



March Governance Committee Meeting Agenda
March 18, 2026, 9:00 a.m. – 10:00 a.m.

1. Introductions and Instructions

Meredith Chartrand-Frisch, Governance Chair

2. Public Comments

Public comments will be taken for each item on the agenda. Comments must be made about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. Approval of February Minutes

Meredith Chartrand-Frisch, Governance Chair

4. Governance Activities

Dr. Dana Kriznar, Interim Chief Executive Officer

a. Youth Travel Trust Fund (YTTF) Staff Recommendations

1. The Rock Jax, Inc. – 2025-2026 Travel Basketball
2. CISV USA, Inc.- 2026 Summer International Programs
3. Boys and Girls Club of NE FL, Inc. – 2026 National Keystone Conference
4. Legacy Sports Association – 2025 United League Football Nationals
5. Raines Athletic Booster Club, Inc. – 2025 State Football Championship

b. Policy Recommendations

1. Delegation of CEO Authority to Chief Administrative Officer
2. New: CEO Communication to the Board

5. General Public Comments

6. Adjourn



**February Governance Committee Meeting Minutes
February 18, 2026, 9:00 a.m. – 10:00 a.m.**

1. Introductions and Instructions

Meredith Chartrand-Frisch, Governance Chair

Ms. Chartrand-Frisch commenced the meeting by extending a warm welcome to all attendees and expressing gratitude for their contributions. She also conveyed her best wishes for a Happy Chinese New Year, highlighting key themes for the year ahead, such as endurance, boldness, intentionality, and responsibility. Following this, she introduced Dr. Dana Kriznar, Interim Chief Executive Officer, who was attending her first Governance meeting, and invited Ms. Tara Johnson, Employee Services, to present an update on the CEO Search.

Board Members Present – Meredith Chartrand-Frisch, Lawrence Dennis, Cynthia Nixon

2. Public Comments

Mrs. Chartrand-Frisch indicated that public comments will be taken for each item on the agenda. Comments must be made about the specific agenda item. The audience will have an opportunity for public comment on general topics at the end of the meeting.

3. CEO Search Update

Tara Johnson, Employee Services

Ms. Johnson shared that Employee Services has received 63 applications to date, with 25 already deemed eligible and 18 currently under review. Since last Friday, approximately 15 additional applications have come in, and they are actively working to process them. The goal is to maintain a steady pace in reviewing these applications to facilitate an efficient ranking system, categorizing them into minimally qualified, qualified, and highly qualified. As progress is made, it may be beneficial to reassess how many applications the Board would like to review, considering the large volume they anticipate. While the job listing has been posted on several websites, they have yet to utilize any paid platforms due to budgetary uncertainties.

Ms. Pitts indicated that we are flexible regarding the budget for posting, as long as it remains reasonable and the job posting budget will be further discussed in the Finance meeting. Ms. Johnson agreed to provide KHA with an updated list of sites where the CEO position will be posted and indicated that there are still two platforms available for posting,

provided we have Board members who are affiliated with the National School Public Relations Association and the Florida Nonprofit Alliance. Both organizations permit postings under such circumstances. Employee Services has shared the CEO posting with several organizations, including the Florida Alliance of Children's Councils, Children's Councils and Trusts, the Florida Philanthropic Network, the Florida League of Cities, Florida City and County Management, the Nonprofit Center of Northeast Florida, and the Florida Public Health Association. Additionally, they have reached out to the National Education Association and the Florida Association of District School Superintendents to inquire if they would be willing to post our job opening as well.

Ms. Johnson also shared that some applicants possess strong qualifications for the role of CEO; however, they lack experience working with children. This specific experience is not a requirement outlined in the code, which means we cannot disqualify candidates solely for not having a background in child-related fields. Nonetheless, this factor will influence the assessment of their overall qualifications, categorizing them as highly qualified, qualified, or minimally qualified.

Ms. Johnson also agreed to forward the link for the CEO position to Mr. Darity and the Board members, allowing them to continue promoting the vacancy, which will remain open until March 30th.

