approved by all, unanimously.

Mission Moment – Abi shared a client story after discussing the re-opening onsite of 4 Pre-K 1-4 classrooms, at the West Dallas campus, for children with special needs, ages 3-5 *only*.

COMMITTEE REPORTS

Financial – Ryan Friend reported:

The financial statements ending August 31, 2020, were reviewed and discussed. YTD revenues were over budget by \$61,729.36, with \$160,015.36, raised against \$98,286 budgeted. The YTD expenses were \$7,062.50 over budget due to unanticipated COVID material expenses.

Programs: Nicole reported:

The campus opened onsite this week with a mixture of onsite and virtual students for the moment through DISD. The classrooms are being referred to as Pre-K 1- 4, not DISD classrooms as they are a partner and teacher funding source. It is our curriculum, and program that is utilized in the class, which is award-winning and NAEYC accredited, thanks to the hard work of Shannon and her team.

Offsite – all Social Services programs are running smoothly (case management and family supportive services). All are still virtual, not in-person visits. In person visits will be discussed for January 2021. Marilyn and her team are focused on outreach for HIV/AIDS clients, who need emergency assistance during COVID-19. The Ryan White grant was converted to utilize funds for basic needs and more.

New Clients – many clients are rolling out of COVID-19 care (40 families), that have now graduated to case review only on a 3-month basis. The team can find new clients that meet CHSCN eligibility requirements for service. The agency will open up new slots to impact more people to meet the gap and meet impact goals for the year.

Development: – Debra reported;

The agency exceeded its FY20 annual fundraising goals. The team also met the July and August funding goals. Debra introduced Cindy Ryan, the new Director of Advancement.

Congratulations Sarah Lamb for raising \$10,000 from one of her contacts in one ask! Way to go. Thank you.

Funding Need: We are \$72,000 short of the September funding goal of \$122,142, to date, with just a few days to go. *Secretarial note: a \$40,000 grant was funded that Cindy wrote, that day on September 24 to Bryan's House, and the goal is now \$32,000 to meet the goal for the month.*

Board members were encouraged to pledge to sponsor a Luncheon table now, and provide two names that Cindy Ryan could reach out to, about emailing them for a table sponsorship. PLEDGES WORK! Our goal is \$200,000 gross for the year.

The first 2021 Luncheon meeting will be held in October, and new committee members include Miriam Khan, Dipu Mukherjee, Belinda Rodriguez, Ed Sanchez, and Monique Von Hammel.

The new 2021 *Wisdom's Hope Awardees* have been announced to the public and are posted on the Bryan's House website. They are: Lynn Fisher - Rosewood Foundation, Temple Emanu-el, Valiant Residential, Ursuline Academy and Peggy Dear. Luncheon invitations will go out in January, after the holidays and our 2020 Annual Appeal. People may feel better about attending public events in the new year.

The Valiant Clay Shoot silent auction begins on Friday, September 25, and the event at Elm Fork Range is on Friday, October 2. A BH team including Rose and Dipu is being put together by Craig. Please try and come to support Craig at 11.30am.

Facilities/IT/Real Estate: -- Craig Lashley reported;

Craig reported that everyone was ready with health and safety equipment in place, as per licensing, to re-open classrooms. Bryan's House met their licensing drop-in inspection with flying colors with zero citations, for regular *and* COVID-19. Michelle did a great job with her team.

There are onsite water bill discrepancies. Michelle is looking into it with the City of Dallas and the moving/landscaping company. G-serve is waiting on their vendors to help us complete the service project and renovations at Bryan's House. There is nothing to report on the sale of land by Rudolph Foods, or any other campus issues.

Governance: Rose Kaur reported;

Rose asked that Board members join one or more Board *Committees* if they can, by the end of September, as per the Board service requirements. Rose asked members to bring two new names each to the next Board meeting for the Board member "pipeline", so we have at least 10 candidates for the class of 2021-2024. We hope to have an in-person, dinner meeting in December. More news will be forthcoming about that soon, from Abi and Steven.

