

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES  
THE MASONIC HOME OF FLORIDA  
MAY 26, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Sunday, May 26, 2024, at 1:00 p.m. at the Rosen Plaza Hotel in Orlando, Florida, with the following members present:

**PRESENT:**

R.: W.: R. James Rocha, Chairman  
R.: W.: Kevin D. Smithwick, Vice Chairman  
R.: W.: Michael S. Griffin, Secretary  
R.: W.: Douglas L. Ankeny  
R.: W.: Charles A. Dyer  
R.: W.: Glen L. Garner  
M.: W.: Stanley L. Hudson, P.G.M.  
R.: W.: R. Patrick Jacob  
Brother Michael R. Pender, Jr.

**ALSO PRESENT:** (in person or online) M.: W.: Glen B. Bishop, Grand Master; R.: W.: Donald W. Cowart, Deputy Grand Master; R.: W.: Taleb T. Atala, Senior Grand Warden; R.: W.: Haskell R. Vest, Jr., Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Richard G. Hoover, P.G.M.; M.: W.: Jorge L. Aladro, P.G.M.; M.: W.: Robert J. Lambert, P.G.M.; R.: W.: J. Paul Stellrecht, W.: Grand Marshal; R.: W.: Jack W. Hampton, Jr., W.: Grand Historian; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: Philip A. Slack, P.D.D.G.M.; R.: W.: Jorge L. Filgueira, P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; R.: W.: John Paniccia, P.D.D.G.M.; W.: M.: John H. Eaton; W.: M.: Leonard Morreale; Ms. Cristal Baer, Outreach Coordinator; Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

**CALL TO ORDER:** R.: W.: R. James Rocha, Chairman, called the meeting to order at 1:00 p.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.: Charles A. Dyer then gave the Invocation.

**INTRODUCTION OF BOARD OF TRUSTEES:** R.: W.: R. James Rocha, Chairman, introduced the members of the Board of Trustees and guests in attendance as listed above.

R.: W.: Michael S. Griffin made a motion that the Minutes from the last regular Board of Trustees Meeting on April 27, 2024, be approved as printed and distributed. Second was made by R.: W.: Kevin D. Smithwick and the motion carried.

**ADMINISTRATOR’S BOARD REPORT:**

- COVID-19 Update – The Home entered an outbreak period on April 2, 2024, due to a positive resident in the ALF. We remained on outbreak status through May 7<sup>th</sup> per Pinellas County Department of Health guidelines.
- The Home has initiated additional documents for use by each department manager and administration to assist in tracking overall expenses within the Home. Some of these documents are to better prepare the Home for potential Medicaid cost reporting. We have also started adding ancillary charges to the Nursing Home Billing System which will provide a more accurate accounting of costs directly associated with these residents.
- With April being the start of a new fiscal year all managers have been updated on any “proposed” changes in any budget line item within their department. All managers will be updated once a final budget version is released. One line item I would like to discuss is D-612 (Masonic Home Improvement). In the past this line item has been utilized for many large capital repairs not projected in the original budget due to unforeseen emergency repairs. For this coming year the Facilities Manager and the Administrator will be closely tracking the proposed repairs vs. emergency repairs and recommending a switch in fiscal usage to replace rather than just cause an overage at the end of the

fiscal year. This process will include complete communication with the Long Range Planning Committee and the other Board of Trustees Members.

- Recruitment Update – The Home has filled all full time and part time “nurse” positions. We only have scattered shifts (PRN) open, which we are hopeful that can be filled with overtime rather than agency staff. This is the first time in over 5 years we have all main shifts covered with our own team.
- Outreach Program Updates:
  - The Home had three outreach calls this month; all of which were to request assistance with in home services or provider search questions.
  - The Administrator and/or Outreach Coordinator participated in two education sessions with Lodges and Districts during the month. (Palatka and the 5<sup>th</sup> Masonic District Master Mason Association)
  - The Home participated in the by-monthly call with the MCSA Outreach Committee. We will be attending the annual MCSA Conference in early June.
- Certification Process Update:
  - The IRS letter has not been received by the Home. This document is necessary to move forward with the application submission.

