



Est 1906

Licensed Residential Care Facility

Portage Manor

*3016 Portage Ave South Bend, IN. 46628
Phone: 574-272-9100 Fax: 574-277-3486*

DATE: Thursday May 11, 2023

SUBJECT: May Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Thursday May 11, 2023. The meeting will be held on the 7th Floor of the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

Location: Commissioner's Conference Room 7th Floor
227 W. Jefferson Blvd., 4th Fl.
South Bend, IN 46601

[Join Zoom Meeting](#)

Meeting ID: 835 2386 3466

Passcode: 750116



Portage Manor

Est 1906

Licensed Residential Care Facility

AGENDA

1. Call to Order.

2. Approve Minutes from April 2023 PMBOD meetings

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 3-7 COVERS 03/01/2023 - 04/30/2023 TIME PERIOD

3. Approve Payroll Warrants for last periods

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

4. Approve Invoice Vouchers and Claim Payments as per Schedule dated

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

5. Report of Revenue Statement for time period listed above and attached

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

6. Report of Year to Date Revenue

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

7. Report of Financial Statements

Motion to accept the report:

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

TABLED AND UNFINISHED BUSINESS

None

CONTINUING BUSINESS

1. Update on \$«@š£j ! š^a«@«-°ž^a- £«¥££«@ š@Ÿ

NEW BUSINESS

Vote for Board Executives

ADMINISTRATOR'S REPORT

PRIVILEGE OF THE FLOOR

ADJOURNMENT

1. Motion to adjourn the meeting.

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

Approved by the State
Board of Accounts

Allowance of Claims
Portage Manor Board of Directors
Date: M , 2023

Allowance of Claims: \$

Plus Net Payroll for:

/0 /202	\$7
/ /202	\$
0 / /2023	\$7
0 / /2023 \$
0 / /2023 \$

Total Allowance of Claims: \$

Allowance of Claims:

We have examined the claims listed on the following Register of Claims, Consisting of 2 pages, and except for claims not allowed as shown on the Register such claims are hereby allowed in the amount of: \$ \$

Dated this 1 Day of U , 202

K "
° President

Effective Date	Budget Account	Acct Desc	Description	Receipts	Expenditure	Payee Name 1	Comment
03/03/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	5,223.08		Payroll Dist
03/03/2023	4019.11571.0 0000.0030	Overtime	Payroll	0.00	1,453.76		Payroll Dist
03/03/2023	4019.11700.0 0000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist
03/03/2023	4019.11701.0 0000.0030	Director Of Nursing	Payroll	0.00	2,800.00		Payroll Dist
03/03/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,731.20		Payroll Dist
03/03/2023	4019.11706.0 0000.0030	Food Service Supervisor	Payroll	0.00	1,600.00		Payroll Dist
03/03/2023	4019.11707.0 0000.0030	Activity Director	Payroll	0.00	1,356.25		Payroll Dist
03/03/2023	4019.11708.0 0000.0030	Admission Counselor	Payroll	0.00	1,840.00		Payroll Dist
03/03/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00		Payroll Dist
03/03/2023	4019.11710.0 0000.0030	Executive Housekeeper	Payroll	0.00	1,460.00		Payroll Dist
03/03/2023	4019.11711.0 0000.0030	Qualified Medication Aide	Payroll	0.00	10,350.40		Payroll Dist
03/03/2023	4019.11713.0 0000.0030	Housekeeper	Payroll	0.00	5,119.92		Payroll Dist
03/03/2023	4019.11715.0 0000.0030	Maintenance Class II	Payroll	0.00	1,308.70		Payroll Dist
03/03/2023	4019.11716.0 0000.0030	Cooks	Payroll	0.00	3,409.18		Payroll Dist
03/03/2023	4019.11717.0 0000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist
03/03/2023	4019.11720.0 0000.0030	Recreation Officers	Payroll	0.00	787.68		Payroll Dist
03/03/2023	4019.11725.0 0000.0030	Holiday Pay	Payroll	0.00	1,116.82		Payroll Dist
03/03/2023	4019.11780.0 0000.0030	Housekeeper /Security	Payroll	0.00	1,801.00		Payroll Dist
03/03/2023	4019.11736.0 0000.0030	Houskeepers-P.T.	Payroll	0.00	980.50		Payroll Dist
03/03/2023	4019.11739.0 0000.0030	Business Office Messenger	Payroll	0.00	1,845.62		Payroll Dist
03/03/2023	4019.11992.0 0000.0030	Operations Coord/Bookkeeper	Payroll	0.00	1,495.93		Payroll Dist

