

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
JULY 22, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, July 22, 2023, at 9:00 a.m. at the Masonic Home of Florida and via video conference on Microsoft Teams 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  
W.: Ira S. Alderman  
R.: W.: Douglas L. Ankeny  
R.: W.: Charles A. Dyer  
R.: W.: Glen L. Garner  
M.: W.: Stanley L. Hudson, P.G.M.  
R.: W.: R. Patrick Jacob  
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.: Charles G. Calabritto, P.D.D.G.M.(with special thanks for his IT assistance with the meeting); Brother John H. Eaton; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida and various, beloved residents of the Masonic Home.

**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.: Glen L. Garner, 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 Brother Michael R. Pender, Jr., and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:**

- The Office of Insurance Regulation has moved the Home into phase 4 of 7, which includes full document review. Again, this process is expected to take up to 6 months to complete.
- Effective July 1<sup>st</sup> the State of Florida is requiring the use of E-Verify as part of the onboarding process. This system is an immigration verification tool. The Masonic Home has already been completing this process since February of 2023.
- Home has initiated the following system upgrades:
  - **Salesforce** – Discovery session continue and include building out the Health Cloud Portal. This Portal will be able to track and separate outreach from Masonic Home inquiries and files. The full system is expected to be live by the end of August.
  - **Point Click Care** – Clinical data collection and formatting has begun; particularly as it relates to pharmacy integration. Project Management for the business office component was initiated and

discovery sessions are scheduled. Staff training on system upgrades will begin in August with a go live set time for mid-September.

- **Payroll** – Initial information has been submitted to Paycor and they are in the process of building our platform. Reminder, due to PBJ reporting/tax related issues our go live date is the final payroll in September of 2023.
- Outreach Program Updates:
  - The Masonic Outreach Services Program has had two calls since our last meeting; both requesting Non-Resident Relief. One application was actually filled out and reviewed, after speaking with the individual and requesting backup documentation the applicant has not returned my call. The second individual was emailed all the required information and we are awaiting return of the application. There seems to be confusion over the Non-Resident Relief requirements; individuals are understanding all they need to do is call and request financial assistance and they will receive a check. During future meetings and communications I will provide clarification to the Districts.
- Marketing:
  - The center will be hosting the Pinellas County Chapter of the Florida Assisted Living Association in August of 2023.
  - The Administrator is working with multiple media outlets to increase our exposure in the community. Pinstripe Marketing and Spectrum Reach are both developing proposals covering multi-media platforms.
  - The Home is planning an Open House for late August/early September.
  - The Home will host the first Pinellas Park Scottish Rite Club meeting on July 12, 2023.
- Items for Approval:
  - The Administrator presented an option for the Masonic Home to move to weekly payroll processing for all employees. Multiple competitors in our area have moved to weekly payroll and even some daily payment of employees. This will not add additional paperwork, only the additional closeout of timecards each week. Our goal is to increase recruitment as 8 of 10 interviews ask about the frequency of payroll processing. The Home has several staff members who use Amscot for loans against their paycheck in order to pay bills weekly and purchase food. Employees would be given 30 days notice of the change (late August), as the change would not take effect until we are on the new Paycor system.

Renee Verrier reported that at our last regular Board Meeting we had 79 residents in the Home. During the month of June, we had two admissions, three deaths, and one discharge bringing the total to 77. Of those, 25 are men and 52 are women.

