

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
July 17, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, July 17, 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; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: Anthony A. De Angelo, W.: Grand Historian; R.: W.: Kevin D. Smithwick, D.D.G.M. of the 17th Masonic District; 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.: Kenneth E. Shaw.

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: Lisa Tsotsos reported at our last regular Board Meeting we had 72 Residents in the Home. During the month of June, we had two admissions, two deaths, and no discharges bringing the total to 72. Of those, 23 are men and 49 are women, with one of the women sponsored by the Order of the Eastern Star.

ADMITTED:

Dallas Adkins, sponsored by Tampa Bay Lodge No. 252
Richard Diekmann, sponsored by Acacia Lodge No. 163

ADMIT DATE:

6/28/2021
6/29/2021

DECEASED:

Robert Gaddy, sponsored by R. T. Schafer Lodge No. 350
Admitted: August 4, 2017
Sara Hedden, husband's membership at West Broward Lodge No. 253
Admitted: October 23, 2018

DECEASED DATE:

6/14/2021
6/30/2021

With 2 admissions, 2 losses by death, and no discharges the month of June ended with 29 Assisted Living and 43 Nursing Center for a total of 72 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced 10 HP motor and fan sheave in AHU #14 after a bearing failure. This motor was 29 years old.
2. The lobby elevator motor single phased and caused a short due in part to loss of power. The motor is on order and we are awaiting Right Way Elevator to make the repair.
3. The pot sink disposal H2O valve and solenoid are defective and will be replaced when the parts arrive.
4. Replaced pressure switch on the electric steamer in the kitchen after failure.
5. Replaced two heating elements on the steam table bins servicing the dining room hot food line.
6. Replaced defective motor starter and relay serving AHU #12 on the second floor of the Nursing Center.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of June 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 \$2.44.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of June. There were four resident ID badges 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 Brother Michael R. Pender, Jr., 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. We would like to move forward with the laundry roof as it is more critical at this time than the dining room roof. He has several quotes and we will discuss this at the upcoming workshop.
2. The new phone system cables have been installed by Stratus Telecom to each work station. Alpha Business Communications is still working out details for phone extensions, fax machines, staff locations, etc., and phone installation in the coming weeks.
3. We are still waiting for confirmation from NorthStar Property Management on the issues at the apartments with regard to previous mold problems. Director Robertson is in contact with them for facility coordination.
4. Director Robertson is still working on securing companies to review the chillers/cooling towers replacement and redesign project for future discussion and planning to enhance our long term needs. We have one proposed design from Tudi Mechanical. This will be further discussed in our workshop.
5. 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 hope to have quotes by our next workshop.
6. Director Robertson will continue reaching out for quotes soon for the replacement of the AHU #9 on the 3rd floor like the AHU #10 as we have received one quote from CES Mechanical for \$57,900.
7. AHU #14 is on our schedule for future replacement, but recently the motor went out so we had to replace it in an emergency as it serves the dining room area. Director Robertson will be securing quotes for this AHU in the future.
8. The following items at the Home have been replaced for general maintenance in the last month:
 - a. Replaced 10 HP motor and fan sheave in AHU #14 after a bearing failure. This motor was 29 years old.
 - b. The lobby elevator motor single phased and caused a short due in part to loss of power. The motor is on order and we are awaiting Right Way Elevator to make the repair.

- c. The pot sink disposal H2O valve and solenoid are defective and will be replaced when the parts arrive.
 - d. Replaced pressure switch on the electric steamer in the kitchen after failure.
 - e. Replaced two heating elements on the steam table bins servicing the dining room hot food line.
 - f. Replaced defective motor starter and relay serving AHU #12 on the second floor of the Nursing Center.
 - g. Received reports on the savings from Mirabito Gas for the month.
9. The Long Range Planning Committee will discuss the budget in the upcoming workshop as many proposed projects seem to be mounting up.

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 July 17, 2021. Our next meeting will be our workshop on July 24, 2021, at Northside Lodge No. 283 in St. Petersburg.

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

BUDGET COMMITTEE REPORT: We report that we are currently 4.25% favorable to the budget (\$348.3k) for the fiscal year before any contingency is used and after amortizing for the insurance premiums already paid. R.: W.: R. James Rocha recommended an analysis of Medicaid and Medicare be made as part of our exploration of future expansion possibilities.

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

ADMISSIONS COMMITTEE REPORT: During the month of July, one application was received for review by the Admissions Committee for admission to the Masonic Home. The following application was approved for admission to the Masonic Home of Florida: Dallas Adkins, sponsored by Tampa Bay Lodge No. 252.

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

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

OPERATIONS COMMITTEE REPORT:

- A. Community restrictions remain in place due to COVID-19.
- B. Marketing:
 - i. Total of 72 residents; of which 25 are Private Pay with 11 non-Masonic, with 43 SNF and 29 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.
 - 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.: Michael S. Griffin moved adoption of the Operations Committee Report as presented by R.: W.: Glen L. Garner. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

OLD BUSINESS: M.:W.: Jeffrey S. Foster, Grand Master, upon inquiry, stated that the Greystone, Trenam Law and Colliers Valuation and Advisory Services Engagement Letters have now been signed and will be forwarded to R.:W.: Chester A. King, Chairman, for distribution. Note that the Greystone Engagement Letter is being held until further notice at the request of the Board of Trustees.

ANNOUNCEMENTS: The Chairman announced that a Board of Trustees Workshop will be held on Saturday, July 24, 2021, from 9:00 a.m. until noon at Northside Lodge No. 283.

The next regular Board Meeting will be held on Saturday, August 21, 2021, at 9:00 a.m. via video conference on Microsoft Teams.

R.: W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 9:38 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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