

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
SEPTEMBER 16, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, September 16, 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 (Via Microsoft Teams)
R.: W.: Charles A. Dyer
R.: W.: Glen L. Garner
M.: W.: Stanley L. Hudson, P.G.M. (Via Microsoft Teams)
R.: W.: R. Patrick Jacob
Brother Michael R. Pender, Jr.

ALSO PRESENT: (in person or via Microsoft Teams) 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.: Stephen R. Gladstone, General Counsel; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: Oran B. Ellis, Jr., P.D.D.G.M.; R.: W.: Anthony A. De Angelo, P.D.D.G.M.; R.: W.: Gregory L. Scott, D.D.G.M. Dist. 18; R.: W.: John A. Kraniou, P.D.D.G.M.; R.: W.: Jorge L. Filgueira, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; W.: Bobby L. Shonyo, P.M.; Brother John H. Eaton; W.: David Dodson, P.M.; W.: Henry T. Barron, P.M.; W.: John A. Cotton, P.M.; 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.: Michael S. Griffin 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 August 12, 2023, be approved as printed and distributed. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- As many are aware, we have hired an Assistant Administrator. Cristal Baer has joined our team as the Outreach and Business Development Coordinator. Cristal and I are working closely on many facets of the Outreach Program including the following:
 - Trifold Brochure
 - Widows Program
 - Continuation of Preferred Provider Network throughout the State
 - District specific network of Masons available to assist with household needsThese are just a few as our list of outreach planning/ideas is extensive and will take time to develop as the program grows.
- The Home continues to have the following system upgrades in process:
 - **Salesforce** – The system build is complete and active for use.
 - **Point Click Care** – Staff training on system upgrades has begun. The first round of training is for the clinical managers with the second round bringing in the front line nursing staff. We are on track

for a September start with our new nursing advantage/assessment software and October 3rd for pharmacy integration.

- Billing systems and training will be the last component and will not occur until November.
- **Payroll** – Training Sessions for payroll personnel has been initiated (online portal) with multiple live sessions completed. The Home has received the new employee badges and the time clock is on the way for installation.
- Current Census Date as of 9/13/2023:
 - Residential/ALF: 22 Fraternal Care in Single Rooms; 4 Fraternal Care in Suites with spouses; 8 Private Pay in Single Rooms; 2 Private Pay in Semi-Private Rooms; 3 Private Pay in Private Rooms; Total of 40 Residents
 - Nursing Center: 18 Fraternal Care in Semi-Private Rooms; 15 Private Pay in Semi-Private Rooms; 3 Private Pay in Private Rooms; Total of 36 Residents
- Outreach Program Updates:
 - The Masonic Outreach Services Program had five (5) calls since our last meeting
 - A referral was needed for specialist service and home health which was provided with no further request.
 - Two calls related to possible Non-Resident Relief for which applications have been sent with no return at this time.
 - One call was regarding a Brother who lost his home to a fire. Cristal was able to coordinate with his Home Lodge and the York Rite to find new housing.
 - One call was received inquiring about aid and attendance application assistance for a spouse currently residing in a memory care facility in Jacksonville.
- Marketing/Events:
 - The Home hosted the Pinellas County Chapter of the Florida Assisted Living Association on August 28, 2023.
 - The Pinellas Park Scottish Rite Club meeting was held on August 16th. These meetings will continue on the 3rd Wednesday of each month.
 - On Sunday, August 13, 2023, the Home hosted 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.
 - Insurance Provider Contracts continue to be reviewed with several Medicare HMO's. Again, many of these require the certification survey to take place in order to be fully approved and activated. The Administrator continues to work with Grand Lodge on all applications.
 - Education for the center staff has been directed to very specific topics based on policy changes and a full review of the Federal Guidelines (21 Components).
 - Policies/Procedures needing adjustment/replacement have been identified and are being revised to meet the Federal Guidelines. This will be completed by September 30, 2023.
 - At this time our goal is to submit the Medicare Provider Application the week of September 22nd (document is in process) and await approval by the third party Medicare provider enrollment organization.

Renee Verrier reported that at our last regular Board Meeting we had 77 residents in the Home. During the month of August, we had five admissions, four deaths, and two discharges bringing the total to 76. Of those, 27 are men and 49 are women.

