

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
November 19, 2017**

The Meeting of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, November 19, 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.: R. James Rocha  
R.:W.: D. Mark Small  
R.:W.: F. Joseph Smedley  
R.:W.: Lawrence A. Williamson  
R.:W.: B. Allen West

**ABSENT:**

R.:W.: Michael S. Binder (Excused)  
R.:W.: Michael L. Elliott (Excused)  
R.:W.: Brian R. Poole (Excused)

**ALSO PRESENT:** M.:W.: Richard G. Hoover, Grand Master; R.:W.: John E. Karroum, Deputy Grand Master; R.:W.: John W. Westerman, III, Senior Grand Warden; R.:W.: Thomas L. Turlington, Jr., Junior Grand Warden; R.:W.: Rudin J. Boatright, Grand Treasurer; and M.:W.: Stanley L. Hudson, 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.: J. Steven Teal. A special word of prayer was offered for R.:W.: Brian and Mrs. Vicki Poole who were in an accident and for her recovery.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.:W.: J. Steven Teal, Chairman; R.:W.: Ronald E. Peebles, Vice Chairman; R.:W.: R. James Rocha; R.:W.: D. Mark Small; R.:W.: F. Joseph Smedley; R.:W.: Lawrence A. Williamson; and R.:W.: B. Allen West.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: B. Allen West that the Minutes of the October 22, 2017, 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, November 18, 2017. A motion was passed to have a permanent sign installed identifying the name and address of the Residences of Coffee Pot Bayou with a cost not to exceed \$1,500. A motion was passed to cease the Lodge Incentive Program on March 31, 2018. A motion was passed to request a Ruling and Decision from the Grand Master concerning Chapter 48, Section 7.04 (a) (1) of the Digest of the Masonic Law of Florida regarding an applicant to the Home retaining a percentage of their assets. A motion was passed to accept and proceed with the proposal presented to the Board and the Corporate Board by Greystone who provides a myriad of services to assist communities such as our Home to evaluate the market and assist with multi-phase planning. Greystone has a long history of working with other Masonic communities in Michigan, Kentucky, and California.

A motion was made by R.:W.: D. Mark Small and seconded by R.:W.: Ronald E. Peebles to accept the Report of the Secretary of the Board as presented. Motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Lisa Tsotsos reported at our last regular Board Meeting we had 101 Residents in the Home. During the month of October we had 0 admissions, 2 losses, and 2

discharges bringing the total to 97. Of those, 39 are men and 58 are women, with 1 of the women sponsored by the Order of the Eastern Star.

**DECEASED:**

Joe Ellswick, membership at Daytona Beach Lodge No. 270  
Admitted on June 16, 2016  
Alice Pierce, husband's membership at Orange Lodge No. 36  
Admitted on July 16, 2012

**DECEASED DATE:**

October 3, 2017  
October 8, 2017

**DISCHARGED:**

Melvin Duncan, membership at Saint Johns Lodge No. 37  
Admitted: August 3, 2017 (Private Pay)  
Edith Adlam, husband's membership at Northside Lodge No. 283  
Admitted: July 31, 2017

**DISCHARGE DATE:**

October 4, 2017  
October 31, 2017

With 0 admissions, 2 losses, and 2 discharges, the month of October ended with 52 Assisted Living and 45 Nursing Center for a total of 97 residents.

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 worn out fan housing and bushing on #4 Huebsch dryer in laundry.
2. Replaced domestic expansion tank in boiler room servicing laundry after bladder failure.
3. Replaced defective temperature controller and heat probe on top left Southbend oven in the kitchen.
4. Replaced intermittent gas combo valve and controller on #4 Huebsch dryer in laundry.
5. Installed new non-programmable electronic thermostat in Room 205 N/C 2.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of October was 9,207 with 1,654 other meals, which included employees, visitors, and special events, for a total of 10,861 meals served. The Masonic Home collected \$626.00 toward meal cost. The raw food cost per meal was \$2.18.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of October. There were 2 resident ID badges and 8 employee ID badges issued.

**HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT:** The Housekeeping Department standards are at a good level to maintain the facility standards. The laundry used 16 gallons of Bio Power Detergent at \$23.49 each; 15 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 \$1,090.59 in chemical costs for the month of October. The average count was between 62,000 and 65,000 pounds for the month.

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. The Ansul fire suppression system work on the kitchen cook area hood is now complete. All inspections and certifications are completed. This project was budgeted at a cost not to exceed \$20,000 and was completed for \$12,500.
2. The repairs and remediation on two of the sixteen HVAC air handler units has been scheduled for next month. Costs for this work were budgeted in the Building Maintenance line item with replacement of all sixteen units to be considered a high priority for the upcoming fiscal year.
3. The Campus Energy Audit by Duke Energy has been put on hold until the HVAC remediation work is completed next month. This will provide a more accurate assessment of the efficiency and balance of our entire HVAC system.
4. The Residences of Coffee Pot Bayou project was reviewed and is currently one unit shy of full occupancy. Repayment of the loan from the Endowment Fund is progressing as planned. We have

interested potential residents in the last apartment and hope to be at 100% occupancy by the end of the year.

5. The First Lady's Project is at the final planning stage with fundraising proceeding as planned. This renovation is long overdue and we thank First Lady Bobby for her thoughtfulness and generosity.
6. The following contracts are up for renewal in December and January: A) Unifirst Uniform Services for clothing supplies; B) Suburban Elevator (review to be conducted against other suppliers); C) Red Bags for bio-medical and hazardous waste removal; D) Bingham Pest Control for campus wide service. The Long Range Planning Committee recommends renewal of these contracts after legal review.
7. The report of our Maintenance Director, Bob Robertson, is included as part of this report.

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

**BUDGET REPORT:** The following report reflects the expenditures through October 31, 2017:

Administration	62.23%
Maintenance	56.98%
Dietary	55.51%
Nursing	61.06%
Housekeeping	55.18%
Recreation	55.21%
Social Services	55.56%
<b>TOTAL</b>	<b>59.10%</b>

We report that we are currently 1.0% under budget (\$77,000) for the fiscal year based on the final budget, after amortizing for the insurance premiums already paid.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: Lawrence A. Williamson that the Budget Committee Report be accepted as presented. Motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of October the following applications for admission to the Masonic Home were approved by the committee:

Virginia and Ories Douglas, sponsored by More Haven Lodge No. 31

Ronald Wisor, sponsored by Mandarin Lodge No. 343, pending receipt of additional documentation

One application for admission to the Masonic Home was denied. No applications for Non-Resident or Emergency Relief were received by the committee for review.

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. Marketing: Admission inquiries increased significantly in October; 17 tours were given. The Administrator is going to offer our meeting room to local homeowner associations to enhance our relations with the community. An open house for local senior care attorneys will be held on December 6<sup>th</sup> from 4-6:00 p.m.
- B. Operations: Our residents are very positive about our new Director of Food Service. Our new Director of Nursing has reduced agency expenses and aligned our staffing and is doing well.
  - i. A Duke Energy audit is scheduled for next month, after necessary maintenance is performed on our HVAC units.
- C. The AHCA survey visit is likely to happen at any time.
- D. The incentive program for the Lodges was discussed at length. The committee instructed the Administrator to send an informational letter to all Lodges, including news from the Home and potential projects at the Home. The committee voted to end the incentive program on March 31, 2018.

A motion was made to accept the Operations Committee Report by R.:W.: J. Steven Teal and seconded by R.:W.: Lawrence A. Williamson. Motion carried.

The Grand Marshal and Grand Master made introductions of all the Brothers and ladies present. Then the Grand Master and the First Lady made themselves available for presentations and contributions.

**ANNOUNCEMENTS:** The next regular Board Meeting will be held at 11:00 a.m. on December 17, 2017, at the Masonic Home of Florida.

R.:W.: Rudin J. Boatright gave the Benediction and the meeting was adjourned at 12:00 p.m.

Respectfully submitted,

R.:W.: J. Steven Teal  
Chairman

R.:W.: D. Mark Small  
Secretary to the Board of Trustees