



MINUTES OF THE JANUARY 21, 2025 MEETING OF THE ST. JOSEPH'S VILLA BOARD OF TRUSTEES

A meeting of the St. Joseph's Villa Board of Trustees was held on Tuesday, January 21, 2025 from 4:30 pm until 5:30 pm in the Administration Building Board Room pursuant to notice given in accordance with the By-Laws.

Ms. Kathleen Duke served as chair and Ms. Caitlin Sneed served as secretary.

ATTENDANCE:

Board Members Present:

Kathleen Duke
Emily Mapes
Linda Warren
Karen Wilson
Mark Nichols

Yvonne Mastromano
Allison El Koubi
Christopher Layne
Tom Zachary

Don Alexander
Lauren Waller
Byron Berry
Lee Ann Gudorp

Villa Staff Present by Invitation:

Jenny Friar
Suzanne Hinton

Caitlin Sneed
Cindy Faison

Drew Melson
Elizabeth Foster

OPENING REMARKS

Ms. Duke began the meeting with introducing the board members to the newest Trustee Member: Emily Mapes

CONSENT AGENDA

Ms. Duke introduced the Consent Agenda, including minutes from the November 19, 2024 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the November 19, 2024 meeting was unanimously accepted.

STRATEGIC PLAN FRAMEWORK UPDATE

Ms. Faison introduced John Sarvay from Floricane who has been assisting The Villa with the Strategic Plan. Mr. Sarvay started with how he came to St. Joseph's Villa because he identified with the mission of the Villa. His sister was a student of SJV in the 70's and he had another sister who was a client of Flagler. Mr. Sarvay presented slides describing the timeline and plans for the Strategic Framework (October – December 2024) and Operational Business Plan (February – April 2025). He met with the Strategic Planning Project Team consisting of many campus leadership employees and explored staff engagement by conducting 5 different employee focus groups equaling more that 100 participants. In these meetings and focus groups, examples of themes discussed that seemed most important for the next 5 years were Staffing

Challenges and Retention; Sustainable Funding and Financial Planning; Strengthen Organizational Culture and Cohesion; Invest in Training and Onboarding Programs; Communication Consistency; Security and Safety Measures; Support for Staff Well-Being; Center Diversity and Inclusion; etc. These themes were narrowed down to 4 main topics – Deepen our Connections, Innovate for Impact, Build Financial Growth and Sustainability, and Elevate the Employee Experience. Ms. Wilson asked how it is chosen what is the most important and what is the biggest risk. Mr. Sarvay spoke about the potential strategies for each main topic and that the risk is still being evaluated for the heaviest lift and how to prioritize what has the most risk/most reward. Ms. Friar said that at the following board meeting, we would vote to approve the strategic framework plan. Mr. Nichols suggested the board members might be able to sit in with a focus group to which Mr. Sarvay offered that we might make that option available or to have a meeting with Mr. Sarvay and the Strategic Planning Project Team. The estimated timeline for the plan is to be implemented by the end of April 2025.

FINANCE COMMITTEE REPORT

Ms. Duke introduced Mr. Nichols to give the Finance Report. He reported that the Villa remains ahead of budget for the first half of the fiscal year by \$183,000. Medicaid services are reporting behind revenue but are seeing employee cost savings, which is reducing the impact. CSU is waiting to receive its awarded programmatic grant from RBHA through DBHDS for \$600,000 per year for two years. The Annual Fund is in great shape with 90% of its goal at the half-year mark. Budget meetings for every program and department in SJV for FY26 will begin in a couple months.

ADVANCEMENT COMMITTEE REPORT

Ms. Foster presented the Advancement Committee Report, starting with the fact that so far in this fiscal year, The Annual Fund has raised \$520,288 which is 80% of our goal. Thus far in FY25, we have been awarded more than \$750,000 in private grants and more than \$1.5 million in government grants. A major gift from Claiborne Robins brings his total contribution to our capital project to \$1 million. LOIs have been submitted for FY26 to the Cameron Foundation and Bon Secours. We received paperwork from an anonymous doner for a \$25,000 planned gift. Season of Hope served over 400 families and provided more than 300 holiday meals to families in need.

PUBLIC RELATIONS UPDATE

Mr. Melson mentioned the new website and board portal are up and running. The FY24 Annual Impact Report is now available. Villa Lobby Day is February 5th. He is working on a video to go out soon celebrating the ground breaking of the Housing Success Center.

HOUSING SUCCESS CENTER PROJECT UPDATE

Ms. Friar gave an update about the Housing Success Center. Construction has begun and there will be Hard Hat Tours in the spring for board members to see the progress. We have received several grants to the Housing Success Center Fund. A new entity has been created – Housing Success Center, LLC – which will house the activity of the renovation and the sale of the tax credits upon completion and certification of the renovation costs. Construction for The Housing Success Center is on track to be completed in September. Big news - SJV has received the 5th single \$1 Million commitment in Villa History from Mr. Robins.

Adjournment:

Ms. Duke adjourned the meeting at 5:33pm with the reminder of the date for the next Trustees meeting.

Next Meeting:

The next scheduled meeting of the Board of Trustees will be held on Tuesday, January 21, 2025 from 4:30 to 5:30 pm.