03/03/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.	Payroll	0.00	882.04		Payroll Dist
03/03/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.	Payroll	0.00	2,408.17		Payroll Dist
03/03/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.	Payroll	0.00	5,868.24		Payroll Dist
03/03/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	Payroll	0.00	1,312.80		Payroll Dist
03/03/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	3,569.87	Fica	DDClr-FICA
03/03/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	88.74	Fica	DDClr-FICA
03/03/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	834.93	Fica	DDClr-FICA
03/03/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	20.75	Fica	DDClr-FICA
03/03/2023	4019.14810.0 0000.0030	PERF		0.00	5,158.08	Perf	DDClr-Perf
03/03/2023	4019.14810.0 0000.0030	PERF		0.00	167.54	Perf	DDClr-Perf
03/17/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	5,223.08		Payroll Dist
03/17/2023	4019.11571.0 0000.0030	Overtime	Payroll	0.00	1,963.19		Payroll Dist
03/17/2023	4019.11700.0 0000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist
03/17/2023	4019.11701.0 0000.0030	Director Of Nursing	Payroll	0.00	2,800.00		Payroll Dist
03/17/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,731.20		Payroll Dist
03/17/2023	4019.11706.0 0000.0030	Food Service Supervisor	Payroll	0.00	1,600.00		Payroll Dist
03/17/2023	4019.11707.0 0000.0030	Activity Director	Payroll	0.00	1,400.00		Payroll Dist
03/17/2023	4019.11708.0 0000.0030	Admission Counselor	Payroll	0.00	1,840.00		Payroll Dist
03/17/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00		Payroll Dist
03/17/2023	4019.11710.0 0000.0030	Executive Housekeeper	Payroll	0.00	1,478.25		Payroll Dist
03/17/2023	4019.11711.0 0000.0030	Qualified Medication Aide	Payroll	0.00	10,767.03		Payroll Dist
03/17/2023	4019.11713.0 0000.0030	Housekeeper	Payroll	0.00	4,295.32		Payroll Dist

03/17/2023	4019.11715.0 0000.0030	Maintenance Class II	Payroll	0.00	1,312.80		Payroll Dist
03/17/2023	4019.11716.0 0000.0030	Cooks	Payroll	0.00	3,236.87		Payroll Dist
03/17/2023	4019.11717.0 0000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist
03/17/2023	4019.11720.0 0000.0030	Recreation Officers	Payroll	0.00	672.81		Payroll Dist
03/17/2023	4019.11780.0 0000.0030	Housekeeper /Security	Payroll	0.00	906.65		Payroll Dist
03/17/2023	4019.11736.0 0000.0030	Houskeepers- P.T.	Payroll	0.00	955.88		Payroll Dist
03/17/2023	4019.11739.0 0000.0030	Business Office	Payroll	0.00	1,845.62		Payroll Dist
03/17/2023	4019.11992.0 0000.0030	Operations Coord/Bookk eeper	Payroll	0.00	1,500.58		Payroll Dist
03/17/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.	Payroll	0.00	918.96		Payroll Dist
03/17/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.	Payroll	0.00	1,960.99		Payroll Dist
03/17/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.	Payroll	0.00	5,346.64		Payroll Dist
03/17/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	Payroll	0.00	2,625.60		Payroll Dist
03/17/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	3,493.98	Fica	DDClr-FICA
03/17/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	89.63	Fica	DDClr-FICA
03/17/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	817.12	Fica	DDClr-FICA
03/17/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	20.96	Fica	DDClr-FICA
03/17/2023	4019.14810.0 0000.0030	PERF		0.00	5,177.60	Perf	DDClr-Perf
03/17/2023	4019.14810.0 0000.0030	PERF		0.00	168.06	Perf	DDClr-Perf
03/31/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	5,223.08		Payroll Dist
03/31/2023	4019.11571.0 0000.0030	Overtime	Payroll	0.00	2,399.41		Payroll Dist
03/31/2023	4019.11700.0 0000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist
03/31/2023	4019.11701.0 0000.0030	Director Of Nursing	Payroll	0.00	2,800.00		Payroll Dist

