



**MINUTES OF THE
MAY 27, 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, May 27, 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
Lauren Waller
Linda Warren
Karen Wilson

Yvonne Mastromano
Allison El Koubi
Christopher Layne

Lee Ann Gudorp
Tom Zachary
Mark Nichols

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 at 4:38pm.

CONSENT AGENDA

Ms. Duke introduced the Consent Agenda, including minutes from the March 18, 2025 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the March 18, 2025 meeting was unanimously accepted.

Ms. Duke presented the nomination of Courtney Friedlein to the Board of Trustees.

Motion:

Upon a motion duly made and seconded, the appointment of Courtney Friedlein to the Board of Trustees was approved.

FINANCE COMMITTEE REPORT

Ms. Duke introduced Mr. Nichols to give the Finance Report. As of March, we are ahead of budget by \$51,000. Dooley school is under budget for enrollment in March, as is Sarah Dooley. For the month of March, Outpatient Behavioral Therapy was ahead of budget and has been able to make up some ground on their year to date deficit now that they are more fully staffed with

the licensed professionals needed. During March, we were able to connect with our partners on the contract for the programmatic grant from Richmond Behavioral Health Authority through Dept. of Behavioral Health and Disability Services. We are awaiting an invoicing template from DBHDS, however we found that we can bill retroactively to July 1. Also, the contract is worth \$600 thousand per year and with no end date. We continue to monitor Federal, State, and local funding shifts and responses to things happening at the federal level as we move through the end of this fiscal year and the budget process for next year. The State budget to be signed will include a 5% cap on rate increases for private day services. Our budget has been prepared for FY26 with that in mind. We are projecting the end of the year budget to be positive. Each Board received a copy of their Form 990(s) prior to filing with the IRS. Budget was reviewed by the Finance Committee in detail on May 22nd. Highlights of the budget are the revenues of \$24.9 Million and expenses of \$25.9 Million. Foundation subsidy makes up the difference of \$951,000. Budget includes inflation and modestly less staffing challenges. Some programs have been eliminated, curtailed, or reorganized where it made fiscal sense. Merit wage increases are partially offset by the elimination of open positions and other reorganizational efficiencies. The fulltime headcount for FY26 is 267. Health insurance increased by 5%. Rates for children's educational services increased 5%, coinciding with the rate increase cap signed within the state budget. Enrollments for the budget were based on current enrollment and staffing needs. Housing and homelessness service budgets assumed federal funding will open as scheduled. Should there be delays or denials in contracted grant funding, the Villa has plans for back up funding. The budget includes \$780,000 for Strategic Planning and Risk Management projects as well as a contingency plan for unknowns. There are discussions with possible tenants to rent unoccupied space on campus which would bring in revenue to the Villa.

Ms. Duke asked for a motion to approve the proposed budget for FY26.

Motion:

Upon a motion duly made and seconded, the FY26 Budget was unanimously accepted.

ADVANCEMENT COMMITTEE REPORT

Ms. Foster presented the Advancement Committee Report, starting with the fact that so far in this fiscal year, we have raised \$5.5 million between private funds and government funding, which excludes the capital campaign. Thus far in FY25, the Annual Fund has raised \$650,479 (110% of our \$590,000 goal). 40 donors have made special tributes in memory of Dave Redmond, totaling more than \$7,000 – we are still receiving memorials and have been updating the family. We're already working on grants for FY26, but so far in FY25, we have been awarded \$951,755 in private grants and more than \$3.4 million in government grants. Recent private grants and major gifts received include Bank of America Charitable Foundation (\$10,000 for Flagler) and an anonymous NEW major donor (\$50,000 for Flagler). We also received two generous 3-year commitments of \$75,000 from the Virginia Sargeant Reynolds Foundation and Atlantic Union Bank to support the Housing Success Center and Flagler programs. Ms. Friar and Ms. Foster met with Kenan White and Liza White Weir who will be helping us approach family members in an effort to close the Campaign through a combination of Lewis family gifts. Kenan and Liza have already committed \$85,000 between their two families and Liza has agreed to join

the Advancement Committee. In late April, we received Dave Redmond's \$50,000 insurance distribution. The Innsbrook Classic was another roaring success! On May 12, we welcomed 57 teams for two flights of golf at the Federal Club. This year's tournament set a new record, raising nearly \$140,000. We were also proud to be joined by volunteers from Bank of America and Dominion, further strengthening our relationships with these key community partners. Altria volunteers came to campus on 5/13 for another large-scale project. Organized by the Community Foundation, volunteers made improvements to "Cottage 7" and our Day Support program. The project also came with ~\$15,000 in funding. We currently have a pending request with Capital One for a pro-bono project that would help improve the "shopping" experience for Season of Hope.

