

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
AUGUST 12, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, August 12, 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  
R.: W.: Douglas L. Ankeny  
R.: W.: Charles A. Dyer (Via Microsoft Teams)  
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.: Rick Wendling, W.: Grand Sword Bearer; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: John A. Miles, D.D.G.M. Dist. 16; R.: W.: Michael O. Gardner, D.D.G.M. Dist. 24; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Jason C. Miller, P.D.D.G.M.; W.: Bobby L. Shonyo, P.M.; W.: John McKinstrie, P.M.; W.: David Dodson, P.M.; W.: John Clardy, P.M.; W.: John Carlton, P.M.; W.: Ornan Ellis, P.M.; W.: Michael J. St. Laurent, P.M.; 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. Brother Michael R. Pender, Jr., 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 July 22, 2023, be approved as printed and distributed. Second was made by R.: W.: Glen L. Garner and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:**

- The Administrator completed a preliminary findings call with the Office of Insurance Regulation which yielded several deficient areas needing further explanation/documentation. The Home has until August 15<sup>th</sup> to provide the requested information and all are being reviewed and prepared for response.
- Effective July 31<sup>st</sup> CMS has adjusted reporting requirements relating to vaccination status for health care personnel and residents. Although vaccinations are no longer required, they remain a part of the quality measure system. Also, part of the July 31<sup>st</sup> changes CMS has adopted additional reporting of the transfer of health information to providers and the patient upon discharge. This transfer of health information segment becomes effective October 1, 2023. Note that these are only a requirement once the Home becomes certified.
- Home continues to have the following system upgrades in process:
  - **Salesforce** – All discovery sessions have been completed; final changes are being completed and the system will be live at 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 the

discovery session has taken place on August 4, 2023. Staff training on system upgrades will begin at the end of August with a go live time set for mid-September for the Nursing Advantage Software and October 3<sup>rd</sup> for pharmacy integration.

- **Payroll** – Initial information has been submitted to Paycor and they are in the process of building our platform. Training sessions for payroll personnel has been initiated in an online portal.
- **Outreach Program Updates:**
  - The Masonic Outreach Services Program has had two calls since our last meeting. One was a new request for home care services connection in the Orlando area and is still an active case; the second is a re-visit of Non-Resident Relief and the Home is awaiting a return application.
- **Marketing/Events:**
  - The center will be hosting the Pinellas County Chapter of the Florida Assisted Living Association on August 28, 2023.
  - The Pinellas Park Scottish Rite Club meeting will be on August 16<sup>th</sup>. These meetings will continue on the third Wednesday of each month moving forward.
  - On Sunday, August 13, 2023, the Home will host the first High Twelve Club No. 702 meeting.
  - The Home will be hosting a Harvest Moon Ball on Friday, September 29, 2023. This will be a social event with hors d'oeuvres, music, and friendship. Community Service providers will be invited to this event (Hospice, MD's, and other providers).
- **Certification Process Update:**
  - The Administrator presented a status review for Medicare/Medicaid application.
    - CMS identity access system requirements were validated using the Administrator's prior credentials.
    - The application for the national provider identification number was completed and received. This number was communicated to Grand Lodge for future use.
    - Insurance provider contracts are being initiated with several Medicare HMO's; unfortunately many of these require the certification survey to take place in order to be fully approved and activated. The Administrator is working with Grand Lodge on all applications.
    - The Medicaid provider contract cannot be initiated until after the certification survey takes place.
    - Education continues with the Home's staff. I have consolidated the training on Federal Regulations to the top 30 cited areas. As a reminder, there are 223 Federal Tags, some of which we already satisfy with Florida State requirements.
    - Policies/procedures are being re-written or in some cases created to meet the Federal guidelines and will be completed in September.
    - The Home's emergency preparedness plan has been completed with the exception of a water management plan (Legionella) as this remains in progress. This plan is in addition to the CEMP required by the State of Florida and has 25 potential areas for citation.
    - At this time our goal is to submit the Medicare provider application in early October (document is in process) and await approval by a third party Medicare provider enrollment organization. Following this approval, our application/request is sent to the AHCA regional office to complete the certification survey. This process can take 60 days or more.

Renee Verrier reported that at our last regular Board Meeting we had 77 residents in the Home. During the month of July, we had five admissions, four deaths, and one discharge bringing the total to 77. Of those, 27 are men and 50 are women.

