

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
November 20, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, November 18, 2021, at 9:02 a.m. in Jacksonville, Florida, and via video conferencing on Microsoft Teams 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
W.: Julian M. Mackenzie
R.: W.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

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.: Thomas L. Turlington, Jr., P.G.M.; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: Chester J. Tokar, R.: R.: Grand Chaplain; R.: W.: Jack W. Hampton, Jr., W.: Junior Grand Deacon; R.: W.: Leif M. Olsen, D.D.G.M. Dist. 9; R.: W.: Kevin Smithwick, D.D.G.M. Dist. 17; R.: W.: William B. Dishman, D.D.G.M. Dist. 13; R.: W.: Bryan C. Eiler, D.D.G.M. Dist. 6; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: Dwight A. Wilson, P.D.D.G.M.; R.: W.: Gary J. Gamache, P.D.D.G.M.; R.: W.: Ben S. Schwartz, P.D.D.G.M.; 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 and then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: Chester A. King, Chairman, introduced the members of the Board of Trustees as listed above.

R.: W.: Glen L. Garner made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, October 16, 2021, be approved as printed and distributed. Second was made by R.: W.: Kenneth E. Shaw 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: On behalf of Lisa Tsotsos R.: W.: Chester A. King, Chairman, reported that at our last regular Board Meeting we had 65 Residents in the Home. During the month of October, we had two admissions, no deaths, and no discharges bringing the total to 67. Of those, 22 are men and 43 are women.

ADMITTED:

Paul Johnson, Private Pay non-Masonic
Helga Lance, Private Pay Tyrian Lodge No. 111 (GA)

ADMIT DATE:

10/22/2021
10/27/2021

With two admissions, the month of October ended with 27 Assisted Living and 40 Nursing Center for a total of 67 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 October 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 \$2.34.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of October. There were one 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.: Glen L. Garner and seconded by R.: W.: Lawrence A. Williamson, 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 and we are still working out the bugs.
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 but CES has provided an engineering proposal for design. We will look at revisiting this scope of work by incorporating it into the design package on the ALF renovation if possible.
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 quotes from BCH Mechanical and CES Mechanical.
5. Harper Mechanical is moving forward with the build on AHU #9 and should have it here for installation in January of 2022.
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 scheduled to start work on the apartment building after Thanksgiving.
8. Our fire pump failed a test during an inspection and we found that we have a potential leak on the discharge piping in the underground section. Director Robertson has contacted a company to investigate and do repairs.
9. The following items at the Home have been replaced for general maintenance in the last month:
 - a. Repaired 3" main irrigation pipe where tree roots cracked the tee fitting and zone valve. Replaced the zone valve, rerouted the pipe and wiring and the connection back to the zone. The repair was made by J. Williams Sprinkler Company.
 - b. Replaced two run capacitors, one start capacitor, contactor, and coil serving the east deep well for the irrigation system.
10. The following contracts are upcoming renewal in January: Safety Systems (fire alarm monitoring); Harper Boiler Maintenance; Harper Chiller Maintenance; and Bingham Pest Control.

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 November 20, 2021.

R.: W.: Lawrence A. Williamson presented the Long Range Planning Committee Report and moved for its adoption. Seconded was made by R.: W.: Glen L. Garner and the motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of October from Estates and Wills was \$2,498.24 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$462,736.67. During the month of October there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund and the total year to date received is \$1,000.00.

R.: W.: Glen L. Garner made a motion for the adoption of the Legal Advisor's Report as presented by R.: W.: Chester A. King, Chairman. Second was made by W.: Julian M. Mackenzie and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of November, no applications were received for review by the Admissions Committee for admission to the Masonic Home. The following application previously received was approved for admission to the Home: Frederick Piasecki, sponsored by R. T. Schafer Lodge No. 350.

No applications for Non-Resident Relief were received by the committee requesting Non-Resident or Emergency Relief and \$1,400.00 was distributed for Non-Resident Relief Funds in October 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 67 residents; of which 24 are Private Pay with 12 non-Masonic, with 40 SNF and 27 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. BrandMETTLE has concluded their efforts surrounding the Google and Facebook advertising and geofencing campaign. Maryanne, at the Masonic Home, will inquire with each new contact about how they heard about the Masonic Home. This will allow us to tract the efficacy of the campaign.

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: Administrator – A task force has been formed and *search for an Administrator has been conducted through Indeed and Leading Age Florida (an association representing senior living facilities throughout Florida). Most applicants are not qualified and/or licensed. *The Chairman of the Board of Trustees contacted MedBest (a recommendation by a member of the Board) which is a search company in only the senior living industry. *The search committee will meet on Monday, November 22nd and review MedBest's abilities and their proposal.
- ii. The Director of Donor Development position remains on hold.
- iii. The study of the Masonic Home separation continues during our workshop.

R.: W.: Michael S. Griffin made a motion to pre-authorize the retention of MedBest should the search committee find their proposed services acceptable. W.: Julian M. Mackenzie seconded the motion which carried.

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.

BUDGET COMMITTEE REPORT: We report that we are currently 5.1% favorable to the budget (\$418k) 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.: R. James Rocha made a motion to accept the Budget Committee Report as presented. Second was made by R.: W.: Ronald E. Peebles and the motion carried.

OLD BUSINESS: R.: W.: Michael S. Binder suggested that the existing and already funded Greystone Report be given to the potential Owner's Rep/Design-Build candidates. The Board concurred with the suggestion.

NEW BUSINESS: A motion was made by R.: W.: Lawrence A. Williamson to pay John Youngman, Architect, \$28,000 for the conceptual drawings of the remodeling. It was clarified that said fee is conceptual drawings and not final plans and that alterations/changes to the Youngman drawings are indeed possible. After discussion, R.: W.: Ronald E. Peebles seconded the motion which carried.

A motion was made by R.: W.: Michael S. Griffin to renew the Masonic Home Employee Paid Time Off (PTO) Buy Back Program for 2021 with a projected cost of \$27,000. W.: Julian M. Mackenzie seconded the motion which carried.

ANNOUNCEMENTS: The next regular Board Meeting will be held on Saturday, December 18, 2021, at the Rosen Plaza Hotel in Orlando, Florida. Meanwhile, additional Masonic Home Board of Trustees Workshops are being planned in the interim.

R.: W.: Glen L. Garner gave the Benediction and the meeting was adjourned at 9:56 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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