



**MINUTES OF THE  
MARCH 17, 2026 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, March 17, 2026 from 4:30 pm until 5:30 pm in the Administration Building Board Room pursuant to notice given in accordance with the By-Laws.

Mr. Alexander served as chair-elect and Ms. Caitlin Sneed served as secretary.

**ATTENDANCE:**

**Board Members Present:**

Don Alexander  
Karen Wilson  
Linda Warren

Lee Ann Gudorp  
Allison El Koubi

Courtney Friedlein  
Mark Nichols

**Villa Staff Present by Invitation:**

Jenny Friar  
Suzanne Hinton

Caitlin Sneed  
Cindy Faison

Elizabeth Foster  
Drew Melson

**OPENING REMARKS**

Mr. Alexander welcomed everyone to the meeting at 4:34pm and explained how he was filling in as chair in Mr. Layne's absence.

**CONSENT AGENDA**

Mr. Alexander introduced the Consent Agenda, including minutes from the January 20, 2026 meeting.

**Motion:**

**Upon a motion duly made and seconded, the Consent Agenda, including minutes from the January 20, 2026 meeting was unanimously accepted.**

**FINANCE COMMITTEE REPORT**

Mr. Nichols reported that December and January both reported ahead of budget, bringing the year-to-date ahead of budget by \$857,000. Revenue is 4% under budget year-to-date, but slightly ahead of the prior year. Expenses are 10% below budget and slightly less than the prior year. On an actual to actual basis we're modestly ahead of last year. Employee costs remain the driving factor in expense savings with 65% of the savings related to wages and benefits. January and February experienced significant days of campus closure due weather. Education services pivoted to remote learning during the closure. We bill for education services based on enrollment but contract provisions vary by locale so we'll end up with a small amount of revenue at risk as a result. Crisis services re-opened, as did some community based services; however Medicaid services provided on-site could not be provided, therefore they were not

billable during campus closure. Hourly employees are hit hard when campus is closed so based on certain criteria we provided relief wages to those employees. Housing Corporation, Villa Corporation, Foundation, and Villa Form 990s are drafted and are all in the review process. The budget process has begun for FY2027. Service leaders are preparing their budgets and budget meetings are on-going. The process considers estimates of enrollments and populations, changes in funding, and appropriate staffing for each service based on their required ratios and individual business models. The Foundation Subsidy will increase for FY2027 by approximately \$97 thousand. A date will be set for the Finance Committee to review and approve the budget so that it can be voted on by the Trustees at the May meeting. Finance Committee met today with Juno Financial to receive the annual overview of the Villa's 403(b) plan.

### **ADVANCEMENT COMMITTEE REPORT**

Ms. Foster presented the Advancement report in Ms. Waller's absence. She reported that so far in FY26, we have raised \$4.9 million, putting us around 95% of our annual goal. We have distributed/reserved \$95,000 in NAP credits, leaving \$8,000 remaining for the fiscal year. Thus far in FY26, we have received \$1,320,818 in private grants and major gifts for Flagler, CATS, Mental Health, and capital projects. In February we received another small gift through the Community Foundation from the George W. and Carol Y. St. Clair Fund. We are encouraged that we will continue receiving gifts from this fund annually to support the Endowment. The Innsbrook Classic Golf Tournament will be held at the Federal Club on May 18. Registration opened last month, and we just broke \$100,000. We've kicked off another pro-bono project with Capital One to redesign and streamline the intake/admissions process for our youth crisis services. Atlantic Union Bank is helping us activate the space in the Housing Success Center by developing a financial education workshop series with the hope of launching it this summer.

