

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
December 17, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, December 17, 2022, at 9:05 a.m. at the Rosen Plaza Hotel, Orlando, Florida, and 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.: 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

ABSENT: R.: W.: Michael S. Binder

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.: 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.: 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 9:05 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.: Michael S. Griffin made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, November 12, 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 67 residents in the Home. During the month of November, we had three admissions, one death, and no discharges bringing the total to 69. Of those, 28 are men and 41 are women.

ADMITTED:

William Goodman, Private Pay, Cape Coral Lodge No. 367
Janet Goodman, Private Pay (Non-Masonic)
Genevieve Culberson, Private Pay (Non-Masonic)

ADMIT DATE:

11/14/2022
11/14/2022
11/23/2022

DECEASED:

Marie Wood, sponsored by Doric Lodge No. 140
Admitted: June 30, 2014

DECEASED DATE:

11/04/2022

With three admissions, one loss by death, and no discharges the month of November ended with 33 Assisted Living and 36 Nursing Center for a total of 69 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 November 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 \$3.80.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of November. There were one resident ID badge and six new employee ID badges issued.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Julian M. Mackenzie 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. Harper Mechanical has been released formally with a signed contract for the chiller/cooling tower project and equipment had been released previously. They are working on permits and the pre-construction process as we wait for equipment.
2. 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.
3. Contractor repairs for the roof leaks in the apartments are complete and the tenants are back in their apartments.
4. The annual major service to our two 350KW generators is complete. There were no deficiencies.
5. 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, as well as Carol Lambert's Project with painting started in several rooms in skilled nursing, with more to follow and completions by Pilgrimage Day in April of 2023.
6. Director Robertson has contacted several roofing companies for bids on roof areas that have experienced leaks; one contractor has responded and we are waiting on the others.
7. We are securing bids for AHU #13 that serves the dining room and three contractors have reviewed the site and we await their proposals.
8. Am-Jet Asphalt has reviewed the parking lot for repairs and will follow up with a proposal.
9. The five-year Long Range Planning Budget is in the process of being revised and we will follow up with R.: W.: Jim Rocha for figures before year end.
10. Failed Equipment Report is as follows for the month:
 - a. The cardboard baler, which is located behind the kitchen, started leaking from the main piston seal. The piston was removed and the unit was repaired by the contractor in his shop.
 - b. Replaced frozen zone valve on the hydronic piping in Room 267E R/C 2.

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

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 November from Estates and Wills was \$328,353.60, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,431,265.35. During the month of November, 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.: Glen L. Garner seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT:

There were no funds distributed in December of 2022 for Non-Resident Relief.

Two Fraternal Care Applications were received during the month of December 2022:

1. Everett Hawkins – (ALF) Sponsored by John Darling Lodge No. 154. Application was approved.
2. Marie Whaley – (ALF) Sponsored by Lantana Lodge No. 372. Application was submitted incomplete and the application is on hold until the required documentation is received.

Summary of Admissions:

Current Census: 71

December Admissions:

1. Henry Barron – (ALF) Fraternal Care, Brandon Lodge No. 114, admitted 12/07/2022
2. Carol Barron – (ALF) Fraternal Care, Brandon Lodge No. 114, admitted 12/07/2022
3. Janie Howland – (ALF) Private Pay, Non-Masonic, admitted 12/19/22
4. Kathryn Barnes – (ALF) Fraternal Care, Orlando Lodge No. 69, tentative admission 12/20-21/22

Potential Applicants in Pipedrive: 91

Private Pay: 43

Fraternal Care: 23

Undecided: 25

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.: Kevin D. Smithwick seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 1.8% unfavorable to the draft budget (\$154.0k) after eight months of the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and amortizing for timing of maintenance.

R.: W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

OLD BUSINESS: R.:W.: Michael S. Griffin provided an update on the “Options for the Future of the Home” initiative which included:

- Option to remodel: Baker Barrios has re-worked their conceptual drawings to match our directive (“Option 3” with a reduction in the number of proposed 2 bedroom suites) and had revised their projected total project cost to now include said changes as well as now including furniture, fixtures, and equipment (FF&E). The revised total is \$13,496,760. A written agreement from Baker Barrios as to the next phase of their involvement has been received and will be routed to R.:W.: Gladstone for legal review.
- Value of the Property: An Engagement Letter has been received from Cushman & Wakefield. The total proposed cost is \$6,500 for valuation of (A.) the property in its entirety; and (B.) the value of just the undeveloped portion of the property. Said amount is less than the previously approved cost not to exceed the amount of \$10,000. The Engagement Letter will be forwarded to R.:W.: Gladstone for legal review.
- Outreach: No updates at this time.
- Outsourcing: The general consensus is that outsourcing is not a viable/desired option at this time.

NEW BUSINESS: R.:W.: Julian M. Mackenzie informed the Board that due to the fact that Resident Fees have not been increased since 2008; due to recent inflationary pressures, and the need to increase competitiveness rates in the market place we need to increase our rates. R.:W.: Julian M. Mackenzie made a motion to increase the rates of Resident Fees effective March 1, 2023, as follows:

- Skilled Nursing: \$250 per day for semi-private rooms (an increase of \$50), \$300 per day for private rooms (an increase of \$40)
- Assisted Living: \$150 per day (an increase of \$30), 2 room suites \$225 per day (an increase of \$115)

R.:W.: Lawrence A. Williamson seconded the motion which carried.

ANNOUNCEMENTS: R.:W.: Chester A. King, Chairman, announced that a Board of Trustees Workshop will be scheduled in the near future with the location to be determined.

After returning from Executive Session, R.:W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 9:58 a.m.

Respectfully submitted,

R.:W.: Chester A. King
Chairman

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