

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
September 18, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, September 18, 2021, at 9:10 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.: Michael S. Griffin, Secretary
R.: W.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT:

R.: W.: Glen L. Garner (Excused)
R.: W.: Michael S. Binder
R.: W.: B. Allen West (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; 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.: Jack W. Hampton, Jr., W.: Junior Grand Deacon; R.: W.: Anthony A. De Angelo, W.: Grand Historian; R.: W.: Ben S. Schwartz, W.: Junior Grand Steward; R.: W.: Kevin Smithwick, D.D.G.M. Dist. 17; R.: W.: Francisco Moc, D.D.G.M. Dist. 28; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: Stephen R. Gladstone, General Counsel; W.: James E. Lambert, 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 9:10 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.: Ronald E. Peebles; Brother Michael R. Pender, Jr.; R.: W.: R. James Rocha; and R.: W.: Lawrence A. Williamson.

R.: W.: Michael S. Griffin made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, August 21, 2021, be approved as printed and distributed. Second was made by R.: W.: R. James Rocha 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 73 Residents in the Home. During the month of August, we had no admissions, six deaths, and one discharge bringing the total to 66. Of those, 23 are men and 43 are women, with one of the women sponsored by the Order of the Eastern Star.

DECEASED:

Madeline Webster, husband's membership at Haines City Lodge No. 219

Admitted: September 23, 2015

Opal Soderland, Private Pay husband's membership at Clearwater Lodge No. 127

Admitted: June 16, 2017

Helen Weaver, husband's membership at Siloam Lodge No. 399

Admitted: January 28, 2019

Ruth Settle, husband's membership at Sarasota Lodge No. 147

Admitted: November 5, 2009

Ernest Barta, Private Pay non-Masonic

Admitted: July 30, 2021

Wesley Obert, Private Pay non-Masonic

Admitted: December 5, 2019

DECEASED DATE:

8/04/2021

8/07/2021

8/13/2021

8/15/2021

8/21/2021

8/28/2021

DISCHARGED:

Rosemary Cocker, Private Pay non-Masonic

Admitted: January 7, 2020

DISCHARGE DATE:

8/26/2021

With no admissions, six losses by death, and one discharge the month of August ended with 30 Assisted Living and 36 Nursing Center for a total of 66 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced the fan bearing assembly on Huebsch dryer #2.
2. Replaced several door closers in the Nursing Center. Since all door closers were installed in 2004 they all seem to be failing about the same time after 17 years' service life.
3. The fire pump engine needed to have the coolant replaced and engine flushed and is now in good shape.
4. Replaced motor starter coil and midget fuses serving chilled water pump for the north chiller. Repaired wires at the terminal and replaced the terminal blocks.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of August 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 \$2.40.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of August. There were one resident ID badge 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.: Kenneth E. Shaw and seconded by R.:W.: Ronald E. Peebles, 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. Director Robertson is still working on quotes for the dining room and laundry roofs and will follow up.
2. Abode Builders fixed the door thresholds where some water intrusion was happening through the bottom of the doors during rainy periods on the Residences of Coffee Pot Bayou as noted in last month's report.
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 soon. The chiller that was down last month has been repaired and is up and running but still presents a potential problem and we need to follow through with an upgraded design for the existing chiller systems and cooling tower.

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 2 quotes; 1 from Tudi Mechanical for \$20,930 and 1 from Harper Mechanical for \$15,715 and hope to have a third quote soon so we can move forward.
5. We are moving forward with Harper Mechanical on AHU #9 and are waiting on equipment to be delivered and then scheduling.
6. AHU #14 is on our schedule for future replacement. Director Robertson will be securing quotes for this AHU in the future.
7. The management company for the Residences of Coffee Pot Bayou has requested approval of N & W Painting Corp to pressure wash the building and do some painting on the doors, fences, sidewalks, and decks for \$7,500. A motion was passed to allow them to proceed.
8. The following items at the Home have been replaced for general maintenance in the last month:
 - a. Replaced the fan bearing assembly on Huebsch dryer #2.
 - b. Replaced several door closers in the Nursing Center. Since all door closers were installed in 2004 they all seem to be failing about the same time after 17 years' service life.
 - c. The fire pump engine needed to have the coolant replaced and engine flushed and is now in good shape.
 - d. Replaced motor starter coil and midget fuses serving chilled water pump for the north chiller. Repaired wires at the terminal and replaced the terminal blocks.

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 September 18, 2021.

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 August from Estates and Wills was \$87,390.72 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$420,813.93. During the month of August 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 7.1% favorable to the budget (\$585k) for the fiscal year before any contingency is used and after amortizing for the insurance premiums already paid

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 September, 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 August of 2021.

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

OPERATIONS COMMITTEE REPORT:

A. Community restrictions remain in place due to COVID-19.

B. Marketing:

- i. Total of 66 residents; of which 22 are Private Pay with 10 non-Masonic, with 36 SNF and 30

- ALF from the census breakdown report.
 - ii. Limited tours for visitors and guests are allowed to visit.
 - iii. BrandMETTLE has presented a detailed and highly technical plan to meet the Board of Trustees requested addition of 20 new Private Pay residents. The plan is within the existing budget and involves an aggressive marketing effort via Facebook and Google.
- 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.: Kenneth E. Shaw moved for the adoption of the Operations Committee Report as presented by R.: W.: Chester A. King, Chairman, on behalf of R.: W.: Glen L. Garner. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

OLD BUSINESS: The Chairman reported that the follow up question solicited from the Board of Trustees for our attorney exploring the possibility and viability of proposed new construction and refurbishment has been gathered and will be forwarded to the attorney with a copy going to R.: W.: Stephen R. Gladstone, General Counsel.

R.: W.: R. James Rocha reported on the status of the Collier’s market proposal that Colliers has requested additional information and R.: W.: Kenneth E. Shaw is gathering the information to be passed on.

There was general discussion by the Board concerning the overall status of the upcoming Greystone re-engagement.

NEW BUSINESS: With the current COVID-19 situation/environment discussion occurred concerning the status of the annual “Christmas in October” event. The administrator is exploring options.

ANNOUNCEMENTS: There will be a Board of Trustees Workshop on Saturday, September 25, 2021, with details to be determined. The next regular Board Meeting will be held on Saturday, October 16, 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 9:51 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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