

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
APRIL 27, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, April 27, 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.: 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.

ABSENT:

R.: W.: Douglas L. Ankeny

ALSO PRESENT: (in person or online) 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.: 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.: Jorge L. Filgueira, P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; R.: W.: Joseph M. Fleites, P.D.D.G.M.; R.: W.: Robert W. Estell, P.D.D.G.M.; W.: Mark A. Davis, P.M.; W.: M.: John H. Eaton; W.: John Cotton, P.M.; W.: John McKinstrie; Mr. Fred Piasecki, President of the Resident Council; Ms. Cristal Baer, Outreach Coordinator; 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 in March be approved as printed and distributed. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- COVID-19 Update – There have been no COVID outbreaks during this reporting period.
- Pilgrimage Day took place on March 16, 2024. Thank you to everyone who attended. This event always warms our hearts as our Masonic Family comes together for a day of food, fun, and festivities. Thank you to the Suncoast Master Mason Association for assisting with the table setup and breakdown as well as coordinating the parking for all our visitors.
- Our management team met this month to discuss employee recruitment/retention efforts. Managers were presented with some eye-opening data:
 - The Home received 75 applicants for employment over the past 6 months, of these 36 filled out the application, were interviewed, and did not continue due to the onboarding process: 13 failed the drug screening, 4 failed the background screening, 11 were deemed an unsuitable candidate, 6 were a no show for orientation, and 2 changed their mind.

- Of the 75 applicants 39 successfully completed the hiring process. Of these 39 the Home had 23 who did not make it past 60 days.
- In the State of Florida the average turnover rate in the Nursing Home/ALF market is 54% for nursing staff. Our largest competitors here in St. Petersburg currently sit at 69.7% and 59.8%. The Masonic Home was at 36% for the same time period.
- Outreach Program Updates:
 - The Administrator and/or Outreach Coordinator participated in one education session with Lodges and Districts during the month. We currently have three sessions scheduled in April.
 - Cristal continues to work with area agencies in efforts to find the best providers across the state which are to be used as preferred providers.
 - The Home participated in the by-monthly call with the MCSA Outreach Committee. We will be attending the annual MCSA Conference in early June.
- Certification Process Update:
 - The Administrator presented a status review for Medicare/Medicaid application.
 - The Home is awaiting a response letter from the IRS.

Renee Verrier reported that at our last regular Board Meeting we had 73 residents in the Home. During the month of March, we had four admissions, no deaths, and no discharges bringing the total to 77. Of those, 28 are men and 49 are women.

ADMITTED:

George Williams, sponsored by John Darling Lodge No. 154
 Mary Callens, Private Pay (Non-Masonic)
 Lawrence Frank, Private Pay (Non-Masonic)
 Earl Barrett, Private Pay (Non-Masonic)

ADMIT DATE:

03/01/2024
 03/01/2024
 03/04/2024
 03/14/2024

With four admissions, no losses by death, and no discharges the month of March ended with 36 Assisted Living and 41 Nursing Center for a total of 77 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced motor pulley on exhaust fan #04 servicing the administration area. This was an original equipment motor from 1988.
2. Replaced safety relief valves on Kewanee and Raypak boilers after malfunction. Also added lockout/tagout switch and gas emergency shutoff for the Raypak boiler serving the laundry building.
3. Added three Tri-proof light units in walk-in freezer after a recommendation from the Health Department.
4. Repaired main hot water supply pipe on the second floor Nursing Center.
5. Replaced Oak Street gate rollers and wheels after a storm damaged the fence.
6. Replaced two outdoor sign light units that failed.

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

The Suncoast Master Mason Association announced that W.: George Schaller has been named Resident of the Month and presented him with a \$50.00 check. Congratulations W.: George!