Adjournment – The meeting was adjourned at 1.05pm

Prepared by Abigail Erickson-Torres



Current Month Financials

October 31, 2020

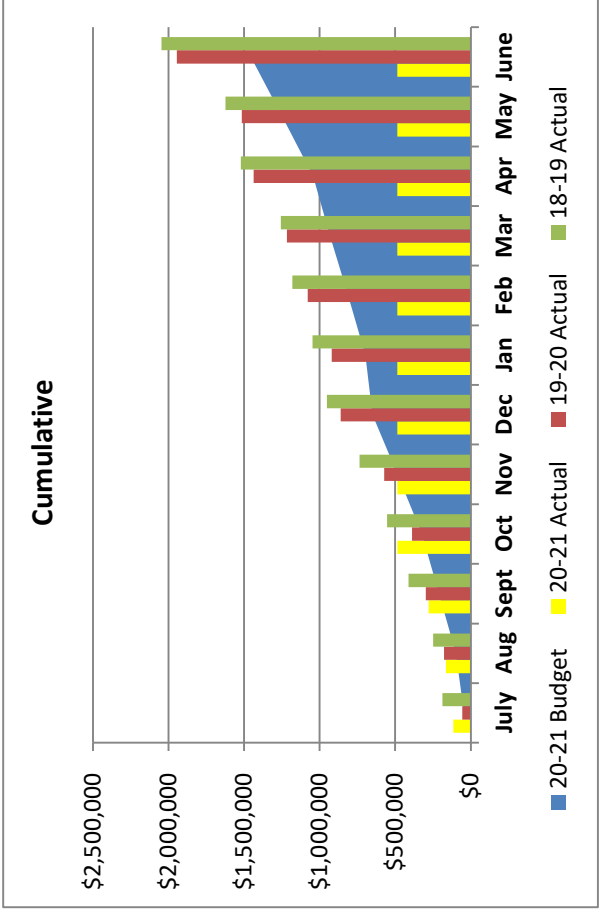
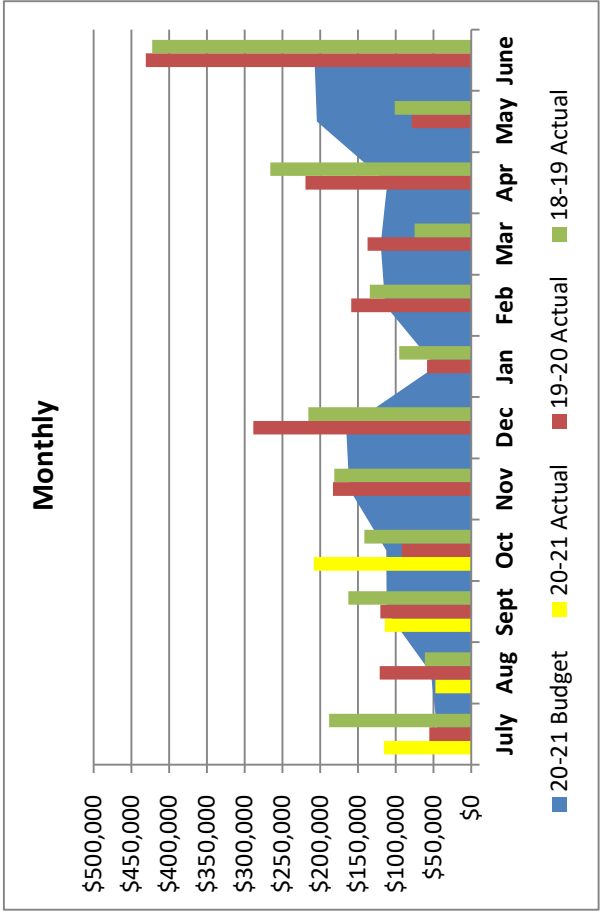
Open Arms, Inc.
Balance Sheet
October 31, 2020

	<u>September 30, 2020</u>	<u>June 30, 2020</u>
<u>ASSETS</u>		
Cash and Cash Equivalents	557,434.41	564,269.24
Investments @ FMV	109,698.95	109,698.95
Government Contracts	140,149.72	145,283.66
Other Receivables	0.00	0.00
Pledges Receivable	470,625.00	485,375.00
Prepaid Expense	15,994.45	5,282.63
Deposits	0.00	0.00
	1,293,902.53	1,309,909.48
Total Current Assets		
Fixed Assets Less Accum Deprec	1,829,386.52	1,859,117.93
	3,123,289.05	3,169,027.41
Total Assets	3,123,289.05	3,169,027.41
 <u>LIABILITIES AND NET ASSETS</u>		
Current Liabilities		
Accounts Payable	28,909.70	14,805.26
Regions Line of Credit	150.00	0.00
Payroll Protection	266,300.00	266,300.00
Payroll Liabilites	7,273.23	(6,789.90)
Other Payables	4,000.00	4,000.00
Accrued Compensable Absences	38,980.21	38,980.21
	345,313.14	317,295.57
Total Current Liabilities		
Long Term Capital Leases	0.00	0.00
	345,313.14	317,295.57
Total Liabilities		
Net Assets	2,778,937.47	2,851,731.84
	3,124,250.61	3,169,027.41
Total Liabilities & Capital	3,124,250.61	3,169,027.41
 Beginning Net Assets		
	2,851,731.84	2,802,326.38
Net Surplus/(Deficit)	(72,794.37)	49,405.46
Ending Net Assets	2,778,937.47	2,851,731.84

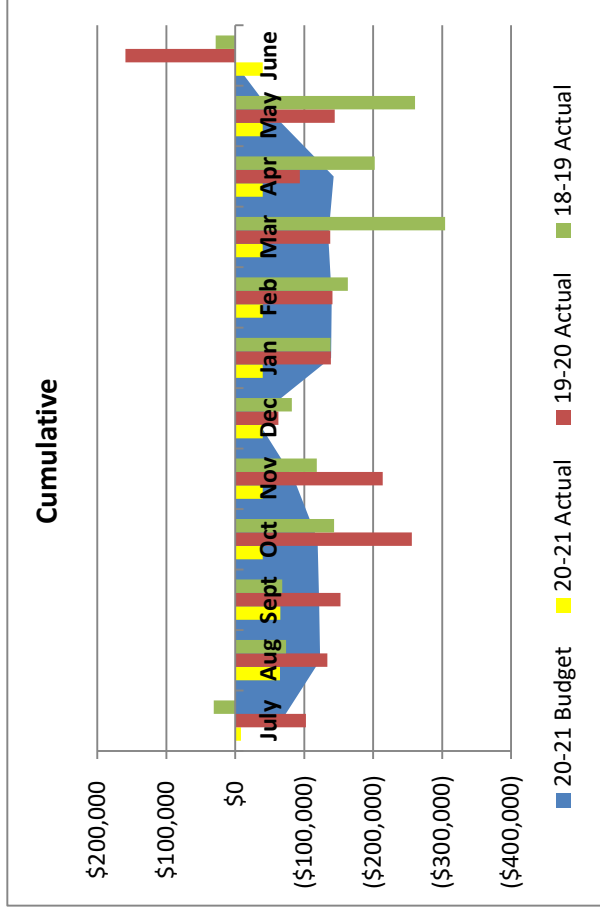
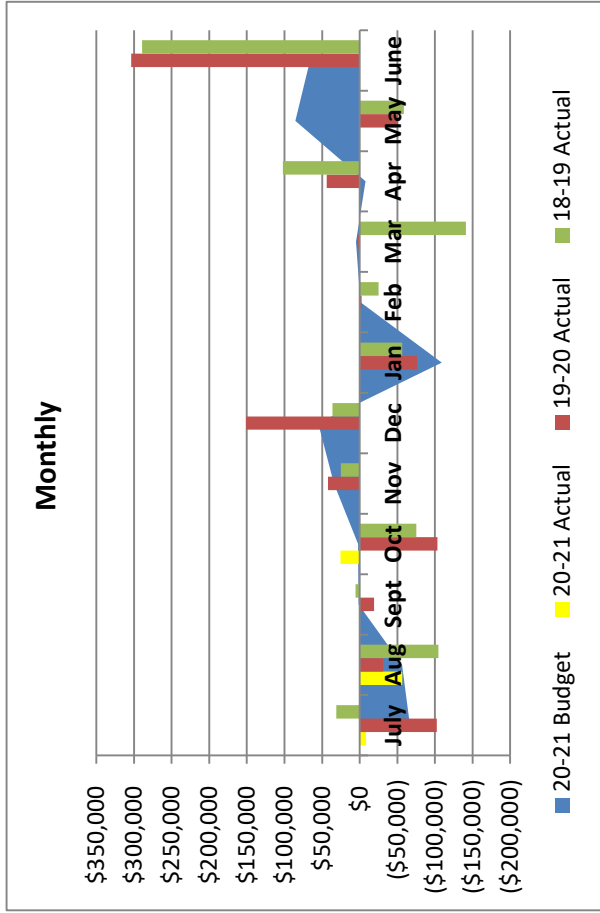
OPEN ARMS, INC.
INCOME STATEMENT
FOR THE FOUR MONTHS ENDING OCTOBER 31, 2020

