



MINUTES OF THE NOVEMBER 19, 2024 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 19, 2024 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	Yvonne Mastromano	Don Alexander
Richard Wintsch	Jon Leon	Lauren Waller
Linda Warren	Christopher Layne	Byron Berry
Mark Nichols	Allison El Koubi	

Villa Staff Present by Invitation:

Jenny Friar	Caitlin Sneed	Drew Melson
Suzanne Hinton	Cindy Faison	Kelly Green-Bloomfield

OPENING REMARKS

Ms. Duke began the meeting with board member introductions, as this accounted for our first Board of Trustees meeting of the fiscal year.

CONSENT AGENDA

Ms. Duke introduced the Consent Agenda, including minutes from the May 28, 2024 meeting.

Motion:

Upon a motion duly made and seconded, the Consent Agenda, including minutes from the May 28, 2024 meeting was unanimously accepted.

NOMINATION OF NEW TRUSTEES

Ms. Duke introduced Emily Mapes as a candidate for the Board of Trustees and allowed members a few minutes to read through Ms. Mapes's biography. Ms. Friar informed members that the Corporate Board had already approved both candidates with a vote over email. Ms. Friar also informed the board that the appointment of Emily Mapes would satisfy the Cameron Foundation's requirement that grantees have a board member living in Petersburg, VA.

Motion:

Upon a motion duly made and seconded, Emily Mapes was unanimously approved as a member of the Board of Trustees.

TITLE VI APPROVAL

J. Friar presented St. Joseph's Villa's Title VI document updates for an approval vote. St. Joseph's Villa receives vans from the Virginia Department of Rail and Public Transportation (DRPT) which comes from DRPT's Human Services Grant Program providing funding for the enhanced mobility of individuals with disabilities. The funds are from the federal government and as a subrecipient we are required to have a Title VI plan which states we do not exclude anyone from participation or discriminate when providing transportation services.

Every few years we are required to reaffirm our commitment to Title VI. The document that the board will vote on has been updated with student enrollment numbers, and two required publicly posted documents including who to contact for a complaint (Appendix A), and all locations where Title VI information is posted (Appendix B). The other update made was to note that the Villa does not have a transit board overseeing the program.

Motion:

Upon a motion duly made and seconded, the Title VI Document Updates were unanimously approved.

FLAGLER HOUSING AND HOMLESS SERVICES UPDATE

Ms. Faison introduced Ms. Green-Bloomfield, the Direct of Program Operations, Housing & Homeless Services to present updates from Flagler. The first Quarter of FY25 had multiple administrative changes within the Flagler Team. The team underwent a "re-organization" that included creating Program Managers based on location instead of programmatic type. This shift allowed each office (Richmond and Petersburg) to have "their own" program manager to oversee day-to-day tasks and responsibilities, as well as budgets. In addition, the housing navigators and homeless systems navigator now report directly to the Program Managers (instead of the Director of Program Operations). This change created more inclusiveness and sense of belonging in both continuums of service, especially in our Petersburg office. A video was played for the board of testimony from a client who experienced housing assistance from Flagler. Ms. Green-Bloomfield spoke of the success from the Landlord Event in October which was to share appreciation with the partners and landlords that work with Flagler to provide assistance to those in need. Ms. Friar asked how many team members are with Flagler, to which Ms. Green-Bloomfield responded with 16-17 people who help 150-250 households a year find housing and stay housed at less than \$10,000 a household. Mr. Alexander inquired how Flagler finds their partners and landlords to participate in the program. Ms. Green-Bloomfield explained how they give out a brochure to interested parties that shows how the program works, a tax break for landlords, and how all clients work with case managers during their participation in the program.

FINANCE COMMITTEE REPORT

Ms. Duke introduced Mr. Nichols to give the Finance Report. He reported that as of October, the Villa is ahead of budget. Staffing and retaining staff continue to be a challenge. Medicaid services are reporting behind revenue but are seeing employee cost savings, which is reducing the impact. Although enrollment is in excess of budget, OBT licensed staff have just recently been hired so the program will see an impact in the billable hours at licensed staff rates that have been lacking thus far. Day Support is experiencing lags in authorizations at the local and state level delaying billing of services provided. The Annual Fund is in great shape at 190% of its goal thus far in FY25, and 44% of its annual goal, due to several large gifts and one challenge gift.

CSU is awaiting receipt of its awarded programmatic grant from RBHA through DBHDS. \$600 thousand per year for two years.

ADVANCEMENT COMMITTEE REPORT

Ms. Waller presented the Advancement Committee Report, starting with the fact that so far in this fiscal year, we have received fewer gifts but they are larger across the board. The Thanksgiving appeal was sent to more than 1,000 people earlier this month, and in December we will send out SJV calendars and hand-written holiday cards to more than 400 donors. Giving Tuesday will be on December 3rd this year, and we will use the occasion to launch our “Twice the Good Challenge” to match Larry Page’s \$100,000 gift. Thus far in FY25, we have been awarded \$517,000 in private grants, and \$563,000 in government grants, with more than \$2 Million in requests currently pending. Earlier this month, the Scott Foundation, with whom we have a pending \$75,000 grant for the Housing Success Center, visited campus to discuss the project. Drew Melson met with faculty from the ACE (Advanced Career Education) Center Printshop at Hermitage High School. We are exploring ways to collaborate and transition some of our printing needs to support their program.

OPERATIONS UPDATE

Ms. Faison informed the board of our accreditation process which has already begun. It is a year long process that happens every 4 years. This is a rigorous process that signifies that we excel in all aspects of our organization and remain in compliance. Richmond City’s Mayor Stoney visited the Villa in October to speak to students at the Dooley Center for Alternative Education, Dooley School, and Sarah Dooley Center for Autism about his personal and professional journey and all the obstacles he faced. He advised them on what they could do to be successful regardless of the challenges they faced. The students had the opportunity to ask questions and interact directly with the mayor. Matt Sheerin, Admissions and Community Relations Manager, hosted 70 Hanover County Public School Counselors on November 4. They toured SDCA and the CSU. This event was an effort to strengthen our partnership and share our value as an important community resource. We held our annual Staff Fall Festival on October 30. Food and Beverage trucks, raffles, a pumpkin carving contest, and games filled the afternoon with fun and fellowship. Staffing remains a challenge, particularly finding qualified, experienced staff. We continue to see a workforce with mental health challenges, life struggles, and difficulty working with our populations. The development of the new strategic plan is well underway. A staff project team has been identified to oversee the process. John Sarvay (Florican) completed four of the six scheduled focus groups with our staff. He will continue meeting with staff and stakeholders through December. He will complete an initial strategic plan draft to be shared at the January Board meeting. The Risk Management team understands that as we drill and practice for emergency situations, we can identify gaps and areas of needed improvement.

HOUSING SUCCESS CENTER PROJECT UPDATE

Ms. Duke gave an update from the Building Committee about the Housing Success Center, which is a plan to turn Cottage 5 into a new home for the Richmond Flagler staff, as well as the Community Based Services staff. After reviewing bids from contractors, we went with Cross Creek Builders. Demolition starts in January with an expected finish date in the summertime. We are looking at receiving \$500,000- 600,000 in historic tax credits. \$2 million has already been raised, with a goal of \$1 million to go.

Adjournment:

Ms. Friar adjourned the meeting at 5:34 pm with warm holiday wishes to everyone.

Next Meeting:

The next scheduled meeting of the Board of Trustees will be held on Tuesday, January 21, 2025 from 4:30 to 5:30 pm.