

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
October 16, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, October 18, 2021, at 9:04 a.m. at Clearwater Lodge No. 127 with the following members present:

**PRESENT:**

R.: W.: Chester A. King, Chairman  
R.: W.: Kenneth E. Shaw, Vice Chairman  
R.: W.: Michael S. Griffin, Secretary  
R.: W.: Michael S. Binder  
R.: W.: Glen L. Garner  
R.: W.: Julian M. Mackenzie  
R.: W.: Ronald E. Peebles  
R.: W.: R. James Rocha  
R.: W.: Lawrence A. Williamson

**ABSENT:**

Brother Michael R. Pender, Jr. (Excused)

**ALSO PRESENT:** M.: W.: Jeffrey S. Foster, Grand Master; R.: W.: Robert J. Lambert, Deputy Grand Master; R.: W.: Glen B. Bishop, Senior Grand Warden; R.: W.: Donald W. Cowart, Junior Grand Warden; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Thomas L. Turlington, Jr., P.G.M.; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: Leif M. Olsen, D.D.G.M. Dist. 9; R.: W.: Marvin A. Thiele, D.D.G.M. Dist. 11; R.: W.: Kevin Smithwick, D.D.G.M. Dist. 17; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: Stephen R. Gladstone, General Counsel; W.: Charles E. Dyer, P.M.; and Mrs. Lisa Tsotsos, Administrator of the Masonic Home of Florida.

**CALL TO ORDER:** R.: W.: Chester A. King, Chairman, called the meeting to order at 9:04 a.m. The Chairman welcomed all assembled and asked them to join in reciting the Pledge of Allegiance to the Flag of the United States of America. The Invocation was given by R.: W.: R. James Rocha.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.: W.: Chester A. King, Chairman; R.: W.: Kenneth E. Shaw, Vice Chairman; R.: W.: Michael S. Griffin, Secretary; R.: W.: Michael S. Binder; R.: W.: Glen L. Garner; W.: Julian M. Mackenzie; R.: W.: Ronald E. Peebles; R.: W.: R. James Rocha; and R.: W.: Lawrence A. Williamson.

R.: W.: Lawrence A. Williamson made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, September 18, 2021, be approved as printed and distributed. Second was made by R.: W.: Michael S. Binder and the motion carried.

R.: W.: Chester A. King, Chairman, read the resignation letter from Mrs. Lisa Tsotsos, Administrator of the Masonic Home, which noted that she will remain as Administrator until March 31, 2022.

**ADMINISTRATOR'S BOARD REPORT:** Lisa Tsotsos reported that at our last regular Board Meeting we had 66 Residents in the Home. During the month of September, we had one admission, two deaths, and no discharges bringing the total to 65. Of those, 22 are men and 43 are women.

**ADMITTED:**

Betty Stanford, Private Pay non-Masonic

**ADMIT DATE:**

9/22/2021

**DECEASED:**

Juanita Puleo, sponsored by Hialeah Chapter No. 153, O.E.S.  
 Admitted: April 2, 1977  
 Jeff Cannon, Private Pay non-Masonic  
 Admitted: July 30, 2021

**DECEASED DATE:**

9/06/2021  
 9/23/2021

With one admission and two losses by death, the month of September ended with 30 Assisted Living and 35 Nursing Center for a total of 65 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:** See Long Range Planning Committee Report item number 9.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of September was 6,300 with all meals served to the residents. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$2.38.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of September. There were no resident ID badges and three new employee ID badges issued.

**HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT:** No data will be available for this period due to facility restriction of vendors and visitors.

A motion was made by R.: W.: Michael S. Binder and seconded by R.: W.: Kenneth E. Shaw, that the Administrator's Report be accepted as presented. Motion carried.

**LONG RANGE PLANNING COMMITTEE REPORT:** The meeting of the Long Range Planning Committee was held by various phone conversations with Director Robertson, committee members, and emails. Listed below is a summary of what was discussed:

1. Alpha Business Communications completed the installation of the new phone system except for some equipment that will require the new internet service when it is installed. There will be a period of trial and testing. A punch list has been created with questions from the staff who use the phones.
2. Director Robertson is still working on quotes for the dining room and laundry roofs and will follow up but had Sutter Roofing come out to make a repair on the kitchen roof to fix a leak.
3. Director Robertson is still working on securing companies to review the chillers/cooling towers replacement project and we now have two proposed designs from Tudi Mechanical quoted at \$595,880 and Harper Mechanical at \$944,723 with two other alternatives included in their proposal. We are still waiting for proposals from BCH Mechanical and CES Mechanical and once all are received the committee will plan a walkthrough with Director Robertson to evaluate them all and determine what is the best approach at this time for replacement and the needs of the Home.
4. Director Robertson is still securing quotes for a fan replacement on the kitchen roof as the fresh air fan unit serving the cooking hoods is failing and requires continued maintenance. We have two quotes: one from Tudi Mechanical for \$20,930 and one from Harper Mechanical for \$15,715 and are still waiting on a third before moving forward.
5. Harper Mechanical is moving forward with the build on AHU #9 and should have an update by the first of next week.
6. AHU #14 is on our schedule for future replacement. Director Robertson will be securing quotes for this AHU in the future.
7. N & W Painting Corporation is moving forward with the work on the apartment building as quoted last month.
8. The elevator maintenance contract for the apartment building has been approved with a motion passed to send it to the Grand Master for signature.
9. The following items at the Home have been replaced for general maintenance in the last month:
  - a. Replaced gas regulator on the east Lochinvar boiler. The repair was made by Harper Mechanical.

- b. Replaced tamper switch on the fire sprinkler piping in the outside stairwell at the east end of N/C 1. Also replaced two corroded sprinkler heads in the laundry restroom after the annual fire sprinkler inspection.
- c. Replacing four steam table bins and copper drain system after leaks were discovered while cooking. Not yet completed.
- d. Replaced two exhaust fan motors on the dining room roof serving the kitchen bathrooms and service hallway.
- e. Replaced weak 70-AMP breaker serving the stacked Southbend convection ovens (electric).

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month. This report was approved at the Board of Trustees Meeting on October 16, 2021.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Ronald E. Peebles that the Long Range Planning Committee Report be accepted as presented. Motion carried.

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of September from Estates and Wills was \$39,424.50 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$460,238.43. During the month of September undesignated funds in the amount of \$1,000.00 were received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Kenneth E. Shaw made a motion for the adoption of the Legal Advisor's Report as presented by R.: W.: Stephen R. Gladstone. Second was made by R.: W.: Glen L. Garner and the motion carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 6.0% favorable to the budget (\$494k) for the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and adjusting for the timing of maintenance.

R.: W.: Michael S. Griffin made a motion to accept the Budget Committee Report as presented by R.: W.: R. James Rocha. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of October, one application was received for review by the Admissions Committee for admission to the Masonic Home and is held over pending additional action.

One application for Non-Resident Relief was received and approved by the Admissions Committee for a term of three months; no applications were received by the committee requesting Emergency Relief and no Non-Resident Relief Funds were distributed in September of 2021.

The Admissions Committee would also like to report that a resident of the Masonic Home of Florida has not been in compliance with their Life Care Agreement and any further violations by this resident will be brought before the Board of Trustees of the Masonic Home with a request to discharge this resident.

R.: W.: Kenneth E. Shaw presented the Admissions Committee Report and moved for its adoption. Second was made by R.: W.: Michael S. Griffin and the motion carried.

## OPERATIONS COMMITTEE REPORT:

- A. Community restrictions remain in place due to COVID-19.
- B. Marketing:
  - i. Total of 65 residents; of which 22 are Private Pay with 10 non-Masonic, with 36 SNF and 29 ALF from the census breakdown report.
  - ii. Limited tours for visitors and guests are allowed to visit.
  - iii. BrandMETTLE is moving forward. A workshop is conducted weekly. The anticipated advertising campaign to add 20 Private Pay residents which was requested by the Board of Trustees has begun. Meanwhile, the Masonic Home Facebook page has been revitalized and has regular posts, mostly involving activities at the Home that have been scheduled. An Instagram account has been created and efforts continue to integrate the new Masonic Home Logo with hard assets at the Home.
- C. Follow-up with Greystone continues during our workshop.
- D. Trenam Law has provided insight and guidance on our questions regarding renovations and zoning issues.
- E. Collier International is currently working on a property evaluation and we are currently awaiting their report.
- F. Master Reposition Plan – The Masonic Home Board of Trustees has written a “Position Statement” during a workshop held on September 25, 2021.
- G. Discussion on renovations and “Consulting Services” continues during the workshop.
- H. Other:
  - i. Job Positions: Administrator – At the workshop held on September 25, 2021, a sub-committee was appointed. A timeline has been established to continue moving this process forward with a hire date expected shortly after January of 2022.