	Curr Month Actual	Curr Month Budget	Monthly Variance	YTD Actual	YTD Budget	YTD Variance
<u>REVENUE AND OTHER SUPPT</u>						
GOVERNMENT CONTRAC	40,789.93	39,728.00	1,061.93	156,456.33	158,912.00	(2,455.67)
PRIVATE GRANTS	75,272.00	50,000.00	25,272.00	210,548.90	86,000.00	124,548.90
PUBLIC CONTRIBUTIONS	56,085.89	12,915.00	43,170.89	81,173.02	68,160.00	13,013.02
SPECIAL EVENTS	36,500.00	10,000.00	26,500.00	36,500.00	10,000.00	26,500.00
PROGRAM INCOME	31.36	0.00	31.36	31.36	0.00	31.36
MISCELLANEOUS INCOM	0.00	0.00	0.00	1,846.92	0.00	1,846.92
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
TOTAL REVENUE	<u>208,679.18</u>	<u>112,643.00</u>	<u>96,036.18</u>	<u>486,556.53</u>	<u>323,072.00</u>	<u>163,484.53</u>
<u>EXPENDITURES</u>						
SALARIES	111,499.02	108,419.22	3,079.80	313,620.28	321,259.94	(7,639.66)
BENEFITS	25,500.57	26,687.00	(1,186.43)	76,212.05	82,507.00	(6,294.95)
DIRECT PROGRAM COSTS	26,985.84	5,235.00	21,750.84	63,714.40	20,940.00	42,774.40
OCCUPANCY EXPENSES	11,360.30	10,417.00	943.30	38,690.52	41,668.00	(2,977.48)
EQUIP LEASES & REPAIRS	1,338.02	2,083.00	(744.98)	7,505.08	8,332.00	(826.92)
OFFICE EXP & SUPPLIES	97.00	1,000.00	(903.00)	4,834.32	4,000.00	834.32
TRAINING & TRAVEL	125.00	417.00	(292.00)	7,160.97	1,668.00	5,492.97
NETWORK/IT SPT	98.20	417.00	(318.80)	2,425.14	1,668.00	757.14
PUBLIC REL & BRD DEV	1,695.52	625.00	1,070.52	3,821.06	2,500.00	1,321.06
SPECIAL EVENT EXP	0.00	0.00	0.00	0.00	707.00	(707.00)
FUNDRAISING SUPPLIES	0.00	333.00	(333.00)	0.00	1,332.00	(1,332.00)
PROFESSIONAL SERVICES	29.79	0.00	29.79	165.18	0.00	165.18
INTEREST & INV FEES	399.85	344.00	55.85	1,882.45	1,376.00	506.45
IN-KIND EXPENSE	0.00	0.00	0.00	137.89	0.00	137.89
MISCELLANEOUS	3,981.36	0.00	3,981.36	6,053.92	0.00	6,053.92
TOTAL OPER EXPENSES	<u>183,110.47</u>	<u>155,977.22</u>	<u>27,133.25</u>	<u>526,223.26</u>	<u>487,957.94</u>	<u>38,265.32</u>
NET OPER PROFIT(LOSS)	25,568.71	(43,334.22)	68,902.93	(39,666.73)	(164,885.94)	125,219.21
DEPRECIATION	8,281.91	0.00	8,281.91	33,127.64	0.00	33,127.64
TOTAL DEPRECIATION	8,281.91	0.00	8,281.91	33,127.64	0.00	33,127.64
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)	<u>17,286.80</u>	<u>(43,334.22)</u>	<u>60,621.02</u>	<u>(72,794.37)</u>	<u>(164,885.94)</u>	<u>92,091.57</u>

