

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
SEPTEMBER 21, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, September 21, 2024, at 10:05 a.m. at the Masonic Home of Florida with the following members present:

PRESENT:

M.:W.: Jorge L. Aladro, P.G.M., Chairman
Brother Justin W. Franke, Vice Chairman
R.:W.: Raymond M. Ali
W.: Mark A. Davis
R.:W.: Jorge L. Filgueira
R.:W.: R. Patrick Jacob
W.: Demetrios C. Kirkiles
R.:W.: John Paniccia
Brother Angel Sardina

ALSO PRESENT: (in person or online) M.:W.: Donald W. Cowart, Grand Master; R.:W.: Taleb T. Atala, Deputy Grand Master; R.:W.: Haskell R. Vest, Jr., Senior Grand Warden; R.:W.: Frederick R. Wendling, Jr., Junior Grand Warden; R.:W.: Rudin J. Boatright, Grand Treasurer; M.:W.: Richard E. Lynn, P.G.M., Grand Secretary; M.:W.: Robert P. Harry, Jr., P.G.M.; M.:W.: Jeffrey S. Foster, P.G.M.; M.:W.: Glen B. Bishop, P.G.M.; R.:W.: Jack W. Hampton, Jr., W.: Grand Marshal; R.:W.: Gary J. Gamache, Sr., W.: Grand Historian; R.:W.: Stephen R. Gladstone, General Counsel; R.:W.: James R. Bosch, D.D.G.M. Dist. 4; R.:W.: Robert W. Estell, Jr., P.D.D.G.M.; R.:W.: Ben S. Schwartz, P.D.D.G.M.; W.:M.: Leonard Morreale, R.:W.: Philip A. Slack, P.D.D.G.M.; W.: Frederick L. Piasecki, P.M. and President of the Resident Council; many other beloved Masonic Home Residents; Mrs. Darcy Buck, Director of Human Resources and Ms. Megan Gracia, Administrator of the Masonic Home of Florida.

CALL TO ORDER: M.:W.: Jorge L. Aladro, P.G.M., Chairman, called the meeting to order at 10:08 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. Brother Angel Sardina then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: M.:W.: Jorge L. Aladro, P.G.M., Chairman, introduced the members of the Board of Trustees and guests in attendance as listed above.

Brother Justin W. Franke made a motion that the Minutes from the last regular Board of Trustees Meeting on August 24, 2024, be approved as printed and distributed. Second was made by R.:W.: Raymond M. Ali and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- During the month of August, the facility experienced an incline of positive COVID cases. The first noted case was August 18th in the Skilled Nursing Center. Skilled Nursing had a total of 3 positive residents and 1 positive staff member. The Assisted Living had a total of 2 positives for residents and no staff members. Testing ceased on September 9th.
- The Director of Nursing has confirmed October as the month for the annual flu shot clinic with Walgreens for residents and staff.
- Regulatory Update: There are no new regulatory requirements.
- Outreach Program Updates: The facility is currently revising the outreach program. We are wanting to have an increased presence in the community. This may require the Outreach Director to be in contact with all area Lodges and building relationships directly.
- Operations: The facility is currently undergoing a cost comparative analysis with local competitors in the immediate and surrounding areas.

- New Pharmacy: The previous Administrator had made contact with Guardian Pharmacy as we currently utilize Omni Care Pharmacy. The Director of Nursing and I met with the pharmacy to review cost benefits for the healthcare center.
- New Business (Follow-Up):
 - The Home previously requested approval to restructure our website. We have partnered with Autoweb Technologies:
 - Design and Build - \$7,495
 - Annual SSL Security Certificate - \$185 – Total Startup Fees - \$7,680
 - Monthly Maintenance Fees following go live date - \$169 (includes podcast fees) which total \$1,014 for the budget year if effective October 2024 – March 2024
 - Total Charges for this budget year - \$8,694 which will have minimal to no impact to the current line item budget
- As this is my first meeting and report as the Administrator for the Masonic Home I want to thank everyone for the opportunity to being a part of your community. I look forward to working alongside all of you as we continue to do what is best for our residents and our community.

Megan Gracia reported that at our last regular Board Meeting we had 80 residents in the Home. During the month of August, we had one admission, five deaths, and no discharges bringing the total to 76. Of those, 26 are men and 50 are women.

ADMITTED:	ADMIT DATE:
Franklin Logan, Private Pay (Non-Masonic)	08/01/2024

DECEASED:	DECEASED DATE:
Alain Cerf, Private Pay (Non-Masonic) Admitted: May 16, 2024	08/07/2024
Alicia Friedland, Private Pay (Non-Masonic) Admitted: June 18, 2024	08/08/2024
Victor Gonzalez, Private Pay (Non-Masonic) Admitted: November 16, 2023	08/14/2024
Lawrence Frank, Private Pay (Non-Masonic) Admitted: March 4, 2024	08/18/2024
George Williams, sponsored by John Darling Lodge No. 154 Admitted: March 1, 2024	08/26/2024

With one admission, five losses by death, and no discharges the month of August ended with 39 Assisted Living and 37 Nursing Center for a total of 76 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. The main air compressor had a leak at the check valve and regulator. Replaced both along with a new gauge and pressure switch.
2. Replaced starter motor on Kawasaki Mule for the grounds department. This equipment is over ten years old.
3. Replaced front sliding door controls, motor, and related equipment after failure. The new unit has fail-safe E-lock and quiet belt operation.

