

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
April 16, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, April 16, 2022, at 9:00 a.m. via 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
W.: Julian M. Mackenzie
R.: W.: Ronald E. Peebles
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT/EXCUSED:

R.: W.: Glen L. Garner
Brother Michael R. Pender, Jr.

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; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Thomas L. Turlington, Jr., P.G.M.; 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.: William B. Dishman, D.D.G.M. Dist. 13; R.: W.: Kevin D. Smithwick, D.D.G.M. Dist. 17; R.: W.: Tali Atala, P.D.D.G.M.; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: Rick Wendling, P.D.D.G.M.; and Ms. Renee Verrier, 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, March 19, 2022, be approved as printed and distributed. Second was made by W.: Julian M. Mackenzie and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Renee Verrier reported that at our last regular Board Meeting we had 69 Residents in the Home. During the month of March, we had one admission, no deaths, and one discharge bringing the total to 69. Of those, 23 are men and 46 are women.

ADMITTED:

Beverly Kunitsky, Private Pay non-Masonic

ADMIT DATE:

3/03/2022

DISCHARGED:

Helga Lance, Private Pay (GA)
Admitted: January 7, 2020

DISCHARGE DATE:

3/15/2022

With one admission and one discharge the month of March ended with 32 Assisted Living and 37 Nursing Center for a total of 69 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: Please see the Long Range Planning Committee Report #9 for the Failed Equipment Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of March 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 \$5.24.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of March. There were one resident ID badge and five 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 W.: Julian M. Mackenzie 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. With one chiller down waiting on parts and issues arising to the second chiller and cooling tower we have sought out quotes for a 250 Ton Air Cooled Chiller for redundancy in the event we lose either the second chiller or cooling tower. As soon as we get two competitive quotes, we intend to make a selection and get it on order. We have also looked at pricing for a temporary rental chiller monthly with the initial first month at \$57,575 and each month thereafter \$28,720 as needed. The committee's thoughts are once we get Architects and Engineers under contract for the ALF Renovation we intend to have them look at a redesign for the complete system to integrate into the existing building complex and add to the budget. If quotes are received by next week we intend to review and send for approval.
2. Harper Mechanical is waiting on the new Greenheck fresh air fan to be installed on the roof of the kitchen. The contractor is hoping it might be in soon pending manufacturer delay of a curb adapter but will get started as soon as received.
3. We received one quote for the asphalt resurfacing from Am-Jet Asphalt for the parking lot and Director Robertson is still researching other quotes and will bring this up in the near future.
4. Surveillance Technology security camera contractor is complete with the installation and it is working well. There are two monitors installed in the Security Office and one at the reception desk.
5. Fire sprinkler contractor VSC is expected to be out soon to review the fire pump situation as per previous issues with leakage and failures by valves.
6. The First Lady's Project continues in the courtyards. Furniture for the courtyard and tile for the bathrooms is starting to arrive and is stored until needed.
7. A complete clean out of the North Hall is almost complete prior to the renovation.
8. The contract for the lawn maintenance and landscaping will be up for renewal and Director Robertson has sought out quotes as the existing company being used is going up \$1,000 per month to \$4,795. We have 2 quotes: one for \$3,750 and another one for \$3,042 per month. We will discuss with the existing company to see if he will come down on his price and if not we intend to go with Strategic Building Services at \$3,750.
9. Failed Equipment Report for the month is as follows:
 - a. Replaced Taco domestic recirculating pump and motor on heat exchanger in main mechanical room.
 - b. Replaced two or more door closers in the Nursing Center. We expect that all will fail at some point in the near future since they are all 18 years old.
 - c. Both chillers failed due to different issues at different times. Parts are in for one and the other continues to be down. Parts are arriving soon and an extended report will follow.

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month.

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 March from Estates and Wills was \$9,994.30 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$504,806.16. 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 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 to accept the Legal Advisor's Report as presented by R.: W.: Stephen R. Gladstone. R.: W.: Lawrence A. Williamson seconded the motion which 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.

No applications were received for Non-Resident Relief or Emergency Relief; \$2,500 was distributed for Non-Resident Relief and \$666.67 was distributed for Emergency Relief in March of 2022.

R.: W.: Chester A. King presented the Admissions Committee Report on behalf of R.: W.: Glen L. Garner and moved for its adoption. R.: W.: Lawrence A. Williamson seconded the motion which carried.

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 37 SNF and 32 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 sixth month of their marketing push for new residents; leads are beginning to come in.
- iv. The recent publication of The Florida Mason has sparked a lot of interest about our home, resulting in several new inquiries.

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 for final approval.

E. Other: Job Positions: Administrator – Ms. Renee Verrier has been selected and started the position on March 16, 2022.

R.: W.: Chester A. King presented the Operations Committee Report on behalf of R.: W.: Glen L. Garner and moved for its adoption. R.: W.: Lawrence A. Williamson seconded the motion which carried.

BUDGET COMMITTEE REPORT: R.: W.: R. James Rocha reported that we are currently 6.3% favorable to the budget (\$580k) for the fiscal year before any contingency is used.

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: R.: W.: Chester A. King, Chairman, and R.: W.: Michael S. Griffin provided an update on the PURE Project Management Agreement. Changes to the contract suggested by various Board of Trustees Members have not been incorporated and accepted by PURE. W.: Julian M. Mackenzie made a motion to approve the contract and forward it to the Corporate Board for approval. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

On behalf of a member of Clearwater Lodge No. 127 R.: W.: Glen B. Bishop, Senior Grand Warden, asked if a generator will be installed (or at least the wiring for an electrical hook up) at Clearwater Lodge No. 127, which is the designated evacuation point for the residents of the Home during a hurricane, now that the hurricane season is fast approaching. R.: W.: Lawrence A. Williamson, Chairman of the Long Range Planning Committee, stated that he will review the situation.

ANNOUNCEMENTS: A Board of Trustees Workshop is scheduled for May 13th at Northside Lodge No. 283 in St. Petersburg and a work day is scheduled for April 30th for the landscaping of the courtyards for the First Lady's Project.

R.: W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 9:53 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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