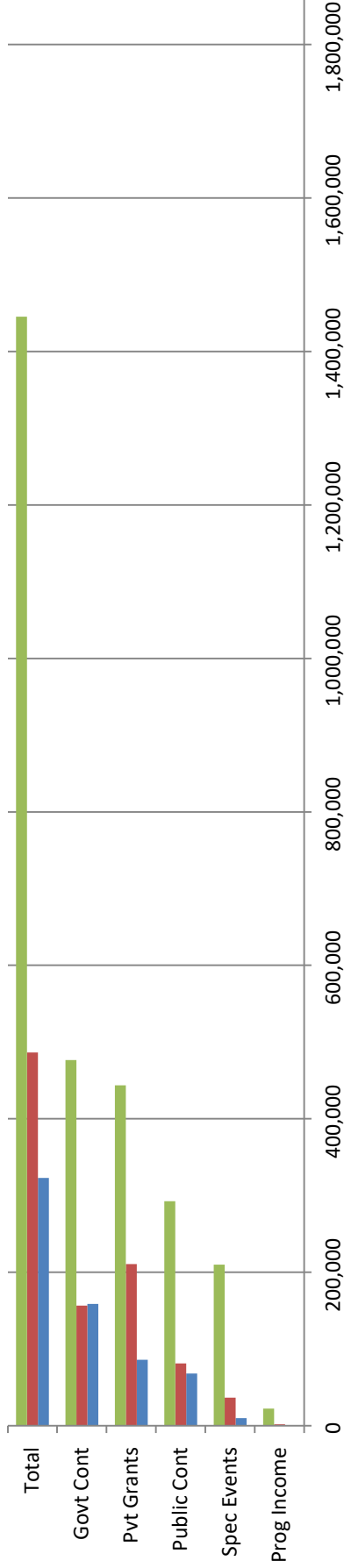
Giving Comparison



Surplus / (Deficit)

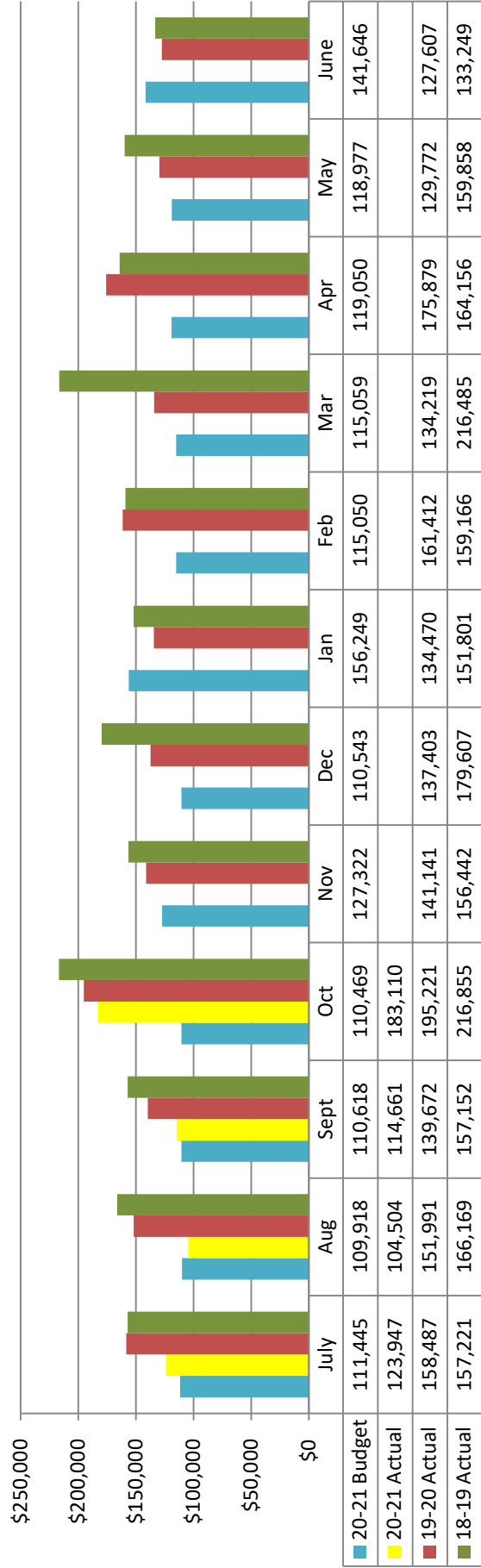


YTD Revenue By Source



	Prog Income	Spec Events	Public Cont	Pvt Grants	Govt Cont	Total
Ann Bdg	22,500	210,000	292,472	443,500	476,738	1,445,210
YTD Act	1,878	36,500	81,173	210,548	156,456	486,556
YTD Bdg	0	10,000	68,160	86,000	158,912	323,072

Monthly Expenses



**Open Arms, Inc.
Aged Payables
As of Oct 31, 2020**

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

Vendor ID Vendor Contact Telephone 1	Date	Invoice/C	0 - 30	31 - 60	61 - 90	Over 90 day	Amount Due
202 South Lancaster 202 South Lancaster L	10/26/20	Flora Cigar	775.95				775.95
202 South Lancaster 202 South Lancaster			775.95				775.95
AT&T AT&T	10/19/20	171-798-9	1,490.42				1,490.42
AT&T AT&T			1,490.42				1,490.42
ATMOS ATMOS	10/23/20	303516115	74.96				74.96
ATMOS ATMOS			74.96				74.96
BEN E KEITH BEN E KEITH	10/28/20	19715529	515.64				515.64
BEN E KEITH BEN E KEITH			515.64				515.64
BRILLIANT BRILLIANT ENERGY	10/26/20	69086800	927.27				927.27
BRILLIANT BRILLIANT ENERGY			927.27				927.27
CAPLUCK CAPLUCK INC.	9/3/20	5096		8,500.00			8,500.00
CAPLUCK CAPLUCK INC.				8,500.00			8,500.00

Open Arms, Inc.
Aged Payables
As of Oct 31, 2020

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

Vendor ID Vendor Contact Telephone 1	Date	Invoice/C	0 - 30	31 - 60	61 - 90	Over 90 day	Amount Due
CHILD CARE CAREE CHILD CARE CAREE	10/30/20	445657	582.71				582.71
CHILD CARE CAREE CHILD CARE CAREE			582.71				582.71
CORPORATE CORPORATE CARE	9/19/20	542-00032		819.00			819.00
CORPORATE CORPORATE CARE				819.00			819.00
DALLAS WATER City of Dallas	10/23/20	050553332	1,514.50				1,514.50
DALLAS WATER City of Dallas			1,514.50				1,514.50
DASH DASH MEDICAL GLO	10/16/20	1216210	557.40				557.40
DASH DASH MEDICAL GLO			557.40				557.40
DATA Datamax	10/5/20	LQ074810	1,338.02				1,338.02
DATA Datamax			1,338.02				1,338.02
ECOLAB ECOLAB	10/7/20	121713349	325.99				325.99