4. Governance Activities

Meredith Chartrand-Frisch, Governance Chair

- a. Review Board Bylaws – Ms. Chartrand-Frisch asked if there were any changes to the Bylaws and there were none. Ms. Sibley agreed to add the Review Date (February 18, 2026) and Signature line for Mrs. Chartrand-Frisch's signature.

Dr. Kriznar provided an overview of the following KHA policies:

b. Policy Revisions:

- i. Audited Financial Statements Requirements – During the discussion, Ms. Pitts confirmed that the federal guideline which would trigger a small provider to produce an annual audit has been raised to \$1,000,000. She agreed to follow up with the city to determine if they are following this guideline. The Committee also agreed to the following:
 - Clarify who is responsible for certifying the financial statements as the Provider's Board Chair
 - Requires Finance Committee review of all requests for waiver of audit requirements
 - Stipulates provisions of required documents if audit is waived
 - Changes requirement for an annual report of financial statements and audit reports to quarterly reports, in alignment with the rolling nature of the due

dates of the reports (January, April and October due dates). Ms. Chartrand-Frisch asked for public comments, there were none.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

ii. Delegation of Execution Authority to the CEO

- Decreases the delegated authority of the CEO to enter into contracts and agreements from \$65,000 to \$25,000.
- Clarifies the delegation authority is a cumulative total to a single provider over the course of a fiscal year
- Adds a provision that amendments to existing contracts cannot exceed 10% or \$25,000, whichever is less
- Clarifies that amendments renewing existing contracts must be at no additional cost if executed under delegated authority
- Reinforces that the CEO will provide the Board with a report on all Contracts and Amendments executed under their Authorization

Ms. Chartrand-Frisch asked for public comments, there were none.
Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

iii. Delegation of CEO Authority to Chief Administrative Officer – No recommended changes, the review date will be updated to reflect that this policy was reviewed on February 18, 2026. Ms. Chartrand-Frisch asked for public comments, there were none.

iv. Advance Payment Policy

- Adds a requirement to include all approvals for extension of the payback period in the Financial Report of the formal Board packet. Ms. Chartrand-Frisch asked for public comments, there were none.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

v. Small Provider Criteria – No recommended changes, , the review date will be updated to reflect that this policy was reviewed on February 18, 2026. Ms. Chartrand-Frisch asked for public comments, there were none.

vi. Approval of Grant Applications

- Adds a requirement to report to the Board all submissions for grant renewals at the next Board meeting and that renewals be reflected in the Board packet and in the Board minutes. Ms. Chartrand-Frisch asked for public comments, there were none.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

- c. Youth Travel Trust Fund (YTTF) Policy – This new policy allows the Board of Directors to authorize the CEO to allocate funds from the Youth Travel Trust Fund to requesting organizations in a manner consistent with the requirements of Section 111.850 of the Ordinance Code and any other applicable City regulations, in an amount not to exceed \$10,000 per applicant. This policy includes an Evaluation Criteria and Scoring Matrix. Applications will be advertised in Good News Friday and on KHA’s social media platforms. Ms. Chartrand-Frisch asked for public comments, there were none.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

Dr. Kriznar proposed that the Board consider establishing a policy requiring the CEO to report all official audit findings, including those from KHA and the Inspector General. She suggested that the report include any incidents related to KHA-funded programs that resulted in harm to a child or involved allegations of misconduct by a provider or employee in these reports. The Governance Committee expressed support for this initiative and requested that Dr. Kriznar also incorporate investigations concerning KHA employees, while also seeking input from Board Chair Oliver on the matter. Dr. Kriznar encouraged committee members to reflect further on this proposal and to share their thoughts regarding its content.

