



**MINUTES OF THE
NOVEMBER 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, November 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.

Mr. Chris Layne served as chair and Ms. Caitlin Sneed served as secretary.

ATTENDANCE:

Board Members Present:

Kathleen Duke	Don Alexander	Courtney Friedlein
Lauren Waller	Allison El Koubi	Mark Nichols
Linda Warren	Christopher Layne	Darren Nolt
Karen Wilson		

Villa Staff Present by Invitation:

Jenny Friar	Caitlin Sneed	Elizabeth Foster
Suzanne Hinton	Cindy Faison	John Richardson- Lauve

Guest Speaker Present by Invitation:

Katina Williams – Chief Impact Officer with United Way, Greater Richmond & Petersburg

OPENING REMARKS

Mr. Layne welcomed everyone to the meeting at 4:31pm.

CONSENT AGENDA

Mr. Layne introduced the Consent Agenda, including minutes from the September 16, 2025 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the September 16, 2025 meeting was unanimously accepted.

UNITED WAY PRESENTATION

Mr. Layne introduced the guest speaker, Katina Williams, from United Way, Richmond and Petersburg Chapter, and she presented on the ALICE Simulator, which allows individuals to digitally live the lives of different households making challenging financial choices through data collected by actual households in the Richmond/ Petersburg area. Ms. Williams then allowed board members to access the website and work together to try out the simulator. Board members were very intrigued and surprised by many of the results.

FINANCE COMMITTEE REPORT

Mr. Layne introduced Mr. Nichols to give the Finance Committee Report. Mr. Nichols reported that revenue through October is 3% behind budget but .5% ahead of last year. Populations and enrollments are trending upward. Education services are picking up in October and November. Day Support and Outpatient Behavioral Treatment are now at or above budgeted populations. Expenses are up 8.5% over 2025 but this is due in large part to the 3 pay periods this October compared to 2 pay periods last October. Expenses are actually under budget for the current year. October operations are \$366,000 ahead of budget, bring the year-to-date ahead of budget by \$544,000. This is mostly due to expense and employee cost management. The previously mentioned pay period issue accounts for why employee costs exceeded the prior year by 12% and were budgeted to grow by 21%. More importantly, through October, those costs are under budget by 7.5%. Total operations through October were in the black by \$269,000 or 3.5%. We had budgeted for a small operating loss through 4 months. Prior year income was \$806,000 or a 10.6% margin, the difference being the additional pay period cycle. The team will continue monitoring future months to make certain revenue grows on par with expenses. The audits for the Housing corporation and the Foundation are completed. The audit for the Villa is completed in draft form. Keiter has presented the draft audit to the Finance Committee. Keiter will also be performing the Cost Certification audit, much of which is already in progress, for the historic tax credits for the Housing Success Center, LLC, along with the tax return for that entity.

ADVANCEMENT COMMITTEE REPORT

Ms. Waller began the Advancement Committee Report. So far in FY 26, \$1,660,000 has been raised. The annual fund has raised \$307,470 (42% of \$720,000 goal) thus far in FY26 and we have received \$757,828 in private grants and major gifts for Flagler, CATS, Mental Health, and capital projects. \$100,000 of this is a very special major gift from Kathy Duke to help restore the Chapel's stained-glass windows. We celebrated the grand opening of the Flagler Housing Success Center on Friday, November 14th. Joined by over 100 community partners, donors, and civic leaders, and media outlets. On December 10th we will host the annual Archway Society Holiday Luncheon. Invitations are in the mail, and we are excited to welcome guests from Brown Advisory to join us in conversation about current trends in estate planning.

COO & CEO UPDATE:

Ms. Faison presented the COO report beginning with the news that most services were positive in staffing numbers for the month of October.

Dr. Melisa Naumann joined us 9/22/25 as the Sr. Director of Education for the Villa Education Center and Dooley School. We have appointed Adam Wright as the interim Director of Education Clinical Services also for the Villa Education Center and Dooley School. These two will co-lead the schools to ensure both quality education and behavioral/clinical interventions. Our CRC and CSU census has been on a consistent uptick with CSU even operating at capacity on multiple days in this period. The CRC has now served over 130 children. The Villa Education Center's population has finally seen an increase over the typical eighty-three students growing to eighty-eight with a healthy referral pool. The big news this month is the completion of our Council on Accreditation (COA) national accreditation site visit. The peer reviewers (auditors) were our guests for four days, October 26 – 29, 2025. We achieved outstanding results. For

the first time since becoming nationally accredited 25 years ago, we received no areas in need of correction or improvement. Due to improved Workers Comp outcomes, we expect a \$39,000 savings in the upcoming year's premium. Claims are down from 169 claims last year to 105 this year. Of those, claims under \$1,000 decreased from 161 last year to ninety-nine this year.

Ms. Friar started her CEO report with the exciting success of the Grand Opening of the Housing Success Center and how many news outlets we were able to reach. There will be changes to HUD funding which will affect the future of Flagler and we are monitoring the changes very closely and working with the housing team of Governor-Elect Spanberger. Ms. Friar and Ms. Hinton are tying up final ends for the historic tax credits and those should be completed by the end of the calendar year. Major capital projects are underway – such as the Administration building leaky roof repairs; stained glass restoration for the windows in the Chapel; reinforcing the walls in The Villa Education Center due to damage made by students; tree planting will begin soon which is the goal of planting 200 trees across campus to celebrate the 200th anniversary of the Villa; and playground upgrades which we are working with Henrico County pro bono for planning and design.

Adjournment:

Mr. Layne adjourned the meeting at 5:29pm 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, January 20, 2026 from 4:30 to 5:30 pm.