ADMITTED:

Judith Scott, Private Pay, Non-Masonic
Litha Miller, Private Pay, Non-Masonic
Michael Mang, Private Pay, Non-Masonic
Ted Woodbury, sponsored by Palm Bay Lodge No. 397
Ruth Erb, Private Pay, Non-Masonic

ADMIT DATE:

08/01/2023
08/03/2023
08/04/2023
08/04/2023
08/17/2023

DECEASED:

Robert Kenny, sponsored by Boynton Beach Lodge No. 236

Admitted: April 20, 2022

Michael Mang, Private Pay, Non-Masonic

Admitted: August 4, 2023

Wilma Reiker, sponsored by Saint Johns Lodge No. 37

Admitted: September 8, 2014

Viola Andrycich, Private Pay, Non-Masonic

Admitted: August 26, 2022

DECEASED DATE:

08/01/2023

08/07/2023

08/25/2023

08/29/2023

DISCHARGED:

Mildred Galvin, Private Pay, Non-Masonic

Admitted: July 10, 2019

Myra Linde, Private Pay, Non-Masonic

Admitted: May 10, 2018

DISCHARGED DATE:

08/25/2023

08/25/2023

With five admissions, four losses by death, and two discharges the month of August ended with 41 Assisted Living and 35 Nursing Center for a total of 76 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Repaired reach-in cook's refrigerator. The evaporator was frozen and low on charge. No leaks were found and it is now cooling.
2. Replaced several large sections of 4" cast iron drain piping in the north wing on all three floors. The pipes were cracking and leaking through the floors. We are unsure why, but all pipes were replaced with PVC pipe and new rubber connectors.

DIETARY DEPARTMENT REPORT: No report submitted.

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

A motion was made by R.:W.: Kevin D. Smithwick and seconded by R.:W.: Charles A. Dyer that the Administrator's Report be accepted as written and presented. Motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. The chiller/cooling tower project is 100% complete with the exception of a walk through inspection by us. If we find punch list items they will need to be addressed by Harper Mechanical before releasing the final payment.
2. The proposal from Airstron Mechanical for the replacement of AHU-13 needs clarification and will not be ready for review until after Board Weekend.
3. The replacement of the roof over the Grand Master's Office and the Board Room by ACR-1 Roofing has been approved and is about 4-5 weeks out.
4. Received bids for door lock monitoring for our three elevators from Otis Elevator Company, Thyssenkrupp Elevator, and Rightway Elevator. We have three elevators that need this required upgrade.
5. We are looking at adding several new cameras to our surveillance system for better coverage in critical areas of the facility.

A motion was made by R.:W.: Glen L. Garner and seconded by R.:W.: R. Patrick Jacob to accept the Long Range Planning Committee Report as printed and distributed. Motion carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of August from Estates and Wills was \$2,068.50, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$162,431.34. During the month of August, 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. Brother Michael R. Pender, Jr., seconded the motion which carried.

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

Two Fraternal Care Applications were received during the month of September:

1. Douglas Witchey, sponsored by Winter Park Lodge No. 239, District 16; the applicant was referred to the Masonic Outreach Program.
2. Jerold Horwitz, sponsored by Oleeta-West Dade Lodge No. 145, District 27; the application is on hold for further investigation.

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 – The Home went into a COVID outbreak status on September 9th due to a resident on NC2. All testing has been completed per Department of Health Guidelines with no additional positive employees or 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. The Home is participating as a sponsor for the St. Petersburg Classic Regatta in October. This event is held annually at the Yacht Club and is well attended by community members.
- b. The Home will also be a sponsor for the local Turkey Trot taking place right here on 4th Street this November. Our team will be handing out water and snacks to all the participants.
- c. As of August 31st: Total of 76 residents; of which 32 are Private Pay with 19 of those being non-masonic. There are 35 residents in the SNF and 41 in the ALF from the census breakdown report.
- d. Fiscal Year to Date:
 - i. Admissions = 18 (8 Fraternal, 10 Private Pay)
 - ii. Discharges/Deaths = 20 (5 Fraternal, 15 Private Pay)
- e. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	5	2	3		10	
ALF	4	2	7	1	14	
					24	
Age Of Referral						
0- 6 months	7	3	4		14	
7-12 Months	2	1	6	1	10	
12+ Months					0	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	6	2	1		15	

R.: W.: Michael S. Griffin presented the Operations Committee Report and moved for its adoption. R.: W.: Charles A. Dyer seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 1.62% favorable to the final budget (\$141,314) after five 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: None

ANNOUNCEMENTS: R.:W.: R. James Rocha, Chairman, reminded the Board that we will hold an Executive Session immediately following the conclusion of the Board of Trustees Meeting.

M.:W.: Glen B. Bishop, Grand Master, offered his comments which included, in part, that the Corporate Board is looking forward to the re-presentation by the Board of Trustees as to their recommendations for the future of the Masonic Home in October.

R.:W.: R. James Rocha, Chairman, gave the Benediction and the meeting was adjourned at 9:28 a.m.

Respectfully submitted,

R.:W.: R. James Rocha
Chairman

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