

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
NOVEMBER 18, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, November 18, 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.: 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
Brother Michael R. Pender, Jr. (Via Microsoft Teams)

ABSENT:

R.: W.: Kevin D. Smithwick, Vice Chairman
R.: W.: Douglas L. Ankeny

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.: Robert J. Lambert, 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.: Anthony A. De Angelo, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; W.: Robert Shinewald; W.: John A. Cotton; W.: Rusty B. Valle; W.: Oran B. Ellis, Jr.; Brother John H. Eaton; Mrs. Cristal Baer, Outreach Coordinator; and Ms. Renee Verrier, Administrator 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.: 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 as well as the called Meeting held on October 14, 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 following system upgrades are in process:
 - **Point Click Care** – Clinical modules are live and in use. Integration with radiology and lab are pending change in provider.
 - Billing system discover sessions are complete. All payers and ancillary charge codes have been scheduled. Once the final system changes are made training on use of the billing system will be initiated.
 - The Administrator has submitted a listing of proposed revenue codes to be added to the GL System. These will be needed for proper coding of revenue from both Federal and Managed Care Insurance Providers.
 - The Administrator is working on new ancillary revenue and expense coding which will be submitted to the Grand Lodge Office for review in early December.
- Current Census Data as of 11/17/2023 – Total of 76 Residents:

- Residential/ALF: 20 Fraternal Care in Single Rooms; 4 Fraternal Care in Suites with spouses; 7 Private Pay in Single Rooms; 2 Private Pay in Suites alone; 4 Private Pay in Suites with spouses; Total of 37 Residents
- Nursing Center: 20 Fraternal Care in Semi-Private Rooms; 16 Private Pay in Semi-Private Rooms; 3 Private Pay in Private Rooms; Total of 39 Residents
- Outreach Program Updates:
 - Cristal continues to work with two challenging cases for appropriate placement. Multiple calls have been received with basic questions regarding the program.
 - Renee Verrier attended the Tampa Master Mason Association in October to discuss the program and review the process for admission to the Home.
 - Cristal finalized the survey which was sent out to all Lodges 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 the local Elementary School for a Halloween event with our residents on October 31st.
 - Maryanne Mello attended the Octoberfest Event at Venetian Isles (a local residential community here in St. Petersburg) with 2 residents assisting.
 - Cristal is working on a media campaign to include Google, Instagram, and Facebook to reach a larger audience.
- Certification Process Update:
 - The Administrator presented a status review for Medicare/Medicaid application.
 - 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.
 - The Masonic Home submitted our Medicare Provider Application on November 1, 2023. CMS third party intermediary has expanded its review timeline to state up to 90 days. This brings the timeline for possible approval to the State of Florida through February 1, 2024.
- Regulatory Updates:
 - AHCA has revised legislation relating to the minimum emergency management planning criteria for Assisted Living Facilities. Additions to the CEMP planning criteria include a new section requiring a detailed emergency environmental control plan. This new section relates to maintaining proper temperatures during an emergency (below 81 degrees). This new legislation is effective on November 23, 2023. The required document is in development here at the Home and will be completed by the required effective date.
 - CMS has issued a proposed rule seeking to establish a more comprehensive nurse staffing requirement for nursing homes. The rule consists of three components:
 - Minimum nurse (RN/LPN) staff of .55 hours PPD and CAN hours PPD of 2.45.
 - Requirement to have an RN on site 24 hours per day.
 - Enhanced facility assessment requirements.
- Proposals:
 - The Administrator submitted a new contract for Consultant Dietician Services. The new contract reduces the monthly expense by \$910 or \$10,920 per year.
 - The Administrator presented a new Radiology/Diagnostic Contract for signature. The change in provider is necessary as current service can no longer provide EKG or Doppler studies which are needed for continuity of care.

At our last regular Board Meeting we had 76 residents in the Home. During the month of October, we had no admissions, two deaths, and no discharges bringing the total to 74. Of those, 26 are men and 48 are women.

DECEASED:

Robert Isgan, sponsored by Cabul Lodge No. 116
 Admitted: May 10, 2017
 Betty Stanford, Private Pay (Non-Masonic)
 Admitted: September 22, 2021

DECEASED DATE:

10/06/2023
 10/10/2023

With no admissions, two losses by death, and no discharges the month of October ended with 67 Assisted Living and 37 Nursing Center for a total of 74 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced door gasket and sweep on walk-in freezer in main kitchen.
2. Replaced Taco recirculating pump on #1 heat exchanger after a small leak. We will rebuild the old pump and keep it for a spare.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of October was 8,582; 6,882 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 \$5.50.

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

Brother Michael R. Pender, Jr., made a motion to approve the Administrator's Report as written and presented. Second was made by M.: W.: Stanley L. Hudson, P.G.M., and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. Harper Mechanical states that the VFD is repaired and they are waiting on terminal blocks and fuses, which are on order. They will install the VFD first and return with the ordered parts then perform the restart on the chiller. No date is set for start-up yet.
2. The Airstron Mechanical and Trane had a site visit on December 8th prior to ordering a new AHU to replace AHU #13.
3. Next month we anticipate an entire facility shut down of all domestic water to repair a 3" copper fitting that has started leaking in the main mechanical room. This repair most likely will take place in the early morning (4-5:00 a.m.). During this time there are minimal staff and most residents are sleeping. Also, it will allow us to make any necessary repairs when the water service is restored.
4. We will be receiving additional bids for the roof over the dining area.

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

LEGAL ADVISOR'S REPORT: The total funds received during the month of October from Estates and Wills was \$2,153.03, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$517,984.00. During the month of October, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

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

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

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

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 – There are no current outbreaks or restrictions.
- B. Marketing/Admissions:
 - a. The Home participated in the Venetian Isles Octoberfest Event as a sponsor.
 - b. The Home will also be a sponsor for the local Turkey Trot taking place right here on 4th Street this November.

C. Census:

- a. As of October 31st: Total of 74 residents; of which 32 are Private Pay with 19 of those being non-masonic. There are 37 residents in the SNF and 37 in the ALF from the census breakdown report.
- b. Fiscal Year to Date:
 - i. Admissions = 22 (8 Fraternal, 14 Private Pay)
 - ii. Discharges/Deaths = 24 (7 Fraternal, 17 Private Pay)
- c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	8		2		10	
ALF	10		11	2	23	
					33	
Age Of Referral						
0- 6 months	16		9	2	27	
7-12 Months	2		4		6	
12+ Months					0	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	9	3		2	19	

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 2.94% favorable to the final budget (\$256,087) after seven 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.: Michael S. Griffin 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

W.:M.: Rusty B. Valle, President of the Suncoast Master Mason Association, announced that their Masonic Home Resident of the Month for November is Mrs. Ida Mae Hughey. Congratulations to Ida Mae!

M.:W.: Richard E. Lynn, P.G.M., Grand Secretary, announced that the Grand Lodge Insurance Committee has reviewed our Group Benefits Insurance Program and recommends that we change our broker to CBIZ Employee Benefits and that we remain with Florida Blue as our carrier. No action is necessary by the Board of Trustees as this is a Corporate Board matter.

M.:W.: Glen B. Bishop, Grand Master, offered his remarks after which R.:W.: R. James Rocha, Chairman, gave the Benediction and the meeting was adjourned at 9:55 a.m.

Respectfully submitted,

R.:W.: R. James Rocha
 Chairman

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