

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
June 18, 2022**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, June 18, 2022, at 11:30 a.m. at Winter Park Lodge No. 239 in Winter Park, Florida, and via video conference on Microsoft Teams with the following members present:

**PRESENT:**

R.: W.: Chester A. King, Chairman  
R.: W.: Michael S. Griffin, Vice Chairman and Secretary  
R.: W.: Glen L. Garner  
R.: W.: Michael S. Binder  
R.: W.: Julian M. Mackenzie  
R.: W.: Ronald E. Peebles  
Brother Michael R. Pender, Jr.  
R.: W.: R. James Rocha  
R.: W.: Kevin D. Smithwick  
R.: W.: Lawrence A. Williamson

**ALSO PRESENT:** M.: W.: Robert J. Lambert, Grand Master; R.: W.: Glen B. Bishop, Deputy Grand Master; R.: W.: Donald W. Cowart, Senior Grand Warden; R.: W.: Taleb T. Atala, Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Jeffrey S. Foster, P.G.M.; R.: W.: Anthony A. De Angelo, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Antonio C. Chavez, W.: Grand Orator; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: John E. Ziegler, D.D.G.M. Dist. 14; R.: W.: Jorge L. Filgueira, D.D.G.M. Dist. 27; R.: W.: Haskell R. Vest, Jr., P.D.D.G.M.; R.: W.: Gary J. Gamache, Sr., P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Rick Wendling, P.D.D.G.M.; R.: W.: Joseph M. Fleites, P.D.D.G.M.; Brother David E. Wentzel; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

**CALL TO ORDER:** R.: W.: Chester A. King, Chairman, called the meeting to order at 11:30 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.: Chester A. King, Chairman, then gave the Invocation.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.: W.: Chester A. King, Chairman, introduced the members of the Board of Trustees in attendance as listed above.

R.: W.: Lawrence A. Williamson made a motion that the Minutes from the last regular Board of Trustees Meeting held on Sunday, May 29, 2022, and the Organizational Meeting held on Wednesday, June 1, 2022, be approved as printed and distributed. Second was made by R.: W.: Julian M. Mackenzie and the motion carried.

**ADMINISTRATOR'S BOARD REPORT:** Renee Verrier reported that at our last regular Board Meeting we had 69 Residents in the Home. During the month of May, we had two admissions, two deaths, and no discharges bringing the total to 69. Of those, 25 are men and 44 are women.

**ADMITTED:**

Lois Dykens, Private Pay, St. Petersburg Lodge No. 139  
Jeanette Regan, Private Pay, Phoenix Lodge No. 346

**ADMIT DATE:**

5/15/2022  
5/23/2022

**DECEASED:**

Lea Ann Demeire Private Pay (non-Masonic)

Admitted: January 11, 2022

Agatha Lay, sponsored by J. Dewey Hawkins Lodge No. 331

Admitted: November 5, 2010

**DECEASED DATE:**

5/04/2022

5/09/2022

With two admissions and two losses by death, the month of May ended with 31 Assisted Living and 38 Nursing Center for a total of 69 residents.

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:** Please see the Long Range Planning Committee Report #1-5 for the Failed Equipment Report.

**DIETARY DEPARTMENT REPORT:** The total number of resident meals served for the month of May was 7,385; 6,300 were served to residents and 1,085 meals were served to the employees. The Masonic Home collected \$0.00 toward meal cost. The raw food cost per meal was \$4.49.

**SECURITY DEPARTMENT REPORT:** There were no reportable incidents for the month of May. There were no resident ID badges and seven 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.

Based on a request and detail provided by Administrator Renee Verrier, a motion was made by R.:W.: Lawrence A. Williamson to increase the hourly pay to nurses by \$1.00 per hour based on the current market conditions and inflation and the new rate will be \$28.00 per hour. R.:W.: Ronald E. Peebles seconded the motion which carried.

The Administrator also reported that the Florida Department of Health will no longer be providing COVID test kits. Abbott Labs is willing to provide test kits at a cost of \$200.00 per box (40 doses per box) and the contract is under review.

The Administrator then reported that the recruitment of licensed nurses, in this current environment, remains a serious challenge.

A motion was made by R.:W.: R. James Rocha and seconded by R.:W.: Michael S. Binder that the Administrator's Report be accepted as written and presented. Motion carried.

