

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
August 21, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, August 21, 2021, at 9:00 a.m. via video conference on Microsoft Teams with the following members present:

PRESENT:

R.: W.: Chester A. King, Chairman
R.: W.: Kenneth E. Shaw, Vice Chairman
R.: W.: Glen L. Garner
R.: W.: Michael S. Griffin, Secretary
R.: W.: Michael S. Binder
R.: W.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson
R.: W.: B. Allen West

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; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: Gregory L. Wynn, P.D.D.G.M.; W.: Julian M. Mackenzie, 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 9:00 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.: Lawrence A. Williamson.

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; R.: W.: Ronald E. Peebles; Brother Michael R. Pender, Jr.; R.: W.: R. James Rocha; R.: W.: Lawrence A. Williamson; and R.: W.: B. Allen West.

R.: W.: Michael S. Griffin made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, June 19, 2021, be approved as printed and distributed. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

ADMINISTRATOR'S BOARD REPORT: It was reported at our last regular Board Meeting we had 72 Residents in the Home. During the month of July, we had two admissions, one death, and no discharges bringing the total to 73. Of those, 25 are men and 48 are women, with one of the women sponsored by the Order of the Eastern Star.

ADMITTED:

Jeff Cannon, Private Pay (non-Masonic)
Ernest Barta, Private Pay (non-Masonic)

ADMIT DATE:

7/01/2021
7/30/2021

DECEASED:

Marie Flood, Private Pay, husband's membership at Hillsborough Lodge No. 25
Admitted: May 9, 2019

DECEASED DATE:

7/18/2021

With 2 admissions, 1 loss by death, and no discharges the month of June ended with 31 Assisted Living and 42 Nursing Center for a total of 73 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced Nursing Center exhaust fan motor after failure.
2. Repaired Residential Center fire alarm system after finding several devices faulty during testing.
3. Replaced 2 aging refrigerators located in the Nourishment Rooms on N/C 1 and N/C 2.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of July 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 \$2.46.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of July. There were 1 resident ID badge and four 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.: Kenneth E. Shaw and seconded by R.:W.: Ronald E. Peebles, that the Administrator's Report be accepted as printed and distributed. 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. Director Robertson is still working on quotes for the dining room and laundry roofs and will follow up. We would like to move forward with the laundry roof as it is more critical at this time than the dining room roof. The 2 quotes so far are A2 Roofing for \$59,350 but stated the quote will be going up to \$61,000 and Sutter Roofing is for \$80,490. An old quote from last year for \$40,375 will be revisited to see if it has changed.
2. Director Robertson will follow up with NorthStar Property Management on the issues at the apartments with regard to previous mold problems. Director Robertson did state that they determined there was some water intrusion through the bottom of the doors during raining periods and a contractor was being brought out to make repairs to the facility.
3. Director Robertson is still working on securing companies to review the chillers/cooling towers replacement and redesign project and we have one proposed design from Tudi Mechanical quoted at \$595,880 and expect to have 2 others by next week. We currently have 1 chiller down and Director Robertson is trying to get the pump going as the motor starter went out providing no water flow to the chiller, which is causing significant load issues with the hot weather right now. He hopes to have a temporary fix to get water flowing but this is an example of the need for the designers to come forward with their proposals and we can move forward with replacement.
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 1 quote from Tudi Mechanical for \$20,930 and hope to have some others soon.
5. Director Robertson has received 3 quotes for the replacement of the AHU #9 on the 3rd floor like the AHU #10. Quotes are as follows: CES Mechanical for \$57,900; Harper Mechanical for \$52,842; and Tudi Mechanical for \$58,850. We would like to move forward with Harper Mechanical on this item and a motion was passed to award the project to Harper Mechanical.
6. AHU #14 is on our schedule for future replacement. Director Robertson will be securing quotes for this AHU in the future.
7. The following items at the Home have been replaced for general maintenance in the last month:
 - a. Replaced Nursing Center exhaust fan motor after failure.
 - b. Repaired Residential Center fire alarm system after finding several devices faulty during testing.
 - c. Replaced 2 aging refrigerators located in the Nourishment Rooms on N/C 1 and N/C 2.

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 August 21, 2021.

A motion was made by R.: W.: Glen L. Garner and seconded by Kenneth E. Shaw that Harper Mechanical be used to replace AHU #9 at the recommendation of R.: W.: Lawrence A. Williamson, Chairman of the Long Range Planning Committee. Motion carried.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by Brother Michael R. Pender, Jr., 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 July from Estates and Wills was \$2,085.55 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$333,423.21. During the month of July there were no undesignated funds 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 Brother Michael R. Pender, Jr., and the motion carried.

BUDGET COMMITTEE REPORT: We report that we are currently 5.6% favorable to the budget (\$460.3k) for the fiscal year before any contingency is used and after amortizing for the insurance premiums already paid

R.: W.: R. James Rocha made a motion to accept the Budget Committee Report as presented. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of August, no applications were received for review by the Admissions Committee for admission to the Masonic Home.

There were no applications received by the committee requesting Non-Resident Relief or Emergency Relief and no Non-Resident Relief Funds were distributed in July of 2021.

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 73 residents; of which 26 are Private Pay with 13 non-Masonic, with 42 SNF and 31 ALF from the census breakdown report.
- ii. Limited tours for visitors and guests are allowed to visit.
- iii. BrandMETTLE marketing is moving forward and a workshop is conducted weekly.

C. Follow-up with Greystone continues during our workshop.

D. Discussion on renovations and "Consulting Services" continues during the workshop.

E. Other:

- i. Job Positions – A task force has been formed for the position of Administrator and Assistant Administrator. There was discussion as to timing and the process.
- ii. Job Positions – The hiring of a Director of Development is placed on hold.
- iii. Study of the MHF Separation – planning continues during our workshop.

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

OLD BUSINESS: The retained appraiser has now been paid and we are working on the appraisal. A timeline was not received.

The retained attorney (as to viability and possibility of proposed new construction) has provided his initial analysis/letter. R.:W.: Stephen R. Gladstone requested that the letter be distributed to the Board of Trustees and the Corporate Board. R.:W.: Chester A. King, Chairman, agreed and will do so. R.:W.: King also solicited feedback as soon as possible once each Board has reviewed said letter as there will be a follow up phone call with the attorney on Monday.

ANNOUNCEMENTS: The next regular Board Meeting will be held on Saturday, September 18, 2021, at 9:00 a.m. via video conference on Microsoft Teams.

R.:W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 9:48 a.m.

Respectfully submitted,

R.:W.: Chester A. King
Chairman

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