

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JUNE 17, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, June 17, 2023, at 9:00 a.m. at the Masonic Home of Florida with the following members present:

PRESENT:

R.: W.: R. James Rocha, Chairman
R.: W.: Kevin D. Smithwick, Vice Chairman
R.: W.: Michael S. Griffin, Secretary
R.: W.: Charles A. Dyer
R.: W.: Glen L. Garner
M.: W.: Stanley L. Hudson, P.G.M.
R.: W.: R. Patrick Jacob

ABSENT (Excused):

W.: Ira S. Alderman
R.: W.: Douglas L. Ankeny
Brother Michael R. Pender, Jr.

ALSO PRESENT: M.: W.: Glen B. Bishop, Grand Master; R.: W.: Donald W. Cowart, Deputy Grand Master; R.: W.: Taleb T. Atala, Senior Grand Warden; R.: W.: Haskell R. Vest, Jr., Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Richard G. Hoover, P.G.M.; R.: W.: J. Paul Stellrecht, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: John E. Drewett, W.: Junior Grand Steward; R.: W.: Rick Wendling, W.: Grand Sword Bearer; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: James F. Charrette, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Julian M. Mackenzie, P.D.D.G.M.; Brother John H. Eaton; Brother Fred R. Kidwell, Jr.; W.: Fred Kidwell, State President of the Florida High Twelve Association; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

CALL TO ORDER: R.: W.: R. James Rocha, 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.: R. James Rocha, Chairman, then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: R. James Rocha, 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 May 28, 2023, be approved as printed and distributed. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- The Administrator completed the initial interview with the Office of Insurance Regulation. This moves the home into phase 3 of 7. This process is expected to take up to 6 months. As a reminder this is an 8 year lookback.
- Home has initiated the following system upgrades:
 - Salesforce – Initial intake call and discovery session took place the week of June 16th. This process is expected to take 4-5 weeks for development and training.
 - Point Click Care – Access to infection control reporting has been completed and Senior Nurse Managers have been trained on proper use. The initial call with the Project Manager is scheduled for the week of June 21st. Nursing assessment and quality improvement sections will be the next

phase of upgrade and training followed by physician orders and medication administration (this will be the longest portion).

- Payroll – Initial information has been submitted to Paycor and they are in the process of building our platform. Due to PBJ reporting/tax related issues and duplicate run of payroll needed, our go live date is October 1, 2023.
- Outreach Program Updates:
 - The Masonic Outreach Services Program had one call from May into June; assistance with placement in a community Assisted Living Facility was provided successfully placing a Brother in their new home last Friday. The Administrator is continuing to research 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.
- Marketing:
 - The Home is reaching out to community service providers for special activities with our residents. This month we have the Assistant Director of the Office of Veterans Success from the University of South Florida bringing cake and members to the Masonic Home to celebrate the US Army Birthday.
 - The center will be hosting the Pinellas County Chapter of the Florida Assisted Living Association in August of 2023.
- Overall Occupancy Data:
 - Current Total Census = 80 (35 Private Pay, 45 Fraternal Care)
 - ALF – 41 (14 Private Pay, 27 Fraternal Care)
 - Nursing Center – 39 (21 Private Pay, 18 Fraternal Care)
 - 27 Male Residents (2 Non-Masonic)
 - 53 Female Residents (19 Non-Masonic)

Renee Verrier reported that at our last regular Board Meeting we had 76 residents in the Home. During the month of May, we had three admissions, no deaths, and no discharges bringing the total to 76. Of those, 26 are men and 50 are women.

ADMITTED:

Louise Painter, Private Pay (Non-Masonic)
John Watson, Jr., sponsored by Englewood Lodge No. 360
Madeline Watson, sponsored by Englewood Lodge No. 360

ADMIT DATE:

05/04/2023
05/08/2023
05/08/2023

With three admissions, no losses by death, and no discharges the month of May ended with 41 Assisted Living and 38 Nursing Center for a total of 79 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced emergency light unit in the emergency unit in the emergency power distribution room. It did not pass the 90 minute test.
2. Replaced leaking seals on forklift steering rack. Also performed coolant flush.
3. Due to the nature of the repair, High Performance Plumbing repaired five plumbing leaks outside the scope of the in-house maintenance team.
4. Contractor replaced broken drain line in retention pond that connects to the city sewer.
5. The building fire alarm system circuit board failed and was removed by Dart Electronics for repair. The backup system is now engaged and working on a temporary basis.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of May 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 \$7.12.

