

A photograph of three people in business attire smiling and looking upwards. A woman is at the top, a man is on the left, and another woman is on the right. They are all wearing light-colored blouses or jackets.

# connecting money + *mission*

A Virtual Fiscal and Program Management Series



2020 LEADING, INNOVATING TOGETHER  
July 2020

## ABOUT THE CONFERENCE

Every nonprofit organization must balance the pursuit of its mission and financial viability. The health of the organization depends on its ability to weigh its mission, capital structure, and organizational capacity in equal measure both as individual areas of concerns as well as on a larger scale in relation to each other.

The **Region IV Head Start Association** has collaborated with the **Region IV Office of Head Start** to offer a virtual fiscal and program management series that addresses trending issues, is responsive to your voice, and is reflective of our joint commitment to improve grantee performance and support continuous quality improvement in program leadership. The series was created by the **National Center on Program Management and Fiscal Operations (NCPMFO)** at the University of Massachusetts Donahue Institute, and the content will be presented by the talented NCPMFO team of experts.

Join us for a learning experience that will encourage breakthrough thinking and collaborative problem-solving while expanding your understanding and application of management principles, quality initiatives and best practices.

## WHO SHOULD ATTEND

A strong organizational team is a powerful mechanism for getting results and managing change. This event is ideal for organizations committed to harnessing the power of teams, and grantees are encouraged to register as an organizational team: Executive Director, Head Start Director, Fiscal Officer, Content Area Managers, Board and Policy Council Chairs/Members, as well as other key staff who hold a position of responsibility and accountability.

## SESSION DETAILS & REGISTRATION (6-PART WEBINAR SERIES)

Review complete session details below. Click session titles to register. Advance registration is strongly encouraged to ensure that platform capacity can accommodate demand. The sessions are provided at no cost to grantees. Each session will include a link to complete an evaluation. Once the evaluation is completed, participants will receive an attendance certificate. Contact us at [fstarr@rivhsa.org](mailto:fstarr@rivhsa.org) (Frances Starr, Executive Assistant) with event questions.

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### WEBINAR 1

#### Managing and Supervising Remotely in Uncertain Times

**Date:** July 7, 2020 | **Time:** 10:00 a.m. – 12:00 p.m. EST

[REGISTER NOW](#)

In response to the uncertainties presented by the pandemic, many HS/EHS programs found themselves suddenly working from home. For many managers and supervisors this is a new experience that requires new skills. As time has progressed, HS/EHS programs find they might need to re-imagine how they will continue to work from home for a longer period of time. This discussion will offer ideas and strategies to work productively at home, manage virtual meetings, and supervise virtually when staff are accustomed to working with others in offices, classrooms and in the communities they serve.

#### Opening Remarks:

- Dr. Nannette Phillips, President – Board of Directors  
Region IV Head Start Association
- Heather Wanderski, Acting Region IV Program Manager/Program Operations Division Director  
DHHS/ACF/Office of Head Start

#### NCPMFO Presenters:

- Jacqueline Davis, Professional Development Manager/ Program Management & Governance Specialist
  - Steven Russell, Fiscal, Management & Governance Specialist
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### WEBINAR 2

#### Data Informed Budgeting

**Date:** July 8, 2020 | **Time:** 10:30 a.m. – 12:00 p.m. EST

[REGISTER NOW](#)

The budget is a numerical expression of your goals and objectives. This webinar examines the key elements of budget development, how data informs and drives the budget process so that Head Start program leadership can provide ongoing oversight and includes a discussion on the importance of the partnership between program and fiscal operations and cost allocation implications in budgeting.

#### NCPMFO Presenters:

- Robert Pfeffer, Fiscal Consultant Initiative Coordinator/Fiscal, Program Management & Governance Specialist
  - Steven Russell, Fiscal, Management & Governance Specialist
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### **WEBINAR 3**

#### **Federal Financial Reporting**

**Date:** July 15, 2020 | **Time:** 10:30 a.m. – 12:00 p.m. EST

[REGISTER NOW](#)

This webinar identifies the regulations related to fiscal reporting, the importance of reporting accurately and timely on forms SF-425; SF428; and SF-429, and how these forms can assist grantees in telling a program’s story and highlight its priorities.

NCPMFO Presenters:

- Nekeya O’Connor, Fiscal Specialist
- Robert Pfeffer, Fiscal Consultant Initiative Coordinator/Fiscal, Program Management & Governance Specialist

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### **WEBINAR 4**

#### **Internal Controls, Fiscal Monitoring & Reporting & the Audit**

**Date:** July 22, 2020 | **Time:** 10:30 a.m. – 12:00 p.m. EST

[REGISTER NOW](#)

This webinar examines the five strategies to ensure that internal controls are effective to ensure the safeguarding of federal funds and assets and how monitoring and reporting can support those controls. This webinar will also examine how grantees can prepare for the audit, identify common audit deficiencies, and consider how to develop and implement corrective action plans.

NCPMFO Presenters:

- William Maes, Fiscal Specialist
- Filiberto Sigala, Fiscal & Facilities Expert

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### **WEBINAR 5**

#### **Facilities Overview (Part 1 - Morning)**

**Date:** July 29, 2020 | **Time:** 10:30 a.m. – 12:00 p.m. EST

[REGISTER NOW](#)

This content examines the steps necessary from the facilities pre-planning process to the submission of a 1303 Subpart E facilities application and how grantees can assess their need to proceed and implement their particular project. This session also examines how grantees can develop strategies for budgeting for on-going maintenance and repairs of existing facilities.

NCPMFO Presenters:

- Chris Barnes, Fiscal Specialist
- Nekeya O’Connor, Fiscal Specialist

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## **WEBINAR 6**

### **Facilities Overview (Part 2 - Afternoon)**

**Date:** July 29, 2020 | **Time:** 1:30 p.m. – 3:00 p.m. EST

[REGISTER NOW](#)

This content examines the steps necessary from the facilities pre-planning process to the submission of a 1303 Subpart E facilities application and how grantees can assess their need to proceed and implement their particular project. This session also examines how grantees can develop strategies for budgeting for on-going maintenance and repairs of existing facilities.

NCPMFO Presenters:

- Chris Barnes, Fiscal Specialist
- Nekeya O'Connor, Fiscal Specialist