



Strategic Services & G.U.I.D.E. Meeting Agenda

September 14, 2026, 1:00 p.m. – 2:00 p.m.

1. Welcome and Introductions

Meredith Chartrand-Frisch, Committee Chair

2. Public Comments

Public comments will not be considered as there are no actionable items on the agenda.

3. Purpose of Strategic Services Committee

Meredith Chartrand-Frisch, Committee Chair

The purpose of this committee is to propose a calendar and recommended timeline for board governance activities and reviews that align with the strategic direction and goals of the organization. This includes the following:

- Essential Services
- CEO Evaluation
- Board Assessment
- Policy Reviews
- Employee Climate Survey
- Essential Services Effectiveness Review (Providers/Youth)
- Any ideas (grant review/programs)

4. New Business

Dr. Dana Kriznar, Interim CEO

Meredith Chartrand-Frisch, Committee Chair

- a. Made a Way Foundation Update
- b. Ordinance Requirements & 4-Year Strategic Program Cycle
- c. Board Activities Calendar

5. Next Steps

6. Adjourn



STRATEGIC PLANNING — CALENDAR —

DRAFT

Key activities organized by frequency to guide our planning and accountability.



MONTHLY

- CEO Purchases under Delegated Authority
- Noncompliance List



QUARTERLY

- Audit Reports (March, June, September, December)
- Youth Travel Trust Fund Approvals (October, January, April, July)



TWICE ANNUALLY

- Provider Survey (January and June)
- KHA Staff Survey (January and June)



ANNUALLY

- Policy Review
- Board Retreat to Review Needs Assessment and Gap Analysis and Update Services Plan
- Preliminary Budget Discussion
- Submit Proposed Budget to Mayor
- Election of Officers
- Board Annual Self-Assessment
- CEO Strategic Improvement Plan
- CEO Submission of Self-Evaluation
- CEO Evaluation and Goal Setting
- Liaison Reports (Requested September, reports November)
- Philanthropic Reports (Requested September, reports November)
- Committee Appointments Finalized (Chair Assigns Appointments)
- Review of Board Assessment Tool Results
- Present Summary of Provider Impact & Contract Performance
- Review Services Plan
- 10% Budget Reduction Exercise

February



February



March



April



June



June



July



July



August



September / November



September / November



June



October



November



February



January / February



Purpose. These recurring activities ensure strong governance, accountability, and continuous improvement throughout the year.



Strategic Planning Calendar

Month	Recurring Tasks	Action Items, Deadlines & Milestones
January	CEO Purchases / Noncompliance List	• Begin 10% Budget Reduction Exercise • Provider Survey (Semi-Annual) • KHA Staff Survey (Semi-Annual) • Youth Travel Trust Fund Approvals (Quarterly)
February	CEO Purchases / Noncompliance List	• Finalize 10% Budget Reduction Exercise • Board Retreat (Review Needs Assessment, Gap Analysis, Update Services Plan)
March	CEO Purchases / Noncompliance List	• Preliminary Budget Discussion • Audit Reports (Quarterly)
April	CEO Purchases / Noncompliance List	• Submit Proposed Budget to Mayor • Youth Travel Trust Fund Approvals (Quarterly)
May	CEO Purchases / Noncompliance List	<i>No specific annual tasks scheduled.</i>
June	CEO Purchases / Noncompliance List	• Assessment Tool Sent to Board • Election of Officers • Committee Appointments Finalized (Chair Assigns Appointments) • Provider Survey (Semi-Annual) • KHA Staff Survey (Semi-Annual) • Audit Reports (Quarterly)
July	CEO Purchases / Noncompliance List	• New Board Chair Officers Begin • CEO Strategic Improvement Plan • CEO Submission of Self-Evaluation • Youth Travel Trust Fund Approvals (Quarterly)
August	CEO Purchases / Noncompliance List	• Review Board Assessment Tool Results • CEO Evaluation and Goal Setting

September	CEO Purchases / Noncompliance List	• Liaison Reports Requested • Philanthropic Reports Requested • Audit Reports (Quarterly)
October	CEO Purchases / Noncompliance List	• Policy Review • Youth Travel Trust Fund Approvals (Quarterly)
November	CEO Purchases / Noncompliance List	• Liaison Reports Due • Philanthropic Reports Due
December	CEO Purchases / Noncompliance List	• Audit Reports (Quarterly)