

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
APRIL 15, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, April 15, 2023, at 8:03 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

**ABSENT:**

R.: W.: Lawrence A. Williamson (Excused)

**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.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Antonio C. Chavez, W.: Grand Orator; 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.: J. Paul Stellrecht, P.D.D.G.M.; R.: W.: William B. Dishman, P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., 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 8:03 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.: R. Patrick Jacob made a motion that the Minutes from the last regular Board of Trustees Meeting held on Saturday, March 11, 2023, be approved as printed and distributed. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:**

- 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.
- The Home received notice from the Florida Office of Insurance Regulation relating to their plan to audit specific regulatory standards. This audit has not been completed since 2013 so, unfortunately, we are being asked to produce 8 years of records and tracking. All information is being gathered and reviewed for compliance with Florida Statutes Chapter 651 prior to being uploaded to the OIR website.
- Staff from all departments have been actively preparing for Pilgrimage Day on April 15<sup>th</sup>. Residents and family members are very excited to attend the event. We have a full day planned of fun and festivities.
- All active First Lady Projects are completed to the extent that we can at this time:
  - The Movie Room is awaiting AV equipment and movie room seating.

- Refurbishment of the First Floor Nursing Center resident rooms and day room area is awaiting flooring for the day room and additional furniture for the resident rooms.
- Outreach Program Updates:
  - A flyer was distributed during the recent D.D.G.M. Orientation and was part of the Masonic publication this month.
  - The MCSA Outreach Services bi-monthly call will take place in June.
  - A data site has been created for use by the Outreach Services Coordinator (currently the Administrator) and we continue to update and add counties monthly.
- I wanted to take the opportunity to thank everyone for all the support you have provided during my first year as the Administrator of the Masonic Home; it has truly been a pleasure.

Renee Verrier reported that at our last regular Board Meeting we had 76 residents in the Home. During the month of February, we had three admissions, two deaths, and no discharges bringing the total to 77. Of those, 28 are men and 49 are women.

**ADMITTED:**

Helen Marie Whaley, sponsored by Lantana Lodge No. 372  
 Frances Nohren, Private Pay (Non-Masonic)  
 Gloria Milbourn, Private Pay (Non-Masonic)

**ADMIT DATE:**

03/02/2023  
 03/24/2023  
 03/30/2023

**DECEASED:**

Tyrus Sibley, Private Pay (Non-Masonic)  
 Admitted: October 23, 2018  
 Beverly Kunitsky, Private Pay (Non-Masonic)  
 Admitted: March 3, 2022

**DECEASED DATE:**

03/18/2023  
 03/28/2023

With three admissions, two losses by death, and no discharges the month of March ended with 37 Assisted Living and 40 Nursing Center for a total of 77 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:** See #6 in the Long Range Planning Committee Report.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of March 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 \$2.75.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of March. There was one resident ID badge issued and five new employee ID badges issued.

A motion was made by R.:.W.:. Michael S. Griffin and seconded by R.:.W.:. Michael S. Binder 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. 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.
2. Director Robertson has received two proposals for the Board Room and Grand Master's Office roof area. We are waiting for a third quote before proceeding. This work is included in the 2023-2024 budget.
3. Harper Mechanical continues to gather materials and do prep work associated with the Chiller and Cooling Tower Project. Over the past two weeks Director Robertson met with several engineers and the project manager from Harper to discuss the upcoming replacement of the north chiller and cooling tower. This will be a project that will require a significant amount of time to plan before implementing the actual replacement. We have been told that the delivery of the equipment should be soon.

4. Director Robertson also met with some vendors regarding the Residential Center renovation project. They require information on existing systems and how it will relate to new equipment as it is installed.
5. We encountered an issue with the 350KW generator on the 24<sup>th</sup> of March. The main service breaker on the generator was tripped and would not reset. After inspection by TAW, Inc., it was determined that the breaker failed internally and needed to be replaced. Since the unit is 25 years old, the exact replacement was not available but a suitable breaker was located and installed, tested and is now online. Per State requirements, load bank testing will be scheduled for later this month.
6. Failed Equipment Report is as follows for the month:
  - a. Repaired top right Southbend oven. Main fan switch was defective and a hinge on the electronics door needed repair.
  - b. Repaired AHU #4 as it was not running. The main breaker, fuse, and phone failure relay were all replaced. After making all electronic checks, it is unknown why there was a failure.
  - c. The main breaker on the 350KW Kohler generator failed to reset after testing. This breaker is original to the unit since 1998. TAW, Inc., made the repair and tested for proper operation.

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

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of March from Estates and Wills was \$16,069.70, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,556,283.08. During the month of March, 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 April of 2023 for Non-Resident Relief. Two Fraternal Care Applications were approved during the month of April.

**Summary of Admissions:**

1. Current Census: 77
2. To date, one Private Pay Application (Masonic) has been approved with a planned admission date of April 14, 2023 into the ALF. One Private Pay Application (non-Masonic) for the ALF has been submitted and is pending approval.

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. Testing for residents and staff is symptom based only unless the county positivity changes.
- B. Marketing/Admissions:
  - a. As of March 31, 2023: total of 77 residents; of which 36 are Private Pay with 19 non-masonic; there are 38 residents in the SNF and 39 ALF from the census breakdown report.
    - i. Census as of the date of this report is 78 with 2 possible admissions to the ALF this month.
    - ii. Our first quarter goal is to reach a total census of 83 by June 30<sup>th</sup>.
  - b. Fiscal Year to Date:
    - i. Admissions = 35 (7 Fraternal, 28 Private Pay)
    - ii. Discharges/Deaths = 27 (10 Fraternal, 17 Private Pay)
    - iii. 2 Clinical Denials
  - c. During the month of March we had a total of 11 tours.

- d. The Administrator is working with BrandMETTLE on updating the website 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:	4	1	2	1 = 8
ALF:	4	7	17	8 = 36
Age of Referral				
0-6 M	7	5	10	4 = 26
7-12 M	2	2	6	1 = 11
12+ M	1	1	3	3 = 8
Totals:	8	9	15	20 = 52

Referral Source: Web = 20 Drive By = 2 MD Referral = 1 Other = 2 Lodge/Mason = 15 Magazine = 3

Renovation of the Assisted Living Facility planning has been put on pause pending the Corporate Board's decision as to the future of the Masonic Home.

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

**BUDGET COMMITTEE REPORT:** We report that we are currently 7.3% unfavorable to the draft budget (\$619k) after all twelve months of the fiscal year before any contingency is used. After contingency is used we are only 2.1% unfavorable to the budget (\$187.7k). This is due to the planned payment in this fiscal year for the replacement of the chiller (\$680k out of \$1.2 million total).

R.: W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ANNOUNCEMENTS:** None.

R.: W.: Glen L. Garner gave the Benediction and the meeting was adjourned at 8:25 a.m.

Respectfully submitted,

R.: W.: Chester A. King  
 Chairman

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