03/31/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,731.20		Payroll Dist
03/31/2023	4019.11706.0 0000.0030	Food Service Supervisor	Payroll	0.00	1,600.00		Payroll Dist
03/31/2023	4019.11707.0 0000.0030	Activity Director	Payroll	0.00	1,400.00		Payroll Dist
03/31/2023	4019.11708.0 0000.0030	Admission Counselor	Payroll	0.00	1,840.00		Payroll Dist
03/31/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00		Payroll Dist
03/31/2023	4019.11710.0 0000.0030	Executive Housekeeper	Payroll	0.00	1,460.00		Payroll Dist
03/31/2023	4019.11711.0 0000.0030	Qualified Medication Aide	Payroll	0.00	11,136.72		Payroll Dist
03/31/2023	4019.11713.0 0000.0030	Housekeeper	Payroll	0.00	5,165.05		Payroll Dist
03/31/2023	4019.11715.0 0000.0030	Maintenance Class II	Payroll	0.00	1,312.80		Payroll Dist
03/31/2023	4019.11716.0 0000.0030	Cooks	Payroll	0.00	3,437.90		Payroll Dist
03/31/2023	4019.11717.0 0000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist
03/31/2023	4019.11720.0 0000.0030	Recreation Officers	Payroll	0.00	861.52		Payroll Dist
03/31/2023	4019.11780.0 0000.0030	Housekeeper /Security	Payroll	0.00	1,456.39		Payroll Dist
03/31/2023	4019.11731.0 0000.0030	License Practical Nurse	Payroll	0.00	1,560.00		Payroll Dist
03/31/2023	4019.11736.0 0000.0030	Houskeepers- P.T.	Payroll	0.00	299.48		Payroll Dist
03/31/2023	4019.11739.0 0000.0030	Business Office Manager	Payroll	0.00	1,845.62		Payroll Dist
03/31/2023	4019.11992.0 0000.0030	Operations Coord/Bookk eeper	Payroll	0.00	1,336.65		Payroll Dist
03/31/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.	Payroll	0.00	570.25		Payroll Dist
03/31/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.	Payroll	0.00	2,133.31		Payroll Dist
03/31/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.	Payroll	0.00	4,841.68		Payroll Dist
03/31/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	Payroll	0.00	2,670.73		Payroll Dist
03/31/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	3,819.09	Fica	DDClr-FICA

03/31/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	82.87	Fica	DDClr-FICA
03/31/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	893.22	Fica	DDClr-FICA
03/31/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	19.38	Fica	DDClr-FICA
03/31/2023	4019.14810.0 0000.0030	PERF		0.00	5,564.81	Perf	DDClr-Perf
03/31/2023	4019.14810.0 0000.0030	PERF		0.00	149.70	Perf	DDClr-Perf

215,624.49

Effective Date	Budget Account	Acct Desc	Description	Receipts	Expenditure	Payee Name 1	Comment
04/14/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	5,223.08		Payroll Dist
04/14/2023	4019.11571.0 0000.0030	Overtime	Payroll	0.00	2,445.00		Payroll Dist
04/14/2023	4019.11700.0 0000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist
04/14/2023	4019.11701.0 0000.0030	Director Of Nursing	Payroll	0.00	2,800.00		Payroll Dist
04/14/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,558.08		Payroll Dist
04/14/2023	4019.11706.0 0000.0030	Food Service Supervisor	Payroll	0.00	1,440.00		Payroll Dist
04/14/2023	4019.11707.0 0000.0030	Activity Director	Payroll	0.00	1,290.62		Payroll Dist
04/14/2023	4019.11708.0 0000.0030	Admission Counselor	Payroll	0.00	1,656.00		Payroll Dist
04/14/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00		Payroll Dist
04/14/2023	4019.11710.0 0000.0030	Executive Housekeeper	Payroll	0.00	1,314.00		Payroll Dist
04/14/2023	4019.11711.0 0000.0030	Qualified Medication	Payroll	0.00	10,976.08		Payroll Dist
04/14/2023	4019.11713.0 0000.0030	Housekeeper	Payroll	0.00	4,500.45		Payroll Dist
04/14/2023	4019.11715.0 0000.0030	Maintenance Class II	Payroll	0.00	1,181.52		Payroll Dist
04/14/2023	4019.11716.0 0000.0030	Cooks	Payroll	0.00	3,392.77		Payroll Dist
04/14/2023	4019.11717.0 0000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist
04/14/2023	4019.11720.0 0000.0030	Recreation Officers	Payroll	0.00	726.14		Payroll Dist
04/14/2023	4019.11725.0 0000.0030	Holiday Pay	Payroll	0.00	3,315.11		Payroll Dist
04/14/2023	4019.11780.0 0000.0030	Housekeeper /Security	Payroll	0.00	1,296.39		Payroll Dist
04/14/2023	4019.11731.0 0000.0030	License Practical Nurse	Payroll	0.00	645.00		Payroll Dist
04/14/2023	4019.11736.0 0000.0030	Houskeepers-P.T.	Payroll	0.00	804.09		Payroll Dist
04/14/2023	4019.11739.0 0000.0030	Business Office	Payroll	0.00	1,845.62		Payroll Dist

