

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
January 15, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, January 15, 2022, at 9:00 a.m. 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
R.: W.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT: W.: Julian M. Mackenzie

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; M.: W.: Thomas L. Turlington, Jr., P.G.M.; R.: W.: Haskell R. Vest, Jr., W.: Grand Marshal; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: William B. Dishman, D.D.G.M. Dist. 13; R.: W.: Tali Atala, 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. R.: W.: Kenneth E. Shaw 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, December 18, 2021, be approved as printed and distributed. Second was made by Brother Michael S. Pender, Jr., and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported that at our last regular Board Meeting we had 68 Residents in the Home. During the month of December, we had four admissions, one death, and no discharges bringing the total to 71. Of those, 23 are men and 48 are women.

ADMITTED:

Fred Piasecki, sponsored by R. T. Schafer Lodge No. 350
Catharine Burris, Private Pay (Northside Lodge No. 283)
Muriel Taylor, Private Pay non-Masonic
David Smith, Private Pay (Peace River Lodge No. 66)

ADMIT DATE:

12/02/2021
12/15/2021
12/29/2021
12/31/2021

DECEASED:

Hubert Cox, sponsored by Gulf Stream Lodge No. 245
Admitted: July 28, 2014

DECEASED DATE:

12/28/2021

With four admissions and one loss by death the month of December ended with 28 Assisted Living and 43 Nursing Center for a total of 71 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Milnor washing machine #2: replaced 2 drum contactors and 1 push button start switch. The repair was made by A/K Laundry.
2. Replaced specialty fuses for gas valve in main kitchen after intermittent power loss.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of December 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 \$4.00.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of December. There were four resident ID badges 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.

CERTIFIED NURSING ASSISTANT (CNA) PAY INCREASE: Ms. Tsotsos discussed recent inflationary pressures and changes in the job market for CNA's and then requested a pay increase. R.: W.: Lawrence A. Williamson made a motion to grant the requested pay increase and R.: W.: Kenneth E. Shaw seconded the motion which carried.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Kenneth E. Shaw, 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. We have put a hold on the chiller and cooling tower proposals and will perform ongoing maintenance and we were still waiting for proposals from two companies and can revisit this in the upcoming 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.
2. We have received revised quotes from Harper Mechanical and Tudi Mechanical to date on the kitchen exhaust fan and are awaiting a last quote from Royal Air who was out this past week and we plan to make a decision on this project this coming week as the fan is becoming more of an issue.
3. We received one quote for the asphalt resurfacing from Am-Jet Asphalt for the parking lot and Director Robertson says he has a couple more quotes coming in and will bring this up in the near future for approval.
4. Harper Mechanical is expecting the air handler ordered to come in this month and will schedule accordingly.
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 end of the month.
7. Director Robertson is looking for a company to work on the underground fire main that is leaking and do repairs.
8. Director Robertson provided two quotes for security cameras for the overall property: All Phase Security for \$40,427 and Masada Security for \$39,506.50. After discussion, we will reach out to ADT, Simply Safe, or Safe Touch to see if a larger firm provides a better option.
9. After our meeting and walkthrough on December 4, 2021, we received three owner's representative firms and are continuing to search for construction teams as well as architectural firms who may be interested. We plan further discussion and a decision at our next Board Workshop on January 22, 2022.

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 January 18, 2021.

R.: W.: Lawrence A. Williamson presented the Long Range Planning Committee Report and moved for its adoption. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of December from Estates and Wills was \$8,406.43 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$474,158.12. During the month of December 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 R.: W.: Ronald E. Peebles and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of January, there were no applications received for review and approved by the Admissions Committee for admission to the Masonic Home.

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.: 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 71 residents; of which 28 are Private Pay with 14 non-Masonic, with 43 SNF and 28 ALF from the census breakdown report.
- ii. Limited tours for visitors and guests are allowed to visit.
- iii. BrandMETTLE marketing is moving forward. A workshop is conducted weekly. BrandMETTLE is into the third month of their marketing push for new residents; leads are beginning to come in. The 2022 budget has been received and a detailed Stewardship Report will be presented at the February Board Meeting.

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 a search for an Administrator is being conducted through MedBest (an executive search company in only the Senior Living Industry). Current applicants are not qualified and/or licensed. The Chairman of the Board of Trustees and the Search Committee have started the interview process with prospective applicants.

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

BUDGET COMMITTEE REPORT: R.: W.: R. James Rocha reported that we are currently 5.0% favorable to the budget (\$412k) 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 adopt the Budget Committee Report. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: The next regular Board Meeting will be held on Saturday, February 12, 2022, via video conference on Microsoft Teams. A Masonic Home Board of Trustees in-person Workshop is scheduled for Saturday, January 22, 2022, with a location to be determined.

R.: W.: Glen L. Garner gave the Benediction and the meeting was adjourned at 9:43 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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