**Open Arms, Inc.
Aged Payables
As of Oct 31, 2020**

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

Vendor ID Vendor Contact Telephone 1	Date	Invoice/C	0 - 30	31 - 60	61 - 90	Over 90 day	Amount Due
ECOLAB ECOLAB			325.99				325.99
HOME DEPOT PRO	10/16/20	579280140	36.64				36.64
HOME DEPOT PRO	10/19/20	579546375	164.39				164.39
HOME DEPOT PRO HOME DEPOT PRO			201.03				201.03
LAWNS OF DALLAS LAWNS OF DALLAS	10/13/20	2020-1050	400.53				400.53
LAWNS OF DALLAS LAWNS OF DALLAS			400.53				400.53
Regions Bank	10/31/20	8319 10/20	1,904.12				1,904.12
Regions Bank	10/31/20	7306 10/20	98.20				98.20
	10/31/20	9334 10/20	2,583.41				2,583.41
	10/31/20	5133 10/20	4,515.28				4,515.28
	10/31/20	5006 10/20	395.52				395.52
	10/31/20	4605 10/20	1,080.83				1,080.83
Regions Bank Regions Bank			10,577.36				10,577.36
SIERRA SHRED SIERRA SHRED	10/6/20	20-1006-7	65.00				65.00
SIERRA SHRED SIERRA SHRED			65.00				65.00
T-MOBILE T-MOBILE	10/14/20	443287945	264.87				264.87
T-MOBILE T-MOBILE			264.87				264.87

**Open Arms, Inc.
Aged Payables
As of Oct 31, 2020**

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

Vendor ID Vendor Contact Telephone 1	Date	Invoice/C	0 - 30	31 - 60	61 - 90	Over 90 day	Amount Due
TERMINIX TERMINIX PROCESSI	10/21/20	401647032	155.00				155.00
TERMINIX TERMINIX PROCESSI			155.00				155.00
Vesta Vesta Oakwood Apart	10/29/20	Holtlaw 10/	600.00				600.00
Vesta Vesta Oakwood Apart			600.00				600.00
Report Total			20,366.65	9,319.00			29,685.65



CEO UPDATE



Appendix

**Table Two:
Government Contracts as of 10/30/2020**

Service Category	Contract Period	Original Award	Current Expenses	Balance Remaining	% of Contract Spent
RW Case Management Part A Formula	3/1/20 - 6/30/21	\$ 63,290.00	\$ 15,199.10	\$ 48,090.90	24.02%
Units		4,674.00	42.00	4,632.00	0.90%
RW PART A - COVID Emergency Financial Assistance	4/1/20 - 3-31-21	\$ 44,000.00	\$ 6,566.89	\$ 37,433.11	14.92%
STATE SERVICES - Referrals	4/1/20 - 3/31/21	\$ 11,528.00	\$ 1,029.04	\$ 10,498.96	8.93%
Units		851.40			
State Services Rebate Referrals	4/1/20 - 3/31/21	\$ 12,453.00	\$ 2,609.21	\$ 9,843.79	20.95%
Units		919.72			
HOPWA	10/1/20 - 9/30/21	\$ 100,000.00	\$ 7,782.35	\$ 92,217.65	7.78%
CDBG	10/1/20 - 9/30/21	\$ 50,000.00	\$ 4,166.66	\$ 45,833.34	8.33%
CDBG Overcoming Barriers	10/1/20 - 9/30/21	\$ 36,698.00	\$ 3,058.18	\$ 33,639.82	8.33%
CSHCN Case Management	9/1/20 - 8/31/21	\$ 105,006.00	\$ 16,037.21	\$ 88,968.79	15.27%
CSHCN Respite Care	9/1/20 - 8/31/21	\$ 51,753.00	\$ 9,734.48	\$ 42,018.52	18.81%
DISD	9/1/20 - 8/31/21	\$ 79,920.00	\$ 26,640.00	\$ 53,280.00	33.33%
TOTAL		\$ 582,449.00	\$ 98,948.35	\$ 483,529.65	

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Open Arms, Inc. and Bryan's House Foundation Board Roster - 2020/2021 Fiscal Year