Mr. Darity summarized the following Board Action Items:

- d. Public Works Education Adjustment (PWEA) Grant Application - The project will align workforce, education, employer, and community partners to create a single, streamlined pathway into high-demand transportation and logistics careers. Grant funds will support program design, industry-aligned training, apprenticeships and earn-and-learn models, wraparound services, and shared data systems to track outcomes. The total project budget is \$2,485,500, including a \$1,485,500 EDA request and a \$1,000,000 in-kind match provided by the Jacksonville Transportation Authority. This action item includes a Prioritized Checklist and FAQ. Ms. Chartrand-Frisch asked for public comments, there were none.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Vote: 3-0

5. General Public Comments

The committee thanked Dr. Kriznar and the KHA team for all of their hard work on these initiatives.

6. Adjourn

The meeting was adjourned by Meredith Chartrand-Frisch at 10:18 a.m.

BOARD ACTION ITEM: YOUTH TRAVEL TRUST FUND (YTTF) STAFF RECOMMENDATIONS

BOARD ACTION NUMBER: 26-006

CATEGORY: GRANTS MANAGEMENT

GOVERNANCE MEETING: March 18, 2026

FINANCE MEETING: March 18, 2026

BOARD MEETING: March 25, 2026

TO: KIDS HOPE ALLIANCE BOARD OF DIRECTORS

FROM: DANA KRIZNAR, CHIEF EXECUTIVE OFFICER

REQUESTED ACTION:

The Board is asked to:

1. Approve funding recommendations for Youth Travel Trust Fund applications which have been scored by Kids Hope Alliance.

NARRATIVE:

The Youth Travel Grant Program was established to allow students and youth groups in Duval County to travel to competitions and events around the country. This opportunity gives our youth a perspective and experiences they may not otherwise have without these funds. Below are the staff recommendations from YTTF applications received thus far. See Attachment #1 for YTTF applicant score breakdowns.

Staff Recommendations:

- Applicant #1
 - **Agency:** The Rock Jax, Inc.
 - **Requested Activity:** Travel Basketball 2025-26
 - **Activity Summary:** Exposing the basketball players to a competitive league which will make them better/more well-rounded players
 - **Requested Funding Amount:** \$10,000
 - **Staff Recommendation:** Fund
- Applicant #2
 - **Agency:** CISV USA, Inc.
 - **Requested Activity:** 2026 Summer International Programs
 - **Activity Summary:** Youth ambassadors travel to other countries to attend international programs and learn about cultural awareness
 - **Requested Funding Amount:** \$10,000
 - **Staff Recommendation:** Fund

- Applicant #3
 - **Agency:** Boys and Girls Club of NE FL
 - **Requested Activity:** Keystone Conference
 - **Activity Summary:** Youth will attend an annual conference that will provide them with opportunities for leadership training, community service and career preparation
 - **Requested Funding Amount:** \$10,000
 - **Staff Recommendation:** Fund

- Applicant #4
 - **Agency:** Legacy Sports Association
 - **Requested Activity:** UYFL National 2025
 - **Activity Summary:** Attending and competing at the Youth Football National Championship
 - **Requested Funding Amount:** \$10,000
 - **Staff Recommendation:** Fund

- Applicant #5
 - **Agency:** Raines Athletic Booster Club, Inc.
 - **Requested Activity:** Florida High School Athletic Association Football State Championships 2025
 - **Activity Summary:** Youth will compete in the State Championship game
 - **Requested Funding Amount:** \$10,000
 - **Staff Recommendation:** Fund

STRATEGIC GOAL & ELEMENT:

Chapter 111.850(B) of the City of Jacksonville Ordinance Code grants the Board of Kids Hope Alliance authority for determining and authorizing funds from the Youth Travel Trust Fund for certain types of youth travel that may be deemed a valid public purpose.

FISCAL IMPACT:

If the KHA Board of Directors agrees and approves staff recommendations for the above applicants, the remaining balance would be \$0 for the 2025-2026 City Fiscal Funding Year.

OPTIONS:

- Vote to approve action item.
- Decline to approve action item.
- Vote to approve action item with amendments. If checked, the following amendment to the item is approved.

