



**MINUTES OF THE
MAY 19, 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, May 19, 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. Layne served as chair-elect and Ms. Caitlin Sneed served as secretary.

ATTENDANCE:

Board Members Present:

Don Alexander	Lee Ann Gudorp	Courtney Friedlein
Kathy Duke	Allison El Koubi	Mark Nichols
Linda Warren	Yvonne Mastromano	Chris Layne
Lauren Waller		

Villa Staff Present by Invitation:

Jenny Friar	Caitlin Sneed	Elizabeth Foster
Suzanne Hinton	Cindy Faison	Drew Melson

OPENING REMARKS

Mr. Layne welcomed everyone to the meeting at 4:30pm with a big congratulations to the Villa team for the successful Golf Tournament.

CONSENT AGENDA

Mr. Layne introduced the Consent Agenda, including minutes from the March 17, 2026 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the March 17, 2026 meeting was unanimously accepted.

FINANCE COMMITTEE REPORT

Mr. Nichols reported that March ended \$141,000 ahead of budget, which makes the year-to-date ahead of budget by \$986,000. April ended \$315,000 ahead of budget, \$120,000 of which was revenue driven. The year-to-date variance through April is \$1.3 million ahead of budget. To make this possible, the total expenses are 9% under budget and relatively the same as prior year actual. Employee costs remain the driving factor in expense savings, with 77% of the year-to-date expense budget savings related to wages and benefits. In March, the VEC had 93 students enrolled as compared with a budget of 88 students. As of April, VEC has 91 students enrolled. The Dooley School was nearly on plan with 38 students enrolled versus 40 students budgeted. Additionally, CSU utilization is increasing overall and a larger than budgeted amount

of recent clients have been able to be billed to Medicaid, making the monthly and year-to-date budget variances positive. Medicaid revenue at the CSU was \$63,000 ahead of budget in April and the CRC received additional funding in April from Henrico County. Lastly, Day Support has also brought their year-to-date budget variance positive with a large month of billing that was \$26,000 ahead of budget. While total revenue is 4% under budget year-to-date, we are ahead of the prior year actual results. On a year-to-date actual basis, revenues are up and expenses are flat. The Finance Committee reviewed and filed the Forms 990s for all four entities in April. The budget for FY27 was balanced, presented, and approved by the Finance Committee on May 13th. As a result, the Finance Committee recommends that the Board of Trustees approve the budget during this meeting. Bullet points include: Total revenues of \$25.6 million and total expenses of \$26.7 million are budgeted, each roughly 3% above prior year; The Foundation granted an operational subsidy for FY27 of \$1.05 million, an increase of around 10%, which covers the revenue shortfall and balances the budget; No Medicaid rate increases for FY27 and the Villa is continuing to budget accordingly; Employee costs have increased just shy of \$1 million to reflect 4% average merit increases and continued wage inflation making total employee costs of \$20.6 million represents 77% of total budgeted expenses and 81% of total revenue earned, as compared with 76% and 79%, respectively, in the prior budget.

Mr. Nichols asked for a motion to approve the proposed budget for FY27.

Motion:

Upon a motion duly made and seconded, the FY27 Budget was unanimously accepted.

ADVANCEMENT COMMITTEE REPORT & PUBLIC RELATIONS UPDATE

Ms. Waller presented the Advancement report. The annual fund has raised \$820,663 (113% of \$720,000 goal) thus far in FY26. Thus far in FY26, we have received \$1,325,066 in private grants and major gifts for Flagler, CATS, Mental Health, and capital projects. Additionally, we've received \$471,000 in private grants for FY27. Pending requests as of 5/8 total \$760,000. The Innsbrook Classic Golf Tournament raised a total of \$165,000. Jenny was asked by the National Alliance to End Homelessness to facilitate a training on hosting legislative visits. More than 1,400 organizations attended the workshop. Atlantic Union Bank is helping us activate the space in the Housing Success Center by developing a financial education workshop series. The Capital One pro-bono project to redesign and streamline the intake/admissions process for our youth crisis services continues to progress. A new Admissions portal will launch on our website this spring, allowing families enrolling in education services to complete and submit all application forms online. Building on advocacy days at the General Assembly, we are inviting legislators for campus tours, including several first-time visitors. The spring edition of our Villa Views newsletter will be mailed this month to more than 3,100 recipients.

COO UPDATE:

Ms. Faison reported service leadership successfully completed their respective components of the budget process. Transition and Wellness Services and Career and Transition Services (CATS) received a \$50,000 grant from the Kenan Foundation to support installation of a walk-in freezer and refrigerator for the culinary program. The grant will also fund upgrades to the Villa Grocery, including new shelving and additional food, supplies, and other needed items. Career and Transition Services (CATS) concluded another year of its VCU mentoring

partnership with the Focused Inquiry class. Students showcased their work with VCU mentors through four short films presented at our 10th Short Film Festival. We also recognized the partnership during Villa Fest on April 29, which brought together students, clients, and staff for a morning of activities—including bouncy houses, snow cones and ice cream, a petting zoo, face painting, and more—in celebration of the mentoring program, Autism Awareness, and this year's accomplishments. More than 200 participants, including staff and clients—ran or walked the Villa Mile. We will host our largest graduation ever with 19 students this year. A newly launched staff mentoring program for new hires is underway. New team members are paired with experienced staff to support onboarding and orientation to the Villa. Early feedback has been very positive. We are completing annual staff evaluations using the new tool within ADP. Evaluations will now be conducted electronically, with goals tracked throughout the year.

CEO UPDATE:

Ms. Friar shared the news that the Villa received the first of two checks, potentially three checks, from the Employee Retention Tax Credit of the USA Treasury for \$1.6 million.

Adjournment:

Mr. Layne adjourned the meeting at 4:55pm 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, September 15, 2026 from 4:30 to 5:30 pm.