

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
March 19, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, March 19, 2022, at 9:00 a.m. via a combination of video conferencing on Microsoft Teams and in person with the following members present:

PRESENT:

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
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT/EXCUSED:

R.: W.: Chester A. King, Chairman
R.: W.: Michael S. Binder

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.: Thomas L. Turlington, Jr., P.G.M.; R.: W.: Anthony A. De Angelo, W.: Grand Historian; 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.; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: Charles A. Dyer, P.D.D.G.M.; Mrs. Lisa Tsotsos, transitional Administrator; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

CALL TO ORDER: R.: W.: Kenneth E. Shaw, Vice 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.: Michael S. Griffin then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: Kenneth E. Shaw, Vice 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, February 12, 2022, be approved as printed and distributed. Second was made by W.: Michael S. Griffin and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported that at our last regular Board Meeting we had 70 Residents in the Home. During the month of February, we had one admission, one death, and one discharge bringing the total to 69. Of those, 23 are men and 46 are women.

ADMITTED:

Geraldine Simmons, sponsored by Sarasota Lodge No. 147

ADMIT DATE:

2/24/2022

DECEASED:

William Kollock, Private Pay non-Masonic
Admitted: April 19, 2021

DECEASED DATE:

2/27/2022

DISCHARGED:

Alice Giammaria, Private Pay non-Masonic
Admitted: January 7, 2020

DISCHARGE DATE:

2/3/2022

With one admission, one loss by death, and one discharge the month of February ended with 29 Assisted Living and 40 Nursing Center for a total of 69 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: Please see the Long Range Planning Committee Report #8 for the Failed Equipment Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of February was 7,385; 6,300 were served to residents 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 \$5.36.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of February. There were two resident ID badges and two 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.

Mrs. Lisa Tsotsos introduced Ms. Renee Verrier, the new Administrator of the Masonic Home of Florida, who gave a brief review of her background and expressed her excitement to join the team and to implement new ideas and initiatives.

A motion was made by R.:W.: Ronald E. Peebles and seconded by R.:W.: Glen L. Garner that the Administrator's Report be accepted as written and 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. Harper Mechanical is waiting on the new Greenheck fresh air fan to be installed on the roof of the kitchen. The contractor says it might be next week but will get started as soon as the fan is received.
2. 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.
3. Air Handler #9 is complete and running well. The replacement took six days. Harper did a great job retrofitting the new box to the old ductwork and the new electronic control is in place to be wired when a BAS is installed for the entire facility.
4. Surveillance Technology security camera contractor is ready to start the upgrade/installation of new cameras and may begin the week of the 21st.
5. Fire sprinkler contractor VSC is taking another look at the Kunkle valve for the fire pump. It may need rebuilding as during the last pressure test an underground leak developed outside the building and needs to be addressed prior to the next pressure test. Further evaluation and research are being done to rectify this situation.
6. We have put a hold on the chiller and cooling tower proposals and will perform ongoing maintenance. This scope of work will be revisited by incorporating it into the design package and adjust the budget as needed.
7. The First Lady's Project has been started and progress continues in the courtyards. A review of the restrooms will be determined to see what can be done for the project.

8. Failed Equipment Report for the month is as follows:
 - a. Reset tripped display board and replaced two drive belts on the Milnor washer #3 in the main laundry.
 - b. Replaced 3HP Insinkerator garbage disposal in the dish room in the main kitchen. The old one will be taken to a motor shop for a possible rebuild.
 - c. Replaced cold side synchro motor on the fan coil unit in Room 322W.

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 March 19, 2022.

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

LEGAL ADVISOR'S REPORT: No report was presented.

OPERATIONS COMMITTEE REPORT:

- A. Community restrictions remain in place due to COVID-19.
- B. Marketing:
 - i. Total of 69 residents; of which 25 are Private Pay with 11 non-Masonic, with 40 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 as needed. BrandMETTLE is into the fifth 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. PURE Project Management has been selected as the management construction representative. An agreement including the final terms are in current negotiations and will be submitted to the Corporate Board for final approval.
- E. Other: Job Positions: Administrator – Ms. Renee Verrier has been selected and started the position on March 16, 2022.

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

BUDGET COMMITTEE REPORT: R.:W.: R. James Rocha reported that we are currently 7.1% favorable to the budget (\$580k) 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 Brother Michael R. Pender, Jr., and the motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of March, three applications were received for review by the Admissions Committee for admission to the Masonic Home. The following applications were approved for admission to the Masonic Home of Florida: Gwendolyn Vitsaras, sponsored by Northside Lodge No. 283, and Robert Kenny, sponsored by Boynton Lodge No. 236. The third application is being reported indeterminate as the applicant is reviewing alternatives.

One application was received for Non-Resident Relief and approved by the Admissions Committee for a term of three months. One application for Emergency Relief was approved and no Non-Resident Relief Funds were distributed in February of 2022.

Brother Michael R. Pender, Jr., made a motion to approve the Admissions Committee Report as presented by R.:W.: Kenneth E. Shaw. Second was made by R.:W.: Glen L. Garner and the motion carried.

OLD BUSINESS: R.:W.: Kenneth E. Shaw, Vice Chairman, welcomed the new Administrator, Ms. Renee Verrier and, on behalf of the Board and the entire Fraternity, thanked Mrs. Lisa Tsotsos for her long time of service to the Masonic Home and how much she would be missed and expressed best wishes on the next chapter in her life. R.:W.: Shaw then provided an update on the progress of the Masonic Home separation process.

R.:W.: Michael S. Griffin make a motion to approve the PURE Project Management Agreement and Brother Michael R. Pender, Jr., seconded the motion. After discussion the motion was withdrawn.

NEW BUSINESS: R.:W.: Kenneth E. Shaw, Vice Chairman, on behalf of R.:W.: Chester A. King, Chairman, presented a report of the Masonic Home Board of Trustee's accomplishments during the 2021 Grand Lodge Year for the benefit of the Grand Master. R.:W.: Shaw also reported on objectives set for the future.

R.:W.: Kenneth E. Shaw, Vice Chairman, then recognized M.:W.: Jeffrey S. Foster, Grand Master, for his comments. The Grand Master provided an update on the First Lady's Project, welcomed Ms. Renee Verrier as the new Administrator and expressed his appreciation for the longtime service of Mrs. Lisa Tsotsos.

R.:W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

R.:W.: Kenneth E. Shaw
Vice Chairman

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