CONTACT INFORMATION

U:\Board of Directors\BOD 19-20\FY 19-20 Board Roster.xlsx|Roster

Name/Title/Joined	Home Address	Office Address	Phone Work/Cell	Email	Term 1, 2, 3
Blythe, Nicole President 2021-2023	07/01/19 Grant Thornton 1717 Main St #1800 Dallas, TX 75201		(214) 561-2300	nicole.blythe@gt.com	07/19-06/21
Erwin, James	07/01/18 Texas Bank & Trust 4925 N. O'Conner Rd. Suite 101 Irving, TX 75062		(972) 705-8793 (214) 470-3941 (c)	jameserwin@gmail.com	07/18-06/20
Feinberg, Paula	07/01/20 6131 Northaven Rd Dallas, TX 75230	Steward Partners Global Advisory LLC 1920 McKinney Ave Dallas, TX 75201	(214)392-1965 (c)	paulafeinberg@sbcglobal.net	07/20-06/22
Friend, Ryan Treasurer	07/01/14 5955 Royal Crest Drive Dallas, TX 75230	Liberty Capital Bank 5055 Keller Springs Rd. #120 Addison, TX 75001	(469) 375-6641 (214) 454-6069 (c)	rdfriend03@gmail.com	07/14-06/16 07/16-06/18 07/18-06/20
Kaur, Rose 2nd Vice President	08/22/19 5120 Pebblebrook Dr. Dallas, TX 75229	Jester & Genius 5120 Pebblebrook Dr. Dallas, TX 75229	(469) 667-9104 (c)	rosvinder@jesterandgenius.com	07/20-06/22
Lamb, Sarah	07/01/20 The Retail Connection 2525 McKinney Street, Suite 700 Dallas, Texas 75201		214-572-5273 (w) 408-694-8866 (c) 214-572-0009 (f)	slamb@theretailconnection.net	07/20-06/22
Lashley, Craig 1st Vice President	07/01/19 Valiant Residential 8750 North Central Exp, Ste 1010 Dallas, Texas 75231		(214) 522-1310	clashley@valiantenterprises.com	07/19-06/21
Lumatete, Martha	07/01/20 5201 Amesbury Dr Dallas, TX 75206	2702 Love Field Dr Dallas, TX 75235	(214) 792-6414 (w) 214 809 2266 (c)	Lumatete.martha@gmail.com	07/20-06/22
Marshall, Kayla	07/01/17 410 W. Dagget Ave. Apt D Fort Worth TX, 76104	Lockheed Martin- Aeronautics 1 Lockheed Blvd. Fort Worth, TX 76108	(252) 908-2155 (c) (252) 908-2155 (c)	ms.kaylamarshall@gmail.com	07/17-06/19 07/19-06/21
McCuller, Ryan	07/01/17 5053 Castle Creek Lane Plano, TX 75093	UBS Wealth Management 7250 Dallas Parkway, 12th Floor Plano, TX 75024	(469) 440-0325 (972) 529-8901 (c)	ryan.mcculler@ubs.com	07/17 - 06/19 07/19 - 06/21
Mukherjee, Dipu	07/01/20 6312 Carrington Drive Dallas, TX 75254	16475 Dallas Parkway Suite #245 Addison, TX 75001	214-288-4806 (c) 469-620-3737 (h) 972-370-5816 (w)	dipututu@hotmail.com dipu.mukherjee@symphonyretailai.com	07/20-06/22
Owens, Mercedes	07/01/18 504 Loma Vista Heath, TX 75032		(214) 707-4708 (c) (214) 707-4708 (c)	owens.mercedes@gmail.com	07/18-06/20
Ramirez, Laura	07/01/20 2521 Redfield Drive Mesquite, TX 75181			Laura.Ramirez@invitationhomes.com	07/20-06/22
Shelton, Allison Secretary	07/01/19 1509 Oats Drive Dallas, TX 75228	ACL Technology	214-952-5998	allison.shelton@hcl.com	07/19-06/21
Upchurch, Steven Chair	07/01/17 6256 Lupton Drive Dallas, TX 75225	Gensler 5005 Greenville Ave Dallas, TX 75206	(214) 273-1523 (310) 745-2151 (c)	steven_upchurch@gensler.com	07/17-06/19 07/19-06/21
Villarreal, Debra	07/01/17 4517 Swiss Ave. Dallas, TX 75204	Thompson & Knight, LLP 1722 Routh St. Suite 1500 Dallas, TX 75201	(214) 969-1544 (214) 683-6192 (c)	debra.villarreal@tklaw.com	07/17-06/19 07/19-06/21

Development Department Dashboard: December 2020

Development Department Dashboard: December 2020							Q1M
Initiatives	Project Name	Deadline	Action	Date	Status/Notes		
Annual Campaign	Annual appeal and social media campaign.	Mailed on November 13. Developing social media plan and email plan. Postcard reminder to be sent mid-December.	CR	Campaign reminders will run December - January	Much of the work is complete. We are on track to achieve planned timeline.		
Individuals (Major Donors)	Follow up on leads, donor relationship cultivation.	Ongoing in 2021	CR, AT Development Committee	Ongoing	Development Committee and Board input and introductions needed.		
Donor Engagement	1) Educate new donors about Bryan's House work. 2) re-engage lapsed donors	Ongoing	CR	Ongoing	CR to develop the following: 1) series of emails to be sent to new donors to educate on BH 2) develop emails to be sent to lapsed donors.		
Peer 2 Peer Fundraising Event	Recruit 50 supporters to raise \$1,000 each from their friends/network.	Will develop and implement in Q1 and Q2 of 2020	CR, AT	5/31/2020	Develop timeline, event framework, and recruit 50 participants. Will kick off with a Zoom event.		
Corporate Giving	Target new corporations in 2021.	Ongoing	CR, AT, Development Committee	Ongoing	Outreach will begin via email and phone calls. We will not conduct on-campus site visits at this time. Development Committee and Board input is needed.		
Memberships: Men's Brigade and Jubilee Society	Membership groups to raise awareness and funds for Bryan's House.	Ongoing	CR, AT, chairs of Jubilee and Men's Brigade.	Ongoing	Currently establishing framework for the Men's Brigade. Identify new chairs for both organizations for 2021. Identify group activities for 2021. Recruitment events to be held in Q2 of 2021.		
Grants (All)	Ongoing research and submittal of proposals	Ongoing	CR, AT	Ongoing	We have \$260,000 in pending requests.		

Development Department Dashboard: December 2020

Social Media/PR	In December, Social Media will focus on Annual Campaign and recognizing Luncheon sponsors and larger donors. .	Ongoing	CR, AT	Ongoing	Facebook page Followers: 3651 Instagram followers: 1,263 followers LinkedIn: 229	
Annual Luncheon - April 7, 2021	Pathways to Inclusion		CR, Luncheon committee	Ongoing	Goal is \$225k in revenue. Sponsorship commitments are slower this year as a result of COVID. I think people are waiting to see what will happen in the next quarter. Raffle is coming along well.	

