

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
February 11, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, February 11, 2023, at 9:00 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, D.D.G.M. Dist. 10
R.: W.: Julian M. Mackenzie, D.D.G.M. Dist. 19
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.: 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.: Stephen R. Gladstone, General Counsel; R.: W.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Antonio C. Chavez, W.: Grand Orator; R.: W.: Ben S. Schwartz, W.: Grand Pursuivant; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: Haskell R. Vest, Jr., P.D.D.G.M.; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: Rick Wendling, P.D.D.G.M.; R.: W.: William B. Dishman, P.D.D.G.M.; R.: W.: Jorge L. Filgueira, D.D.G.M., Dist. 27; R.: W.: Charles A. Dyer, P.D.D.M. (OH); 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 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, January 21, 2023, be approved as printed and distributed. Second was made by R.: W.: Michael S. Binder and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Renee Verrier reported that at our last regular Board Meeting we had 73 residents in the Home. During the month of January, we had four admissions, one death, and no discharges bringing the total to 76. Of those, 30 are men and 46 are women.

ADMITTED:

Phyllis Lockhart, Private Pay, Masonic (Germany)
Virginia Tolliver, Private Pay (Non-Masonic)
Everett Hawkins, sponsored by John Darling Lodge No. 154
Jane Cubito, Private Pay (Non-Masonic)

ADMIT DATE:

01/12/2023
01/13/2023
01/17/2023
01/26/2023

DECEASED

Mary Pistell-Unrue, sponsored by Vero Beach Masonic Lodge No. 250

DECEASED DATE:

01/23/2023

With four admissions, one loss by death, and no discharges the month of January ended with 37 Assisted Living and 39 Nursing Center for a total of 76 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 January was 8,000; 6,300 meals 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 \$3.48.

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

A motion was made by R.:W.: Julian M. Mackenzie and seconded by Brother Michael R. Pender, Jr., 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 along with a Pre-Meeting at the Home on February 11, 2023. Listed below is a summary of what was discussed:

1. Harper Mechanical has provided the permit drawings for the project as well as their first billing for the chiller/cooling tower project. They are waiting for permits at this time as well as equipment.
2. Work continues for the First Lady Projects and we are looking forward to completions, if possible, by Pilgrimage Day on April 15, 2023.
3. Director Robertson has received two proposals for the Board Room roof and the Grand Master's Office area. We are waiting on a third quote before proceeding. This work is included in next year's budget.
4. We are securing bids for AHU #13 that serves the dining room and three contractors have reviewed the site and we await their proposals.
5. Am-Jet Asphalt has provided a quote for the parking lot for repairs and will follow up with a proposal. This work is included in next year's budget.
6. The boiler maintenance contract is up for renewal and we will be seeking out a new vendor for service as the existing vendor does not feel they have the resources to continue this service.
7. The elevator in the nursing area is down and repairs are needed. We hope it will be back up soon after the proposal was signed and sent back for procurement of the necessary parts.
8. Several repairs to the domestic water piping system have been done and further review may be needed as the system is old and direct evidence has not been found to determine causes. Chairman Williamson suggested bringing a plumber out for inspection of piping and water testing.
9. The lawn maintenance agreement is up for renewal and selection is being sought between several new contractors and the existing company, Professional Grounds Management.
10. Failed Equipment Report is as follows for the month:
 - a. After the annual inspection, the south chiller was found to have a refrigerant leak at the gas solenoid valve. The valve was replaced and two chilled water sensors are on order. Once the new sensors are installed and programmed the refrigerant will be topped off.
 - b. The compressor was replaced in the "What's The Scoop" ice cream freezer after failure. The freezer was installed in 2011.
 - c. Replaced flame sensor and ignitor in east Lochinvar boiler after failure.

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

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 January from Estates and Wills was \$2,821.38, which brings the year to date total of funds received for the Masonic Home

Endowment Fund, Inc., on behalf of Estates and Wills to \$1,537,210.64. During the month of January, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Glen L. Garner made a motion to accept the Legal Advisor’s Report as presented by R.: W.: Stephen R. Gladstone. R.: W.: R. Patrick Jacob seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: There were no funds distributed in February of 2023 for Non-Resident Relief.

