



MINUTES OF THE SEPTEMBER 10, 2025 MEETING OF THE ST. JOSEPH'S VILLA FOUNDATION BOARD

The meeting of the St. Joseph's Villa Foundation Board was held on September 10, 2025, from 8:30 AM until 9:30 AM, pursuant to notice given in accordance with the By-Laws.

Ms. Jean McGowan served as chair and Mrs. Caitlin Sneed served as secretary.

ATTENDANCE:

Board Members Present:

Thomas Zachry	Jean McGowan	Chris Layne	Karen Whelan
John Ackerly			

Villa Staff Present by Invitation:

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

OPENING REMARKS

Ms. McGowan welcomed members and staff to the meeting. She took a moment to introduce the new Board of Trustees Chair, Chris Layne.

CONSENT AGENDA

Ms. McGowan introduced the Consent Agenda including the minutes from the May 7, 2025 meeting.

Motion:

Upon a motion made and duly seconded, the minutes from the May 7, 2025 meeting were approved.

INVESTMENT COMMITTEE REPORT

Ms. McGowan reported that the Investment Committee met with our Brown advisors on September 9, 2025. On a YTD basis, the portfolio is up net of fees 6.5% through July 31st, 2025, which is trailing the benchmark at 8.8%. Trailing 12 months is up 7.5% while market is up 11.5%. The fixed income side has had exposure to the mortgage market, which has helped offset any duration differences. The Brown portfolio was funded in July of 2018 with \$11,425,000 and the portfolio now sits at \$12,650,000 as of July 31st, 2025, even after taking out \$4,100,000 over time.

Mercer portfolio, through August of this year, the YTD is up 11.7% on a net basis. The trailing 12 months is up 12.3% and since inception of October 2018, the portfolio is up by 9.2% annualized. The portfolio has grown to \$15.1 million, and we continue to see growth.

We undertook an annual review of our investment policy statement and looked at asset allocations and if it makes sense with where we are. Brown has targets for different categories (equity, fixed income, and alternatives). After reviewing allocations, we gave permission to Brown adjust targets up to 10% and readjust "alternatives" to "diversifiers." Ms. McGowan asked the board members to sign off on this policy statement change, to which those present signed.

VILLA FINANCIAL RESULTS

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Ms. Hinton began the financial report. We ended June 2025 at \$1,375,000 ahead of budget. The Villa had a larger than normal contingency built into the June 2025 budget due to concerns and unknowns at that time related to Flagler funding and campus capital needs. Even without that contingency, the Villa is preliminarily reporting \$37,000 ahead of budget. A budget surplus does not necessarily equate to cash as there are receivables to be collected and liabilities still to be paid for the fiscal year. Numerous capital needs across campus are being evaluated and prioritized as we monitor the cash flow. One example of where the surplus will be used for a capital project is a new roof for the Administration Building which will start with a price tag of \$250,000. The Annual Fund continued its success through the end of June. As of June 30, the Annual Fund raised almost \$727,000, 123% of its annual goal. We were able to complete closing of the month of June in preparation for the audit, which takes priority and delays the normal July and August reporting cycles; however, July was closed last week and reported \$32 thousand ahead of budget for the one-month period. Mental Health Skill Building is still working to clear out its client base as the service authorizations run out for each individual. This result center shows only direct billed revenue and staffing. Dooley School was over budgeted enrolled for elementary summer school but under enrolled budget for secondary students (the excess is at the Elementary level while secondary is still less than budgeted). Day Support is above budgeted enrollment but served and billed less units than projected per person in July but is back to budgeted units for August showing revenue in excess of budget. The audit for the Foundation will begin September 15th. Keiter will perform the majority of this audit remotely. These audit work papers have already been completed and uploaded to the Keiter shared site. The Villa audit will include Section A-133 testing of Federal Awards given the threshold of Federal dollars received during the fiscal year, as well as include accounts receivable from Medicaid. The Housing Corporation is a HUD audit which has a deadline of September 30.

ADVANCEMENT UPDATE

Ms. Foster reported that the Villa raised \$7.7 Million in FY25, \$5.4 million of that is government grants. The annual fund raised \$725,266 (133% of \$590,000 goal and \$45,000 more than FY24). The FY26 goal has been increased by \$130,000. Overall, our fundraising goals for this year have raised over \$400,000 across the annual fund and restricted giving. We received \$102,000 credits to give out in FY26, where we received \$150,000 in FY25. CEO appeal dropped in August to 900 donors and we're preparing to send our designed fall appeal mailing at the end of the month. Thus far in FY26, we have received \$475,000 in private grants for Flagler and CATS and have \$550,000 out in pending requests. Our restricted fundraising priorities are Flagler, CATS, Mental and Behavioral Health, and capital funds (administration roof, stained glass window restoration, protective wall barriers). We were awarded \$6,787,138 in Private and Government grants in FY25. In addition to this, we reached \$3,734,828 in funds raised for the Housing Success Center (106% of goal). We also welcomed a new major donor to the family, who has committed to supporting Flagler with a \$50,000 annual donation. In Planned Giving, we currently have 60 Archway Society members (36 legacy members and 24 living members). In FY25, we received Dave Redmond's insurance gift and honored his legacy at the Innsbrook Classic; started sending birthday cards to individuals turning 70 ½ which coincided with a noticeable increase in IRA giving; and documented a new \$300,000 planned gift intention. The Innsbrook Classic had another record year, raising more than \$130,000. In FY25, 507 volunteers contributed nearly 4,000 hours of service to the Villa, representing \$120,000. This year, we've already been working with Capital One to revamp the Season of Hope program. Their pro-bono team has created a new tool to help us identify what needs our clients have in order to make the program as meaningful as possible for the families we serve. We've wrapped up "Back to School" for FY25 and were able to provide all teachers, students, and classrooms with the supplies

