

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
June 19, 2021**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, June 19, 2021, at 8:59 a.m. via video conference on Microsoft Teams with the following members present:

**PRESENT:**

R.: W.: Chester A. King, Chairman  
R.: W.: Kenneth E. Shaw, Vice Chairman  
R.: W.: Michael S. Griffin, Secretary  
R.: W.: Michael S. Binder  
R.: W.: Ronald E. Peebles  
Brother Michael R. Pender, Jr.  
R.: W.: R. James Rocha  
R.: W.: Lawrence A. Williamson  
R.: W.: B. Allen West

**ABSENT:**

R.: W.: Glen L. Garner (Excused)

**ALSO PRESENT:** R.: W.: Robert J. Lambert, Deputy Grand Master; R.: W.: Glen B. Bishop, Senior Grand Warden; R.: W.: Donald W. Cowart, Junior Grand Warden; R.: W.: Anthony A. De Angelo, W.: Grand Historian; and R.: W.: Stephen R. Gladstone, General Counsel.

**CALL TO ORDER:** R.: W.: Chester A. King, Chairman, called the meeting to order at 8:59 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.: Chester A. King, Chairman.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.: W.: Chester A. King, Chairman; R.: W.: Kenneth E. Shaw, Vice Chairman; R.: W.: Michael S. Griffin, Secretary; R.: W.: Michael S. Binder; R.: W.: Ronald E. Peebles; Brother Michael R. Pender, Jr.; R.: W.: R. James Rocha; R.: W.: Lawrence A. Williamson; and R.: W.: B. Allen West.

R.: W.: Michael S. Binder made a motion that the Minutes from the last regular Board of Trustees Meeting held on Sunday, May 30, 2021, and Organizational Meeting held on June 2, 2021, be approved as printed and distributed. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Lisa Tsotsos' report stated at our last regular Board Meeting we had 71 Residents in the Home. During the month of May, we had one (1) admission, no losses by death, and no discharges bringing the total to 72. Of those, 22 are men and 50 are women, with one of the women sponsored by the Order of the Eastern Star.

**ADMITTED:**

Richard Pickens, Private Pay (Non-Masonic)

**ADMIT DATE:**

5/06/2021

With 1 admission, no losses by death, and no discharges the month of May ended with 30 Assisted Living and 42 Nursing Center for a total of 72 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced two 14D fire alarm modules on the 2<sup>nd</sup> floor of the residential building that failed to communicate to the fire alarm system
2. Replaced worn out pressure switch on the main two stage air compressor in the main mechanical room.

3. Senior Safety Technology replaced one of the two controllers at the front sliding door that works in conjunction with the wander prevention system.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of May was 6,300 with no other meals served. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$3.40.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of May. There was one resident ID badge and two new employee ID badges issued.

**HOUSEKEEPING/LAUNDRY DEPARTMENT REPORT:** No data will be available for this period due to facility restriction of vendors and visitors.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Kenneth E. Shaw that the Administrator's Report be accepted as printed and distributed. Motion carried.

**LONG RANGE PLANNING COMMITTEE REPORT:** The meeting of the Long Range Planning Committee was held by various phone conversations with committee members, detailed emails, as well as information and notes from Director Robertson. Listed below is a summary of what was discussed:

1. Director Robertson is still working on quotes for the dining room and laundry roofs and will follow up. We would like to move forward with the laundry roof as it is more critical at this time than the dining room roof.
2. The new phone system is moving forward as planned and new cables have been installed by Stratus Telecom to each work station. Once all data details are worked out Alpha Business Communications will start to install the new phones and we will be provided a schedule in the coming weeks for installation.
3. We have walked several companies through the apartments to come in and give us quotes for the remediation and determination of what is causing the existence of mold in some of the apartments. Rainbow International Restoration inspected the three remaining units in the apartments that ServPro claimed to be containing mold. After the inspection, two of the units revealed no mold and one unit (107) needs further investigation by removing a small amount of drywall. This will happen on Monday, June 21<sup>st</sup>. When we receive all reports we will determine our next steps to move forward. In previous maintenance work done dryer vents were cleaned and it may have been contributing to some of the problems. NorthStar Property Management is handling all coordination of work and issues at the apartments with Director Robertson being a contact at the facility if needed.
4. Director Robertson is still working on securing companies to review the chillers/cooling towers replacement and redesign project for future discussion and planning to enhance our long term needs. This will be further discussed in our workshop due to the reduction of the Masonic Home Improvement budget line item this project could involve most of the budgeted funds for this year. If this line item project becomes an emergency replacement will be completed during the present year.
5. Director Robertson is securing quotes for a fan replacement on the kitchen roof as the fresh air fan unit serving the cooking hoods is failing and requires continued maintenance. We hope to have quotes soon for approval.
6. Director Robertson will be reaching out for quotes soon for the replacement of the AHU #9 on the 3<sup>rd</sup> floor like the AHU #10 that we already replaced; however, this item may be pushed back unless it becomes an emergency item in the future.
7. The main lobby elevator motor went out and a new motor has been ordered for emergency repair. The repair will be approximately \$16,000 and the elevator may be down for a few weeks. The elevator contract is coming up for renewal in August and Director Robertson is assembling quotes for yearly service as the previous company has been bought out by a larger firm and tends to charge us for change order items that should be part of the service agreement and we suspect the cost will be increasing.
8. The following items at the Home have been replaced for general maintenance in the last month:
  - a. Replaced two 14D fire alarm modules that failed to communicate to the fire alarm system located on the second floor of the residential building.

