



Memorandum

DT: May 13, 2026

TO: Governing Board Personnel and Finance Committee Members

CC: KCRHA Executive Leadership Team

FR: Dr. Kelly Kinnison, Chief Executive Officer

RE: Approvals for hiring in progress

Summary

I am requesting approval for 7 hires (bolded below) already in progress to maintain continuity of program services and ensure our finance team has the capacity to function while working to address the Forensic Evaluation findings.

Context

In 2025, KCRHA leadership identified an administrative budget shortfall for 2025 and 2026. KCRHA instituted a hiring freeze beginning in February 2025. The current process for exemptions to the hiring freeze is for the Department Head to provide a rationale to the CEO, including budget and service impacts if not filled.

After briefing the KCRHA Governing Board in October 2025, KCRHA eliminated 14 vacant positions and laid off 13 staff members to partially close that gap while maintaining continuity of services. At that time, the Executive Leadership Team identified several key vacancies that needed to be filled to make our interim operating structure successful (see attached temporary operating structure as of May 2026).

1. Associate Deputy for Strategy (filled)
2. Director, Special Projects (filled with internal hire)
3. Coordinator, Budget and Financial analysis (filled)
- 4. Coordinator, Operations and IT (vacant)**
- 5. Director, Continuum of Care (vacant)**

Since October 2025, several additional staff positions have been vacated, and CEO approval was sought for backfill.

1. Chief Finance Officer/Chief Business Officer (on hold pending forensic evaluation)
2. **Senior Director of Emergency and Housing Services (vacant)**
3. **Director, Procurement (backfill authorized at lower Manager level; vacant)**
4. **Accountant (vacant)**
5. **Coordinator, Contracts (vacant)**
6. **Senior Coordinator, Emergency Housing Programs (vacant)**
7. Specialist, Contracts (vacant; backfill not approved by CEO, removed from budget)
8. Manager, Housing Stability (backfill on hold per freeze, removed from budget)

Request for Approval

On April 24, 2026, the board began requiring Finance Committee approval of KCRHA hires. I am requesting approval for the following 7 vacancies for which hiring is already in progress to maintain continuity of program services and ensure our finance team has the capacity to function while working to address the forensic evaluation findings. These positions have been shown as part of our 2026 budget.

This plan does not include a request for a Chief Financial Officer. I understand that the strategy and funding for filling this senior executive position will require discussions with the Finance Committee and possibly the full Governing Board once a corrective action plan is adopted.

KCRHA Priority Rank	Vacant Position	Rationale for Approval	Status as of April 26	Notes
1	Accountant; Finance Department	Directly related to responsiveness to the evaluation findings while continuing operations	Interviewing	Critical to respond to evaluation



2	Senior Director, Emergency Housing Services; Programs Department	This senior leader is responsible for oversight on staff working with providers on contracts.	Ready to interview	This vacancy directly affects the agency's ability to operate in a timely and consistent manner, including invoice approval and TA, contract remediation, and other critical, external-facing work.
3	Manager, Procurement; Programs Department	This vacancy affects issuance and review of new awards, including CoC	Ready to hire	Strong internal candidate; resulting vacancy will not be backfilled
4	Director, Continuum of Care; Programs Department	This vacancy oversees KCRHA's federal funding, including CoC awards, CoC Board, and the Coordinated Entry System	Ready to hire	Strong internal candidate; resulting vacancy will not be backfilled
5	Coordinator, Contracts; Programs Department;	This is one of two recent vacancies on the contracts team.	Ready to post	We will not fill the second vacancy on this team and remove from our budget
6	Senior Coordinator, Emergency	This vacancy supports the Encampment Resolution Program	Ready to post	Strong internal candidates likely



	Housing; Programs Department;	(formerly known as the State Right of Way program)		
7	Coordinator, Operations and IT; Human Resources and Operations Department	This vacancy provides back-up to our IT Manager, who is the only IT administrator or staff	Ready to interview	The position will fulfill mandated roles such as safety coordinator and would be the only facilities staff

Deadline

Given that hiring is likely to be extremely challenging under the current circumstances, we seek your approval to move quickly to boost current staff morale, prevent and mitigate further attrition, and continue our work with as little interruption to services as possible.

