

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
November 12, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, November 12, 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; 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.: 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.: Haskell R. Vest, Jr., P.D.D.G.M.; R.: W.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: R. Michael Hinson, P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., 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 9:04 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.

R.: W.: Julian M. Mackenzie made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, October 15, 2022, be approved as printed and distributed. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Renee Verrier reported that at our last regular Board Meeting we had 67 residents in the Home. During the month of October, we had two admissions, two deaths, and no discharges bringing the total to 67. Of those, 26 are men and 41 are women.

ADMITTED:

Michael Fleming, Private Pay (Non-Masonic)
Barbara Zobel, Private Pay (Non-Masonic)

ADMIT DATE:

10/25/2022
10/25/2022

DECEASED:

Lois Dykens, Private Pay (Non-Masonic)
Admitted: May 13, 2022
Gloria Windus, Private Pay (Non-Masonic)
Admitted: December 8, 2020

DECEASED DATE:

10/06/2022
10/07/2022

With two admissions, two losses by death, and no discharges the month of October ended with 30 Assisted Living and 37 Nursing Center for a total of 67 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: See #10 in the Long Range Planning Committee Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of October 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 \$3.88.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of October. There were two resident ID badges and four new employee ID badges issued.

It was noted that the 2023 Pilgrimage Day is slated for April and the exact date is to be determined.

A motion was made by R.: W.: Michael S. Binder 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 at the Masonic Home prior to this meeting as well as by various phone conversations with Director Robertson, committee members, and emails. Listed below is a summary of what was discussed:

1. Chairman Williamson released Harper Mechanical with the chiller/cooling tower project for procurement of equipment and a formal proposal with edited comments and scope clarification will be reviewed and presented with a payment schedule of values for the project to be signed by the Grand Master.
2. The TELS program, as previously approved, is being implemented as we have received the iPad needed to use with the program.
3. We are still waiting on a formal proposal from Adams Tank and Lift, Inc., on parts for the fuel pump system for the diesel generators which failed and was temporarily by-passed recently to fill the 100 gallon tanks in the generator rooms. This system is old and may need to be replaced.
4. Contractors are continuing to repair the apartments after a roof drain leaked water into two units. We had two empty apartments and were able to move tenants to effectively do this work.
5. The radon check on the facility was completed and passed. We will not have to do anything for another five years. The total fee for this service is \$1,150 and was completed on October 17th.
6. Hollyn Foster's First Lady's Project is complete and we are dealing with some punch list items to be resolved. Work is being started on Sandy Turlington's First Lady's Project on November 21st with hopes to be completed by the end of December or the first of the year. Paint and tile selections for Carol Lambert's First Lady's Project have started and will move to construction in December.
7. Director Robertson has contacted several roofing companies for bids on roof areas that have experienced leaks; contractors have been slow to respond and he will continue to secure replacement bids as needed.
8. We are securing bids for AHU #13 that serves the dining room and will follow up next month with any bids we receive.
9. We will revisit the bids for the parking lot asphalt and R.: W.: Binder will follow up with pricing and suggestions for repairs or replacements.
10. Failed Equipment Report is as follows for the month:
 - a. The Greenheck gravity ventilator was replaced on the roof of the kitchen.
 - b. Replaced motor starter for 10 HP motor in dining room AHU.
 - c. Called Harper several times for repairs on both chillers.
 - d. Repaired 2 inch copper trunk line for the Raypak hot water boiler serving the laundry.
 - e. Repair to reach in freezer in the kitchen was completed by Kitchen Repair Plus.

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

R.: W.: Lawrence A. Williamson made a motion to accept the report as written. Brother Michael R. Pender, Jr., seconded the motion which carried.