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

A motion was made by R.:W.: Charles A. Dyer and seconded by R.:W.: R. Patrick Jacob that the Administrator’s Report be accepted as written and presented. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT: M.:W.: Stanley L. Hudson, P.G.M., Chairman of the Long Range Planning Committee, met with Maintenance Director Bob Robertson and reviewed the status of the Chiller and Cooling Tower Project and other pending proposals for various projects. This committee has no recommendations to be approved by the Corporate Board at this time.

A motion was made by R.:W.: Charles A. Dyer and seconded by R.:W.: Kevin D. Smithwick to accept the report as printed and distributed. Motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of May from Estates and Wills was \$2,528.32, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$2,629.13. During the month of May, 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.

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

Five Fraternal Care Applications (4 ALF/1 SNF) were reviewed in May:

1. David Lund, sponsored by Bykota Lodge No. 333, District 25 – approved
2. Cindy Lund, sponsored by Bykota Lodge No. 333, District 25 – approved
3. David Dodson, sponsored by Hyde Park Lodge No. 370, District 8 – approved
4. Verona Minthorn, sponsored by Harbor City Lodge No. 318, District 17 – approved
5. Michael Tague, sponsored by Belleview Lodge No. 95, District 12 - denied

One Fraternal Care Application (ALF) was reviewed during the month of June:

1. Bobby Shonyo, sponsored by Orange Blossom Lodge No. 80, District 16 - approved

R.:W.: R. Patrick Jacob presented the Admissions Committee Report on behalf of R.:W.: Glen G. Garner and moved for its adoption. M.:W.: Stanley L. Hudson, P.G.M., seconded the motion which carried.

OPERATIONS COMMITTEE REPORT:

A. COVID – No issues.

- a. Testing for residents and staff is symptom based only or based on CDC recommendations.

B. Marketing/Admissions:

- a. As of May 31, 2023: total of 79 residents; of which 37 are Private Pay with 22 non-masonic; there are 38 residents in the SNF and 41 ALF from the census breakdown report.
 - i. Census as of the date of this report is 80 with 3 additional new residents expected in July. (ALF) all of which are Fraternal Care.
 - ii. Our first quarter goal is to reach a total census of 83 by June 30th. Due to a delay in admission and one death we will miss this mark; however, we should meet the goal in July.
- b. Fiscal Year to Date:
 - i. Admissions = 8 (4 Fraternal, 4 Private Pay)
 - ii. Discharges/Deaths = 5 (1 Fraternal, 4 Private Pay)

c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	2	0	2	1	5	
ALF	5	0	13	4	22	
					27	
Age Of Referral						
0- 6 months	7	0	7	5		19
7-12 Months	0	0	5	0		5
12+ Months	0	0	3	0		3
Referral Source						
Website	9	0	0	0	18	0

Ms. Renee Verrier, Administrator, presented the Operations Committee Report on behalf of W.: Ira S. Alderman. R.: W.: Michael S. Griffin moved for adoption of the Operations Committee Report. R.: W.: R. Patrick Jacob seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 2.04% favorable to the final budget (\$177,660) after two months 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.: Kevin D. Smithwick presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Charles A. Dyer and the motion carried.

OLD BUSINESS: None.

NEW BUSINESS: W.: Fred Kidwell, State President of the Florida High Twelve Association, made a presentation on High Twelve Clubs and requested that the dormant Chapter at the Masonic Home be re-vitalized. W.: Kidwell offered to handle all of the arrangements and details. After confirming that Ms. Verrier, Administrator, had no concerns or objections and general questions and answers, R.: W.: Michael S. Griffin made a motion to re-vitalize the Chapter. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

ANNOUNCEMENTS: An Executive Session/Workshop will be held immediately after this meeting.

R.: W.: R. James Rocha gave the Benediction and the meeting was adjourned at 9:45 a.m.

Respectfully submitted,

R.: W.: R. James Rocha
Chairman

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