Board Secretary's Signature: _____
(In the event the Board Secretary is not present, the Board Chair may sign, and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Youth Travel Trust Fund Matrix Scores

Applicant	Scorer #1	Scorer #2	Scorer #3	Average Score	Staff Recommendation
The Rock Jax, Inc.	365	370	370	368	Fund
CISV USA, Inc.	355	370	365	363	Fund
Boys and Girls Club of NE FL	350	440	365	385	Fund
Legacy Sports Association	425	470	455	450	Fund
Raines Athletic Booster Club, Inc.	450	450	445	448	Fund



**BOARD POLICY
DELEGATION OF CEO AUTHORITY TO CAO**

Section:	Administration		
Subject:	Delegation of CEO Authority to Chief Administrative Officer		
Effective Date:	March 17, 2024 <u>March 25, 2026</u>	Review Date:	February 18, 2026
			<u>March 18, 2026</u>
Approved: KHA Board, January 22, 2025			

AUTHORITY:

Section 77.110(a) of the Kids Hope Alliance enabling Ordinance Code states that the "Board may authorize the CEO to execute contracts and other documents on the Board's behalf."

PURPOSE:

This policy delegates the execution authority for contracts and other documents to the CAO during the times that the CEO is unavailable because the CEO is on leave from work or out of town for Kids Hope Alliance business. This delegation allows the business of the Kids Hope Alliance to continue uninterrupted.

POLICY:

During such times as the Chief Executive Officer (CEO) of the Kids Hope Alliance is on leave from work or out of town for Kids Hope Alliance business, the Board:

1. Authorizes the Chief Administrative Officer to execute, on behalf of the Board, all contracts, and other documents which the Board has authorized the CEO to execute.
2. Authorizes the Chief Administrative Officer to take all other actions consistent with the responsibilities delegated to the CEO by the Board to the extent necessary to allow the Kids Hope Alliance to continue operations and programming during the CEO's absence.

3. Prior to taking annual leave, the CEO shall:

- Notify the KHA Board Chair of the intended leave dates.
- Send a Delegation of Authority Notice in accordance with KHA policy to all Board members.

4. In the event the Chief Executive Officer (CEO) will be absent due to travel for KHA business or for participation in external training, the following requirements shall apply:

- The CEO shall notify the Board Chair of the planned travel or training, including the dates of travel, estimated or actual costs, and the purpose of the travel or training.
- The CEO shall follow all City HR guidelines for travel approval.
- The CEO shall obtain approval from the Board Chair prior to incurring travel or training expenditures or departing for such travel.
- The CEO shall provide notice of the intended travel or training to the full Board.
- Prior to the period of absence, the CEO shall issue a Delegation of Authority Notice to the Board identifying the individual to whom authority is delegated and the scope and duration of that delegated authority

5. The Chief Executive Officer (CEO) must obtain prior approval from the Board Chair before performing work from a remote location or from home. When the CEO is working remotely, it is expected that the CEO is fully available and able to perform all regular duties; therefore, remote work alone does not require delegation of authority to the CAO. The CEO shall comply with all applicable City of Jacksonville policies and procedures governing Work at Home arrangements.

6. In the event that the CEO needs to take sick or emergency leave, the CEO shall:

- Notify the Board Chair as soon as practicable.
- Provide a Delegation of Authority Notice to the Board.

Board Secretary Signature:

(in the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____



BOARD POLICY
CEO COMMUNICATION TO THE BOARD

Section:	Administration	
Subject:	CEO Communication to the Board	
Effective Date:	March 25, 2026	Review Date: March 18, 2026
Approved: March 25, 2026		

AUTHORITY

Section 77.110(a) of the Ordinance Code designates the Kids Hope Alliance Board of Directors responsible for establishing “the CEO’s duties and compensation”. It further states, “(t)he CEO shall manage KHA affairs under this Chapter subject to the Board’s supervision.”

PURPOSE:

To ensure timely and transparent communication between the Chief Executive Officer (CEO) of Kids Hope Alliance (KHA) and the Board of Directors regarding significant matters affecting the organization, its funded providers, and its operations.

POLICY STATEMENT:

The CEO shall maintain open and proactive communication with the KHA Board of Directors by reporting specific events, investigations, and operational matters as outlined below. This policy establishes mandatory reporting requirements and expectations, as well as potential corrective action.

