

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
August 20, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, August 20, 2022, at 9:00 a.m. via video conference on Microsoft Teams with the following members present:

**PRESENT:**

R.: W.: Chester A. King, Chairman  
R.: W.: Michael S. Griffin, Vice Chairman and Secretary  
R.: W.: Michael S. Binder  
R.: W.: R. Patrick Jacob  
R.: W.: Julian M. Mackenzie  
Brother Michael R. Pender, Jr.  
R.: W.: R. James Rocha  
R.: W.: Kevin D. Smithwick  
R.: W.: Lawrence A. Williamson

**ABSENT:** R.: W.: Glen L. Garner (Excused)

**ALSO PRESENT:** M.: W.: Robert J. Lambert, Grand Master; R.: W.: Glen B. Bishop, Deputy Grand Master; R.: W.: Donald W. Cowart, Senior Grand Warden; R.: W.: Taleb T. Atala, Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Jeffrey S. Foster, P.G.M.; R.: W.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: John A. Kraniou, D.D.G.M. Dist. 6; R.: W.: Mark D. Stewart, D.D.G.M. Dist. 24; R.: W.: Jorge L. Filgueira, D.D.G.M. Dist. 27; R.: W.: Haskell R. Vest, Jr., P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: Rick Wendling, P.D.D.G.M.; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: William B. Dishman, 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.: 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.

R.: W.: Michael S. Griffin made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, July 16, 2022, be approved as printed and distributed. Second was made by R.: W.: Julian M. Mackenzie and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Renee Verrier reported that at our last regular Board Meeting we had 68 Residents in the Home. During the month of July, we had four admissions, three deaths, and no discharges bringing the total to 69. Of those, 27 are men and 42 are women.

**ADMITTED:**

John Renard, Private Pay (Madison Lodge No. 6)  
Vincent Martinez, Private Pay (Non-Masonic)  
Nancy Thomas, Private Pay (Non-Masonic)  
Marjorie Roy, Private Pay (Palma Ceia Lodge No. 290)

**ADMIT DATE:**

7/06/2022  
7/14/2022  
7/15/2022  
7/16/2022

**DECEASED:**

Francis Polson, Private Pay (Ferndale Lodge No. 506, MI)

Admitted: February 5, 2016

Mary Virginia Douglas, sponsored by Moore Haven Lodge No. 61

Admitted: December 13, 2017

Alice Gates, sponsored by Community Lodge No. 292

Admitted: December 1, 2006

**DECEASED DATE:**

7/11/2022

7/18/2022

7/27/2022

With four admissions and three losses by death, the month of July ended with 29 Assisted Living and 40 Nursing Center for a total of 69 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:** See #12 on Long Range Planning Committee Report.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of July was 8,000; 6,300 were served to residents and 1,700 meals were served to the employees. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$5.51.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of July. There were two resident ID badges and six 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.: Kevin D. Smithwick and seconded by R.:W.: Lawrence A. Williamson 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. Discussion of potential Architects and Engineers was held and reviewed in our prior meetings for the ALF Renovation. We chose to meet with Baker Barrios Architects at our Workshop on July 9, 2022 and PURE Project Management will follow up with the scope and pricing proposals for architectural and engineering work for the future 2<sup>nd</sup> and 3<sup>rd</sup> Floor Renovation Project. Scope was defined and clarification was given to Baker Barrios Architect to proceed with revised pricing. We received the final proposal from Baker Barrios Architects dated July 15<sup>th</sup> on July 28, 2022, with several back-and-forth discussions for initial conceptual design of \$30,000 and full design architectural services at \$560,000. The Board will review and follow up at the next meeting.
2. Director Robertson and Chairman Williamson met with Harper Mechanical in July to discuss the chiller and cooling tower project since no other contractors have come forward to present bids, proposals, or follow-ups after repeated attempts to get contractors out. Harper will evaluate and provide design build engineering and drawings for a complete replacement of one chiller and cooling tower project by our August meeting. Our repair expenses over the last 6 months for the chiller system has only been \$26,493.03. A proposal for complete renovation services of one chiller, cooling tower, removal and replacement of piping, insulation, electrical, removal and replacement of awning roof, painting, roof work, control work, and other structural components was presented totaling \$1,329,532. The Long Range Planning Committee has reviewed the scope and has approved it to move forward with procurement of equipment as the lead times are 20-24 weeks, while the details and components of the project will be further reviewed to determine if any portions can be tweaked or eliminated. A formal contract when received will be submitted for legal review and signature.
3. Administrator Renee Verrier is proceeding with the TELS program as approved previously, which is a computer web-based software program to assist on scheduling, reports, and asset management. They are currently uploading data and information so it will conform to their operating use. Training of all personnel will start once everything is uploaded.