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

R.: W.: R. Patrick Jacob made a motion to approve the Administrator’s Report as written and presented. Second was made by Brother Justin W. Franke and the motion carried.

R.: W.: R. Patrick Jacob made a motion that the rates for the Skilled Nursing Center be increased as follows: Semi-Private Room \$325.00 per day; Single Private Room \$375.00 per day; Additional Bed Fee \$425.00 per day. R.: W.: Raymond M. Ali seconded the motion which carried.

LONG RANGE PLANNING COMMITTEE REPORT:

- Chiller Update: The new chiller and related equipment is running well. A Certificate of Completion and a Certificate of Occupancy was received from the City of St. Petersburg. A release of lien was received by Trimak Building Systems for the work done on the enclosure. We need a release of lien from VSC Sprinklers as well before we pay Harper Mechanical. VSC Sprinklers is a subcontractor of Harper Mechanical and they have not been paid yet. A GAF representative inspected the roof over the enclosure and will report to Trimak their findings but all seems to be in order. Harper Mechanical's maintenance agreement expires in January of 2025. Director Robertson will be requesting bids for maintenance. The new chiller will continue to be serviced by Harper Mechanical since they installed it. This maintenance agreement expires in August of 2025. Director Robertson will schedule Global Environmental for the cleaning of the old chiller tubes and will perform the Eddy current testing as well. We will have an insurance representative onsite when this is to be done.
- The Residences of Coffee Pot Bayou: Director Robertson will do a walkthrough and inventory what is needed as far as repairs, maintenance, etc. The property manager that was hired is responsible for the interior of the building and the Masonic Home is responsible for the exterior.
- Inventory of the Facility: M.:W.: Richard E. Lynn, P.G.M., Grand Secretary, stated that he has an inventory of the facility that was completed 2 years ago and he will forward it to Director Robertson to be updated.
- Tour of the Facilities: After the Board Meeting we will be doing a walkthrough of the facility if any Board Members are interested.

R.:W.: Jorge L. Filgueira presented the Long Range Planning Committee Report and then moved for its adoption. R.:W.: Raymond M. Ali seconded the motion which carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of August from Estates and Wills was \$2,012.12, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$63,511.53. During the month of August there were no funds received for Estates and Wills and deposited into the Masonic Home Building Fund. The year-to-date total for Estates and Wills deposited into the Masonic Home Building Fund is \$7,780.47.

R.:W.: R. Patrick Jacob made a motion to accept the Legal Advisor's Report as presented by R.:W.: Stephen R. Gladstone. R.:W.: Jorge L. Filgueira seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: One application for Fraternal Care was reviewed for a final time on Ms. E.R. Her application missing an IRS Tax Return form for 2019, but was otherwise complete. Due to personal and family circumstances this document could not be obtained. Despite this minor deficiency, a motion was made, seconded, and the application was approved.

There were no new applications for Non-Resident Relief and no funds were distributed in the month of September.

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

OPERATIONS COMMITTEE REPORT:

1. Census:

- 1) As of August 31st: Total of 76 residents; of which 38 are Fraternal Care and 38 are Private Pay with 24 of those being non-masonic. There are 37 residents in the SNF and 39 in the ALF from the census breakdown report.
- 2) Fiscal Year to Date: (Starts April 1st)
 - i. Admissions = 11 (1 Fraternal and 10 Private Pay)
 - ii. Discharges/Deaths = 12 (4 Fraternal and 8 Private Pay)

2. Referral Summary: 45 open leads in Salesforce – SNF-10, ALF-35

Total Number of Referrals in Salesforce 45	Private Non-Masonic	Private Masonic	Fraternal	Undecided	Totals
Nursing	4	3	2	1	10
ALF	9	6	14	6	35
Age of Referral					
0-6	11	6	14	8	
7-12 Months	1	2	2		
12+ Months	1				
Referral Source					
	Website	Drive-by	MD Referral	Word of Mouth	Lodge/Mason Publication
	12	8	0	5	20 0

W.: Mark A. Davis presented the Operations Committee Report and moved for its adoption. W.: Demetrios C. Kirkiles seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 2.87% favorable to the budget (\$259,971k) after five months of the fiscal year before any contingency is used and after amortizing for the insurance premium already paid.

Brother Justin W. Franke presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Raymond M. Ali and the motion carried.

OLD BUSINESS: None

NEW BUSINESS: None

ANNOUNCEMENTS: The next Board of Trustees Meeting will be held at the Masonic Home of Florida on October 19, 2024, at 10:00 a.m.

The Chairman of the Board recognized W.: Frederick L. Piasecki, P.M. and President of the Resident Council, for his remarks. The Vice Chairman of the Board assured W.: Piasecki that the Board was working on the issues presented.

The Chairman of the Board recognized the Grand Master for his remarks who then thanked the Board for all their hard work.

W.: Mark A. Davis gave the Benediction and the meeting was adjourned at 10:45 a.m.

Respectfully submitted,

M.: W.: Jorge L. Aladro, P.G.M.
Chairman

R.: W.: John Paniccia
Secretary to the Board of Trustees