

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
October 15, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, October 15, 2022, at 9:04 a.m. at the Masonic Home of Florida 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.: Glen L. Garner  
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

**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.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Antonio C. Chavez, W.: Grand Orator; R.: W.: Ben S. Schwartz, W.: Grand Pursuivant; R.: W.: Jorge L. Filgueira, D.D.G.M. Dist. 27; 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.; W.: Rusty B. Valle, W.M. Tampa Bay Lodge No. 252; 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 9:08 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 and guests in attendance as listed above.

Brother Michael R. Pender, Jr., made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, September 17, 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 66 Residents in the Home. During the month of September, we had three admissions, two deaths, and no discharges bringing the total to 67. Of those, 26 are men and 41 are women.

**ADMITTED:**

Alyn Rovin, Rising Star Lodge No. 126 (PA) Private Pay  
Judith Schlosser, Private Pay (Non-Masonic)  
Alan Norton, sponsored by Springs Lodge No. 378

**ADMIT DATE:**

9/01/2022  
9/12/2022  
9/15/2022

**DECEASED:**

James Hughey, sponsored by Springs Lodge No. 378  
Admitted: August 5, 2014  
Joan DeCamp, Private Pay (Non-Masonic)  
Admitted: November 17, 2022

**DECEASED DATE:**

9/13/2022  
9/21/2022

With three admissions, two losses by death, and no discharges the month of September ended with 29 Assisted Living and 38 Nursing Center for a total of 67 residents.

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

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of September 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 \$2.84.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of September. There were no resident ID badges and seven 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.: Julian M. Mackenzie 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. Hurricane Ian landed on the West Coast of Florida on Wednesday, September 28<sup>th</sup>. The Masonic Home residents and some staff evacuated to Clearwater Lodge No. 127 for three days and two nights. One maintenance technician stayed behind at the Home to manage any emergency to the buildings and grounds. There was no storm surge due to the rotation of the storm as it came in south of the property. There was some minor damage to mechanical equipment and parts of some trees came down but did not block any road surfaces. The residents returned to the Home on Thursday. It was a challenging time for both residents and staff while at the Lodge, but we brought everyone home safely. Because of the many interruptions in power at the Home, Harper Mechanical had to come out to get the chillers working efficiently enough to cool the building to an acceptable temperature. We have learned through this storm that better preparedness is key in all events like this.
2. Chairman Williamson presented both Harper Mechanical and Kearney Associates proposals for complete renovation services and has spoken with both in regards to their proposals for the Chiller/Cooling Tower project. Harper has modified their scope and brought their pricing in line with what Kearney Associates had quoted. A summary spreadsheet showing comparisons in scope was sent to the Corporate Board and Board of Trustees for review prior to this meeting. The Long Range Planning Committee has moved to approve the proposal with Harper Mechanical and believes this is the best approach to addressing a failing system and suggested approval to move forward with releasing the equipment as they have long lead time and we are continuing to have issues with the old equipment on site.
3. The TELS program as previously approved, which is a computer web based software program to assist on scheduling, reports, and asset management, is uploading data and information so it will conform to their operating use. Training for all personnel will start once everything is uploaded. An iPad has been ordered for use in effective managing program.
4. During the storm, one of the gravity ventilators on the room of the kitchen blew off and needed replacing. Thanks to Stan Weaver, Inc., a new ventilator is to arrive on Thursday, the 13<sup>th</sup> of October.
5. The fuel pumping system for the diesel generators failed and was temporarily bypassed to allow us to manually fill the 100 gallon tanks in the generator rooms. This system is old and may need to be completely replaced. We are waiting on the official word from Adams Tank and Lift, Inc.
6. Contractors have started the repair to the apartments after a roof drain leaked water into two units. At this early point, we are unsure when the repair will be completed. We had two empty apartments and were able to move tenants to effectively do this work.

7. Per Florida Department of Health Regulations, we are conducting a mandatory radon check on the first floor of the facility. We have contracted with Radon Check, Inc., to perform the test, which includes placement, retrieval of test units, laboratory analysis and DOH report preparation. The total fee for this service is \$1,150 and will be completed by October 17<sup>th</sup>.
8. The courtyard of the First Lady's Project is complete and the construction phase of the restroom areas is complete. A new water bottle filling station was added to the foyer area near the bathrooms. Decorations and personal touches are needed to complete the project.
9. The Maintenance Department has filled the open position for a trade worker/technician. Training and orientation will begin immediately but the Home is at full staff with four.
10. After heavy rains, leaks are becoming apparent in roof areas and bids will be secured to relook at replacements as needed. We have leaks in the Grand Master's Office, the Board Room, the Dining Room, and in Laundry.
11. We will revisit the bids for the parking lot asphalt.
12. Failed Equipment Report is as follows for the month:
  - a. Replaced bad starter on the 15 passenger Chevrolet van.
  - b. A recent report from Piper Fire Protection suggested repairs to the fire pump. The packing, gaskets, and gland bolts were replaced according to their recommendation and assessed for proper operation.
  - c. Prior to Hurricane Ian making landfall, the fuel pump alternating relay failed. The electrician bypassed the relay and allowed for manual filling of the day tanks with two switches. Also called in TAW (generator repair) to make sure the generator ran after the fuel pump failure. During the hurricane, the Masonic Home Maintenance Technician was able to maintain the running generator with the emergency repair switches. We are waiting on a quote from Adams Tank and Lift for replacement of the fuel pump relay/system.
  - d. Ordered new Greenheck gravity ventilator to replace the damaged vent on the roof of the kitchen. It was damaged beyond repair during Hurricane Ian.
  - e. Dart Electronics is currently working on several repairs to the fire alarm system.