Renee Verrier reported that at our last regular Board Meeting we had 77 residents in the Home. During the month of April, we had one admission, two deaths, and no discharges bringing the total to 76. Of those, 28 are men and 48 are women.

**ADMITTED:**

Arthur Snyder, Private Pay (Non-Masonic)

**ADMIT DATE:**

04/11/2024

**DECEASED:**

Arthur Snyder, Private Pay (Non-Masonic)

Admitted: April 11, 2024

Christine Dutmers, Private Pay (Non-Masonic)

Admitted: February 8, 2024

**DECEASED DATE:**

04/26/2024

04/27/2024

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

**MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:**

1. Replaced 3 door closers in the Nursing Center Building.
2. Repaired several pipe leaks throughout the facility.
3. Replaced defective outside sensor at front entrance sliding door.

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

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

**LONG RANGE PLANNING COMMITTEE REPORT:**

1. New chiller enclosure update: The existing roof over the new chiller is scheduled to be removed from the roof on Saturday, May 25<sup>th</sup>. The following week the new enclosure will be assembled in place and fire sprinklers and new lighting will be installed when the enclosure is complete. Start-up of the new chiller will follow.
2. An Eddy Current Test on the south chiller was performed on May 7<sup>th</sup>. The evaporator barrel was clear and showed no issues. The condenser barrel had some tubes with obstructions. In order to provide a complete test of the chiller the obstructed tubes will have to be chemically treated before being tested again. The clear tubes showed no issues at this time.
3. The replacement of AHU #13 serving the dining room is complete and the unit is running. Some details concerning the control and insulation remain, but the residents are happy once again eating in the dining room.
4. The replacement coil for AHU #3 is almost ready for installation. Airstron Mechanical has not yet set a date to complete the replacement.

5. Replacement of the roof over the administration area is complete. As in the Board Room roof, the material will cure for at least 4 months and then be coated with a silicone treatment. This is a 20-year roof.
6. The four-hour load bank test on the 350KW Kohler equipment generator is complete and there are no issues to report.
7. The annual full flow test of the fire pump is complete and there are no issues to report.

M.:W.: Stanley L. Hudson, P.G.M., presented the Long Range Planning Committee Report and then moved for its adoption. Brother Michael R. Pender, Jr., seconded the motion which carried.

**LEGAL ADVISOR’S REPORT:** The total funds received during the month of April from Estates and Wills was \$4,009.70, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$4,009.70. During the month of April, funds were received in the amount of \$7,780.47 for Estates and Wills and deposited into the Masonic Home Building Fund.

R.: W.: Kevin D. Smithwick made a motion to accept the Legal Advisor’s Report as presented by R.: W.: Stephen R. Gladstone. Brother Michael R. Pender, Jr., seconded the motion which carried.

**ADMISSIONS COMMITTEE REPORT:** There were no funds distributed in May of 2024 for Non-Resident Relief. The Admissions Committee received one Fraternal Care application from Alice Barlow, sponsored by West Broward Lodge No. 253. This application will be on next month’s agenda.

R.: W.: Glen L. Garner presented the Admissions Committee Report and moved for its adoption. R.: W.: Michael S. Griffin seconded the motion which carried.

**OPERATIONS COMMITTEE REPORT:**

**1. Marketing/Admissions:**

- 1) The Masonic Home will be partnering with North Shore Elementary School on a pilot project connecting each grade with seniors here at the Masonic Home. This program will begin in September and will consist of specific projects/learning objectives for each grade level.
- 2) The Home will be attending the Grand York Rite Convention in May. This will be the first time the Home has participated in this event. We will have a table set up for education on the Home and the Outreach Program.

