

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

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, March 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.: 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

ABSENT:

R.: W.: Michael S. Binder
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.: Stephen R. Gladstone, General Counsel; R.: W.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Ben S. Schwartz, W.: Grand Pursuivant; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Haskell R. Vest, Jr., P.D.D.G.M.; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: William B. Dishman, P.D.D.G.M.; R.: W.: Charles A. Dyer, P.D.D.G.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.: Julian M. Mackenzie and the motion carried.

ADMINISTRATOR'S BOARD REPORT: Renee Verrier reported that at our last regular Board Meeting we had 76 residents in the Home. During the month of February, we had two admissions, two deaths, and no discharges bringing the total to 76. Of those, 29 are men and 47 are women.

ADMITTED:

Rosemary Oliver, Private Pay, (Non-Masonic)
Charles Causey, Private Pay (Non-Masonic)

ADMIT DATE:

02/09/2023
02/17/2023

DECEASED:

Alan Norton, sponsored by Springs Lodge No. 378
Admitted: September 14, 2022
Everett Hawkins, sponsored by John Darling Lodge No. 154
Admitted: January 17, 2023

DECEASED DATE:

02/02/2023
02/23/2023

With two admissions, two losses by death, and no discharges the month of February ended with 36 Assisted Living and 40 Nursing Center for a total of 76 residents.

- COVID-19 Update: the Home currently has no residents or staff positive for COVID-19. County transmission rate is at a medium level requiring no change in our current operation.
 - Of note: on May 11, 2023, the public health emergency order is scheduled to end. Although this will not have a major impact on the operations of the Home, we are anticipating changes in the mask policy and testing protocols from the CMS.
- Our residents want to thank the 28th Masonic District for the wonderful Valentine's Day event held at the Home and for the generous donations totaling over \$5,200 toward the Treat Fund. A few of our residents had the pleasure of attending their first "Pink Lodge" event this month that was a very entertaining evening. Thank you to everyone who made this possible.
- We also want to thank the members of Brandon Lodge No. 114 for their wonderful donation of over \$700 in gift cards and a check for the residents' Treat Fund. Our residents are truly blessed by all the support received through these special events and fundraisers held across the state.
- The Business Associate Agreement from HealthPRO Heritage (Therapy Company) was submitted to the legal advisor for review and approved on January 19, 2023. This is strictly due to HIPPA requirements and sharing of clinical documentation. A renewal contract from Healthcare Academy was presented to the legal advisor for review and was approved on January 19, 2023.
- The Home currently has two First Lady's Projects in progress.
 - The Movie Room which is located in the former Program Room: AV equipment installation is on hold as several items have yet to arrive. AnuVision Technologies is working on the remaining items and will keep the Home advised. Wall art has arrived and is in the process of being installed; the concession stand is scheduled to arrive the week of March 13th. Seating will not arrive until late April due to manufacturing delays. The "Stardust Theater" sign has been ordered and we are awaiting a shipping date.
 - Refurbishment of the First Floor Nursing Center resident rooms and day room area: To date 19 rooms have been completed with flooring; one remains. Replacement of the hallway and day room area flooring begins Tuesday, March 14th.
- Carpet replacement in three assisted living rooms was completed in February. These are being scheduled as a need arises due to new admissions.
- Outreach Program Updates:
 - A flyer for publication has been updated with a new direct line for the Outreach Program, (727) 308-4228. This line will bypass the receptionist main line and go directly to the Outreach Service Coordinator. A direct email address has also been setup and will link directly to myself and the Outreach Service Coordinator.
 - On March 15th I will be participating in the MCSA Outreach Services bi-monthly call. All states with an Outreach Services Program participate on the call and share information related to new projects; what services are in the highest demand; what programs are being discontinued; and other items they have learned along the way.
 - Twenty counties have been researched and a data site was created for use by the Outreach Service Coordinator. Although there are many more counties to go, I am confident we can assist anyone who may begin calling into the line.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: See #7 in the Long Range Planning Committee Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of February 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 \$3.30.

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

A motion was made by R.: W.: Julian M. Mackenzie and seconded by R.: W.: Michael S. Griffin that the Administrator's Report be accepted as written and presented. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT: This is the Report of the Long Range Planning Committee. Listed below is a summary of what was discussed:

1. Harper Mechanical has billed \$115,240 on the cooling tower/chiller project. R.: W.: Stephen R. Gladstone has set up an escrow account for billings on the cooling tower/chiller project for the fiscal year 2022 so we can pay half for that year and the balance in the 2023 fiscal year. They should bill one more time in March and when I review the billing, I will discuss our plan, as I have talked to the contractor before, and then we will deposit in this account the balance of the contract divided in 2 separate fiscal years. I feel the Administrator can approve this account to be set up and I will entertain a motion to do so.
2. Director Robertson has a proposal to lower the gas contract by a blended new yearly rate which will lower the current contract and I see no reason not to proceed with this. I entertain the spreadsheet attached to this email, which is available upon request.
3. We are still securing bids for AHU #13 that serves the dining room and three contractors have reviewed the site and we await their proposals.
4. I have requested an update on the elevator in the nursing area from the Administrator.
5. Work is ongoing for the First Ladies' Projects and we are looking forward to completions, if possible, by Pilgrimage day on April 15, 2023.
6. Director Robertson has received two proposals for the Board Room and Grand Master's Office roof areas. We are waiting on a third quote before proceeding. This work is included in next year's budget.
7. Failed Equipment Report is as follows for the month:
 - a. The electronic motor starter serving the Nursing Center elevator failed. It was replaced by a larger unit which had slow start capabilities. This will extend the life of the elevator motor and related components.
 - b. Cissel Dryer high limit switch was replaced due to failure.
 - c. We ordered three new thermostats for the Nursing Center Rooms 7 months ago. We received the shipment on February 24, 2023. We replaced the defective one and kept two for stock.
 - d. A leak occurred in the jockey pump tamper switch valve located in the fire pump room. A rusted bolt was replaced and the packing was tightened. After reinstalling and readjusting the tamper switch the system operation was normal.

R.: W.: Michael S. Griffin presented the Long Range Planning Committee Report on behalf of R.: W.: Lawrence A. Williamson and moved for its adoption. R.: W.: Julian M. Mackenzie seconded the motion which carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of February from Estates and Wills was \$3,002.74, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,540,213.38. During the month of February, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

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

ADMISSIONS COMMITTEE REPORT: There were no funds distributed in March of 2023 for Non-Resident Relief. No Fraternal Care Applications were reviewed during the month of March.

Summary of Admissions:

1. Current Census: 77
2. To date, two Private Pay Applications have been submitted pending clinical approval.
3. One Fraternal Care Application was submitted and additional information is requested before final review.

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

OPERATIONS COMMITTEE REPORT:

- A. COVID county positivity is currently in the medium category which requires no additional measures.
 - a. Mask use is currently not required for visitors or staff.
 - b. The screening process to enter the Home has stopped.
 - c. Testing for residents and staff is symptom based only.
- B. Marketing:
 - a. February: total of 76 residents; of which 36 are Private Pay with 19 non-masonic; with 36 SNF and 40 ALF from the census breakdown report. (Current census is 75 with 1 additional projected admission this month.)
 - i. Current Census is 77 with 4 additional projected admissions this month (2 SNF, 2 ALF)
 - ii. Our goal is to be at or above 80 by the end of this fiscal year.
 - b. Fiscal Year to Date:
 - i. Admissions = 32 (7 Fraternal, 25 Private Pay)
 - ii. Discharges/Deaths = 22 (11 Fraternal, 11 Private Pay)
 - iii. 2 Clinical Denials
 - c. During the month of February we had a total of 13 tours.
 - d. BrandMETTLE continues to maintain the website monthly and is working with the Administrator on updated links particularly as they relate to the Outreach Program.
 - e. The Home is continuing to interview for an Administrative Assistant.
 - f. Referral Summary:

Pipe Drive Inquiries: 52 In Progress

	<u>Private</u>	<u>PPM</u>	<u>Fraternal</u>	<u>Undecided</u>
Nursing:	8	1	3	3=15
ALF:	6	10	16	5=37
Age of Referral				
0-6 M	10	7	12	5 = 34
7-12M	4	2	4	2 = 12
12+ M	0	2	3	1 = 6
Totals:	8	9	15	20 = 52

Referral Source: Web = 21 Drive By = 3 MD Referral = 4 Other = 24

- C. New Room Rates are effective March 1, 2023. The Home has lost no residents as a result of this increase.
- D. Renovation of the ALF continues to be in the planning phase with PURE Project Management and Baker Barrios. A potential contractor is touring in early March for pricing of work needed.

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 2.7% unfavorable to the draft budget (\$225.6k) after eleven 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 the following updates as to the future of the Masonic Home Project (in part):

- Property Appraisal: Cushman & Wakefield has toured the property and communicated that their report will be received prior to our next Board Meeting.

- ALF (possible) Refurbishment: PURE Project Management and Baker Barrios Architects will be presenting their final conceptual renderings and scope of work (basis for contractor bids) to the Board of Trustees on March 14th.

R.: W.: Michael S. Griffin announced that the options, and subsequent Board of Trustees recommendation, for the future of the Masonic Home will be presented at the April Board of Trustees Meeting. Subsequent discussion ensued and due to time restraints and that Pilgrimage Day coincides with the April meeting, the Grand Master requested that the presentation take place Friday evening prior to the regular meeting. The Board of Trustees agreed with the Grand Master.

NEW BUSINESS: None.

ANNOUNCEMENTS: A Board of Trustees Workshops will be held over the course of March and early April in preparation of the above mentioned presentation to the Corporate Board as to options for the future of the Masonic Home.

R.: W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 9:34 a.m.

Respectfully submitted,

R.: W.: Chester A. King
Chairman

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