

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JANUARY 20, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, January 20, 2024, 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.

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.; M.: W.: Robert J. Lambert, P.G.M.; M.: W.: Jorge L. Aladro, 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.: Antonio C. Chavez, P.D.D.G.M.; R.: W.: Anthony A. De Angelo, P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; R.: W.: Oran B. Ellis, Jr., P.D.D.G.M.; R.: W.: Jorge L. Filgueira, P.D.D.G.M.; W.: M.: John H. Eaton; 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. M.: W.: Stanley L. Hudson, P.G.M., 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 December 9, 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 Masonic Home Residents would like to thank all of the Districts, Lodges, and individuals who so generously took the time to visit, send gifts and cards, as well as those who sponsored events in the month of December: 26th Masonic District; Tampa Lodge No. 240; 21st Masonic District; Orange Blossom Lodge No. 80; Timothy P. Delaney; Clearwater Lodge No. 127; and the Suncoast Master Mason Association.
- Changeover of the Dietary Department to Pinnacle Dietary Global is scheduled for February 1, 2024. We are currently working on employee transition and vendor notifications. A new menu has been reviewed by Administration and the Dietician. The Administrator discussed the changes with the Resident Council and we will run through a full menu cycle and see if any adjustments are needed.
- 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 January.
- Outreach Program Updates:
 - There have been three new cases received since the last meeting. Two calls were related to service assistance and one for financial assistance. All cases are being reviewed and handled by the Outreach Coordinator (Cristal).
 - The Administrator and Outreach Coordinator continue to schedule education sessions with Lodges and Districts. During these sessions we stress the importance of referring Brothers, wives, and widows to the Outreach Program for assistance.
 - Cristal Baer is working with the Lodges to schedule virtual education and communication sessions. These will be via Zoom or Microsoft Teams meetings monthly which can be accessed by any Lodge. Sessions will also be recorded for use at the Lodge Level.
- Certification Process Update:
 - The Administrator presented a status review for Medicare/Medicaid application.
 - At this time we are on hold due to a conflict with the EIN# used and until resolved our application can go no further.

At our last regular Board Meeting we had 75 residents in the Home. During the month of December, we had one admission, three deaths, and no discharges bringing the total to 73. Of those, 25 are men and 48 are women.

ADMITTED:

Janice Miller, Private Pay (Non-Masonic)

ADMIT DATE:

12/29/2023

DECEASED:

James Bradford, sponsored by Winter Haven Lodge No. 186

Admitted: December 8, 2016

Letha Miller, Private Pay (Non-Masonic)

Admitted: August 3, 2023

Bobby Larue Shonyo, sponsored by Orange Blossom Lodge No. 80

Admitted: July 31, 2023

DECEASED DATE:

12/03/2023

12/20/2023

12/22/2023

With one admission, three losses by death, and no discharges the month of December ended with 36 Assisted Living and 37 Nursing Center for a total of 73 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced shower valve in Room 309 South after the housing cracked. Since there was no access, a hole had to be cut in the hallway to make the repair.
2. Replaced fan motor in Room 104 N/C and 1 fan coil unit.
3. Replaced 30HP chilled water pump motor serving the north chiller. The motor bearings were starting to wear and make noise. Replaced with a motor from stock.
4. Repaired the icemaker in the dining room.

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

M.:W.: Stanley L. Hudson, P.G.M., made a motion to approve the Administrator’s Report as written and presented. Second was made by R.:W.: Charles A. Dyer and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. Harper Mechanical states that Daikin Global is still waiting for parts for the new chiller. Harper Mechanical will construct a new enclosure around the chiller to satisfy the warranty held by Daikin Global.
2. Both Kohler and Ornan 350KW generators have had major service by the vendor in December.
3. Discussion was held on the water leak on the main supply to the facility. The bid from the vendor is \$7,283.92.
4. We are still receiving bids for repair/replacement for roof surfaces over the Dining Room and Laundry.

5. We are planning DLM installation in the elevators next month.
6. Discussion was held with R.:W.: Mike Griffin relating to the insurance claim on the chiller repair. M.:W.: Stan Hudson will be the point of contact for engineering.
7. M.:W.: Stan Hudson will call on his contractor to provide a bid for controls along with the Trane Heating and Air, Harper Mechanical, and Airstron Mechanical bids.
8. M.:W.: Stan Hudson requests that a representative from Harper Mechanical to attend the February Long Range Planning Committee Meeting.

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 December from Estates and Wills was \$601,468.55, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,122,092.80. During the month of December, 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 January of 2024 for Non-Resident Relief. One Fraternal Care Application was received during the month of January for Garry Buzzell, sponsored by Gulf Beach Lodge No. 291, 18th Masonic District. Due to the applicant’s financial resources, the Admissions Committee recommends that Mr. Buzzell enter the Home through the Private Pay option.

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

OPERATIONS COMMITTEE REPORT:

A. COVID – There are no current outbreaks or restrictions.

B. Marketing/Admissions:

- a. We are creating a standardized MHOF & MOSP color/font template for all marketing materials on Canva that will be used for all materials used in order to create brand recognition across the board.
- b. We are developing branded MHOF/MOSP “ads” for Lodge Trestleboards that Lodges will have the options of using monthly/bimonthly/quarterly and will come in 4 sizes and multiple graphic settings (these will include a District Sponsored Events at the Home that are on the calendar so that lodges can see what is happening at the Home from across the Jurisdiction).
- c. The Home is working on a focused marketing plan at key accounts here in the St. Petersburg area.
- d. Google performance data has been reviewed for the past 6 months for trending:
 - i. Total business profile Interactions averaged 469.5/month
 - ii. Calls dialed directly from business profile averages 105/month
 - iii. Messages sent directly from business profile =2
 - iv. Directions requested from business profile averages 197/month
 - v. Website clicks from business profile averaged 167/month

C. Census:

- a. As of December 31st: Total of 73 residents; of which 33 are Private Pay with 20 of those being non-masonic. There are 37 residents in the SNF and 36 in the ALF from the census breakdown report.
- b. Fiscal Year to Date:
 - vi. Admissions = 25 (8 Fraternal, 17 Private Pay)
 - vii. Discharges/Deaths = 30 (10 Fraternal, 20 Private Pay)

c. Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	6		2		8	
ALF	9		5		14	
					22	
Age Of Referral						
0- 6 months	12		5		17	
7-12 Months	3		2		5	
12+ Months					0	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	10	0	1	1	12	

R.: W.: Michael S. Griffin also provided some additional detail as to the open insurance claims concerning the damaged chillers.

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 at the end of November we were 1.3% unfavorable to the final budget (\$116,375) after eight 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.

We report that we are currently 1.7% unfavorable to the final budget (\$147,540) after nine 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.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: R.: W.: Rick Wendling, in his role as Treasurer of the Suncoast Master Mason Association, presented the Resident of the Month Award for January of 2024 to Brother Jack T. Lettelier along with an honorarium check for \$50.00. Congratulations Jack!

M.: W.: Glen B. Bishop, Grand Master, offered his remarks, after which R.: W.: R. James Rocha gave the Benediction and the meeting was adjourned at 9:34 a.m.

Respectfully submitted,

R.: W.: R. James Rocha
 Chairman

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