

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

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session via video conferencing on Microsoft Teams, on Saturday, April 17, 2021, at 9:00 a.m. 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.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT:

R.: W.: B. Allen West

ALSO PRESENT: M.: W.: Thomas L. Turlington, Jr., Grand Master; R.: W.: Jeffrey S. Foster, Deputy Grand Master; R.: W.: Robert J. Lambert, Senior Grand Warden; R.: W.: Glen B. Bishop, Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Steven P. Boring, P.G.M.; R.: W.: Jackie D. Arrington, W.: Grand Marshal; R.: W.: Haskell R. Vest, Jr., W.: Junior Grand Deacon; R.: W.: Donald W. Cowart, P.D.D.G.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.: Chester A. King.

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; and R.: W.: Lawrence A. Williamson.

R.: W.: Michael S. Binder made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, March 13, 2021, be approved as printed and distributed. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 80 Residents in the Home. During the month of March, we had no admissions, seven (7) losses by death, and one (1) discharge bringing the total to 72. Of those, 20 are men and 52 are women, with one of the women sponsored by the Order of the Eastern Star.

DECEASED:

Mildred Young, husband's membership at John Darling Lodge No. 154
Admitted: August 22, 2018
Larry Grindrod, membership at Pensacola Lodge No. 42 (Private Pay)
Admitted: October 29, 2018
Martha Donaldson, husband's membership at Pinellas Daylight Lodge No. 385
Admitted: August 12, 2015

DECEASED DATE:

3/03/2021
3/04/2021
3/11/2021

Guy David Wilson, membership at Moore Haven Lodge No. 61 Admitted: September 29, 2010	3/14/2021
Bernice Hartman, husband's membership at Nitram Lodge No. 188 Admitted: February 23, 2016	3/16/2021
Mae Jackson, Non-Masonic (Private Pay) Admitted: September 16, 2019	3/25/2021
Larry Hartman, membership at Hurricane Lodge No. 401 Admitted: July 27, 2016	3/26/2021

DISCHARGED:	DISCHARGE DATE:
Edward Kelly, Non-Masonic (Private Pay) Admitted: July 28, 2016	3/10/2021

With no admissions and 7 losses by death, and 1 discharge the month of March ended with 34 Assisted Living and 38 Nursing Center for a total of 72 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced two fire sensors on Fulton Boiler in main mechanical room. Repair was made by Harper Limbach, LLC.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of March was 6,789 with no other meals served. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$2.16.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of March. There were no resident ID badges and six 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.: R. James Rocha and seconded by Brother Michael R. Pender, Jr., that the Administrator's Report be accepted as read. Motion carried.

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

1. The Florida Department of Environmental Protection has sent another letter stating the LSSI Program has met the standards required with the report by BTEX Engineering, Inc., and has asked for final billing from BTEX under the program so we can receive the final clearance letter.
2. Director Robertson is still working on quotes for the dining room and laundry roofs.
3. The consensus of the Long Range Planning Committee, after review of the three quotes for the new phone system, is to move forward with Alpha Business Communications to provide the new phone system for the Masonic Home of Florida. The committee passed a motion to have Director Robertson contact the company and provide a contract for Grand Master's signature to move forward. The cost will be \$19,923.77 which is within the budget approved previously.
4. After further testing of the remaining rental apartments it was found that 2 of the apartments had similar conditions present as the original two that were remediated for mold. Under advisement we have contacted the insurance company and a claim has been set up for the ongoing issue. The insurance company has sent out an adjuster to review the reports of Servpro company that did the original testing and work associated with the issue. We await their final review and determination before proceeding further.
5. Director Robertson stated the gas company has completed the gas re-pipe work to replace a meter at the street and the leak underground has been repaired.
6. Mirabito Gas continues to send us reports showing our savings under their contract program.

7. Director Robertson is still working on securing companies to review the chillers/cooling towers project replacement and redesign for future discussion and planning to enhance our long term needs. This will be further discussed in our workshop as our budget has funds for emergency replacement at the present time.

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month. The report was approved in our Board Meeting on April 17, 2021.

A motion was made by R.: W.: R. James Rocha and seconded by R.: W.: Michael S. Griffin that the Long Range Planning Committee Report be accepted as read. Motion carried.

LEGAL ADVISOR’S REPORT: The total funds received during the month of March from Estates and Wills was \$5,129.60 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$397,766.92. During the month of March there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund and the year to date total received is \$60,441.78.

R.: W.: Glen L. Garner made a motion for the adoption of the Legal Advisor’s Report. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

BUDGET COMMITTEE REPORT: We report that we are currently 9.9% favorable to the approved budget (\$901.9k) for the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and adjusting for the timing of maintenance. This fiscal year-ending favorability is due to timing, as we have two open positions and the marketing contract and the low census. It was noted that BrandMETTLE has been paid \$153,764 out of the \$230,000 that was budgeted for the fiscal year.

R.: W.: Michael S. Griffin 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 April, no applications were received for review by the Admissions Committee for admission to the Masonic Home. One application is being held over pending final actions needed.

There were no applications received by the committee requesting Non-Resident Relief or Emergency Relief. No Non-Resident Relief Funds were distributed in March 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 23 are Private Pay with 9 non-Masonic, with 38 SNF and 34 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 made a motion to accept the Operations Committee Report as presented by R.: W.: Glen L. Garner. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

ANNOUNCEMENTS: The Chairman announced that another Board of Trustees Workshop is planned for the near future.

The next regular Board Meeting will be held on Sunday, May 30, 2021, at 1:00 p.m. in person which will be held at the Rosen Plaza Hotel in Orlando, Florida.

R.: W.: Glen L. Garner gave the Benediction and the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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