



**MINUTES OF THE
MARCH 18, 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, March 18, 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

Yvonne Mastromano
Allison El Koubi
Christopher Layne
Tom Zachary

Don Alexander
Jon Leon
Mark Nichols
Lee Ann Gudorp

Villa Staff Present by Invitation:

Jenny Friar
Suzanne Hinton

Caitlin Sneed
Cindy Faison

Drew Melson
Elizabeth Foster

OPENING REMARKS

Ms. Duke welcomed everyone to the meeting.

CONSENT AGENDA

Ms. Duke introduced the Consent Agenda, including minutes from the January 21, 2025 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the January 21, 2025 meeting was unanimously accepted.

OPERATIONS UPDATE

Ms. Faison began the Operations Update with the Strategic Framework that has been in the works for the last couple months. During that time, John Sarvay with Floricane continued to facilitate the strategic planning process. John has also had numerous sessions with staff groups to begin the process of operationalize the priorities. All board members had the opportunity to meet with John to discuss details and give feedback. Ms. Duke asked for a motion to be made for the board to approve the Strategic Framework.

Motion:

Upon a motion duly made and seconded, the Strategic Framework was unanimously approved.

Next, Ms. Faison spoke about the Villa's Risk Management Plan. It lays out the areas of focus which include Operation, Technology, Facilities, Human Resources, Financial, and Legal. Each area has a handful of bullet points expanding on risks to be assessed. Mr. Leon and Ms. Wilson asked about the difference between the impact of a risk or the likelihood of a risk or the severity level of either and how those are determined within this plan. Ms. Faison made note of their questions and agreed that the distinction is important. Ms. Faison then introduced the new policy of the Organ Donation Leave for staff members. It states that employees who donate an organ will receive additional leave time from job responsibilities. Ms. Duke asked for a motion to be made for the board to approve the Organ Donation Leave Policy.

Motion:

Upon a motion duly made and seconded, the Organ Donation Leave Policy was unanimously accepted.

FINANCE COMMITTEE REPORT

Ms. Duke introduced Mr. Nichols to give the Finance Report. He reported that most areas continue to experience revenue shortfalls primarily due to under enrollment and Medicaid challenges. Staffing challenges are offsetting the shortfalls. Total revenue is short of budget but exceed the prior year. Total expenses are less than budget but higher than last year. Villa is ahead of budget by \$134,000 and prior year by \$584,000. The management team has grown revenue by nearly 13% while growing expenses by 7%. The month of January and February have seen substantial unusual school closures related to weather and water quality. Although we invoice the localities based on number of days students are enrolled, we are expecting some push back to come regarding payment of school closure days. We will address each locality accordingly as necessary. CSU is the process of reviewing the contract for the programmatic grant from Richmond Behavioral Health Authority through Dept. of Behavioral Health and Disability Services. Approximately \$600 thousand per year for two years. Given the shifting political landscape at this time, the team is monitoring all potential changes with HUD and the Department of Education. The budget process has begun and each department is entering their own data through the new software. The subsidy calculation from the Foundation to the Villa operations is (\$47 thousand) less than the prior year. We are working with Managed Benefits to plan for FY26 Health Benefits. We expect a 9% increase based upon information from our broker. Audit of St. Joseph's Villa, Foundation and Housing Corp are all complete. The next step is completion of the Form 990s for all four organizations. The Finance Committee will review all four returns and each Board will receive a copy of their Form 990 prior to filing with the IRS. Returns are due to the IRS with an extended deadline of May 15th. Mr. Zachry asked what percent of our revenue is tied to federal funding or government expenditures. Ms. Friar explained that we are anticipating changes at the state level because the state level is expecting changes in what they will be allotted.

