

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

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, December 18, 2021, at 8:59 a.m. at the Rosen Plaza Hotel in Orlando, 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.: Glen L. Garner
W.: Julian M. Mackenzie
R.: W.: Ronald E. Peebles (via audio conference)
R.: W.: Lawrence A. Williamson (via audio conference)

ABSENT:

R.: W.: R. James Rocha (Excused)
R.: W.: Michael S. Binder (Excused)
Brother Michael R. Pender, Jr. (Excused)

ALSO PRESENT (in person or via video conference): 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; M.: W.: Thomas L. Turlington, Jr., P.G.M.; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: Anthony A. De Angelo, W.: Grand Historian; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; W.: Charles A. 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 8:59 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 in attendance as listed above.

R.: W.: Kenneth E. Shaw made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, November 20, 2021, be approved as printed and distributed. Second was made by R.: W.: Michael S Griffin 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 67 Residents in the Home. During the month of November, we had two admissions, one death, and no discharges bringing the total to 68. Of those, 22 are men and 46 are women.

ADMITTED:

Carla Lawrence, Private Pay non-Masonic
Mary Maxwell, Private Pay non-Masonic

ADMIT DATE:

11/04/2021
11/11/2021

DECEASED:

Paul Johnson, Private Pay non-Masonic
Admitted: October 21, 2021

DECEASED DATE:

11/07/2021

With two admissions, the month of November ended with 26 Assisted Living and 42 Nursing Center for a total of 68 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 November 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 November. 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.: Kenneth E. Shaw and seconded by R.:W.: Glen L. Garner, 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. Repairs have been made on the dining room and laundry roofs and will follow up after the first of the year with seeking quotes for replacement.
2. We have put a hold on the chiller and cooling tower replacement proposals from two companies and will revisit after the first of the year. After confirmation on securing a positive direction with the ALF renovation we will look at revisiting this scope of work by incorporating it into the design package and adjust the budget as needed.
3. We have only received two quotes to date for the kitchen exhaust fan replacement and it is becoming more of an issue and will revisit with Harper Mechanical next week to see if we can reach an agreement on price and scope of work or go seek another contractor quote.
4. Harper Mechanical is moving forward with the build on AHU #9 and should have it here for installation by January of 2022.
5. AHU #14 is on our schedule for future replacement. We will continue seeking quotes for this AHU after the first of the year.
6. N & W Painting Corporation is still working on the apartment building and hopes to be completed by the first of the year.
7. The fire pump that failed a test during an inspection is still up and working but Director Robertson will continue to search for a company to investigate and do repairs.
8. After our meeting and walkthrough on 12/4/2021 we received three owner's representative firms but are still waiting on pricing from them; and based on their percentage base concept it may not be our best approach. One suggestion of the Long Range Planning Committee is the possibility of hiring direct as an employee to the Home a Project Manager or Superintendent with a construction background to assist with the overall project from preconstruction, construction, and closeout in lieu of a management consultant. We are still reaching out to Design Build Contractors and Architectural firms to continue the process for the ALF renovation.
9. The following items at the Home have been replaced for general maintenance in the last month:
 - a. Replaced smoke detector and heat detector in laundry dryer room after alarm condition. Devices did not reset.

- b. Replaced the fire pump flow meter (Gerand) on the bypass loop in the fire pump room. An attempt was made to rebuild the meter and have it recalibrated, but the meter was too old and there were no parts available.
- c. Repaired Robocoupe food processor lid and safety switch in main kitchen.
- d. Replaced Taco recirculating pump bearings and bracket assembly for domestic hot water.

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 December 18, 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 November from Estates and Wills was \$3,015.02 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$465,751.69. During the month of November 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.: 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 W.: Julian M. Mackenzie and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of December, two applications were received for review and approved by the Admissions Committee for admission to the Masonic Home: John Cotton, sponsored by Cornerstone Lodge No. 416 and Ava Cotton, sponsored by Cornerstone Lodge No. 416.

The Admissions Committee is recommending the extension for Non-Resident Relief in the amount of \$1,400.00 for a term of three months. No applications were received for Non-Resident Relief or Emergency Relief and \$1,400.00 was distributed for Non-Resident Relief Funds in November 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 68 residents; of which 25 are Private Pay with 13 non-Masonic, with 42 SNF and 26 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 now rolled out the final phases of our Facebook and Google campaigns and Maryanne at the Masonic Home reports that we have begun to receive inquiries and potential Private Pay residents. Full detail/metrics are available for review. R.: W.: Michael S. Griffin distributed a stewardship report from BrandMETTLE and provided additional information.
- C. Follow-up with Greystone continues during our workshop.
- D. Discussion on renovations and consulting services continues during the workshop.
- E. Other: 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). Current applicants are not qualified and/or licensed. *The Chairman of the Board of Trustees contacted MedBest which is an Executive Search company in only the senior living industry who was recommended by a member of the Board of Trustees. *The search committee met on Monday, November 22nd and discussed MedBest’s and further recommended using their expertise in locating an Administrator.

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

BUDGET COMMITTEE REPORT: We report that we are currently 6.0% favorable to the budget (\$493k) 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.: Kenneth E. Shaw made a motion to accept the Budget Committee Report as presented by R.:W.: Chester A. King in the absence of R.:W.: R. James Rocha. Second was made by W.: Julian M. Mackenzie and the motion carried.

OLD BUSINESS: None

NEW BUSINESS: R.:W.: Kenneth E. Shaw made a motion to formally retain the search firm, MedBest, to assist with filling the Administrator position. R.:W.: Michael S. Griffin seconded the motion which carried.

ANNOUNCEMENTS: Greystone has now added to the list of bidders for the Owner's Representative or Design Build contract for the upcoming ALF renovation. Current bidders therefore are now: Bakr Group, PURE Project Management, Greystone and Ratner Construction.

The next regular Board Meeting will be held on Saturday, January 15, 2022, via video conference on Microsoft Teams. Meanwhile, additional Masonic Home Board of Trustees Workshops are being considered.

R.:W.: Kenneth E. Shaw gave the Benediction and the meeting was adjourned at 9:49 a.m.

Respectfully submitted,

R.:W.: Chester A. King
Chairman

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