4. The apartment building suffered a roof drain failure, as a result, two units (206 & 106) have water damage. One unit was occupied and one unit was empty. Dry out services arrived right away and minimized the loss. The roof drain was temporarily repaired while the new drains were ordered. The apartment managers are getting a contractor to bid on the repair. On August 10, 2022, the insurance adjuster from Mills Mehr & Associates inspected the units and is communicating with the managers.
5. In August the apartments had two fire alarm/sprinkler inspections and passed both. We will be replacing exterior exit signs and adding fire department signage per recommendations by the Fire Marshal.
6. The annual survey by AHCA on the ALF revealed no deficiencies.
7. The air compressor pump for the pneumatic system for the mechanical equipment in the main mechanical room was repaired.
8. We are waiting on the shipment of a new Greenheck fan to replace the damaged fan installed by Harper Mechanical.
9. The courtyard part of the First Lady's Project is complete. The bathrooms are nearing completion after many setbacks. Tile, countertops, partitions, toilets/urinals are in. Some plumbing, electrical, and painting are left to complete.
10. After receiving a bad fuel sample test from our diesel fuel storage tank, we sent out two more samples to a different lab and both samples came back with satisfactory results. I can assume that the first test result was incorrect.
11. Director Robertson has confirmed they are ready for emergency preparedness for hurricane season and have provided a summary to the Board for review.
12. Failed Equipment Report is as follows for the month:
  - a. Replaced bad thermistor and door switch on Cissell dryer #1 in laundry.
  - b. After exercising on Monday morning, the life safety generator would not shut off after the ATS switch returned to normal power. TAW was called for the repair. A bad run circuit board was replaced. The part was overnighted for repair the next day.
  - c. Replaced fan motor on fan coil unit in Room 232 R/C 2.
  - d. Replaced leaking hydraulic pump on Nissan forklift. Repair was made by Ring Power.
  - e. Replaced safety rod and switch on Blixer mixer in kitchen.
  - f. The main air compressor was not producing air. A new compressor pump has been ordered and we are using a back-up compressor temporarily.
  - g. The Ford wheelchair van was leaking power steering fluid from rack and pinion steering. Replaced entire rack and control arms per recommendations of the mechanic.

A motion was made by R.: W.: Lawrence A. Williamson to proceed with the Chiller Plant Renovation Project as presented and proposed by Harper Limbach, Inc. (full proposal previously sent to the Board of Trustees Members). The total cost is \$1,329,532 and to take the usual review/approval course of review by General Counsel and Corporate Board approval. Second was made by Michael S. Binder and the motion carried.

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

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of July from Estates and Wills was \$59,920.38, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$897,955.40. During the month of July, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Julian M. Mackenzie made a motion to accept the Legal Advisor's Report as presented by R.: W.: Stephen R. Gladstone. R.: W.: Michael S. Griffin seconded the motion which carried.

#### **ADMISSIONS COMMITTEE REPORT:**

1. The Admissions Committee received no applications for review in the month of August.
2. One application is on hold for insurance information.
3. One application for Non-Resident Relief was denied and subject to re-evaluation if circumstances change.

R.:W.: Kevin D. Smithwick presented the Admissions Committee Report and moved for its adoption.  
R.:W.: Julian M. Mackenzie seconded the motion which carried.

**OPERATIONS COMMITTEE REPORT:**

1. Visitors/community members continue to be screened upon entry as part of the COVID-19 protocols.
2. Marketing:
  - a. Tours of the Home are taking place with minimal restrictions.
  - b. BrandMETTLE marketing is only in place for upkeep of the website.
3. Labor Management:
  - a. There has been a 60% reduction in open positions for the past 3 months. Nursing overtime is 9% down from 13.6% in May. Agency expense was reduced by \$30k from April to July.
4. Other:
  - a. ALF Renovation – PURE Project Management and the design architect toured the Home in July to review the scope of the ALF Renovation Project.
5. July: total of 69 residents; of which 27 are Private Pay with 11 non-masonic; with 40 SNF and 29 ALF from the census breakdown report.

A motion was made by R.:W.: Michael S. Griffin to accept the Baker Barrios Architects proposal for conceptual drawings for the Assisted Living Facilities Renovation Project and corresponding \$30,000 fee. Second was made by R.:W.: Lawrence A. Williamson and the motion carried.

R.:W.: Julian M. Mackenzie presented the Operations Committee Report and moved for its adoption. Brother Michael R. Pender, Jr., seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently .4% favorable to the budget (\$37.3k) after two months of the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and adjusting for timing of maintenance.

R.:W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by R.:W.: Kevin D. Smithwick, and the motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ANNOUNCEMENTS:** R.:W.: Chester A. King, Chairman, announced the appointment by the Grand Master of R.:W.: R. Patrick Jacob as a new Masonic Home Board of Trustees Member. R.:W.: Jacob is a physician and also a professor of neurosurgery at the University of Florida. Welcome Dr. Jacob!

R.:W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 9:47 a.m.

Respectfully submitted,

R.:W.: Chester A. King  
Chairman

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