Nothing further was discussed and this report is submitted for approval for the month of October.

R.:W.: Lawrence A. Williamson made a motion to accept the report as written. R.:W.: Julian M. Mackenzie seconded the motion which carried.

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of September from Estates and Wills was \$195,642.97, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,099,318.80. During the month of September, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.:W.: Michael S. Griffin presented the Legal Advisor's Report and moved for its adoption. R.:W.: R. James Rocha seconded the motion which carried.

**ADMISSIONS COMMITTEE REPORT:** One Application for Non-Resident Relief was reviewed by the Admissions Committee and denied for the following reasons:

1. The Non-Resident Relief Fund is designed as a temporary relief program; assistance has been provided for a six-month period totaling the amount of \$13,500 distributed to the applicant.
2. The applicant has not followed the committee's recommendations to pursue community resources for a more permanent solution.

The applicant may re-apply by submitting additional documentation as follows:

1. Documentation of expenses (6 months)
2. Bank Statements (6 months)
3. Credit Card Statements (6 months)

4. Community resources utilized or rejected, i.e., Medicaid, Health Insurance Market Place, etc.
5. Copy of Apartment Lease.

R.: W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.: W.: Kevin D. Smithwick seconded the motion which carried.

**OPERATIONS COMMITTEE REPORT:**

- A. The Home will change their mask policy effective November 15<sup>th</sup>. This change coincides with the end of our county outbreak status. The website will be updated by BrandMETTLE.
- B. Marketing:
  - a. October: total of 67 residents; of which 27 are Private Pay with 13 non-masonic; with 37 SNF and 30 ALF from the census breakdown report.
  - b. Tours have increased in the past week and continue to take place weekly.
  - c. BrandMETTLE continues to maintain the website monthly.
  - d. The Home attended the Senior Expo on October 26<sup>th</sup> at the Colosseum in St. Petersburg and the Venetian Isles Octoberfest on October 29<sup>th</sup>. Both events were well attended by the community members as well as healthcare providers with whom we are interested in discussing partnerships in the future.
- C. Renovation of the ALF continues to be in the planning phase with PURE Project Management and Baker Barrios.
- D. Other: As part of the monthly operations review with the Administrator of the Home, and after comparison with the current local market rates for similar services, the Operations Committee has determined the current room and board rate to be underpriced. The Home has not increased daily fees since 2008 even with the rise in costs of care due to inflationary factors. Not adjusting the daily cost of care rates will continue to add unnecessary incremental financial burden on the Masonic Home Endowment Fund, with the primary purpose to provide subsidized Assisted Living and Skilled Nursing Services to the Private Pay residents, but instead to ensure the provision of these services to members of the Fraternity as defined in the Digest of the Masonic Law of Florida.

The Operations Committee therefore recommends that the current room and board pricing structure, effective January 1, 2023, be amended as follows:

Skilled Nursing Rates: Semi-Private \$250/day (\$7,604/month) currently \$200/day; Private Room \$300/day (\$8,517/month) currently \$260/day

Assisted Living Rates: Single Room \$150/day (\$4,562/month) currently \$120/day; 2 Room Suite \$225/day (\$6,844/month) currently \$120 per day plus 2<sup>nd</sup> person increase to \$3,422/month (50% discount) currently \$1,800/month

Based on the current census, this adjustment to the pricing structure would add an incremental \$551,150 in annual earned revenues from Private Pay residents.

R.: W.: Julian M. Mackenzie presented the Operations Committee Report and moved for its adoption. R.: W.: R. James Rocha seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 1.1% favorable to the budget (\$89.4k) after six 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.: Michael S. Griffin and the motion carried.

**OLD BUSINESS:** R.: W.: Michael S. Griffin provided a brief update as to ongoing research into options for the future of the Masonic Home. Full details will be provided at the upcoming workshop.

Inasmuch as the Corporate Board was in attendance during the Board of Trustees Meeting, R.: W.: Glen L. Garner presented a PowerPoint presentation on expanding our Outreach Program (aka Non-Resident Relief). A lively and positive discussion ensued.

**NEW BUSINESS:** R.: W.: Michael S. Griffin reported that he has opened an insurance claim with our property insurance carrier for Hurricane Ian; more specifically, the Sue & Labor provision within the mandatory evacuation sub-coverage of the property policy. (Physical damage coverage for storm related damages to the Home itself was far less than our named storm deductible but mandatory evacuation does not have a deductible.) Ms. Verrier is gathering associated receipts, invoices, and documentation for the Home for the evacuation and return of the residents and contacting the Secretary of Clearwater Lodge No. 127 for their portion. The total claim anticipated is approximately \$50,000.

**ANNOUNCEMENTS:** A combined Board of Trustees and Corporate Board workshop is being planned for early November.

R.: W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

R.: W.: Chester A. King  
Chairman

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