

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
February 12, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, February 12, 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
W.: Julian M. Mackenzie
R.: W.: Ronald E. Peebles
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

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.: Jack W. Hampton, Jr., W.: Junior Grand Deacon; R.: W.: Anthony A. De Angelo, W.: Grand Historian; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: Kevin D. Smithwick, D.D.G.M. Dist. 17; R.: W.: David S. Wenzel, D.D.G.M. Dist. 20; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: Gary J. Gamache, P.D.D.G.M.; W.: James S. Davenport, W.M. of Brand Lodge No. 114; 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.: Lawrence A. Williamson made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, January 15, 2022, and the Special Meeting called on February 9, 2022, be approved as printed and distributed. Second was made by W.: Julian M. Mackenzie and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported that at our last regular Board Meeting we had 71 Residents in the Home. During the month of January, we had three admissions, four deaths, and no discharges bringing the total to 70. Of those, 24 are men and 46 are women.

ADMITTED:

Lea Demeire, Private Pay non-Masonic
John Cotton, sponsored by Cornerstone Lodge No. 416
Ava Cotton, sponsored by Cornerstone Lodge No. 416

ADMIT DATE:

1/11/2022
1/11/2022
1/11/2022

DECEASED:

Jolene Woodard, sponsored by Tampa Lodge No. 240
Admitted: June 12, 2018

DECEASED DATE:

1/02/2022

Carla Lawrence, Private Pay non-Masonic Admitted: November 4, 2021	1/15/2022
June Stephenson, sponsored by Nitram Lodge No. 188 Admitted: July 11, 2019	1/20/2022
Muriel Taylor, Private Pay non-Masonic Admitted: December 28, 2021	1/27/2022

With three admissions and four losses by death the month of January ended with 29 Assisted Living and 41 Nursing Center for a total of 70 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: Please see the Long Range Planning Committee Report for the Failed Equipment Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of January was 6,300 and 1,085 meals were served to the employees. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$3.25.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of January. 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.: Lawrence A. Williamson to approve funding for a Dynex Duraform induction system. R.:W.: Ronald E. Peebles seconded the motion which carried.

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 written. 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. 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 and if not received we will revisit Harper Mechanical's quote for approval.
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 still waiting on the air handler ordered and will schedule accordingly.
5. Director Robertson provided four quotes for security cameras for the overall property; All Phase Security at \$40,427, Masada Security at \$39,506.50, Surveillance Technology at \$21,900, and ADT at \$23,727.52 plus \$149.56 for monthly service fees. Director Robertson's recommendation will be to proceed with Surveillance Technology.
6. Summary of the progress on our ALF renovation process will be addressed by the Board of Trustees Chairman further in the meeting.
7. Failed Equipment Report for the month is as follows:
 - a. Rebuilt brine valve, re-bed rock, and replaced resin in main water softener in main mechanical room. Resin was replaced eight years ago.
 - b. Replaced 4 glycerin filled gauges on hydronic pumps.
 - c. Replaced fan motors serving the hallway exhaust and isolation room in the Nursing Center.
 - d. Replaced worn out actuator on heat side and fan motor in fan coil unit in Room 202 N/C 2.

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 February 12, 2022.

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 January from Estates and Wills was \$18,721.10 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$492,879.22. During the month of January 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. In addition, the funds from an estate in the amount of \$10,000 were received for the Fraternal Administrative Endowment Fund in January.

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.

ADMISSIONS COMMITTEE REPORT: During the month of February, 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: Geraldine Simmons, sponsored by Sarasota Lodge No. 147.

No applications were received for Non-Resident Relief or Emergency Relief and \$1,400.00 was distributed for Non-Resident Relief Funds in January of 2022.

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

OPERATIONS COMMITTEE REPORT:

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

B. Marketing:

- i. Total of 70 residents; of which 27 are Private Pay with 13 non-Masonic, with 41 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. A workshop is conducted weekly. BrandMETTLE is into the fourth month of their marketing push for new residents; leads are beginning to come in.

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). The Chairman of the Board of Trustees and the Search Committee have started the in-person interview process with prospective applicants. Potential and excellent candidates have been recently interviewed.

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

BUDGET COMMITTEE REPORT: R.: W.: R. James Rocha reported that we are currently 6.1% favorable to the budget (\$503k) 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.: Michael S. Griffin reported on the 2022 BrandMETTLE marketing budget that per the consensus during the recently held Board of Trustees Workshop, BrandMettle’s efforts should be reduced to maintenance of the website and slow marketing efforts to a minimum.

R.:W.: R. James Rocha made a motion to adopt the Budget Committee Report. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

OLD BUSINESS: R.:W.: Chester A. King, Chairman, provided an update on the Masonic Home Remodel Project, specifically that the Board selected PURE Project Management as the Owner's Representative. Additional details were provided by R.:W.: Michael S. Griffin. R.:W.: Chester A. King, Chairman, informed the Board of an executive search for placement of the upcoming open Masonic Home Administrator position.

R.:W.: Chester A. King, Chairman 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