

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
January 22, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, January 22, 2017, at 11:00 a.m. with the following members present:

PRESENT:

R.: W.: J. Steven Teal, Chairman
R.: W.: Ronald E. Peebles, Vice Chairman
R.: W.: Michael S. Binder
 W.: Jay B. Kosner
R.: W.: Brian R. Poole
R.: W.: R. James Rocha
R.: W.: D. Mark Small
R.: W.: F. Joseph Smedley

ABSENT:

 W.: Ira S. Alderman (Excused)
R.: H.: Michael L. Elliott (Excused)

ALSO PRESENT: M.: W.: Stanley L. Hudson, Grand Master; R.: W.: Richard G. Hoover, Deputy Grand Master; R.: W.: John W. Westerman, III, Junior Grand Warden; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; and M.: W.: James W. Ford, P.G.M.

CALL TO ORDER: R.: W.: J. Steven Teal called the Meeting to order at 11:00 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. The Invocation was given by R.: W.: Brian R. Poole.

INTRODUCTION OF BOARD OF TRUSTEES: R.: W.: J. Steven Teal, Chairman; R.: W.: Ronald E. Peebles, Vice Chairman; R.: W.: F. Joseph Smedley; R.: W.: Michael S. Binder; W.: Jay B. Kosner; R.: W.: Brian R. Poole; R.: W.: R. James Rocha; and R.: W.: D. Mark Small.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: Michael S. Binder that the minutes of the December 18, 2016, Board of Trustees Meeting be adopted as printed and distributed. Motion carried.

REPORT OF THE SECRETARY OF THE BOARD: The Board of Trustees met in a Workshop Session on Saturday, January 21, 2017. A motion was passed to allocate an amount not to exceed \$20,000 for the removal of the old water borne fire suppression system in the hood over the cooking surfaces in the kitchen with the Ansul System as required by the current building codes.

A motion was passed to approve the Masonic Home Budget for the 2017-2018 fiscal year as presented and reviewed by the Board of Trustees with the ability to adjust the figures as more information becomes available.

A motion was made by R.: W.: D. Mark Small and seconded by R.: W.: F. Joseph Smedley to accept the Report of the Secretary of the Board. Motion carried.

ADMINISTRATOR'S BOARD REPORT: Lisa Tsotsos reported at our last regular Board Meeting we had 92 Residents in the Home. During the month of December we had 5 admissions, 1 loss, and 0 discharges bringing the total to 96.

ADMITTED:

James Bradford, membership at Winter Haven Lodge No. 186
 Rebecca Bradford, husband's membership at Winter Haven Lodge No. 186
 Frank Clawson, membership at Dunedin Lodge No. 192
 Thomasine (Tammy) Clawson, husband's membership at Dunedin Lodge No. 192
 Gary Snyder, membership at Phoenix Lodge No. 346

ADMIT DATE:

December 8, 2016
 December 8, 2016
 December 17, 2016
 December 17, 2016
 December 27, 2016

DECEASED:

Thomas Godbold, membership at Doric Lodge No. 140
 Admitted: October 9, 2013

DECEASED DATE:

December 13, 2016

With 5 admissions, 1 loss, and 0 discharges the month of December ended with 51 Assisted Living and 45 Nursing Center for a total of 96 residents. Of those, 34 are men and 62 are women, with 1 of the women sponsored by the Order of the Eastern Star.

Resident Council Officers were introduced: President, Bob Elston; and Vice President, Nancy Dela Cruz.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: F. Joseph Smedley that the Administrator's Report be accepted as read. Motion carried.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced exhaust fan motor on the kitchen roof servicing the restrooms and hallway in Dietary.
2. Replaced all sprinkler heads in the main kitchen due to corrosion. This was recommended by the AHCA Life Safety Inspector.
3. Replaced main boiler gasket on electric steamer in the kitchen.
4. Replaced 2 broken call stations in the Nursing Center. The defective units were sent out for rebuilding for future use.
5. Replaced exhaust fan on the kitchen roof servicing the chemical room and dishwasher room in Dietary.
6. Replaced defective outside door sensor on sliding door servicing the courtyard.
7. Replaced rear brakes, calipers, hydraulic lines, and 2 batteries on the 21 passenger bus.

DIETARY DEPARTMENT REPORT: The total number of resident meals served for the month of December was 8,751 with 1,731 other meals, which included employees, visitors, and special events, for a total of 10,482 meals served. The Masonic Home collected \$904.50 toward meal cost. The raw food cost per meal was \$2.07.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of December. Five (5) resident ID badges and three (3) employee ID badges were issued.

HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT: The Housekeeping Department standards are at a good level to maintain the facility standards. The laundry used 15 gallons of Bio Power Detergent at \$22.49 each; 14 gallons of Flo-Glo Chlorine Destainer at \$8.88 each; 15 gallons of Flo Prime Alkali Builder at \$22.63 each; and 15 gallons of Sour Softener at \$16.14 each; for a total of \$1,058.22 in chemical costs for the month of December. The average count was between 42,000 and 47,000 pounds for the month.

LONG RANGE PLANNING COMMITTEE REPORT:

1. Adobe Builders will start the roofing projects on site at the Guest House, the chiller deck roof, the irrigation house, and the Eastern Star Building. The total bid for all of the work is \$85,000. There will be a \$3,000 savings for this work on the sales tax for building materials that will be purchased directly; therefore, the net cost will be \$82,000. The approved budget for the chiller deck roof was \$45,000 and the approved budget for the Guest House Project was \$40,000.

2. The ACCA inspection was completed last week. The inspector flagged the hood sprinkler head system in the kitchen. The inspector issued a violation and will require a new Ansul System for the hood. This new system will require a budget approval of \$20,000.
3. Update on the Guest House Project: 75% of all of the budgeted contract work has now been completed. All of the construction work should be completed by the end of February and a Certificate of Occupancy acquired by the end of March. There was recently a 2½ - 3 week delay in the project caused by a problem with a particular Building Inspector. Allen West and John Youngman, Architect, met with the Chief Building Inspector for the City of St. Petersburg and now the inspections are complete and up-to-date. All Rough-In inspections have been completed and Allen feels that the balance of the project should start coming together fairly quickly.

A motion was made by R.:W.: Michael S. Binder and seconded by R.:W.: Ronald E. Peebles that the Long Range Planning and Facilities Committee Report be accepted as printed and distributed. Motion carried.

LEGAL ADVISOR’S REPORT: The total funds received during the month of December for Estates and Wills were \$6,138.28 which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$1,282,143.70.

As of this date, there have been no funds received from Estates and Wills and deposited into an account other than the Masonic Home Endowment Fund, Inc.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Brian R. Poole that the Legal Advisor’s Report be accepted as presented. Motion carried.

BUDGET REPORT: The following report reflects the expenditures through December 30, 2016:

Administration	74.81%
Maintenance	71.53%
Dietary	69.20%
Nursing	74.57%
Housekeeping	66.20%
Recreation	78.09%
Social Services	73.81%
TOTAL	72.77%

We are currently 4.86% under budget (\$392,769) for the fiscal year, after amortizing for the insurance premium already paid and after adjusting for the timing of the Guest House Project.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: F. Joseph Smedley that the Budget Committee Report be accepted. Motion carried.

ADMISSIONS COMMITTEE REPORT: During the month of December there were no applications for admission to the Masonic Home presented to the Admissions Committee for review or approval. A one-time payment for Non-Resident Relief was approved for \$1,000 by the Admissions Committee in December.

A motion was made to accept the Admissions Committee Report by R.:W.: F. Joseph Smedley and seconded by R.:W.: D. Mark Small. Motion carried.

OPERATIONS COMMITTEE REPORT:

- A. Information Technology: No update; we are awaiting parts due to the holidays.
- B. Marketing:
 - i. MH Signs – the second sign is awaiting lighting. Pinstripe Marketing is preparing a video of the residents (with resident consent).

- ii. We reviewed tracking inquiries on the Pipedrive software and are ready to send another postcard to all Members of The Grand Lodge of Florida and the 3rd postcard has been drafted.
 - iii. Digital – We have continued email lists with a digital newsletter to families and Lodge Secretaries and plan to grow the list to include hospitals/clinics and others. We will add a .JPG or a .PDF file of the Lodge Incentive Poster.
- C. Lodge Incentive Program: The first incentive has been achieved and 3 more are in process.
 - D. Development Director: We will discuss this position during the workshop.
 - E. Operations: A long term employed Registered Nurse will fill in for Nora Pearson until a new Director of Nursing is hired within 60 days. Topics: Supply Chain; Equipment; HR; Care; Departments

A motion was made to accept the Operations Committee Report by R.:W.: R. James Rocha and seconded by R.: W.: F. Joseph Smedley. Motion carried.

The Grand Marshal then introduced the Grand Lodge Officers, Past Grand Masters, District Deputy Grand Masters, District Instructors, and Committeemen, and the Grand Master introduced the others that were present at the meeting.

ANNOUNCEMENTS: The next regular Board Meeting will be held at 11:00 a.m. on February 12, 2017, at the Masonic Home of Florida in St. Petersburg, Florida.

R.: W.: Brian R. Poole gave the Benediction and the meeting was adjourned at 12:10 p.m.

Respectfully submitted,

R.: W.: J. Steven Teal, Chairman

R.: W.: D. Mark Small, Secretary to the Board