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

1. The north chiller encountered a phase loss situation on May 27, 2022. Two contactors were rush ordered and replace by our a/c contractor to get the chiller running again. Harper Mechanical is reviewing their pricing on new equipment while assisting with repairs as needed.
2. After an exceptionally long time at the Ford dealer, we now have our wheelchair van back and it is running well. The air conditioner was not cold and the decision was made to take it to another shop for repair instead of Ford who wanted to replace everything including the compressor. Tommy's Auto repaired the air conditioner for \$397.
3. We replaced one set of exterior double doors near the dining hall due to rusted jamb and door slabs. This door is rarely used and is an emergency exit. The contractor was Magnum Doors.
4. The west Lochinvar boiler was not running due to a gas pressure issue on June 9, 2022. The parts were rush ordered and replaced on June 10, 2022, and the boiler is running good again.
5. The First Lady's Project continues in the courtyards and bathrooms with some delays due to plumbing issues but is near completion.

6. A walkthrough with potential Architects and Engineers was held on Tuesday, May 24, 2022, with PURE Project Management, our consultant who will lead the ALF renovation. PURE Project Management has followed up with scope and pricing proposals for Architectural and Engineering work for the future 2<sup>nd</sup> and 3<sup>rd</sup> floor renovation project. The Board will review and make recommendations.
7. Administrator Renee Verrier introduced a program called TELS, which is a computer web-based software program to assist on scheduling, reports, and asset management. After Board approval, the Administrator contacted a representative to implement the program. The cost is \$129.00 per month.
8. Director Robertson is continuing to do evaluations on emergency preparedness for hurricane season.

Nothing further was discussed and brought up for review at this time and our discussions were concluded until next month.

R.: W.: Lawrence A. Williamson presented the Long Range Planning Committee Report and moved for its adoption. Second was made by R.: W.: Ronald E. Peebles and the motion carried.

**LEGAL ADVISOR’S REPORT:** The total funds received during the month of May from Estates and Wills was \$822,632.92, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$825,631.29. 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.: Michael S. Griffin 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:** During the month of June, no applications were received for review by the Admissions Committee for admission to the Masonic Home.

One application was received for Non-Resident Relief or Emergency Relief; and \$2,500 was distributed for Non-Resident Relief in June of 2022. A continued review of this application will occur every 15 days with a complete report back to the Admissions Committee every 30 days.

R.: W.: Chester A. King, Chairman of the Board of Trustees, and R.: W.: Glen L. Garner, Chairman of the Sub-Committee on Admissions, recently attended the Masonic Communities and Service Association (MCSA) annual convention. Additional information will be presented during the Board of Trustees Workshops, for example: Outreach, Non-Resident Assistance, Widows, etc.

R.: W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.: W.: Ronald E. Peebles seconded the motion which carried.

**OPERATIONS COMMITTEE REPORT:**

- Community restrictions remain in place due to the recent outbreak of COVID-19 (although limited tours for visitors, potential residents, and guests continue).
- Total of 69 residents; of which 25 are Private Pay with 9 non-Masonic, with 38 SNF and 31 ALF from the census breakdown report.
- BrandMETTLE continues to host and monitor the website, but all other marketing efforts are suspended at this time.
- Renee Verrier had indicted although the hiring of an Assistant Administrator has been approved, she would like further time to fully analyze the need.
- PURE Project Management presented (via Microsoft Teams) a status update as to the upcoming ALF refurbishment project: Those architects interested in bidding the process have now presented their proposals (summary provided to the Board of Trustees). A question and answer session with the Board of Trustees ensued; PURE Project Management is to provide responses to additional “take-aways” within the next three days.

R.: W.: Glen L. Garner moved for adoption of the Operations Committee Report as presented by R.: W.: Michael S. Griffin. R.: W.: Michael S. Binder seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 0.9% favorable to the budget (\$75.6k) after two months of the fiscal year before any contingency is used.

R.: W.: R. James Rocha presented the Budget Committee Report and moved for its adoption. Second was made by Brother Michael R. Pender, Jr., and the motion carried.

**OLD BUSINESS:** None.

**NEW BUSINESS:** None.

**ANNOUNCEMENTS:** A Workshop is to be scheduled for the week of June 20<sup>th</sup> to consider PURE Project Management's requests, etc.

R.: W.: Chester A. King, Chairman, gave the Benediction and the meeting was adjourned at 12:35 p.m.

Respectfully submitted,

R.: W.: Chester A. King  
Chairman

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