

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
MAY 28, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, May 28, 2023, at 1:00 p.m. at the Rosen Plaza Hotel in Orlando, 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. (Online)
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; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: J. Dick Martinez, P.G.M.; 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.: Stephen R. Gladstone, General Counsel; R.: W.: John A. Kraniou, D.D.G.M. Dist. 6; R.: W.: Jorge L. Filgueira, D.D.G.M. Dist. 27; R.: W.: Charles A. Dyer, P.D.D.G.M. (OH); R.: W.: Zeb E. Blanton, Jr., P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; W.: William C. Wagner, P.M.; W.: Jason R. Miller, P.M.; W.: Douglas M. Setzer, P.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 1:00 p.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, April 15, 2023, be approved as printed and distributed. Second was made by R.: W.: Julian M. Mackenzie and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- COVID-19 Update: the Home currently has no residents or staff positive for COVID-19. On May 11th the Public Health Emergency Order expired. The Home continues to monitor all regulatory changes as they relate to testing and infection control procedures.
- The Home submitted documents to the Office of Insurance Regulation in compliance with audit guidelines. Additional information will need to be compiled and submitted once received from the Grand Lodge. Again, this is an 8 year lookback so the amount of information to be produced is a daunting task to compile.
- The Administrator presented several contracts for signature:
 - Mirabito Natural Gas and Right Way Elevator Maintenance (renewals)
 - Paycor – new payroll processing vendor

- Salesforce – new inquiry management software for both the Home and the Outreach Program
- InnoServ – food service equipment leasing agreement for a replacement dishwasher
- The Administrator presented upgrades necessary to move forward with the Medicare/Medicaid Certification:
 - Point Click Care – upgrade of medical record/database has a one-time cost of \$17,589. This includes rebuilding the current system to include new assessments, medication, administration, C.N.A. documentation, integration with the pharmacy, lab and x-ray, and set up of the billing component, MDS transmission and ancillary charge posting. Once the upgrade and go-live is completed the monthly fees will increase from \$1,350 to \$2,565 (for 60 beds).
- Outreach Program Updates:
 - The MCSA Outreach Services bi-monthly call took place on May 17th.
 - The Masonic Outreach Services Program had two calls this month for which verbal assistance was provided. The Administrator is working on developing two additional programs as part of the Outreach Services; these programs will center around partnering with Lodges to address the needs of widows and veterans.
 - The Administrator completed a Zoom call with BrandMETTLE related to updating the website and the creation of a section for Outreach Services. We are in the process of reviewing ad copy and photos as well as a link to a new Masonic Assistance Request Form.
- Marketing Plan 2023-2024:
 - The May 2023 initiatives included expanding Social Media awareness. Currently the Masonic Home Page only has 2.5K followers. With 30,000 Masons in the state we need to be reaching more members. We are asking all Lodges to refer members to the Facebook page as well as their family and friends.
 - The center will be hosting group events including the Pinellas County Chapter of the Florida Assisted Living Association. Our goal is to bring the community back to the Home. This benefits our residents as it gives them a sense of connection with the outside world.
 - In July the Home will host a First Responders Appreciation BBQ to thank our St. Petersburg Firefighters, Police, and EMS members.
- The Administrator submitted a proposal for Ancillary Service Department wage increases. The Dietary and Housekeeping Departments are struggling with open positions due to competitor increases and \$15 wages at Wawa and McDonalds. The proposal was submitted to Board Members for approval.
- Overall Occupancy data was reviewed along with ALF room availability:
 - Current Census = 79 (36 Private Pay, 43 Fraternal Care)
 - ALF – 41 (14 Private Pay, 27 Fraternal Care)
 - Nursing Center – 38 (22 Private Pay, 16 Fraternal Care)
 - 27 Male Residents (3 Non-Masonic)
 - 52 Female Residents (19 Non-Masonic)
 - ALF Units:
 - 2nd Floor – 2 single rooms, 1 suite available
 - 3rd Floor – 2 single rooms, 1 suite (more can be made available with new carpeting, 1 suite and 3 single rooms) 2 rooms cannot be used due to extensive repairs

Renee Verrier reported that at our last regular Board Meeting we had 77 residents in the Home. During the month of April, we had three admissions, two deaths, and two discharges bringing the total to 76. Of those, 26 are men and 50 are women.

