

**January Governance Meeting Minutes**

**January 15, 2025**

1. **Introductions and Instructions**

Meredith Chartrand-Frisch, Governance Chair

Meredith Chartrand-Frisch, Governance Chair, called the meeting to order at 9:00 a.m.

Members Present – Connie Hodges, Lawrence Dennis, Marsha Oliver, Meredith-Chartrand Frisch

Members Absent - None

2. **Public Comments**

Mrs. Chartrand-Frisch explained that public comments would be taken for each item on the agenda. At the end of the meeting the public will also have an opportunity for general public comments. There were no public comments from the audience.

3. **Approval of November Minutes**

Meredith Chartrand-Frisch, Governance Chair

Mrs. Chartrand-Frisch Hodges asked if there were any revisions to the minutes. There being none, she asked for a motion to approve the minutes.

Motion: Connie Hodges

Second: Lawrence Dennis

Approved: 3-0

4. **New Business**

Dr. Saralyn Grass, Chief Executive Officer

Deirdre Conner, Principal & Founder Ripple Effect Storytelling & Insights

Jeanne Ward, Literacy

a. **Mayor’s Book Club RFP**

Dr. Grass provided an overview of the Mayor’s Book Club RFP, which is another way KHA will promote early literacy among young children, ages 0-4. This initiative will include monthly distribution of books to early child development centers, quarterly community outreach events and accompanying activities such as celebrity readers and take-home supplemental reading. It is expected that 4500-5000 children will be served on an annual basis. Books will also be distributed through doctor’s offices and the Bookmobile. The Gate Foundation will donate up to $1 million dollars over a 4–5-year period. KHA will hire a vendor who will facilitate the distribution of books.

Mrs. Chartrand-Frisch asked for a motion to approve this board action item.

Motion: Connie Hodges

Second: Lawrence Dennis

Approved: 3-0

b. **Board Retreat Summary**

Deidre Conner summarized the recommendations which resulted from the Board Retreat which include:

1. To better engage and understand the needs of children and providers in the community by discussing and improving the timeline for a new Needs Assessment/Gap Analysis and prioritizing the Provider Survey.
2. Develop a framework for data driven decision making and program evaluation

which entails taking a deep dive into the Essential Services Plan and Gap Analysis and developing a program evaluation for providers.

1. Drive the strategic direction of KHA through Board Governance process improvement by maximizing their time to ensure that the committee is addressing the most important things, developing an annual or 3–5-year cadence for important items and building in more Workshops.
2. Update and improve the CEO Evaluation process by reviewing the job description and annual goals, developing a rubric, self-evaluation and 360 process.

Mrs. Conner will provide an overview of these findings at the upcoming Board meeting.

c. **Mayor Deegan’s River City Reader’s Bookmobile**

Jeanne Ward indicated that the Bookmobile is a valuable resource which will visit remote areas where transportation is limited and provide students and parents with valuable resources. She also invited everyone to the Mayor’s Bookmobile Press Conference on January 27th at 10am. The Bookmobile is funded by the Lucy Gooding Foundation. Linda Lanier, former CEO of KHA will also be in attendance.

5. **Governance Activities**

Dr. Saralyn Grass, Chief Executive Officer

Meredith Chartrand-Frisch, Governance Chair

1. **Review Board Bylaws**

The only change to the Bylaws is to ask the Board Secretary to sign approved Board Action Items.

Motion: Lawrence Dennis

Second: Connie Hodges

Approved: 3-0

1. **Review Board Approved Policies**
2. Delegation of CEO authority to CAO

There are no changes to this policy.

1. Delegation of Execution Authority to CEO

This policy was updated to include a monthly written report to the Board.

1. Small Provider Criteria

As a requirement of the ordinance, the Board must approve the criteria for what defines a Small Provider.

1. Approval of the Grant Applications

There are no changes to this policy.

Motion: Lawrence Dennis

Second: Connie Hodges

Approved: 3-0

6. **Public Comments**

Mrs. Chartrand-Frisch asked if there were any public comments.

Mr. Baxton, Communities in Schools, shared that on January 31st, CIS will celebrate their 33rd anniversary and invited the Board to this event. Deborah Sibley shared that the next Governance meeting will take place on March 19th at 9:00a.m.

7. **Adjourn**

Mrs. Chartrand-Frischadjourned the meeting at 9:55a.m.