

**MINUTES OF THE BOARD MEETING OF THE BOARD OF TRUSTEES
THE MASONIC HOME OF FLORIDA
DECEMBER 21, 2024**

The Members of the Board of Trustees of the Masonic Home of Florida met in regular session on Saturday, December 21, 2024, at 10:09 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: 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; 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.: Richard G. Hoover, P.G.M.; M.: W.: Glen B. Bishop, P.G.M.; R.: W.: Jack W. Hampton, Jr., W.: Grand Marshal; R.: W.: Michael J. St-Laurent, D.D.G.M. Dist. 18; R.: W.: Alexander Zambrano, D.D.G.M. Dist. 29; R.: W.: Ben S. Schwartz, P.D.D.G.M.; R.: W.: John N. Dragneff, P.D.D.G.M.; R.: W.: L. Miguel Rivera, P.D.D.G.M.; R.: W.: David G. Lund, P.D.D.G.M.; R.: W.: J. Robert Kickliter, P.D.D.G.M.; R.: W.: Robert W. Estell, Jr., P.D.D.G.M.; R.: W.: Edward J. Mayfield, Jr., P.D.D.G.M.; R.: W.: Julian M. Mackenzie, P.D.D.G.M.; R.: W.: John A. Kraniou, P.D.D.G.M.; W.: M.: John H. Eaton; W.: John B. Livingston, P.M.; W.: John A. Cotton, P.M.; W.: John McKinstrie, P.M.; W.: Oran B. Ellis, Jr., P.M.; W.: Frederick L. Piasecki, P.M.; Ms. Megan Gracia, Administrator of the Masonic Home of Florida; and other beloved residents of the Masonic Home.

CALL TO ORDER: M.: W.: Jorge L. Aladro, P.G.M., Chairman, called the meeting to order at 10:09 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 November 16, 2024, be approved as printed and distributed. Second was made by R.: W.: John Paniccia and the motion carried.

ADMINISTRATOR'S BOARD REPORT:

- There is currently no COVID outbreak in the facility.
- Regulatory Updates: There are no new regulatory updates at this time.
- The Masonic Home is proud to have been of assistance to the Election Board in providing a location for the community to vote in the General Elections. Doors were open on November 5, 2024, from 7:00 a.m. until 7:00 p.m. The facility received a large volume of traffic and inquiries regarding our services.
- New Business (follow up):
 - Dietary Services: The Administrator has met with the Resident Council who have voiced concerns regarding dinning services. The facility has reached out to Pinnacle Dietary Global Management regarding possible areas of improvement and unfortunately this was not able to be entirely reconciled. Upon further research, it was discovered that the facility was being over charged and a credit of over \$7,000 was issued back to the Masonic Home. The facility has also

discovered that there is an over charge of 20% for chemicals and we are working on having adjustments and credits issued again.

- Nursing Services: The Administrator met with the Resident Council who have voiced concerns regarding medical appointments and notifications. As a result, I have met with the Director of Nursing, Maggie Minnicks, and have implemented a new procedure. With this new process concerns are expected to be reduced significantly.
- Agency Usage: At this time the facility is currently utilizing staffing agencies from two area providers. Upon reviewing the contract with Gale Healthcare, we are paying more than most agencies that service this area. I have found two agencies that I would like to contract with regarding staffing if there are any coverage shortages on a shift. One provider is IntelyCare and the other is Clipboard. Both of those agencies have a cost reduction for staffing.
- Snack Services: The Snack program was reissued in October of this year. Recent revisions were made to include the Activities Department in supplying and stocking snacks and water in the residential area.
- Website Design: The Masonic Home is working with AutoWeb Technologies on our website design. All meetings have been proactive with a follow up meeting scheduled for December 23, 2024. The new site design is scheduled to launch before the beginning of the New Year.
- With the number of discrepancies found and the concerns voiced from numerous residents, I would like to consider a possible alternate vendor for dining services.
- Certification Process Update: The Masonic Home has reached out to a consulting firm to assist with Medicare and Medicaid eligibility requirements. With this partnership, the facility is expected to be Medicare approved and a ready provider within the next 6-12 months.
- The facility would like to join the Florida Healthcare Association (FHCA). FHCA is a long-term care and assisted living network of providers across the State of Florida. Educational programs, scholarships, seminars, and additional industry resources are readily available for its members. By joining the FHCA the facility is joining other leading healthcare providers in providing exceptional care within the State of Florida. Dues are as follows:
 - FHCA Facility Dues \$56.00/Bed
 - District 05 Dues \$125.00
 - AHCA Dues \$21.80/Bed
 - Mandatory NFP Fund \$10.00/Bed
 - Total Charges: \$7,588.00
- Recruitment: Current open positions are as follows:
 - 2 FT 7 a.m. – 3 p.m. CNA's
 - 2 PT 7 a.m. – 3 p.m. CNA's
 - 3 FT 3 p.m. – 11 p.m. CNA's
 - 1 PT 11 p.m. – 7 a.m. CNA
 - 1 PT 3 p.m. – 11 p.m. LPN
 - 1 PT 11 p.m. – 7 a.m. LPN
 - 1 FT Floor Tech