PUBLIC RELATIONS UPDATE

Mr. Melson began the marketing report with the visit of Senator Lashrecse Aird for a tour of our programs in March. We introduced her to our programs, and met with Flagler's senior director Katie Chlan to share the critical role that State funds play in our work to help end chronic homelessness. The Villa will host the Virginia Behavioral Health Commission for their monthly meeting on June 3. Members will tour our Crisis Receiving Center and Crisis Stabilization prior to their public meeting, which will be held in the Robins Auditorium. We partnered with Henrico County's PR team to raise community awareness of the Crisis Receiving Center. In celebration of the program's one-year anniversary, we received coverage by NBC12, ABC8, and Virginia Public Media (VPM), featuring testimonials from families we served. Henrico also helped us produce a short CRC video that we debuted to kick off Mental Health Month. Our spring newsletter has been published and mailed to nearly 3,200 recipients. We also created a publication celebrating Flagler's 35 anniversary and future of the program with the launch of the Housing Success Center this fall. Ms. Friar added that she found out last minute that the National Association of Counties has chosen Henrico as their field study trip for the year and will be in Henrico for 3 days in September and Henrico has asked us to host the delegation from 15 counties to highlight the power of our public partnerships.

COO UPDATE:

Ms. Faison gave an update on the events we have held of campus recently. The Dooley and Sarah Dooley students produced their own music and presented an awesome performance for the campus. We had a Villa Fest in April for all clients and staff that included food, crafts, bouncy houses, etc. to celebrate the year. Our annual Prom was held on May 9. Dooley Center for Alternative Education (DCAE) had a lively picnic and fun awards for all the students. The month of May will culminate with our year end graduation. We are excited to have 9 students preparing for graduation on May 30, 2025. For many reasons, we are currently creating a merger with Sarah Dooley Center for Autism and Dooley School. We have a small work group that has been working on this since late February. While there are no licensing standards for merging schools, our licensing representative requires many changes and documents prior to considering approving the merger. On Friday, May 16, we submitted our materials to the Department of Education licensing. We hope to hear back from her and be able to officially open the new school on July 1. We worked with Managed Benefits to plan for FY26 Health Benefits. United Health Care quoted a 20% increase in health care premiums for the upcoming year. Our broker predicted that we could expect a 9% increase if we put it out for bid. We did

put it out for bid and United Health came back with a 5.49% increase and we were able to stay with our current health insurance provider. After a position-by-position assessment, we incorporated most of the increases recommended in the compensation study into a new salary scale and into the FY26 budget. All staff are evaluated in April/May and are currently receiving annual performance evaluations. Three members of the Villa staff were recipients of annual awards from VASEF in a ceremony at Virginia Beach. Matt Kreydatus, Senior Director of Wellness and Transition Services, has been working closely with Matthew Parker, Director of Electric Transmission Systems Operations at Dominion Energy. For several years it has been a wish to have electricity in the garden. Through the collaborative efforts of Matt and Matt, Dominion Energy has agreed to install a power pole and run electricity to the garden – at no cost to the Villa. Our COA (Council on Accreditation) Self-Study is due August 11. Upon receipt of the self-study, COA will send out surveys to board members, community partners, clients and their families, and staff. You will receive more information about the survey as the date gets closer in the fall. COA auditors will be on site to do their 4-year assessment October 27-29, 2025. They will interview board members at that time. John Sarvay (Florican) continues to assist us with the strategic planning process. The plan was approved at the March Trustees meeting. Sarvay is working with the project team establishing operational goals and tasks.

Adjournment:

Ms. Duke adjourned the meeting at 5:18pm 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 16, 2025 from 4:30 to 5:30 pm.