ADMITTED:

Regina Seroor, Private Pay (Non-Masonic)
 Viola Andrycich, Private Pay (Non-Masonic)
 Joyce Sewell, Private Pay (Non-Masonic)

ADMIT DATE:

04/04/2023
 04/05/2023
 04/06/2023

DECEASED:

Frances Nohren, Private Pay (Non-Masonic)
 Admitted: March 24, 2023
 James Monaghan, sponsored by J. Edwin Lawson Lodge No. 361
 Admitted: October 26, 2012

DECEASED DATE:

04/01/2023
 04/15/2023

DISCHARGED:

William Goodman, Private Pay, Cape Coral Lodge No. 367
Janet Goodman, Private Pay, Cape Coral Lodge No. 367

DISCHARGE DATE:

04/06/2023
04/06/2023

With three admissions, two losses by death, and two discharges the month of April ended with 38 Assisted Living and 38 Nursing Center for a total of 76 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT: See #5 in the Long Range Planning Committee Report.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of April 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 \$5.16.

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

A motion was made by R.: W.: Kevin D. Smithwick and seconded by R.: W.: Lawrence A. Williamson 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. Projects to consider for the upcoming Grand Lodge Year at the Masonic Home of Florida are as follows:
 - a. We are still securing bids for AHU #13 that serves the dining room and to date we have received two proposals from two contractors.
 - b. The dining room roof and the roof over the Grand Master's Office along with the Board Room are of major concerns and are being constantly repaired. We are entertaining bids for full replacement of each roof area.
 - c. The laundry roof is also on the list of projects for the future.
 - d. The parking lot asphalt refurbishment still needs to be addressed with cracks and curb areas for removal and replacement.
2. Harper Mechanical continues to gather materials and do prep work associated with the Chiller and Cooling Tower Project. They continue to meet with Director Robertson onsite to discuss scheduling and work as it proceeds. They have started installing security fencing and are staging equipment along with a dumpster and connex setting. The equipment is still a few weeks out with delivery but the schedule has a completion date of early to mid-August.
3. The following maintenance contracts are being evaluated for pricing and scope as we continue to have issues with the following systems:
 - a. The boilers maintenance agreement; the contractor has raised rates excessively.
 - b. The elevators maintenance agreement as the main elevator in the lobby is down and the current contractor, Rightway Elevator, is assessing what seems to be the issue but has not yet determined the problem. Residents are currently using the east elevator.
 - c. The yearly gas contract for gas service from Mirabito Natural Gas is up for renewal and we are expecting better rates as pricing is dropping.
4. Spatco, Inc., is preparing a proposal for repairing/replacing the diesel fuel pump controllers in the generator room. The Kohler backup generator is complete and the generator is scheduled to have a 2-hour load bank test.
5. Failed Equipment Report is as follows for the month:
 - a. The food service dish washing machine needs replacing.
 - b. The coffee maker is nearing its end and will need to be replaced soon.
 - c. The wander system has been experiencing issues and the contractor has been called.
 - d. The fire alarm system has had some issues which are being worked out.

This is my last report as Chairman for the Long Range Planning Committee under the Board of Trustees for the Masonic Home of Florida. I appreciate Most Worshipful Robert J. Lambert and the Past Grand

Masters over the previous years for allowing me the honor and privilege of serving. I would like to thank all the Brothers who assisted on this committee as well as the Board of Trustees for your support over the years. I would like to thank Bob Robertson, Renee Verrier, and Lisa Tsotsos, as well as their staff for making this Home the best in the business. I offer my continued service to assist the Board of Trustees and Long Range Planning Committee in the future should my cable tow permit and wish the new Chairman and the Board of Trustees success in all that they do in support of our Masonic Home. After six years of service on the Long Range Planning Committee and four as Chairman, I submit this May report for the last time for approval with the next meeting being on June 17, 2023.