**ADMITTED:**

Verona Minthorn, sponsored by Harbor City Lodge No. 318  
David Dodson, sponsored by Hyde Park Lodge No. 370  
Kenneth Jones, Private Pay (KY)  
Bobby Shonyo, sponsored by Orange Blossom Lodge No. 80  
Edna Talbot, Private Pay (CT)

**ADMIT DATE:**

07/03/2023  
07/14/2023  
07/28/2023  
07/31/2023  
07/31/2023

**DECEASED:**

Doris Imogene Hernandez, Private Pay, Fellowship Lodge No. 265  
Admitted: August 2, 2017  
Betty Kurcbaum, Private Pay, Doric Lodge No. 140  
Admitted: October 23, 2020

**DECEASED DATE:**

07/03/2023  
07/08/2023

Phyllis Lockhart, Private Pay (Germany)

07/09/2023

Admitted: January 12, 2023

Richard Diekmann, sponsored by Acacia Lodge No. 163

07/31/2023

Admitted: August 26, 2022

**DISCHARGED:**

Margaret Peggy Eisnaugle, Private Pay (OH)

**DISCHARGED DATE:**

07/01/2023

Admitted: July 10, 2019

With five admissions, four losses by death, and one discharge the month of July ended with 41 Assisted Living and 36 Nursing Center for a total of 77 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replace cold side 120V, 6 RPM motor on fan coil unit in room 231 R/C 3 West.
2. Repaired exhaust vent damper above shower ceiling in room 366 R/C 3 East.

**DIETARY DEPARTMENT REPORT:** No report submitted.

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

A motion was made by R.: W.: Charles A. Dyer and seconded by M.: W.: Stanley L. Hudson, P.G.M., that the Administrator's Report be accepted as written and presented. Motion carried.

**LONG RANGE PLANNING COMMITTEE REPORT:**

- The committee discussed the status of the new chiller/cooling tower project. The contractors are about 95% complete and expect to finish up sometime in September. A future date is to be set for M.: W.: Stan Hudson, R.: W.: Larry Williamson, and W.: Bob Robertson to walk the site and create a punch list (if necessary) for the contractor before the final billing. So far the chiller is running well and maintaining the facility at an acceptable temperature.
- The committee discussed the roof over the Grand Master's Office and the Board Room. Several proposals were presented and the Long Range Planning Committee recommends ACR-1 Roofing to replace the roof for a total cost of \$52,677.

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

**LEGAL ADVISOR'S REPORT:** The total funds received during the month of July from Estates and Wills was \$35,300.39, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$160,362.84. During the month of July, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Glen L. Garner 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 July or August of 2023 for Non-Resident Relief.

One Fraternal Care Application (SNF) was reviewed during the month of August:

1. Marilyn Kaye Gaither, sponsored by William T. Carlton Lodge No. 46, District 10; the application review is on hold pending documentation and a response from the family.

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.

**OPERATIONS COMMITTEE REPORT:**

A. COVID – The Home went into a COVID outbreak status on July 25<sup>th</sup> due to a positive nurse and speech therapist. All testing has been completed per Department of Health Guidelines with no additional positive employees and no positive residents. Employees are required to wear KN95 masks while on duty and all visitors are being screened before entry until the end of the outbreak.

B. Marketing/Admissions:

a. As of July 31, 2023: total of 77 residents; of which 32 are Private Pay with 19 of those being non-masonic; there are 36 residents in the SNF and 41 ALF from the census breakdown report.

i. Census as of the date of this report is 79 with 1 additional new Private Pay resident expected in August.

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 = 17 (8 Fraternal, 9 Private Pay)

ii. Discharges/Deaths = 15 (4 Fraternal, 11 Private Pay)

c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	4	3	3		10	
ALF	6	5	8	2	21	
	10	8	11	2	31	
Age Of Referral						
0-6 months	9	7	5		21	
7-12 Months	1	1	5	2	9	
12+Months	0	0	1	0	1	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	8	2	1	2	18	0

R. : W. : Michael S. Griffin presented the Operations Committee Report and moved for its adoption. Brother Michael R. Pender, Jr., seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 0.7% favorable to the final budget (\$59k) after four 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:** Ms. Renee Verrier reported that a qualified candidate has been found for the Assistant Administrator position. The background check, etc., is in progress.

**NEW BUSINESS:** M. : W. : Stanley L. Hudson, P.G.M., made a motion to approve the \$55,440 estimate from ACR-1 Roofing for repairs to the portion of the roof over the Grand Master’s Office and the Board Room, pending legal review. Brother Michael R. Pender, Jr., seconded the motion which carried.

**ANNOUNCEMENTS:** R. : W. : R. James Rocha, Chairman, announced that an Executive Session/Workshop will be held immediately after this meeting.

R. : W. : R. James Rocha, Chairman, 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