Megan Gracia reported that at our last regular Board Meeting we had 77 residents in the Home. During the month of November, we had three admissions, one death, and no discharges bringing the total to 77. Of those, 25 are men and 52 are women.

ADMITTED:

A. L., Private Pay (Non-Masonic)
A. F., sponsored by Nature Coast Masonic Lodge No. 418

ADMIT DATE:

11/08/2024
11/18/2024

DECEASED:

John "Jack" Watson, Jr., sponsored by Englewood Lodge No. 360
Admitted: May 8, 2023

DECEASED DATE:

11/04/2024

With two admissions, one loss by death, and no discharges the month of November ended with 38 Assisted Living and 40 Nursing Center for a total of 78 residents.

MAINTENANCE DEPARTMENT FAILED EQUIPMENT REPORT:

1. Replaced hot side zone valve and motor on fan coil unit in room 372E R/c3.
2. Replaced motor/fan unit in AHU #9 after bearing failure.
3. Replacing filter housing on hydronic water system piping. The old housing is too rusted and filters are becoming increasingly hard to find. The original equipment is from 1988.

SECURITY DEPARTMENT REPORT: There were no reportable incidents for the month of November. There were no new resident ID badges issued and eight new employee ID badges were issued.

The Suncoast Master Mason Association announced that Ted Woodbury has been named Resident of the Month and presented him with a check for \$50.00. Congratulations Ted!

R.: W.: Raymond M. Ali made a motion to approve the Administrator’s Report as written and presented. Second was made by Brother Justin W. Franke and the motion carried.

LONG RANGE PLANNING COMMITTEE REPORT:

- Chiller Update: After all the cleaning and testing of the south Trane chiller, the insurance company has made their decision. They will not cover any costs incurred during the time the north chiller was down. Since there was no “event” or mechanical breakdown which caused the refrigerant leak and due to the fact that the contractor could not find the source of the leak they will not pay for any loss. This also includes the rental chiller costs. The leaking Aurora condenser pump that services the cooling tower is out of warranty, but Harper Mechanical will still make the repair for \$2,457.28.
- Roof Update: Bob Robertson placed another call to Tom Simpson who will provide a quote for several roof repairs, including the apartments, gazebo, and dining room roof. He will send quotes.
- Hurricane Milton: Recommendation to make the front entrance drive through presentable with the hung ceiling (paint the framework and the panels as well) and remove the hung ceiling at the ambulance entrance and just spray black paint on all that is exposed to make it look industrial. Also upgrade the lighting.
- Residences of Coffee Pot Bayou Apartments: Interior repairs are needed right away where the ceilings were cut to create openings to assess the damage from the roof leaks.
- General Building: The cleaning and sealing of the tile in the men’s restroom in the lobby is complete. The women’s restroom is next on the list. Recommendation to paint the main entrance door frame. Bob Robertson reached out to three paving contractors to look at our site, give recommendations, and provide a quote. We are waiting to hear back from the contractors. The annual fire extinguisher inspection/testing is completed. The annual major service to both Life Safety and equipment generators is completed. The annual replacement of all major oil and fuel filters is completed. R.: W.: Raymond Ali is looking into replacing the main entrance sign and he will obtain quotes. We are looking into obtaining quotes to inventory the Home of all assets, equipment, supplies, etc.
- Resident Evacuation: It was discussed that we need to investigate alternative locations to house our residents in case we increase our census and must evacuate for long term. Recommendation for the Grand Master to appoint a committee outside the Board to do the logistics and find a location that will house our residents.