### **PUBLIC RELATIONS UPDATE**

Mr. Melson reported that we participated in 3 Advocacy Days at the General Assembly – Housing Advocacy, Villa Lobby, and Autism Advocacy. Our Housing Success Center welcomed approximately 100 attendees of the Giving Wall's annual Evening of Gratitude event in February. Flagler Senior Director Katie Chlan shared remarks about the Villa and the impact of our partnership. A new Admissions portal will launch on our website this spring. Families enrolling in our education services will be able to complete and submit all application forms online. Our FY25 Annual Report, *A Place to Begin Again*, was mailed to more than 3,100 supporters and community partners at the end of January.

### **COO UPDATE:**

Ms. Faison reported that the weather was quite a challenge in January/February. In total, services were closed 8 days (January 26-February 4). The CSU and CRC were able to get back online as soon as staff were able to get in and the area was safe enough to maneuver. Transition and Wellness Services and Career and Transition Services (CATS) received a \$50,000 grant to install the walk-in freezer & refrigerator at culinary. In addition, the grant will provide upgrades to the Villa Grocery including new shelving, additional food and other supplies. Dominion Energy's Second SOUPer Bowl was a great success. The Villa Grocery received over 4000 cans and grocery items to stock the shelves and provide supplies to make food bags for our clients and staff. Dominion Energy installed power to both greenhouses on

March 11. The greenhouses and the garden will now have power to run the vent fans, grow lights and other useful garden instruments. We continue to work with the Virginia Association of Independent Specialized Education Facilities (VAISEF) consortium group being facilitated by the Marsh McClennan Agency. We are scheduled for a final review in Mid-March before the submission of the RFP to Health Insurance vendors. We are implementing a new performance evaluation tool through ADP. We plan to have the software in place for the April/May staff evaluation process. Staff Development leadership has evaluated new Learning Management Systems to replace the current LITMOS software. Our new LMS will be RELIAS. This is a system that our schools have used, and it will now be implemented for all staff development. A steering committee has been formed to facilitate the implementation of the Strategic Plan Operational Design. Installed the Text to Talk speakers in the rest of the building across campus. This is important because all beacons will now announce the type of emergency and the instructions to follow. Previously the beacons only sounded an alarm. Installed Panic buttons across campus. Now each building has immediate access to an alarm button (rather than connecting to a computer) to notify the campus of a serious threat. Team Safe is developing a Master Reunification plan in the event of a campus wide evacuation. This involves relocating approximately 400 individuals and successfully implementing a controlled release. We are using the Gold Star Method recommended by and in consultation with the Virginia Center for School and Campus Safety. We are holding our largest Graduation in a long time with 16 graduates to celebrate on May 29. Big spring events are coming up for both staff and students – Villa Fest & The Spring Block Party. Ms. Foster included that as a fundraising idea for the staff event, to incentivize employees to donate to the Villa Cares Funds, a member of Leadership will receive a pie to the face based on the number of votes they receive from employees who donate. Ms. Faison finished her report with the announcement of a Villa Prom on May 8. Ms. Wilson followed up the report with the question about how the Villa is implementing AI across services. Ms. Friar answered by explaining how we are currently in the process of learning how to implement the use of AI by hiring a consulting group, Xponent 21, to conduct a discovery process amongst staff which will lead to a recommendation on services that would benefit from AI technology and how to incorporate it.

#### **CEO UPDATE:**

Ms. Friar shared with everyone how the Buddhist Monks visited campus during their Walk for Peace in January. We are underway in several of our capital projects- The Admin building roof is in the process of repair; the walls in VEC were reinforced and refurbished to prevent damage; the stained-glass windows in the chapel are almost finished being restored. We are currently working with Henrico Parks and Rec to update several of our outdoor spaces and playground equipment. Ms. Friar is in conversation with Henrico CASA about potentially renting space in one of the Villa cottages, which would bring with it, several renovations to the cottages and a budding partnership with CASA. This is still very early stages and conversations about if these renovations will happen and next steps if it moves forward.

#### **Adjournment:**

Mr. Alexander adjourned the meeting at 5:25pm 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, May 19, 2026 from 4:30 to 5:30 pm.