

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
DECEMBER 9, 2023**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, December 9, 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.: Kevin D. Smithwick, Vice Chairman
R.: W.: Douglas L. Ankeny
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)

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.: Robert J. Lambert, P.G.M.; R.: W.: J. Paul Stellrecht, W.: Grand Marshal; 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.: John A. Kraniou, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Oran B. Ellis, Jr.; P.D.D.G.M.; Ms. Cristal Baer, Outreach Coordinator; Ms. Renee Verrier, Administrator of the Masonic Home; and other various, beloved residents 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.: 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 as well as the called Meeting held on November 18, 2023, be approved as printed and distributed. Second was made by R.: W.: Douglas L. Ankeny and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- The following system upgrades are in process:
 - **Point Click Care**
 - The Administrator has submitted a revised 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.
- The Masonic Home would like to thank the Suncoast Master Mason Association for their continued support through the Resident of the Month Program. The November recipient was Ida Mae Hughey. The Home hosted a thank you dinner on November 15th which was enjoyed by all who attended.
- Administration held a meeting with representatives of the Order of the Amaranth, including the Grand Royal Matron, to plan the coming year's events. Our annual Masonic Home Day for the Order of the Amaranth is scheduled for January 14, 2024.
- Current Census Data as of 12/09/2023 – Total of 74 Residents (43 Fraternal/31 Private Pay):

- 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: 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:
 - Cristal is actively working with three outreach placement cases. Multiple calls have been received with basic questions regarding the program.
 - Cristal sent out a survey to all Lodges requesting information relating to the Masonic Home website use and a Lodge outreach program. We have had 55 surveys returned with the following data being collected:
 - 48% of responses stated they have used the Masonic Home website for information and to connect with the Home.
 - Comments related to our website included:
 - Very basic and unattractive
 - Information is hard to find
 - Need a direct link to the Facebook page
 - Behind the times
 - Resources they would like the page to include:
 - A section featuring “At Home Services”
 - A direct link for outreach service contact
 - A link with resources to help plan for retirement
 - A way to search and connect with Brothers in the Home
- Certification Process Update:
 - The Administrator presented a status review for Medicare/Medicaid application.
 - The Masonic Home submitted our Medicare Provider Application on November 1, 2023. CMS third party intermediary completed an initial review with corrections needed by December 15th.
 - At this time we are on hold due to a conflict with the EIN # used and until resolved our application can go no further.
- Proposals:
 - The Administrator submitted a proposal for the outsourcing of the Dietary Department. Placing the department under a contracted vendor is projected to reduce overall cost of operations for the department by \$60k.

At our last regular Board Meeting we had 74 residents in the Home. During the month of November, we had three admissions, two deaths, and no discharges bringing the total to 75. Of those, 27 are men and 48 are women.

ADMITTED:	ADMIT DATE:
Gilda Dinsmore, Private Pay, Non-Masonic	11/03/2023
David Hall, Private Pay, Non-Masonic	11/10/2023
Victor Gonzalez Soto, Private Pay, Non-Masonic	11/16/2023

DECEASED:	DECEASED DATE:
Gloria Milbourn, Private Pay (Non-Masonic)	11/10/2023
Admitted: March 30, 2023	
David Hall, Private Pay (Non-Masonic)	11/17/2023
Admitted: November 10, 2023	

With three admissions, two losses by death, and no discharges the month of November ended with 37 Assisted Living and 38 Nursing Center for a total of 75 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced chilled and hydronic valve motors on fan coil unit in Room 364E.
2. Replaced hydronic valve motor in Room 230W.
3. Ordered new AED battery and two new adult electrodes. The AED battery was no charge (\$375.00) because it failed prematurely while undergoing the monthly test.

4. During the annual fire extinguisher inspection, we replaced 34 units that had reached their life expectancy. These units have been in service since 1987.
5. During the annual medical equipment check, there were only two beds that failed due to ground wires coming loose from the frame. Both beds were repaired immediately.

DIETARY DEPARTMENT REPORT: No report was submitted for the month of November.

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

R.: W.: Rick Wendling of the Suncoast Master Mason Association, with the assistance of the association membership and the Grand Master, presented the Resident of the Month Award to W.: John Cotton, P.M., and presented him with a check in the amount of \$50.00. Congratulations Worshipful Cotton!

R.: W.: Michael S. Griffin made a motion to approve the Administrator's Report as written and presented. Second was made by R.: W.: Kevin D. Smithwick 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 8, 2023, 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 are receiving additional bids for the roof over the dining area.
5. The Long Range Planning Committee recommends the bid for DLM Overlay on three elevators in the facility for the price of \$12,150 per elevator.

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

LEGAL ADVISOR'S REPORT: The total funds received during the month of November from Estates and Wills was \$2,640.25, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$520,624.25. During the month of November, 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.: Kevin Smithwick seconded the motion which carried.

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

There were no Fraternal Care Applications submitted during the month of December for review. There was one Fraternal Care Application previously received and is currently working its way through the review process.

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 – There are no current outbreaks or restrictions.
- B. Marketing/Admissions:
 - a. The Home sponsored the local Turkey Trot taking place right here on 4th Street this November.

- b. The Home celebrated Thanksgiving with over 50 family/friends of residents in attendance. This was an amazing turnout in support of the residents. Family members were given thank you cards for attending with requests to enter a google review which is part of a new marketing campaign.
- c. We are researching new printing companies for our marketing materials. We are at the point of needing replacements and will be changing to updated materials.

C. Census:

- a. As of November 30th: Total of 75 residents; of which 33 are Private Pay with 20 of those being non-masonic. There are 38 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 = 26 (8 Fraternal, 18 Private Pay)
- c. Referral Summary:

Total Number of Referrals in Pipe Drive	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	

- D. Workers Compensation Insurance Renewal – We are pleased to report that our Workers Compensation Insurance renewed and with an approximate \$4,000 reduction in premium. This is an especially good result in light of the fact that the market, in general, is up 5-8%. A special thanks to the management team here at the Masonic Home for operating a safe workplace and keeping losses to a minimum.
- E. Insurance claim for the damage to chillers – The committee has confirmed that a Boiler & Machinery/Mechanical Breakdown insurance policy is in place. As such, a claim has been filed for the damage to the chillers. The policy has a \$1,000 deductible. Based on the prior positive relationship with the adjuster on the hurricane claim, we are optimistic for a positive outcome on this new claim.

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 were unable to make a report due to the timing of the Corporate Board Meeting and month end financials were not available. A report for November and December will be reported in January.

OLD BUSINESS: Ms. Renee Verrier, Administrator of the Masonic Home of Florida, recommended that the dining services administration change, as previously presented and accepted. A motion was made by R.: W.: Charles A. Dyer and seconded by M.: W.: Stanley L. Hudson, P.G.M., to approve the change. Motion carried.

NEW BUSINESS: None

ANNOUNCEMENTS: None

R.: W.: Kevin D. Smithwick gave the Benediction and the meeting was adjourned at 9:52 a.m.

Respectfully submitted,

R.: W.: R. James Rocha
 Chairman

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