

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
JULY 20, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, July 20, 2024, at 10:00 a.m. at the Masonic Home of Florida with the following members present:

PRESENT:

M.: W.: Jorge L. Aladro, P.G.M., Chairman
Brother Justin W. Franke, Vice Chairman
R.: W.: Raymond M. Ali
W.: Mark A. Davis
R.: W.: Jorge L. Filgueira
R.: W.: R. Patrick Jacob
W.: Demetrios C. Kirkiles
R.: W.: John Paniccia
Brother Angel Sardina

ALSO PRESENT: (in person or online) M.: W.: Donald W. Cowart, Grand Master; R.: W.: Taleb T. Atala, Deputy Grand Master; R.: W.: Haskell R. Vest, Jr., Senior Grand Warden; R.: W.: Frederick R. Wendling, Jr., Junior Grand Warden; R.: W.: Rudin J. Boatright, Grand Treasurer; M.: W.: Richard E. Lynn, P.G.M., Grand Secretary; M.: W.: Robert P. Harry, Jr., P.G.M.; M.: W.: J. Dick Martinez, P.G.M.; M.: W.: Stanley L. Hudson, P.G.M.; M.: W.: Jeffrey S. Foster, P.G.M.; M.: W.: Robert J. Lambert, P.G.M.; M.: W.: Glen B. Bishop, P.G.M.; R.: W.: Jack W. Hampton, Jr., W.: Grand Marshal; R.: W.: Gary J. Gamache, Sr., W.: Grand Historian; R.: W.: Stephen R. Gladstone, General Counsel; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: John N. Dragneff, P.D.D.G.M.; R.: W.: Jaime M. Cebollero, P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; W.: M.: John H. Eaton; W.: John A. Cotton, P.M.; W.: John McKinstrie, P.M.; W.: Frederick L. Piasecki, P.M. and President of the Resident Council; Ms. Cristal Baer, Outreach Coordinator; and Ms. Renee Verrier, Administrator of the Masonic Home of Florida.

CALL TO ORDER: M.: W.: Jorge L. Aladro, P.G.M., Chairman, called the meeting to order at 10:00 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. W.: Mark A. Davis then gave the Invocation.

INTRODUCTION OF BOARD OF TRUSTEES: M.: W.: Jorge L. Aladro, P.G.M., Chairman, introduced the members of the Board of Trustees and guests in attendance as listed above.

Brother Justin W. Franke made a motion that the Minutes from the last regular Board of Trustees Meeting on June 15, 2024, be approved as printed and distributed. Second was made by R.: W.: Raymond M. Ali and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- COVID-19 Update – The Home has no current issues.
- The Home would like to thank the Suncoast Master Mason Association for their continued support of the Resident of the Month Program. The June recipient was Fred Piasecki. We would also like to thank the Sir Knights of the Commandery of Knights Templar of Florida for their visit to the Home; our residents truly enjoyed spending time with all of you.
- Maggie Minnicks, Director of Nursing, is currently working with Walgreens to schedule our annual flu shot clinic for the residents and staff. This will be taking place in the October/November timeframe.
- As hurricane season is upon us we have updated all our preparation items including current resident log books, go bag labels, emergency food count, family and staff communications, clinical needs review, and a life safety generator survey. Administration monitors weather threats daily. For the purpose of this report I just want to remind all that evacuation would occur at the direction of the County Office on Emergency Management based on the category of the hurricane. A category 3 or higher would result in external evacuation.