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Social Services Department Dashboard: December 2020

Initiatives		Project Name	Deadline	Action	Date	Status/Notes	QM
FY20-21 FSS Program	Homeless Prevention Services. Continue executing program model in accordance with the Way Forward Initiative.	Ongoing for FY20-21	MQ, DF, SA, SP, & NR	Ongoing for FY20-21	Social Service Department served a total of 103 in FY19-20. Continue service provision while maintaining safety protocols established by the agency throughout FY20-21.	Maintaining Self-sufficiency tools up to date and self auditing progress. Monitoring and evaluating implementation of the new Logic Model.	
Government Contracts Compliance	Government contract for Ryan White Part A, RW Part B States Services for Referrals and Children with Special Health Care Needs Case Management (CSHCN CM).	Ongoing for FY20-21.	MQ, DF, SA, NR, SP, LW, YR & SH.	Effective immediately and ongoing for FY20-21.	Contract compliance. Monthly CSHCN record reviews. Audit results are submitted on a quarterly basis. Administer client surveys quarterly to CSHCN and annually to RW clients. Began implementation of a new workplan for CSHCN in Sept.	Maintain quarterly schedule of internal audits. Administer and submit surveys as required by contracts. Ensure compliance with all contracts.	
Outreach & Recruitment	Outreach & Recruitment Strategic Plan after COVID.	Ongoing for FY20-21.	MQ, DF, SA, NR & SP.	Ongoing for FY20-21.	Develop outreach plan to recruit new clients while maintaining safety measures against the pandemic.	Meet with team to review new safety precautions for COVID 19. Monitor outreach practices to ensure that precautionary measure are practiced at all times.	
Client Enrollment for all Contracts	Screenings & Intake are processed expeditiously to prevent clients becoming lost to care.	Ongoing for FY20-21.	MQ, DF, SA, NR & SP	Ongoing for FY20-21.	Maintain and update Referral/Screening log of all calls processed. Case assignments and outcomes will also be recorded. Receiving many referrals for Ryan White contract and working on increasing CSHCN enrollments.	Achieve consistent flow of client enrollment while managing caseload demands and requirements.	
Professional Development & Lifelong Learning	Provide SS staff opportunities for professional growth and social learning.	Ongoing for FY20-21.	AE, MQ, DF, SA, SP, & NR	Ongoing for FY20-21	Weekly peer support and supervision meetings to discussed barriers in delivery of services and quality improvement strategies. Due to the social distance requirements, the SS team will pursue virtual sites for trainings and professional development opportunities.	Improvements in case files on the next internal audit. Develop a professional growth plan.	
Case Management - Database System Integration	CAP60 database system implementation.	FY20-21	SA, SH, MQ, DF, SP, NR, YR, LW, EP	Effective immediately and ongoing for FY20-21.	SS team initiated integration into Cap 60 and completed all client data import. Conference trainings remain ongoing until full mastery of CAP60 is achieved.	Weekly team meetings to continue learning until desired outcomes are achieved.	

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Key


MQ- Marilyn Quinones

DF- Dalia Fuentes

SA- Sandra Amaya

NR- Natasha Roman

SP- Sofia Page

 Committee Input & Leadership Needed

Children's Programs Dashboard: December 2020							QM
Initiatives	Project	Deadline	Action	Date	Status/Notes	QM	
Program Compliance	<ul style="list-style-type: none"> Staff Development 	Annual	SH, EP, YR	ongoing	All staff have met licensing requirements for staff development. Some contractual trainings still need to be completed and will be done virtually during the winter break.	Monitoring of training binders	
Child Development	Blended Learning	Ongoing	SH, EP, Teachers	ongoing	Most children have been attending onsite. A few, primarily due to health conditions, are "attending" virtually. The DISD teachers are responsible for making sure that both sets of students receive instruction and their progress is monitored. In the event of a closure, the DISD teachers will continue in that role, and our teachers will provide support to them and supplement their time with additional professional development.	Weekly team meetings to discuss and plan	
Community Partnerships	<ul style="list-style-type: none"> Dallas ISD Head Start of Greater Dallas 	Ongoing	SH	Nov-20	<ul style="list-style-type: none"> Our partnership with DISD continues to strengthen and provide more robust services for our students identified as qualifying for Special Education Services. We now have a speech therapist dedicated to our kids needing that service. Other therapies, such as vision therapy, are conducted on our campus as well. Assessment and ARD meetings take place at Bryan's House so that parents do not have to make a special trip to a DISD campus. After learning more about the restrictions that funding from Head Start would place on our programs, we have decided not to move forward with that potential partnership. Families in our infant/toddler classes would have to be the poorest of the poor at 100% of the poverty level. This would shut out so many other needy families surviving at below 300% of the poverty level. 	<ul style="list-style-type: none"> DISD Prek Partnership Advisory Council participation Regular meetings with DISD 	

Diversity and Inclusion	Beyond Breaking Barriers	Ongoing	Abi, Belinda Rodriguez, SH, Marilyn	Nov-20	Belinda is spearheading this amazing group of diverse women. Our work thus far has been to narrow down the vision and scope for the group. This will be a collaborative and uplifting experience for all involved. We will be launching the program at the end of January. The arm of this group, Voz Alta, that will be focused on Latina mothers has received funding from the Texas Womens Foundation (\$5,000).	Program Committee
Food Program	Food Service	Ongoing	Sonia Hurtado, YR, and SH	Ongoing	<ul style="list-style-type: none"> Per licensing guidelines, we are not serving meals "family style" this school year. Teachers plate each child's food for them. <ul style="list-style-type: none"> Beginning 12/7/2020, teachers will no longer eat with the children in the classroom. This requires teachers to remove their mask, and we do not feel that is prudent at this time due to the spread of the Covid virus. Yessenia recently submitted our application to CACFP (Children and Adult Care Food Program) and were awarded funding for the period 10/1/2020 - 9/30/2023. 	Program Committee
Therapy	OT, PT, Speech, SST	ongoing	SH, EP	Nov-20	Therapy is taking place at Bryan's House. Most therapies are conducted in a therapy room, unless it's a therapy directly related to the child's needs in the classroom. <ul style="list-style-type: none"> Beginning 12/7/2020, each class will have a dedicated therapy room for therapists to use. 	Program Committee
Medical	Children's care	Ongoing	EP, SH	Nov-20	<ul style="list-style-type: none"> Emily oversees the screening procedures for anyone entering the facility. She created and implemented electronic tools for the screening and tracking. <ul style="list-style-type: none"> She continues to educate staff on the conditions of children that we serve and manages tube feedings. 	Program Committee