R.:W.: Glen L. Garner presented the Operations Committee Report and then moved for its adoption. Second was made by W.: Julian M. Mackenzie and the motion carried.

**OLD BUSINESS:** R.:W.: R. James Rocha presented the Collier’s Commercial Real Estate Services Report (full report available upon request) and provided his observations, the discussion ensued.

**NEW BUSINESS:** R.:W.: Michael S. Griffin read the following:

### **“Position Statement from the MHBOT concerning the Master Repositioning Plan”**

During a workshop of the Masonic Home Board of Trustees (MHBOT) held on Sept. 25, 2021, the following, unanimous consent was formed concerning the Master Repositioning Plan:

**Due to changes in local government’s willingness to allow new waterfront construction as well as a general shift by consumers away from retirement homes in general and towards in-home care (details below), the MHBOT plans to: *Forego exploration of new construction for the foreseeable future and to proceed with renovating the existing units (including the first floor and skilled nursing), post-haste. Simultaneously, explore the liquidation of owned land currently zoned “single family residential” as a means to strengthen the endowment and expand the Non-Resident Relief Fund for worthy distressed Master Masons and / or their widows.***

Background: While the original hope and plan, from which the recent grand lodge legislation was then based, was to construct new buildings centered around independent living and memory care, there have been two major developments that create substantial barriers to the original Master Repositioning Plan.

One: The city of St Petersburg issued a moratorium on new construction in zones it deemed “waterfront”. The proposed independent living towers are in said zone. An even greater obstacle is the fact (confirmed by Trenam Law, the firm that the MHBOT engaged to provide an opinion as to possibility of said new construction) that the same area is zoned for single family residences. While it may be possible to successfully petition the city to re-zone the property, the estimated cost for that process would be in the

neighborhood of \$2.5 to \$3,000,000.00 all the while with odds of success quite low. While in theory it may still be possible to construct the memory care building, without independent living, to do so would be nonsensical. NOTE: undoubtedly, there would also be CONSIDERABLE opposition from the residents of Coffee Pot Bay to the project and said residents wield considerable sway over the city council, etc.

Two: COVID-19 has accelerated the trend in America away from retirement homes and towards in-home care. There is concern amongst the MHBOT that ROI on new construction could be delayed or fall short and thus burden the endowment.

By pursuing a high quality, “level three” refurbishment of the existing ALF units, the first floor and skilled nursing, the MH will be brought back to its “Five-Star” status, will greatly increase the quality of life for our beloved residents and as BrandMETTLE has pitched full occupancy, will have little to no negative nor positive impact on the endowment (including recovery of project cost in a timely manner). Every effort will be made to save (or at least relocate) ALL First Ladies Projects! Based on the current low census numbers, there will be no need for off-site temporary accommodations, nor a need for new construction, for our existing residents (which, as one will recall, was a major component of the original desire for the new buildings).

Due to the continued loss of membership in the fraternity and ergo, fewer petitioners for admittance from within the Craft, the MHBOT feels that sometime in the future there will not be enough of a need for a MH. With that eye towards the future, the current market for high-end, single family homes has never been higher and as such, this may be a prime opportunity to liquidate the portion of the grounds zoned single family residences. Colliers International has been retained to do a market analysis and their findings will either spur or discourage this topic.

An area of concern for the MHBOT was the ongoing issue that the MH is of too great a distance away from many of our worthy, distressed elderly Brothers and Sisters. To remedy this situation, while multiple “satellite” facilities are still a possibility in the future, for now, the MHBOT will explore the recommendation (and associated funding, especially in light that the Craft already approved a substantial amount of funds for the new construction which, per the above, will no longer take place) that the Non-Resident Relief Fund be expanded to aid those Brothers who reside in facilities hundreds of miles away from St. Petersburg. Also, the exploration of creating an Outreach Care Program to provide non-financial assistance programs.

R.:W.: Michael S. Griffin made a motion to accept the statement which was seconded by R.:W.: Lawrence A. Williamson and the motion carried by a vote of 8 to 1.

**ANNOUNCEMENTS:** The next regular Board Meeting will be held on Saturday, November 20, 2021. Meanwhile, additional Masonic Home Board of Trustees Workshops are being planned in the interim.

R.: W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 10:06 a.m.

Respectfully submitted,

R.: W.: Chester A. King  
Chairman

R.: W.: Michael S. Griffin  
Secretary to the Board of Trustees