ADVANCEMENT COMMITTEE REPORT

Ms. Foster presented the Advancement Committee Report, starting with the fact that so far in this fiscal year, we have raised \$4.7 million between private funds and government funding, which excludes the capital campaign. Thus far in FY25, the Annual Fund has raised \$607,673 (103% of our \$590,000 goal). We're already working on grants for FY26 and have submitted LOIs to the Cameron Foundation and BonSecours, both for Flagler Petersburg. We also have pending proposals with Bank of America, the Morgan Trust, the Plageman Family Foundation,

Richmond Rotary, Dominion, and the Harrison Foundation. Recent private grants received: Scott Foundation \$50,000, Sauer Lewis \$50,000, Duff Trust \$5,000, Anonymous \$50,000, Publix \$10,000, Sentara \$40,000, Atlantic Union Bank \$5,000, United Way (2 grants) \$39,000, among others. The current number of Archway Society members is 58 (34 legacy members and 24 living members). John Richardson-Lauve has conducted nearly 30 training courses and has reached nearly 1,500 people which has brought in over \$32,000. Hard Hat Tours of Cottage 5 will begin this Spring. Please consider visiting and inviting friends. We have been selected by Altria via the Community Foundation for another large-scale project this Spring. We will be focusing on making improvements to “Cottage 7” and our Day Support program. This project comes with \$15,000 in funding.

PUBLIC RELATIONS UPDATE

Mr. Melson began by speaking about our second annual Villa Lobby Day on February 5 at the Virginia General Assembly, where staff and board members engaged in productive discussions with 10 senators and delegates about opposing the state’s cap on rate increases of private day schools. The proposed budget capped the increase at 2.5% and with advocacy with our partners, we were able to get that up to 5%. We are awaiting the Governor’s approval of the new budget proposal. Senator Lashrecse Aird visited for a tour of our programs in March. We launched an advertising campaign for our Special Education Teacher Job Fair in February, which included social media and Spotify ads, and a billboard ad on Parham Road. As a result of the event, we were able to extend offers to new teachers and counselors. We are partnering with Henrico’s media team to raise awareness of the Crisis Receiving Center leading up to its anniversary in April. Our plan includes a media pitch featuring a parent testimonial and program outcomes, and a new social media video that their film crew will help us produce. The new video to celebrate the ground breaking of the Housing Success Center is now live and Mr. Melson played the video for the board to see.

HOUSING SUCCESS CENTER PROJECT UPDATE

Ms. Friar informed the board that phase 2 of tax credit process has been completed and the next phase for the creditors to come out and ensure that everything has been processed according to plan. Construction is on schedule and all the early inspections have passed. The fundraising is going well for the Housing Success Center.

Ms. Friar shifted to a handout that explains some information provided by Homeward. We realize that it is a confusing time to be raising money for a program (Flagler) that is our most federally funded program and has found itself in the crosshairs of the shifting political climate and federal funding decisions made by the presidential administration. The Villa participates in the Greater Richmond Continuum of Care (GRCoC) through Homeward via HUD Funding. Some of those HUD funds have been promised to the Villa but there is a 3-month waiting period before the funds are deposited to the recipients. While in this limbo period, there was a freeze by the federal government on these funds, which has received some push back from the states saying the government cannot freeze funds that have already been awarded. We are now waiting to hear the outcome of the push back and if we will receive this funding. Ms. Wilson asked what the percentage of these funds cover the Flagler budget. Ms. Friar broke down the basics of the Flagler budget and estimated that it would be about \$700,000 out of a \$3,000,000 budget.

Ms. Friar spoke about what the Villa is doing in the meantime to buffer these shortfalls. We are constantly in conversations with RBHA who is coaching us that the best thing we can do at the moment is demonstrate the impact of our programs and work with the state legislators. We are exploring additional revenue generating avenues. Ms. Friar has been in conversations with Henrico County about renting some of our unoccupied space on the Villa campus for the Department of Social Services and Henrico Mental Health Authority. The county is also helping the Villa with a contract for private commercial insurance. Ms. Friar is also working with the procurement department with the county to offset some of our big expenses such as EpiPens and Chromebooks.

Adjournment:

Ms. Duke adjourned the meeting at 5:35pm 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 27, 2025 from 4:30 to 5:30 pm.