No Fraternal Care applications were received for review during the month of February.

Summary of Admissions:

1. Current Census: 76
2. To date, one Private Pay Application has been approved with a pending admission.
3. The latest Private Pay Admissions and inquiries have come through by recommendation e.g. professionals in the community, employees, visitors, Masonic affiliated or the children live in the neighborhood.

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. COVID county positivity is currently in the medium category. The Home is currently in outbreak status with the county.
 - a. Mask use is currently not required for visitors. It is required for all staff.
 - b. The screening process to enter the Home has stopped.
 - c. Testing for residents is symptom base (unless the county positivity changes). Staff are tested weekly through February 18, 2023.
- B. Marketing:
 - a. January: total of 76 residents; of which 33 are Private Pay with 17 non-masonic; with 39 SNF and 37 ALF from the census breakdown report. (Current census is 75 with 1 additional projected admission this month.)
 - b. Tours are starting to increase following the Holiday Season. During January we had a total of 6 tours.
 - c. BrandMETTLE continues to maintain the website monthly and is working with the Administrator on updated links.
 - d. The Home is continuing to interview for an Administrative Assistant.
 - e. Referral Summary:

Pipe Drive Inquiries: 73 In Progress (as of 1/31/23)

<u>ALF</u>	<u>Private</u>	<u>PPM</u>	<u>Fraternal</u>	<u>Undecided</u>
0-6 M	7	4	5	9 = 25
7-12M	0	4	6	9 = 19
12+ M	1	1	4	2 = 8
Totals:	8	9	15	20 = 52
Phone = 20	Web = 24	Passing = 6	Referral = 2	

<u>Nursing</u>	<u>Private</u>	<u>PPM</u>	<u>Fraternal</u>	<u>Undecided</u>
0-6 M	5	5	2	2 = 14
7-12 M	2	1	0	2 = 5
12 + M	1	0	1	0 = 2
Totals:	8	6	3	4 = 21
Phone = 5	Web = 9	Passing = 4	Referral = 3	

- C. New Room Rates are effective March 1, 2023.
- D. 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.: R. James Rocha seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 2.5% unfavorable to the draft budget (\$208.5k) after ten 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 R.: W.: Lawrence A. Williamson and the motion carried.

OLD BUSINESS: R.: W.: Glen L. Garner gave a summary of the Outreach Program that was voted upon and approved at the January Board Meeting. R.: W.: Chester A. King, Chairman, solicited verbal approval from the Grand Master and Corporate Board to proceed with the program and approval was granted. M.: W.: Richard E. Lynn, P.G.M., Grand Secretary, recommended that a marketing effort be made in addition to the Lodges. R.: W.: William B. Dishman volunteered to assist and the Board thanked him for his involvement.

R.: W.: Michael S. Griffin provided the following updates:

- PURE Project Management’s and Baker Barrios Architects’ (BBA) recent activities concerning the possible refurbishment project included that BBA has finished their drawings and recommendations for finishes. They are now preparing documents to obtain contractor bids.
- The Grand Master has now signed the Cushman Wakefield Engagement Letter. Once 50% of their fee is paid they will begin the appraisal.
- The Board has learned that the Masonic Home of Ohio has placed on hold further efforts to provide a proposal/quote for bundled/unbundled services to the Masonic Home of Florida until a clearer picture of the future of the Home presents itself.

R.: W.: Kevin D. Smithwick provided a financial analysis as to expected revenue, costs, and population should the refurbishment take place.

NEW BUSINESS: None.

ANNOUNCEMENTS: A Board of Trustees Workshop will commence immediately after the conclusion of the Corporate Board Meeting. A presentation from Renee Verrier on the possibility of accepting Medicare/Medicaid (pros/cons, finances, costs, etc.) will be the cornerstone of the workshop.

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