**2. Census:**

- 1) As of April 30<sup>th</sup>: Total of 77 residents; of which 36 are Private Pay with 23 of those being non-masonic. There are 40 residents in the SNF and 37 in the ALF from the census breakdown report.
- 2) Fiscal Year to Date: (Starts April 1<sup>st</sup>)
  - i. Admissions = 1 (1 Private Pay)
  - ii. Discharges/Deaths = 2 (2 Private Pay)
- 3) Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	8		5		13	
ALF	9		9		18	
					31	
Age Of Referral						
0- 6 months	13		8			21
7-12 Months	4		5			9
12+ Months			1			1
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	13	2	1	1	14	

Chiller Claim Update: The insurance carrier's engineer has inspected the Trane unit and could not determine a cause for the failure but opines that it may be due to loss of refrigerant from a leak(s) (which is what M.:W.: Stanley L. Hudson, P.G.M., has suspected all along). The engineer recommends a leak detection survey be conducted. Concurrently, Airstron Mechanical conducted an Eddy Current Inspection and found "no measurable defects" but 46 of 185 tubes in the condenser showed signs of being "restricted." The insurance carrier has e-mailed us stating in part, "As of right now, it seems that there is a slow leak in a tube which would be considered wear and tear." i.e., an excluded cause of loss. It is our intention to contest this conclusion but to do so will require a leak test. We explained the need for 1. Cause & Origin expert opinion in writing; 2. An estimate to repair; and 3. A bid for replacement which will be submitted if the cost of repairs exceeds the value of the unit. M.:W.: Stanley L. Hudson, P.G.M., agreed to obtain these items.

R.:W.: Michael S. Griffin presented the Operations Committee Report and moved for its adoption.  
R.:W.: Charles A. Dyer seconded the motion which carried.

**BUDGET COMMITTEE REPORT:** We report that we are currently 1.63% favorable to the budget (\$145.7k) after one month of the fiscal year before any contingency is used and after amortizing for the insurance premium already paid.

R.:W.: Kevin D. Smithwick presented the Budget Committee Report and moved for its adoption. Second was made by R.:W.: Charles A. Dyer and the motion carried.

**OLD BUSINESS:** None

**NEW BUSINESS:** M.:W.: Stanley L. Hudson, P.G.M., pointed out that Bob Robertson, Director of Facilities at the Masonic Home, is set to retire in one year. M.:W.: Hudson recommends that the search for his replacement begin now.

**ANNOUNCEMENTS:** R.:W.: Glen L. Garner pointed out that hurricane season is about to start and therefore recommends that the incoming Board of Trustees analyze and make contingencies for worst-case scenarios. R.:W.: Stephen R. Gladstone then recommended the upcoming Board of Trustees create a separate committee on this topic.

R.:W.: Michael S. Griffin offered to the incoming Board of Trustees all of the prior property appraisals; expert reports; marketing analysis; Board of Trustees PowerPoint presentations as to the multiple options for the future of the Masonic Home; attorney opinion letters; ROI analysis on the remodel recommendation; architect drawings; contractor renderings; third party correspondence, for example The Grand Lodge of Ohio outsourcing potential, etc.; that have been created and obtained over the last few years.

R.:W.: R. James Rocha, Chairman, thanked the Board for all of their hard work, not just this past year but over his long tenure on the Board. In turn, R.:W.: Kevin D. Smithwick, on behalf of the Board of Trustees, presented Brother Chairman Rocha a replica WWE Wrestling Championship Belt as R.:W.: Rocha is a huge fan of professional wrestling. THANK YOU R.:W.: JIM!

M.:W.: Glen B. Bishop, Grand Master, thanked the Board of Trustees for all of their hard work this year and expressed his hope and desire that the Masonic Home survives and prospers for years to come.

The Board wishes to thank W.:M.: John H. Eaton as unofficial "Marshal at Arms" during this Grand Lodge Year! W.:M.: Eaton took it upon himself to take attendance, perform AV duties, and whatever else the Board needed throughout the year and was a true joy! THANK YOU BROTHER JOHN!

R.:W.: R. James Rocha, Chairman, gave the Benediction and the meeting was adjourned at 2:05 p.m.

Respectfully submitted,

R.:W.: R. James Rocha  
Chairman

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