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 November from Estates and Wills was \$104,823.15, which brings the year-to-date total of funds received for the Masonic Home Endowment Fund, Inc., on behalf of Estates and Wills to \$185,787.52. During the month of November 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.

Brother Justin W. Franke made a motion to accept the Legal Advisor’s Report. R.: W.: John Paniccia seconded the motion which carried.

ADMISSIONS COMMITTEE REPORT: Three new applications for Fraternal Care were reviewed (AM, CB, and JE) which were approved by the Committee. No new applications for Non-Resident Relief were received.

R.: W.: R. Patrick Jacob presented the Admissions Committee Report and moved for its adoption. R.: W.: Raymond M. Ali seconded the motion which carried.

OPERATIONS COMMITTEE REPORT:

1. Census:

- 1) As of November 30th: Total of 78 residents; of which 40 are Fraternal Care and 38 are Private Pay with 25 of those being non-masonic. There are 40 residents in the SNF and 38 in the ALF from the census breakdown report.
- 2) Fiscal Year to Date: (Starts April 1st)
 - i. Admissions = 16 (4 Fraternal and 12 Private Pay)
 - ii. Discharges/Deaths = 15 (5 Fraternal and 10 Private Pay)

2. Referral Summary:

- 1) 87 open leads in Salesforce
- 2) SNF-23
- 3) ALF-64
- 4) Private Pay, Non-Masonic 36
- 5) Private Pay, Masonic 10
- 6) Fraternal Care 20
- 7) Undecided 18

3. Occupancy Breakdown:

OCCUPANCY BREAKDOWN												
ALF	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
DOUBLE SUITE ONE OCCUPANT	2	2	2	3	4	4	4	5				
DOUBLE SUITE TWO OCCUPANTS	2	4	4	4	4	3	3	3				
SINGLE SUITE	7	25	27	29	27	24	27	27				
FC	20	18	19	20	18	15	17	18				
TOTAL OCCUPANCY	37	35	37	40	39	24	37	38				
SNF												
SEMI-PRIVATE	30	37	35	32	31	20	37	36				
PRIVATE	3	3	3	2	3	3	3	3				
ADDITION BED FEE	6	5	6	6	3	2	1	1				
FC	21	23	21	19	20	23	23	22				
TOTAL OCCUPANCY	39	45	44	40	37	41	40	40				

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

BUDGET COMMITTEE REPORT: We report that we are currently 7.02% favorable to the budget (\$636,522k) after eight 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.: John Paniccia and the motion carried.

OLD BUSINESS:

- 1) We are looking at the budget and expenditures. The Home has been overcharged by some of the companies that we deal with along with two agencies for nursing staff. We have suspended working with our current agency.
- 2) The dietary contractor has been overcharging and the quality of the food is not up to par. We are trying to recuperate the overcharge. We have received one contract on dietary service and are waiting for another one which is due next week. We should be changing over in January.
- 3) We have filed a claim on the chiller and the insurance carrier rejected our claim. We need to look into coverage for our Home.

NEW BUSINESS: Facebook ads for the Home: Please like and share the postings as we have been getting a lot of positive feedback.

A moment of silence was observed for the passing of M.: W.: Louis A. King, Past Grand Master.

The Grand Master announced that Brandon Lodge No. 114 donated \$750.00 in \$10.00 gift cards to the Home for the residents. The Grand Master then thanked everyone for attending the meeting and expressed his compliments to the Board of Trustees for doing a great job. MERRY CHRISTMAS AND HAPPY NEW YEAR!

ANNOUNCEMENTS: The next Board of Trustees Meeting will be held at the Masonic Home of Florida on January 18, 2025, at 10:00 a.m.

W.: Mark A. Davis gave the Benediction and the meeting was adjourned at 10:49 a.m.

Respectfully submitted,

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

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