POLICY

I. Mandatory Reporting to the Board

- The CEO must timely report to the Board of Directors the following:
1. Official Audit Reports

- a. Any official audit report findings concerning KHA operations, finances, or compliance.
2. Office of Inspector General (OIG) Investigations or Findings
 - a. Any OIG investigations or findings related to KHA or its funded providers.
3. Issues Involving City Council Members or Mayor’s Executive Staff
 - a. Any significant issues, disputes, or concerns raised by or involving City Council members or Mayor’s executive staff regarding KHA.
4. Incidents in KHA-Funded Programs
 - a. Any incident resulting in harm to a child.
 - b. Any real or alleged illegal activity by a KHA-funded provider or KHA employee.
 - c. Any provider misconduct resulting in financial penalty and/or requiring a Corrective Action Plan.
5. Personnel Investigations
 - a. Any investigation initiated by the City or law enforcement concerning KHA or KHA- funded provider personnel.
6. Other events that are likely to generate media attention or pose reputational, legal, or safety risks to KHA.

II. Procedures

Immediate Notification to the Board

Certain incidents require the CEO to notify the Board as soon as reasonably possible, due to their potential impact on student safety, district operations, public trust, or legal compliance. The CEO must provide immediate notification to the Board President and the full Board when any of the following occur:

- A child is seriously injured, experiences significant medical harm, or dies while participating in a KHA funded program, activity, or service, including those delivered by contracted providers.
- An employee, volunteer, or contractor of KHA—or an employee of a contracted provider who has direct contact with children—is arrested, charged with a serious crime, or is the subject of a credible allegation involving student safety, abuse, violence, or conduct that could reasonably undermine public trust.
- Any incident that is likely to generate urgent media attention or pose reputational, legal, or safety risks to KHA.
- Any event that triggers mandatory reporting obligations to law enforcement, child protective services, or another regulatory agency.

Notification as Part of Routine Reporting

Other matters that do not pose immediate safety, legal, or reputational risks may be communicated during the next scheduled Board meeting or through regular reporting mechanisms. Examples include but are not limited to:

- Audit findings or recommendations.
- Operational issues without immediate student safety impact.
- Non-urgent compliance matters.
- Program updates or performance summaries.

III. Compliance

Failure to comply with this policy may result in review by the Board and appropriate corrective action consistent with KHA governance standards.

Board Secretary Signature: _____
(In the event the Board Secretary is not present, the Board Chair may sign and authority shall pass down accordingly.)

Print Name and Title: _____

Date: _____

Provider Compliance Summary

Organization	Site Name	Compliance Issue	Resolution
Boys & Girls Club	Oceanway Middle School	Reimbursement documentation discrepancies. Staff were signing in participants who were not present, resulting in inaccurate attendance reporting.	Site placed on a Corrective Action Plan (CAP). Reimbursement was reduced by 25%.
Boys & Girls Club	Highlands Elementary School	Reimbursement documentation concerns; duplicated sign in sheets identified.	Site placed on a Corrective Action Plan (CAP). Reimbursement was reduced based on data from unduplicated sign-in sheets.
America's Little Leaders	N/A	Certificate of Insurance (COI) issues and outstanding advance of \$7,439.10. Provider no longer responding to emails or phone calls.	Provider is no longer operating. Advance payback has been escalated to the City of Jacksonville's Legal Department and the Council Auditor's Office for further guidance.
Visionary Dreamers	N/A	COI Issues- Terminated 10/15/2025	Provider is no longer operating. Advance payback has been escalated to the City of Jacksonville's Legal Department and the Council Auditor's Office for further guidance.
Yohannas	N/A	COI Issues- Terminated 12/29/2025	Reimbursements are on hold pending resolution of the issue.
River City Pearls	N/A	COI Issues- Required coverage has not been obtained by the provider.	Contract execution is delayed pending resolution of the issue.
Blue & White Charities	N/A	COI Issues- Required coverage has not been obtained by the provider.	Contract execution is delayed pending resolution of the issue.