

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
May 29, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, May 29, 2022, at 1:00 p.m. at the Rosen Plaza Hotel in Orlando, Florida, with the following members present:

PRESENT:

R.: W.: Chester A. King, Chairman
R.: W.: Kenneth E. Shaw, Vice Chairman
R.: W.: Glen L. Garner
R.: W.: Michael S. Binder
W.: Julian M. Mackenzie
Brother Michael R. Pender, Jr.
R.: W.: R. James Rocha
R.: W.: Lawrence A. Williamson

ABSENT/EXCUSED:

R.: W.: Michael S. Griffin, Secretary
R.: W.: Ronald E. Peebles

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.: Danny R. Griffith, 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.: John N. Dragneff, W.: Grand Standard Bearer; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: Marvin A. Thiele, D.D.G.M. Dist. 11; 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.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: H. Michael Hinson, P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; W.: Charles A. Dyer, P.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 1:00 p.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.: Chester A. King, Chairman, 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.

W.: Julian M. Mackenzie made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, April 16, 2022, be approved as printed and distributed. Second was made by R.: W.: Lawrence A. Williamson 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 April, we had two admissions, two deaths, and no discharges bringing the total to 69. Of those, 25 are men and 44 are women.

ADMITTED:

Rayferd Roy, Private Pay, Palma Ceia Lodge No. 290
Robert Kenny, sponsored by Boynton Beach Lodge No. 236

ADMIT DATE:

4/15/2022
4/20/2022

DECEASED:

Nora E. Townes Private Pay (non-Masonic)
 Admitted: March 14, 2019
 Ann Fleming, Private Pay, Tampa Bay Lodge No. 252
 Admitted: January 7, 2020

DECEASED DATE:

4/11/2022
 4/24/2022

With two admissions and two losses by death, the month of April ended with 33 Assisted Living and 36 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 April 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 \$4.92.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of April. There were three resident ID badges and ten 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.

The Administrator reported on the COVID-19 status of the Masonic Home; electronic charting has started for the Skilled Nursing Facility and are registering to begin electronic charting for the Assisted Living Facility. The Masonic Home transportation van has been repaired and several resident trips have been planned. Thirteen new staff members have been hired in the last four weeks replacing staff provided by agencies. The remaining positions open are two C.N.A.'s and dietary. The new Human Resource Director has started.

A motion was made by Brother Michael R. Pender, Jr., 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. We are still evaluating pricing on chiller replacements and the cooling tower. We have sought out quotes for a 250 Ton Air Cooled Chiller but have both chillers and the tower working at the present time. Director Robertson met with Jason Rogers from Trane who will be submitting a quote for us on the chiller issue. He also called Brian Powers from ConServ Mechanical and George Rivera from C.E.S. Mechanical and is awaiting for replies. We have one quote from Harper Mechanical and as soon as we get two competitive quotes, we intend to evaluate our best course of action. We have also looked at pricing for renting a temporary chiller monthly. We still believe our best approach might be 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 that to the budget.
2. Harper Mechanical has completed the installation of the new Greenheck fresh air fan on the roof of the kitchen.
3. Fire sprinkler contractor VSC did not show for fire pump testing and Piper Fire was called and tested the pump and we received a satisfactory report.
4. The First Lady's Project continues in the courtyards and bathrooms with some delays due to plumbing issues but is near completion.
5. A walkthrough with potential Architects and Engineers was held on Tuesday, May 24, 2022, with PURE Project Management, our consultant who will lead the ALF renovation. PURE Project Management will follow up with the Board on the next steps.

6. Administrator Renee Verrier introduced a program called TELS, which is a computer web-based software program to assist on scheduling, reports, and asset management. The cost is \$129.00 per month and this committee approves with a motion to move forward with this operating software.
7. We are doing further evaluations on emergency preparedness for hurricane season.
8. Failed Equipment Report for the month is as follows:
 - a. Replaced evaporator fan and motor in doors of the reach in refrigerator in the kitchen.

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.: R. James Rocha and the motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of April from Estates and Wills was \$2,998.37, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$2,998.37. During the month of April, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.:W.: Lawrence A. Williamson made a motion to accept the Legal Advisor's Report as presented by R.:W.: Stephen R. Gladstone. R.:W.: Michael S. Binder seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: During the month of May, 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 and \$2,500 was distributed for Non-Resident Relief in April of 2022.

R.:W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.:W.: Kenneth E. Shaw 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 24 are Private Pay with 10 non-Masonic, with 36 SNF and 33 ALF from the census breakdown report.
 - ii. Limited tours for visitors and guests are allowed to visit.
 - iii. BrandMETTLE marketing is "on hold" and a workshop is conducted as needed
- 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:
 - i. The Masonic Communities & Service Association (MCSA) conference is scheduled for June 5-7, 2022, in Mystic, Connecticut. Chairman R.:W.: Chester A. King and R.:W.: Glen L. Garner will be attending this educational and networking conference.
 - ii. Job Positions: Assistant Administrator remains pending.

R.:W.: Glen L. Garner presented the Operations Committee report and moved for its adoption. W.: Julian M. Mackenzie seconded the motion which carried.

BUDGET COMMITTEE REPORT: R.:W.: R. James Rocha reported that we are currently 0.4% favorable to the draft budget (\$36.9k) after one month of 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 Brother Michael R. Pender, Jr., and the motion carried.

OLD BUSINESS: An update on the PURE Project Management Agreement was provided.

ANNOUNCEMENTS: M.: W.: Jeffrey S. Foster, Grand Master, thanked the Board of Trustees for their efforts during the year and also directed Ms. Verrier to hire an Assistant Administrator.

R.: W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 1:45 p.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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