



CEO Search Committee Meeting Agenda
June 18, 2026
9:30 a.m. – 10:30 a.m.

1. Welcome

Co-Chair Meredith Chartrand-Frisch
Co-Chair Lawrence Dennis

2. Public Comments

Public comments will not be taken for today's meeting since there are no actionable items.

3. Review of May Minutes

Co-Chair Meredith Chartrand-Frisch

4. Employee Services

Leah Hayes, Director of Employee Services
Tara Johnson, Chief of Talent Management

- a. Top 3-5 of ranked candidates plus veterans moving forward
- b. Interview Process – Presentation Topic & Guidelines

5. Next Steps

- a. Timeline Review
- b. Interview Questions
- c. Next Meeting

6. Adjourn



**CEO Search Committee Meeting Minutes
May 13, 2026, 9:30 a.m. – 10:30 a.m.**

1. Welcome

Co-Chair Meredith Chartrand-Frisch

Co-Chair Lawrence Dennis

Ms. Chartrand-Frisch welcomed everyone to the meeting and led a brief discussion on Mother's Day.

Board Members Present - Meredith Chartrand-Frisch, Lawrence Dennis, Marsha Oliver, Josh Martino, Kevin Gay, Cynthia Nixon

Others Present – Leah Hayes, Tara Johnson, Reese Wilson, Dana Kriznar, Rodger Belcher, Jessica Pitts

2. Public Comments

Ms. Chartrand-Frisch reminded everyone that public comments will not be taken for today's meeting since there are no actionable items.

3. Review of April Minutes

Co-Chair Meredith Chartrand-Frisch asked whether there were any revisions to the April meeting minutes. Hearing none, she requested a motion to approve the minutes.

Motion: Lawrence Dennis

Second: Josh Martino

Approve: 3-0

4. Employee Services

Leah Hayes, Director of Employee Services

Tara Johnson, Chief of Talent Management

Ms. Chartrand-Frisch reminded the attendees that we began the CEO selection process with more than 200 applicants and narrowed that list down to 10–15 finalists, plus 12 applicants with veteran status, through a transparent and diligent process that began in December. She emphasized the Board's commitment to transparency, care, and adherence to KHA's Ordinance and Bylaws which give the Board sole authority to hire, evaluate, compensate, and, if necessary, dismiss the CEO. She expressed confidence in the Board's ability to

remain objective and focused on its mission of serving children and families in Jacksonville, then thanked Employee Services and attendees for their participation and flexibility in supporting the selection process.

Mr. Dennis also expressed his appreciation to the Board and Employee Services for their hard work and dedication to the CEO Search process and indicated that we have a clear and transparent process in place, and he is committed to following it.

a. Top 10-15 Ranked Candidates plus Veterans

Ms. Hayes presented the Board with the top 10–15 ranked candidates, plus qualified veterans, based on the individual evaluations completed by Board members. Following discussion, the Board agreed to request that Employee Services conduct virtual interviews with candidates who received scores of 20 points or higher, as well as all qualified veteran applicants.

Several Board members expressed concerns regarding the privacy of candidates and the need to protect the integrity of the hiring process from external influences. They reaffirmed their commitment to conducting a fair, objective, and merit-based selection process focused on identifying the best candidate to serve Jacksonville’s children and families. Board members emphasized that candidate evaluations would be based on qualifications, values, and demonstrated merit, and that they would remain steadfast in following an equitable process without being influenced by public opinion or other outside factors.

Ms. Chartrand-Frisch requested a motion to proceed with interviews for candidates who received scores of 20 points or higher, as well as all qualified veteran applicants.

Motion: Meredith Chartrand-Frisch
Second: Lawrence Dennis
Approve: 6-0

b. Interview Process

Ms. Hayes confirmed that Board members had previously submitted interview questions, which will be utilized during the upcoming virtual interviews. She further advised that recordings of the interviews will be made available to Board members at the May 27 Board meeting. The Board will review the recordings and use them to identify the top three to five candidates to advance to in-person presentations before the Board and the public. Ms. Hayes also noted that no rejection notices will be issued to candidates until the interview process has been completed.

5. Next Steps

- **June 15:** Board members will submit their selections of the top three to five candidates to Employee Services.
- **June 18:** The CEO Search Committee will convene to finalize the list of the top three to five candidates advancing in the process. The committee will also determine the presentation topic and guidelines for the in-person interviews. All candidates will receive the same topic and instructions, and presentations will be limited to 12–15 minutes.
- **July 9:** Finalists will participate in in-person interviews at KHA. The interview process may include staff engagement opportunities, a facility tour, and candidate presentations.
- **July 15:** The CEO Search Committee will hold its final meeting, during which the full Board will select the preferred candidate for the CEO position. Employee Services will then prepare and issue an offer letter. The selected candidate's start date will be determined based on their availability and any required notice period with their current employer.

6. Adjourn

Meredith Chartrand-Frisch concluded the meeting at 10:20 a.m.