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they need for the upcoming year. SouthState Bank, Capital One, and Altria were huge supporters of this by hosting collection drives like SouthState's Stuff the Bus event,

MARKETING COMMUNICATIONS

Mr. Melson started the marketing report with the FY25 highlights. In FY25, we launched a new Villa website with updated content and improved navigation, with as much as 12% increase in traffic. The website will eventually have portals for staff and clients, much like the board portal. We partnered with Henrico County's PR team to secure media coverage celebrating the first anniversary of our Crisis Receiving Center. We engaged with policymakers through campus visits and Villa Lobby Day at the Virginia General Assembly. We hosted 7 legislator visits for campus tours in FY25. This fall will be busy with advocacy activities such as a virtual meeting with Rep. Abigail Spanberger's health policy advisor; National Alliance to End Homelessness Virtual Capitol Hill Day; and a campus tour with Delegate Mike Cherry. The Sarah Dooley Center for Autism has been rebranded as the Villa Education Center (VEC). Rebranding efforts included building a new web page, updating print marketing materials, installing new interior and exterior signage, and a video announcement featuring VEC students and staff. An architectural photo shoot of the Housing Success Center is scheduled for October 16, ahead of the grand opening. Images will be used for public relations, marketing materials, awards submissions, and fundraising for future projects.

COO UPDATE

Ms. Faison started her update with reports of our recent staff events. Our annual community service day included all clients and staff coming together for the day to complete numerous projects that organized, purged, shredded, cleaned, and beautified. It is time for us to collectively improve our environment and make the campus a better place. During our annual staff awards celebration, we started with a breakfast buffet and an awesome staff raffle. Then, approximately 20 staff received years of service awards ranging from 5 to 35 years! Other staff were recognized for outstanding work individually and in teams in areas such as leadership, dedication, teaching, counseling, etc. Our COA (Council on Accreditation) Self-Study has been submitted. The next phase is to prepare for the site visit scheduled for October 27-29, 2025. Over the course of the past year, we were working towards merging Dooley School and Sarah Dooley Center for Autism. In working with our licensing representative, it became apparent that there were many barriers and challenges to overcome in the merger – some of which were not in the best interest of our students. As a result, we pivoted, and even without a full merger, decided to continue our plan to incorporate the two schools under the same administrative infrastructure and align policies, procedures, and processes. We restructured the schools and now have an Education Director and a Clinical Director position that will oversee both, replacing the Dooley Principal and SDCA Senior Director. We chose The Villa Education Center (VEC) as the new name for the merged schools which became official on July 1, 2025. The private day funding issue has resurfaced once again. The Executive Director of the Office of Children's Services presented his concerns to the Children's Services Act's State Executive Council about the rising costs of private day placements. Our legislative advocate and a VAISEF representative are prepared to present the private day perspective on our behalf. Private day rates do continue to climb due to increased costs, qualified staff shortages, and an ever-growing number of children diagnosed with autism. On August 5, the Richmond-based Flagler staff moved back to campus. They are temporarily housed in Cottage 6 until Cottage 5 – the new Flagler Housing Success Center – opens in late October. The Virginia Council for Private Education (VCPE) and the Virginia Association of Independent Special Education Facilities (VAISEF) performed an unannounced, first ever audit of staff background checks on May 19. We changed our background check

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procedures and now check all staff backgrounds at hire and every 4 years. John Sarvay with Floricane submitted the final draft of the operationalized strategic plan. It is under final review, and we hope to move forward with full implementation this month. We finalized the FY25 Risk Management Plan, which has been uploaded to the Board portal. We initiated the FY26 Risk Management Plan to include public relations, risk impact and risk probability categories as requested by the Board of Trustees.

CEO UPDATE

Ms. Friar reiterated how important the capital projects are, such as the administration building roof repairs and the stained-glass restoration. Another project not yet mentioned is the costly investment in impermeable wall covering in the Burke Barrett Building to help prevent the students from damaging the walls. We met with the Dominion Energy program that provides subsidies and savings for health care facilities and they assured us that we qualified for the program which would allow them to underwrite a couple hundred thousand dollars to upgrade all lights on campus to the extremely cost-effective LEDs. We have started investing time and effort to update the Villa information across different internet resources and search engines to be found more easily by those seeking our services. The Housing Success Center is still on track to be completed by the 1st of October, with furniture delivery to begin the same week. The Villa has been able to switch insurance brokers to Scott Insurance, which will look to help us provide top-end health insurance for our employees. We did successfully work to receive the DHC grant which will supplement the missing HUD funds. The Operations team were offered \$500,000 investment in the CSU building, which we hope to allocate to the outdoor space. Lastly, Ms. Friar extended gratitude to Ms. Whelan and Brian Trader with Lewis Ginter for their help in designing the plan to plant 200 trees on campus for the 200th year anniversary of The Villa.

Ms. McGowan adjourned the meeting at 9:29 AM.

NEXT MEETING:

The next scheduled meeting of the Foundation Board will be held Wednesday, December 3, 2025, from 8:30 am to 9:30 AM.