R.: W.: Glen L. Garner made a motion to approve the Administrator’s Report as written and presented. Second was made by R.: W.: Michael S. Griffin and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

1. New requirements from the City of St. Petersburg state that fire sprinklers are required inside the new enclosure that Harper Mechanical is building for the new chiller. Harper Mechanical has chosen our sprinkler vendor, VCS, to add the sprinklers. WE will not be responsible for the cost of this addition. Currently the facility is being cooled by the chiller supplied by Daikin Global for which we have not been charged.
2. On April 10th we encountered a leak in the coil of AHU #3. We were able to slow the leak somewhat but the coil will need to be replaced. Airstron Mechanical submitted a bid for \$13,067.00 to replace the

coil. At this time AHU #3 is still in good condition and will not need to be replaced anytime soon. The cost for this repair is already built into the budget for this year.

3. We are still on track for the replacement of AHU #13, which should be next month.
4. Airstron Mechanical provided a quote for an Eddy current test on the south chiller per M.:W.: Hudson’s recommendation.

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

LEGAL ADVISOR’S REPORT: The total funds received during the month of March from Estates and Wills was \$5,031.08, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,168,719.38. During the month of March, there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

Brother Michael R. Pender, Jr., made a motion to accept the Legal Advisor’s Report as presented by R.:W.: Stephen R. Gladstone. R.:W.: Kevin D. Smithwick seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: There were no funds distributed in April of 2024 for Non-Resident Relief. The Admissions Committee received two Fraternal Care applications which were then withdrawn to continue on the Private Pay Plan.

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

OPERATIONS COMMITTEE REPORT:

1. Marketing/Admissions:

- 1) The Masonic Home will be partnering with North Shore Elementary School on a pilot project connecting each grade with seniors here at the Masonic Home. This program will begin with the next school year and will consist of specific projects/learning objectives for each grade level.
- 2) The Home has been invited to attend the Grand York Rite Convention in May. This will be the first time the Home has participated in this event. We will have a table set up for education on the Home and the Outreach Program.

2. Census:

- 1) As of March 31st: Total of 77 residents; of which 36 are Private Pay with 23 of those being non-masonic. There are 41 residents in the SNF and 36 in the ALF from the census breakdown report.
- 2) Fiscal Year to Date:
 - i. Admissions = 33 (10 Fraternal, 23 Private Pay)
 - ii. Discharges/Deaths = 33 (10 Fraternal, 23 Private Pay)
- 3) Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	8		5		13	
ALF	9		9		18	
					31	
Age Of Referral						
0-6 months	13		8		21	
7-12 Months	4		5		9	
12+ Months			1		1	
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	13	2	1	1	14	

3. **Update on Chiller Insurance Claim:** Bob Robertson is coordinating a mutual visit and inspection of the chillers between our vendor, Airstron Mechanical, and their third-party consultant, ChillCo Inc., who is their causation expert. Traveler’s Insurance is also expected to attend.

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 9.45% unfavorable to the final budget (\$824k) after all twelve months of the fiscal year before any contingency is used. After contingency is used, we are only 1.28% unfavorable to the budget (\$111.8k). This is due to the planned final payment in this fiscal year for the replacement of the chiller (\$1.2 million for total chiller cost) and the costs to return it to service after the failure. M.:W.: Hudson and R.:W.: Gladstone continue to pursue any claims we may have with the vendor, contractor, and insurance.

R.:W.: Kevin D. Smithwick presented the Budget Committee Report and moved for its adoption. Second was made by R.:W.: Michael S. Griffin and the motion carried.

OLD BUSINESS: None

NEW BUSINESS: M.:W.: Stanley L. Hudson, P.G.M., made a motion to approve the cost of \$7,100 for an eddy current test to be performed by Airston Mechanical. This is necessary to discover the cause of the chiller failure. Brother Michael R. Pender, Jr., seconded the motion which carried. M.:W.: Hudson also presented the estimates for an energy management system for the two chillers. BMS is quoting \$57,784 and Trane has bid \$87,600. M.:W.: Hudson recommends the matter to be tabled for the incoming Board of Trustees to handle.

ANNOUNCEMENTS: M.:W.: Glen B. Bishop, Grand Master, expressed his deep appreciation for all the challenging work the Board of Trustees expended. R.:W.: Michael S. Griffin gave the Benediction and the meeting was adjourned at 9:38 a.m.

Respectfully submitted,

R.:W.: R. James Rocha
Chairman

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