- Regulatory Update: There are no new regulatory requirements.
- Outreach Program Updates:
 - The program received three new outreach calls since our last Board Meeting. All three calls were for in home medical service referrals with two being potential future Masonic Home transitions. Two additional outreach cases are active outreach cases open for monitoring and follow-up only.
 - Cristal Baer attended the Districts 8 and 9 Master Mason Association Meeting to provide education on current and future potential outreach services as well as providing updates on activities here at the Home. We thank the Districts for this invitation and look forward to future meetings.
- New Business:
 - The Home is requesting approval to restructure our website. This will require a full revision and development process. We have received one bid from Autoweb Technologies with a total cost as follows:
 - Design and Build - \$7,495
 - Annual SSL Security Certificate - \$185 – Total Startup Fees - \$7,680
 - Monthly Maintenance Fees following go live date - \$169 (includes podcast fees) which total \$1,014 for the budget year if effective October 2024 – March 2024
 - Total Charges for this budget year - \$8,694 which will have minimal to no impact to the current line item budget
 - Additional bids are in progress; however, they were not received in time for this meeting.
 - The Home is requesting a change in the Private Pay (Pay as you Go) Admission process. Currently new residents pay an entry fee and current month room and board fees only. We request a change to also include one month in advance payment upon arrival.

Renee Verrier reported that at our last regular Board Meeting we had 80 residents in the Home. During the month of June, we had three admissions, two deaths, and no discharges bringing the total to 81. Of those, 29 are men and 52 are women.

ADMITTED:

Alice Barlow, sponsored by West Broward Lodge No. 253
 Alicia Friedlander, Private Pay (Non-Masonic)
 Bernadett Aftanis, Private Pay (Non-Masonic)

ADMIT DATE:

06/11/2024
 06/18/2024
 06/25/2024

DECEASED:

Yvonne Cox, sponsored by Gulf Stream Lodge No. 245
 Admitted: July 24, 2014
 Karen Haithcock, sponsored by Daytona Lodge No. 270
 Admitted: November 1, 2017

DECEASED DATE:

06/04/2024
 06/13/2024

With three admissions, two losses by death, and no discharges the month of June ended with 37 Assisted Living and 44 Nursing Center for a total of 81 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Repaired Southbend oven after several parts malfunctioned.
2. Due to a power interruption in the kitchen/dining area, the air handler that serves the kitchen single phased. Replaced three 35 Amp fuses and had a vendor to check the motor and wiring. No issues were found at this time.
3. Replaced fan motor on fan coil unit in first floor room of the Nursing Center.

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

The Suncoast Master Mason Association announced that Mrs. Cindy Lund has been named Resident of the Month and presented her with a \$50.00 check. Congratulations Cindy!

Brother Justin W. Franke 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:

- The committee reviewed the hurricane emergency evacuation plan to Clearwater Lodge. It was determined that the back up generators are sufficient to run mobile a/c units but not the a/c at the Lodge. The bathrooms are not handicap accessible so we will ask the Lodge to obtain three quotes to remodel the bathrooms. We need to find a backup and/or alternative place for evacuation because if the Home was occupied at capacity Clearwater Lodge would not be sufficient to house the residents.
- The committee has received two quotes and are waiting on the third quote for the new roof over the Kitchen and Dining Room area. It is not feasible to re-roof the entire area so quotes are based on re-roofing the existing roofing material with the exception of stripping the upper layer (topping) and we will confirm that the material used will be warrantied. The re-roofing will need to wait until next year's budget is approved since the existing year's budget does not have sufficient funds to complete the project.
- The committee discussed looking into hiring an inventory company (Like RGIS) to perform an inventory, not just on the equipment and appliances but everything on the property; included but not limited to furniture, fixtures, decorations, etc. The committee feels that we can probably do it in-house but we can make that decision once we get a quote from an inventory company.
- The Director of Maintenance plans on retiring and a replacement search needs to take place right away. He has informed us that they hired a new person that has the potential to fill the void when he retires.
- We have received a quote on replacing the 2nd chiller. The committee discussed that we require two more quotes. The new chiller recently installed will be tested this coming week and all agreed not to return the backup rental chiller just in case the new chiller fails during the testing. Testing is based on the completion of the enclosure and the installation of the fire sprinklers. M.: W.: Stanley L. Hudson, P.G.M., is more involved with the chiller situation so a report from him should be forthcoming for our records.
- Other members of the Board of Trustees would like to have a tour of the facilities done sometime in the near future. The Chairman of the Board should send a general email to all members to find out what would be a best date and time to accomplish this request. This will be done on a weekend when the Board of Trustees meets at the Masonic Home.