- b. Replaced worn out pressure switch on the main two stage air compressor in the main mechanical room.
  - c. Senior Safety Technology replaced one of the two controllers at the front sliding door that works in conjunction with the wander prevention system.
9. With the reduction in the Masonic Home Improvement budget from \$865,200 to \$400,300 the committee will continue to evaluate new projects and prioritize with Director Robertson for this year and make recommendations as needed. Contingency may need to be used if any of our projects come forward as an emergency, but for planning purposes this impedes our progress this year on updating the building. We would like to meet mid-month at a workshop or have a separate meeting to discuss this further. The committee still feels that a renovation project to the Home is our best opportunity to address some of the major mechanical and infrastructure system replacements and upgrades to provide a new and improved environment for the Home and our residents.

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month. This report was approved at the Board of Trustees Meeting on June 19, 2021.

A motion was made by R.: W.: Lawrence A. Williamson and seconded by R.: W.: Kenneth E. Shaw that the Long Range Planning Committee Report be accepted. Motion carried.

**LEGAL ADVISOR’S REPORT:** The total funds received during the month of May from Estates and Wills was \$263,288.45 which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$265,368.45. During the month of May there were no undesignated funds received for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Kenneth E. Shaw made a motion for the adoption of the Legal Advisor’s Report as presented by R.: W.: Stephen R. Gladstone. Second was made by R.: W.: R. James Rocha and the motion carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 6.7% favorable to the budget (\$548.6k) for the fiscal year before any contingency is used, after amortizing for the insurance premiums already paid, and adjusting for the timing of maintenance.

R.: W.: R. James Rocha made a motion to accept the Budget Committee Report as presented. Second was made by R.: W.: Kenneth E. Shaw and the motion carried.

**ADMISSIONS COMMITTEE REPORT:** During the month of June, no applications were received for review by the Admissions Committee for admission to the Masonic Home.

There were no applications received by the committee requesting Non-Resident Relief or Emergency Relief. No Non-Resident Relief Funds were distributed in May of 2021.

R.: W.: Kenneth E. Shaw presented the Admissions Committee Report and moved for its adoption. Second was made by R.: W.: Lawrence A. Williamson and the motion carried.

**OPERATIONS COMMITTEE REPORT:**

- A. Community restrictions remain in place due to COVID-19.
- B. Marketing:
  - i. Total of 72 residents; of which 25 are Private Pay with 11 non-Masonic, with 42 SNF and 30 ALF from the census breakdown report.
  - ii. Limited tours for visitors and guests are allowed to visit.
  - iii. BrandMETTLE marketing is moving forward and a workshop is conducted weekly.
- C. Follow-up with Greystone continues during our workshop.
- D. Discussion on renovations and “Consulting Services” continues during the workshop.
- E. Other:
  - i. Job Positions – A task force has been formed for the position of Administrator and Assistant Administrator.

- ii. Job Positions – The hiring of a Director of Development is placed on hold.
- iii. Study of the MHF Separation – planning continues during our workshop.

R.: W.: Kenneth E. Shaw presented the Operations Committee Report and moved for its adoption. Second was made by R.: W.: R. James Rocha and the motion carried.

**OLD BUSINESS:** R.:W.: Chester A. King, Chairman, reported that the various proposals for engagement/re-engagement on third party consulting and legal services have been received and await the Grand Master’s review and signatures. They are Trenam Law (on the viability/political and code obstacles for the two towers and three story building new construction); Colliers (updated market value appraisal on the entire property); and Greystone (re-engagement as well as revised long range planning report not to include the possible new construction aspects until we have a full report from Trenam Law).

**NEW BUSINESS:** Legal Counsel, as outlined in the Legislation approved during the recent Grand Lodge Session pertaining to the bifurcation of various aspects and responsibilities between The Grand Lodge of Florida and the Masonic Home has been retained and is corresponding with R.: W.: Stephen R. Gladstone, General Counsel.

A motion was make by R.:W.: Lawrence A. Williamson to accept the proposed Masonic Home Logo changes to our subsequent official correspondence, website, signature boxes, etc. Second was made by R.: W.: Ronald E. Peebles and the motion carried.

**ANNOUNCEMENTS:** The Chairman announced that a Board of Trustees Workshop in tentatively planned for Saturday, July 10, 2021, from 8:30 a.m. until noon at Northside Lodge No. 283. The next regular Board Meeting will be held on Saturday, July 17, 2021, at 9:00 a.m. via video conference on Microsoft Teams.

The June Corporate Board Meeting will be held on Saturday, June 26, 2021, at Winter Park Lodge No. 239 in Orlando, Florida, immediately after the Saint Johns Day Celebration and the members of the Board of Trustees are encouraged to attend both events.

R.: W.: Chester A. King gave the Benediction and the meeting was adjourned at 9:50 a.m.

Respectfully submitted,

R.: W.: Chester A. King  
Chairman

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