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

R.: W.: Chester A. King, Chairman, thanked R.: W.: Williamson profusely for his years of dedicated and valuable service as this was his final meeting as a member of the Board of Trustees. R.: W.: Williamson availed himself for future consultation as the need arises.

LEGAL ADVISOR'S REPORT: The total funds received during the month of April from Estates and Wills was \$100.81, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$100.81. During the month of April, 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 as presented by R.: W.: Stephen R. Gladstone. R.: W.: R. Patrick Jacob seconded the motion which carried. The Chairman thanked R.: W.: Gladstone for all his assistance to the Board this year and made special note as to the time and effort that R.: W.: Gladstone provided on behalf of the Board.

ADMISSIONS COMMITTEE REPORT: There were no funds distributed in May of 2023 for Non-Resident Relief. Five Fraternal Care Applications were submitted for review during the month of May.

Summary of Admissions:

1. Current Census: 79
2. One Private Pay (Masonic) application was denied for medical reasons.
3. Two Fraternal Care applications were submitted incomplete and will be reviewed when all required documents are received.

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.

R.: W.: Garner then made special mention of all the hard work and efforts of Maryanne Mello, Admissions Director at the Masonic Home.

OPERATIONS COMMITTEE REPORT:

- A. COVID – Per CDC guidelines and the upcoming expiration of the PHE, the Home is monitoring county trending for any potential concerns. Centers will be reviewed based on overall infection control practices not specifically related to COVID-19.
 - a. Testing for residents and staff is symptom based only or based on CDC recommendations.
- B. Marketing/Admissions:
 - a. As of April 30, 2023: total of 76 residents; of which 36 are Private Pay with 21 non-masonic; there are 38 residents in the SNF and 38 ALF from the census breakdown report.
 - i. Census as of the date of this report is 79 with 4 additional new residents expected in June. (3 ALF, 1NC) all of which are Fraternal Care.
 - ii. Our first quarter goal is to reach a total census of 83 by June 30th.

- b. Fiscal Year to Date:
 - i. Admissions = 6 (2 Fraternal, 4 Private Pay)
 - ii. Discharges/Deaths = 4 (1 Fraternal, 3 Private Pay)
- c. During the month of April we had a total of 9 tours.
- d. The Administrator is finalizing wording for the Outreach section of our website with BrandMETTLE. We are also formulating the initial service request document to be linked to the website.
- e. Referral Summary:

	<u>Private</u>	<u>Private Masonic</u>	<u>Fraternal</u>	<u>Undecided</u>
Nursing:	6	0	2	0 = 8
ALF:	6	6	17	3 = 32
Totals:	12	6	19	3 = 40
Age of Referral:				
0-6 M	9	5	12	2 = 28
7-12 M	2	0	5	1 = 8
12+ M	1	0	3	0 = 4

Referral Source: Web = 10 Drive By = 3 MD Referral = 1 Other = 5 Lodge/Mason = 21 Magazine = 0

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 2.4% favorable to the final budget (\$210.8k) after one month of the fiscal year before any contingency is used; after amortizing for the insurance premiums already paid and adjusting for the timing of maintenance.

R.: W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Glen L. Garner and the motion carried.

OLD BUSINESS: None.

NEW BUSINESS: R.: W.: R. James Rocha made a motion to increase the Food Service and Housekeeping employees' pay. The proposed increase is due to inflation as well as alignment with local market wages. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

ANNOUNCEMENTS: The Board thanked R.: W.: Chester A. King, Chairman, from the bottom of our collective hearts for his dedicated service as the Chairman of the Board for these many years, as well as yeoman's work in previous years as a member of the Board of Trustees as he now transitions to other areas of Masonic Service. R.: W.: King was presented with a signed Dave Brubeck Jazz LP as a token of gratitude from the Board. A hearty round of applause followed. R.: W.: King thanked the Grand Master for the opportunity to serve and express his optimism for the future of the Home.

The Grand Master thanked the Chairman of the Board, the Board Members, the Administrator, and R.: W.: Gladstone for their dedication and hard work.

R.: W.: Lawrence A. Williamson gave the Benediction and the meeting was adjourned at 1:45 p.m.

Respectfully submitted,

R.: W.: Chester A. King
 Chairman

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