Special Projects	Management of HHS (Child Care Licensings) & CPS Relationships (conflicts) in relation to Children's Programs	N/A	Nov-20	<p>On Nov. 22, we were informed by a staff member that she had tested positive for Covid-19. As required, reports were made to Child Care Licensing and Dallas County Health and Human Services. Parents and staff were informed immediately. The report automatically generates an investigation by licensing. We will receive the findings within a few weeks. No indication was given as to whether any citation would or would not be issued.</p> <ul style="list-style-type: none"> To our knowledge, no spread of the virus occurred at our facility. *Our new SmartCare technology has been a life-saver. All of our children are now checked in/ out securely through a kiosk. I was able to immediately see which children had been in attendance the days of exposure, and generate a report for the county with all of the requested contact information. I was also able to efficiently contact parents through both SmartCare and HiMama (our classroom communication app). 	Board Committee (as needed)
Covid-19	On-site Protocols	Ongoing	Nov-20	<p>Covid protocols are in place that include screening of everyone who is present in the facility, drop-off and pick-up of all children from the front of the building, only essential staff/therapists in the childcare side, masks required for everyone able to wear one.</p> <ul style="list-style-type: none"> Beginning 12/7/2020, additional precautions will be taken, due to the increase in covid cases in our area and the recent incident of a covid-positive staff member. 	QM Committee and Director weekly meetings

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SH = Shannon Hendricks (Children's Programs Director)
 EP = Emily Pullin (Clinic Manager)
 YR = Yessenia Ramirez (Data Coordinator)

Committee Input & Leadership Needed

Operations Department Dashboard: December 2020

Initiatives	Project Name	Deadline	Action	Date	Status/Notes	QM
Operations	Gensler Renovation Project	In Progress	AT, JS	12/12/2020	<p>Projects: Thanks to Steven and Gensler group, we are moving forward with the teacher's retreat renovations. They are currently procuring all the items needed for the project and will be onsite the weekend of December 12 to complete the project.</p>	Agency
Payroll	Payroll is processed bi-weekly. Timesheets are submitted on Tuesday at Noon To ensure accuracy.	Timesheets are DUE every other Tuesday by Noon	AT,SH,LW, MQ	Bi-Weekly	<p>Staff: We currently have 19 staff members on the payroll and 4 Dallas Independent School District (DISD) DISD teachers paid by DISD. New Addition: Diana Tellez Administrative Specialist will be joining the Team on January 4, 2021.</p>	Ties into Operations and Onboarding
Clinical Quality Management (CQM)	The purpose of the CQM process is to ensure the services and implementations of quality meet Bryan's House objective and client satisfaction.	In Process	AT, LW, MQ, SH	Weekly Monday Trainings	<p>Clinical Quality Management (CQM): We have updated the Covid protocols and revisited the sign in and out process for the children and staff. Every 90 days, we have a professional - Germblast spray the agency for disinfectant and sanitation spray, and every four weeks, we do an agency spray. Bryans House has purchased an electric sprayer for sanitation and disinfectant.</p>	Ties into programs & Government Grants
All Staff Holiday Drive Thru:	In-Person / Holiday Staff Party has been cancelled due to Covid	Annual	BH Staff & Directors	December 16, 2020 5-6PM	<p>The health and wellness is essential to us. With that in mind, we have decided to adjust the holiday party plans. No gathering together. We want to take every precaution. Instead, we will have a drive-thru gourmet dinner box pick up, and a raffle drawing. No white elephant game this year. Your name will be placed into a drawing.</p>	Ties into Staff Appreciation

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BELINDA RODRIGUEZ

Retired VP-Human Resources, AT&T Communications - Human Resources, AT&T

Belinda is a trusted leader who thinks strategically, delivers results, and develops talent. In her last role, she led the Human Resources organization supporting AT&T Business. In this role she was responsible for all HR strategic initiatives including organizational design, force sizing, talent reviews and compensation.

Belinda joined Southwestern Bell in 1980 as a College hire. Through the course of her career she has held numerous roles within Human Resources including managing International Compensation & Benefits across 56 Countries. Most of her career has been spent providing strategic HR support to various organizations including the start-up of U-verse Operations where she engaged in establishing strategic processes as AT&T revolutionized into an Entertainment Company. Her last role with AT&T allowed her to sit at the table with the CEO AT&T Business providing HR strategic guidance in support of 33,000 employees across 56 countries. She is a leader of change and especially enjoys the coaching and development of leaders as they progress through their careers.

A native of San Antonio Texas, Belinda received her Bachelor's Degree from Webster University in St. Louis. In retirement, she is looking to give back and work within the non-profit sector. While employed with AT&T, she spent time mentoring through the Women of AT&T organization and started the first ever Women of Color initiative that she co-chaired with the CEO AT&T Business. She was also a member of Hacemos and AT&T Women of Business.

Currently, she is donating her time at the Dallas Children's Advocacy Center, Mujeres de Hacer and Leading a Women's initiative for Bryan's House.

Belinda lives in Heath, Texas with her husband, Richard. She has two phenomenal daughters who reside in San Antonio, Texas.