LEGAL ADVISOR’S REPORT: The total funds received during the month of October from Estates and Wills was \$3,592.95, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,102,911.75. During the month of October, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Michael S. Griffin made a motion to accept the Legal Advisor’s Report. R.: W.: Lawrence A. Williamson seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT:

Applications reviewed during the month of November 2022:

1. Henry and Carol Barron – (ALF) Sponsored by Brandon Lodge No. 114. Application approved.
2. Kathryn Barnes – (ALF) Sponsored by Orlando Lodge No. 69. Application approved/pending.

Summary of Admissions for the month of November 2022:

PRIVATE PAY

- Private Pay, Non-Masonic application approved for SNF. Admission was scheduled and canceled on November 9, 2022, due to the family wanting to use Medicare benefits.
- Private Pay, Non-Masonic application approved for SNF on November 1, 2022. The applicant passed away before admission.
- Bill and Janet Goodman – ALF/Private Pay Masonic, Cape Coral Lodge No. 367. November 10, 2022, admission postponed due to tropical storm, re-scheduled for November 14, 2022.
- Phyllis Lockhart – SNF/Private Pay, Non-Masonic. In the process of completing the application
- Joyce Reynolds – ALF/Private Pay, Non-Masonic. Application pending (recovering from surgery).

FRATERAL CARE

- Marie Whaley –ALF/Fraternal Care, Lantana Lodge No. 372. Started application, Lodge interview scheduled for November 12, 2022.
- Everett Hawkins – ALF/Fraternal Care, submitted the application to the Lodge in October.
- Gordon Fineberg – ALF/Fraternal Care, Oleeta-West Dade Lodge No. 145. Started the application.
- James Penning – ALF/Fraternal Care, Cypress Lodge No. 295. In the process of completing the application. Hesitates to move in because of the no pet policy and he will be further away from his family. He lives in Fort Myers and lost his mobile home during Hurricane Ian.

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

OPERATIONS COMMITTEE REPORT:

- A. Effective November 15th the Home has adjusted the following COVID related precautions:
 - a. Mask use is currently not required for staff or visitors.
 - b. The screening process to enter the Home has stopped.
 - c. Testing for staff and residents is only symptom based (unless the county positivity changes).
- B. Marketing:
 - a. November: total of 69 residents; of which 30 are Private Pay with 14 non-masonic; with 36 SNF and 33 ALF from the census breakdown report.
 - b. Tours continue to take place weekly.
 - c. BrandMETTLE continues to maintain the website monthly.
 - d. The Home is continuing to interview for an Admissions Assistant (former Administrative Assistant position).
- C. Renovation of the ALF continues to be in the planning phase with PURE Project Management and Baker Barrios.

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

R.:W.: Julian M. Mackenzie made a motion to accept the Resident Fees increase as noted in the October Operations Committee Report. After discussion, the motion was tabled to allow further discussion during an upcoming workshop. R.:W.: Michael S. Griffin is to solicit feedback from our marketing firm, BrandMETTLE, prior to the workshop.

BUDGET COMMITTEE REPORT: We report that we are currently 1.5% favorable to the budget (\$123.8k) after seven 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.: R. Patrick Jacob and the motion carried.

OLD BUSINESS: R.:W.: Michael S. Griffin provided an update as to the various options being explored for the future of the Home. As a portion of said update, Brother Scott Buchanan, Chief Executive Officer of the Ohio Masonic Home, provided a presentation via conference call as to the history, challenges, successes, and operation of the Masonic Home of Ohio.

NEW BUSINESS: R.:W.: Michael S. Griffin made a motion to obtain an updated property value appraisal from Cushman & Wakefield (a different vendor than used for appraisals in the past), with a cost not to exceed \$10,000. Second was made by R.:W.: Kevin D. Smithwick and the motion carried.

ANNOUNCEMENTS: R.:W.: Chester A. King, Chairman, announced the intention to hold a Board of Trustees Workshop prior to our next Board of Trustees Meeting.

After returning from Executive Session, R.:W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 10:20 a.m.

Respectfully submitted,

R.:W.: Chester A. King
Chairman

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