R.: W.: Jorge L. Filgueira presented the Long Range Planning Committee Report and then moved for its adoption. R.: W.: Raymond M. Ali seconded the motion which carried.

LEGAL ADVISOR'S REPORT: The total funds received during the month of June from Estates and Wills was \$53,451.19, which brings the year to date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$59,514.68. During the month of June there were no funds received for Estates and Wills and deposited into the Masonic Home Building Fund. The year-to-date total for Estates and Wills deposited into the Masonic Home Building Fund is \$7,780.47.

R.: W.: R. Patrick Jacob made a motion to accept the Legal Advisor's Report as presented by R.: W.: Stephen R. Gladstone. W.: Mark A. Davis seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: There were no funds distributed in July of 2024 for Non-Resident Relief and no applications were received. The Admission Committee met via MS Teams on Wednesday, July 16, 2024, and reviewed the Fraternal Care Application for Edna Richards, sponsored by Hillsborough Lodge No. 25. The committee voted to tentatively approve the application pending the submission of the sponsoring Lodge's Resolution and her background check. Barring any unanticipated findings her application should follow its usual course.

R.: W.: R. Patrick Jacob presented the Admissions Committee Report and moved for its adoption. R.: W.: Jorge L. Filgueira seconded the motion which carried.

OPERATIONS COMMITTEE REPORT:

1. Marketing/Admissions:

- 1) Cristal Baer, Outreach Coordinator, attended the District Association Meeting in Jacksonville this past month to update members on service/assistance programs as well as activities here at the Home. The second education session with Phoenix Lodge No. 346 was postponed until July.

2) The Competitor Survey was completed in June to include daily rates and services and this information was forwarded to the Chairman of the Board.

2. Census:

1) As of June 30th: Total of 81 residents; of which 40 are Fraternal Care and 41 are Private Pay with 28 of those being non-masonic. There are 44 residents in the SNF and 37 in the ALF from the census breakdown report.

2) Fiscal Year to Date: (Starts April 1st)

i. Admissions = 10 (1 Fraternal and 9 Private Pay)

ii. Discharges/Deaths = 5 (3 Fraternal and 2 Private Pay)

3) Referral Summary:

Total Number of Referrals In Pipedrive	Private	Private Masonic	Fraternal	Undecided	Totals	
Nursing	8	0	4	0	12	
ALF	7	5	17	3	32	
					44	
Age Of Referral						
0- 6 months	11	5	12	2		30
7-12 Months	3	0	6	1		10
12+ Months	1	0	3	0		4
Referral Source	Website	Drive By	MD Referral	Other	Lodge/Mason	Magazine
	15	3	1	5	20	0

W.: Mark A. Davis presented the Operations Committee Report and moved for its adoption. R.: W.: John Paniccia seconded the motion which carried.

BUDGET COMMITTEE REPORT: We report that we are currently 4.91% favorable to the budget (\$461,055k) after three months of the fiscal year before any contingency is used and after amortizing for the insurance premium already paid.

Brother Justin W. Franke presented the Budget Committee Report and moved for its adoption. Second was made by R.: W.: Jorge L. Filgueira and the motion carried.

ANNOUNCEMENTS: The next Board of Trustees Meeting will be held at the Masonic Home of Florida on August 24, 2024, at 10:00 a.m.

W.: Mark A. Davis gave the Benediction and the meeting was adjourned at 10:59 a.m.

Respectfully submitted,

M.:W.: Jorge L. Aladro, P.G.M.
Chairman

R.: W.: John Paniccia
Secretary to the Board of Trustees