

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
OCTOBER 14, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, October 14, 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
R.: W.: Glen L. Garner
M.: W.: Stanley L. Hudson, P.G.M.
R.: W.: R. Patrick Jacob
Brother Michael R. Pender, Jr. (Via Microsoft Teams)

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.; M.: W.: J. Dick Martinez, 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.: Jorge L. Filgueira, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: Julian M. Mackenzie, P.D.D.G.M.; Brother Justin W. Franke; Brother John H. Eaton; and various beloved Masonic Home Residents.

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 September 16, 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 Home received the draft Report of Examination from the Office of Insurance Regulation. The summary includes a total of nine findings:
 - Residents Council Required Disclosures – 4 Findings
 - Notification to the OIR – 2 Findings
 - Disclosure Documents – 2 Findings
 - Quarterly Meetings with Residents – 1 FindingAlthough there is a 30 day period to file a hearing on this report I am not recommending the Home do so as there are no additional documents or statements which can be provided to meet the above findings. In 2019 and 2020 there were changes to the Florida Statute in three of the four categories noted which the Home had not adapted its practice.
- The following system upgrades are in process:
 - **Point Click Care** – Clinical Managers have been trained on pharmacy integration, C.N.A.'s have been trained on the point of care charting and began utilizing the system on October 1, 2023. Our first round of training on order entry for the front line nursing staff has taken place with additional

training the week of October 16th. The new Nursing Assessment Software has been initiated and is in use.

- Billing system discover sessions have started; this is where the payer categories and ancillary charge codes are defined. Once this process is completed training on the use of the billing system will begin.
- Current Census Data as of 10/10/2023 – Total of 75 Residents:
 - Residential/ALF: 20 Fraternal Care in Single Rooms; 4 Fraternal Care in Suites with spouses; 8 Private Pay in Single Rooms; 2 Private Pay in Suites alone; 4 Private Pay in Suites with spouses; Total of 38 Residents
 - Nursing Center: 19 Fraternal Care in Semi-Private Rooms; 15 Private Pay in Semi-Private Rooms; 3 Private Pay in Private Rooms; Total of 37 Residents
- Outreach Program Updates:
 - The Masonic Outreach Services Program had two calls since our last meeting.
 - One is a referral from the Admissions Committee for a Brother in the Orlando area.
 - One is a Mason here in Florida who did not formally join a Florida Lodge. Cristal is working with the State of Indiana to see if there are any out of state benefits he will qualify for.
 - Cristal is finalizing a survey which will be sent out to all Lodges in November requesting information on the use of our website, educational opportunities regarding the Home and outreach at the Blue Lodge Level, member needs, and other information. From this survey our goal is to create a successful Lodge Outreach Program.
- Marketing/Events:
 - The Home hosted a Harvest Moon Ball on Friday, September 29, 2023. This was a beautiful event with hors d'oeuvres, music, and friendship. Community Service providers were invited and several attended.
 - New flyers/inserts are being created for addition to local newspaper distribution.
 - Cristal is working on a media campaign to include Google, Instagram, and Facebook to reach a larger audience.
 - Current Advertising materials/brochures are being revised to add a bar code for access directly to our website.
- 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 continues weekly based on policy changes. We also added medication observation reviews by the pharmacy which is scheduled for the end of October.
 - Our goal was to submit the Medicare Provider Application the week of September 22nd, however, there has been a change to the CMS website requiring authentication of my request to be an Authorized Account Representative. (Document is in process.) Until this is complete the application cannot be filed electronically as now required.
- Proposals:
 - The Administrator submitted a new contract for a Consultant Dietician. This has been reviewed by legal counsel. The new contract will reduce monthly expenses by \$910/month or \$10,920/year.

At our last regular Board Meeting we had 75 residents in the Home. During the month of September, we had two admissions, one death, and no discharges bringing the total to 76. Of those, 27 are men and 49 are women.

ADMITTED:

Arthur Ketchersid, Private Pay, Non-Masonic
Carol Heintz, Private Pay, Non-Masonic

ADMIT DATE:

09/13/2023
09/19/2023

DECEASED:

Dallas Adkins, sponsored by Tampa Bay Lodge No. 252
Admitted: June 28, 2021

DECEASED DATE:

09/22/2023

With two admissions, one loss by death, and no discharges the month of September ended with 40 Assisted Living and 36 Nursing Center for a total of 76 residents.

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

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of September was 8,768; 7,068 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 \$5.55.

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

R.:W.: Kevin D. Smithwick presented the Administrator's Report on behalf of Ms. Renee Verrier and moved for its adoption. Second was made by R.:W.: Glen L. Garner and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. There was an issue with the new Daikin Chiller and it stopped running on September 30, 2023. Harper and Daikin representatives are working to find out what happened and to make the repair under warranty. Through Harper, we have a temporary chiller to cool the building and have several spot coolers if needed in warmer areas of the building. We are still holding the retainage and will do so until the chiller is repaired and all punch list items are completed.
2. The Airstron Mechanical bid for the replacement of AHU-13 is complete and will be reviewed by the Long Range Planning Committee.

M.:W.: Stanley L. Hudson, P.G.M., presented the Long Range Planning Committee Report and then moved for its adoption. R.:W.: Charles A. Dyer seconded the motion which carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of September from Estates and Wills was \$353,399.63, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$515,830.97. During the month of September, 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. R.:W.: Douglas L. Ankeny seconded the motion which carried.

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

There were no Fraternal Care Applications submitted during the month of October for review.

R.:W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.:W.: R. Patrick Jacob seconded the motion which carried.

OPERATIONS COMMITTEE REPORT:

- A. COVID – There are no current outbreaks or restrictions.
- B. Marketing/Admissions:
 - a. The Home is participating as a sponsor for the St. Petersburg Classic Regatta in October.
 - 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. Census:
 - a. As of September 30th: Total of 76 residents; of which 33 are Private Pay with 20 of those being non-masonic. There are 36 residents in the SNF and 40 in the ALF from the census breakdown report.
 - b. Fiscal Year to Date:
 - i. Admissions = 20 (8 Fraternal, 12 Private Pay)
 - ii. Discharges/Deaths = 22 (7 Fraternal, 15 Private Pay)

c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	6		2		8	
ALF	9		11	2	22	
					30	
Age Of Referral						
0- 6 months	14		9	2	25	
7-12 Months	1		4		5	
12+ Months					0	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	10	2		2	16	

R.: W.: Michael S. Griffin presented the Operations Committee Report and moved for its adoption.
M.: W.: Stanley L. Hudson, P.G.M., seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently .21% unfavorable to the final budget (\$18,701) after six 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: R.: W.: Michael S. Griffin offered to explore possible insurance coverage for the failed chiller.

R.: W.: Rick Wendling, W.: Grand Sword Bearer, presented \$50.00 on behalf of the Suncoast Master Mason Association, to Masonic Home Resident Brother Vincent Bandos naming him “Resident of the Month.” Congratulations Vincent!

R.: W.: Kevin D. Smithwick gave the Benediction and the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

R.: W.: R. James Rocha
Chairman

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