**ADMITTED:**

David Lund, sponsored by Bykota Lodge No. 333  
Cindy Lund, sponsored by Bykota Lodge No. 333

**ADMIT DATE:**

06/16/2023  
06/16/2023

**DECEASED:**

Charles Causey, Private Pay Non-Masonic  
Admitted: February 16, 2023  
Richard Pickens, Private Pay Non-Masonic  
Admitted: May 6, 2021  
Rex Cain, sponsored by Eola Lodge No. 207  
Admitted: November 15, 2016

**DECEASED DATE:**

06/12/2023  
06/18/2023  
06/30/2023

**DISCHARGED:**

Frances Kersey, Private Pay Non-Masonic  
Admitted: January 11, 2018

**DISCHARGED DATE:**

06/30/2023

With two admissions, three losses by death, and one discharge the month of June ended with 39 Assisted Living and 38 Nursing Center for a total of 77 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. As part of the chiller replacement project, chilled water pump #4 will be rebuilt by Airstron Mechanical due to its condition and age.
2. Replaced hydronic circulating motor on heat exchanger #2 in main mechanical room R/C 2.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of June was 8,450; 6,750 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 \$4.02.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of June. 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:**

- The committee performed a walk-through of the new chiller project. All appears to be progressing normally.
- We discussed having a condenser water pump rebuilt for \$6k instead of replacing the water pump for \$54k. It was decided to go with the rebuilt pump.
- We looked over the Air Handler Unit 13 replacement. We have Director Robertson obtaining more bids.
- We recommended ACR1 Commercial Roofing be approved for the replacement of the roof over the Grand Master’s Office and the Board Room. We have sent the documents to legal counsel for review.

M.:W.: Stanley L. Hudson, P.G.M., presented the report and moved for its adoption. Second was made by R.:W.: Michael S. Griffin and the motion carried.

**LEGAL ADVISOR’S REPORT:** The total funds received during the month of June from Estates and Wills was \$122,433.32, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$125,062.45. During the month of June, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.:W.: Charles A. Dyer made a motion to accept the Legal Advisor’s Report as presented by R.:W.: Stephen R. Gladstone. M.:W.: Stanley L. Hudson, P.G.M., seconded the motion which carried.

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

One Fraternal Care Application was reviewed in July:

1. Ted Woodbury, sponsored by Palm Bay Lodge No. 397, District 17 – approved pending further information concerning a corporation.

R.:W.: Glen L. Garner presented the Admissions Committee Report 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.

B. Marketing/Admissions:

- a. As of June 30, 2023: total of 77 residents; of which 34 are Private Pay with 19 of those being 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 75 with 2 additional new residents expected in July to the ALF. One of which is Fraternal Care and one is Private Pay.
  - ii. Our second quarter goal is to reach a total census of 82 by September 30<sup>th</sup>.

- b. Fiscal Year to Date:
  - i. Admissions = 10 (6 Fraternal, 4 Private Pay)
  - ii. Discharges/Deaths = 12 (2 Fraternal, 10 Private Pay)
- c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	6	1	2		9	
ALF	7		10	3	20	
	13	1	12	3	29	
Age Of Referral						
0- 6 months	9	1	6	2		18
7-12 Months	2	0	4	0		6
12+ Months	2	0	2	1		5
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	5	4	0	4	16	0

R.: W.: Michael S. Griffin moved for adoption of the Operations Committee Report after expressing the Board’s sincere feeling of loss for the passing of beloved resident and distinguished Mason R.: W.: Rex Cain. R.: W.: R. Patrick Jacob seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 1.63% favorable to the final budget (\$142.4k) after three 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:** After a presentation by Administrator Renee Verrier as to the market challenges/disadvantages of our current payroll schedule, R.: W.: Charles A. Dyer made a motion to change the Masonic Home’s payroll schedule to a weekly basis. Second was made by R.: W.: Glen L. Garner and the motion carried.

**ANNOUNCEMENTS:** R.: W.: R. James Rocha, Chairman, notified the Board that, unfortunately, W.: Ira S. Alderman has resigned due to the need to attend to family health issues. A selection for W.: Alderman’s replacement has commenced.

R.: W.: R. James Rocha, Chairman, announced that the Grand Master has requested that the Board of Trustees re-present the “Future of the Masonic Home” presentation at the September Corporate Board meeting for further consideration.

R.: W.: Kevin D. Smithwick gave the Benediction and the meeting was adjourned at 9:35 a.m.

Respectfully submitted,

R.: W.: R. James Rocha  
Chairman

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