04/14/2023	4019.11992.0 0000.0030	Operations Coord/Bookkeeper	Payroll	0.00	1,350.72	Payroll Dist
04/14/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.	Payroll	0.00	1,005.11	Payroll Dist
04/14/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.	Payroll	0.00	2,014.33	Payroll Dist
04/14/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.	Payroll	0.00	5,983.72	Payroll Dist
04/14/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	Payroll	0.00	2,383.56	Payroll Dist
04/18/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	(12,307.68)	Correction
04/18/2023	4019.11075.0 0000.0030	Deputy Director	Payroll	0.00	12,307.68	Correction
04/28/2023	4019.11009.0 0000.0030	Director	Payroll	0.00	3,684.62	Payroll Dist
04/28/2023	4019.11075.0 0000.0030	Deputy Director	Payroll	0.00	1,538.46	Payroll Dist
04/28/2023	4019.11571.0 0000.0030	Overtime	Payroll	0.00	2,149.31	Payroll Dist
04/28/2023	4019.11700.0 0000.0030	Medical Director	Payroll	0.00	812.27	Payroll Dist
04/28/2023	4019.11701.0 0000.0030	Director Of Nursing	Payroll	0.00	2,800.00	Payroll Dist
04/28/2023	4019.11704.0 0000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,731.20	Payroll Dist
04/28/2023	4019.11706.0 0000.0030	Food Service Supervisor	Payroll	0.00	1,600.00	Payroll Dist
04/28/2023	4019.11707.0 0000.0030	Activity Director	Payroll	0.00	1,400.00	Payroll Dist
04/28/2023	4019.11708.0 0000.0030	Admission Counselor	Payroll	0.00	1,914.06	Payroll Dist
04/28/2023	4019.11709.0 0000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00	Payroll Dist
04/28/2023	4019.11710.0 0000.0030	Executive Housekeeper	Payroll	0.00	1,460.00	Payroll Dist
04/28/2023	4019.11711.0 0000.0030	Qualified Medication Aide	Payroll	0.00	11,101.25	Payroll Dist
04/28/2023	4019.11713.0 0000.0030	Housekeeper	Payroll	0.00	5,243.00	Payroll Dist
04/28/2023	4019.11715.0 0000.0030	Maintenance Class II	Payroll	0.00	1,312.80	Payroll Dist
04/28/2023	4019.11716.0 0000.0030	Cooks	Payroll	0.00	3,684.04	Payroll Dist

04/28/2023	4019.11717.0 0000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist
04/28/2023	4019.11720.0 0000.0030	Recreation Officers	Payroll	0.00	791.78		Payroll Dist
04/28/2023	4019.11780.0 0000.0030	Housekeeper /Security	Payroll	0.00	1,567.16		Payroll Dist
04/28/2023	4019.11731.0 0000.0030	License Practical	Payroll	0.00	1,672.50		Payroll Dist
04/28/2023	4019.11736.0 0000.0030	Houskeepers- P.T.	Payroll	0.00	1,074.85		Payroll Dist
04/28/2023	4019.11739.0 0000.0030	Business Office	Payroll	0.00	1,845.62		Payroll Dist
04/28/2023	4019.11992.0 0000.0030	Operations Coord/Bookk eeper	Payroll	0.00	1,331.96		Payroll Dist
04/28/2023	4019.11734.0 0000.0030	Recreation Officers-P.T.	Payroll	0.00	1,042.04		Payroll Dist
04/28/2023	4019.11735.0 0000.0030	Dietary Aide- P.T.	Payroll	0.00	2,296.26		Payroll Dist
04/28/2023	4019.11737.0 0000.0030	Qualified Medical Aide- P.T.	Payroll	0.00	5,648.57		Payroll Dist
04/28/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	Payroll	0.00	2,625.60		Payroll Dist
04/14/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	3,746.38	Fica	DDClr-FICA
04/14/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	89.04	Fica	DDClr-FICA
04/14/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	876.18	Fica	DDClr-FICA
04/14/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	20.82	Fica	DDClr-FICA
04/14/2023	4019.14810.0 0000.0030	PERF		0.00	5,488.27	Perf	DDClr-Perf
04/14/2023	4019.14810.0 0000.0030	PERF		0.00	168.09	Perf	DDClr-Perf
04/28/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	3,826.06	Fica	DDClr-FICA
04/28/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	79.17	Fica	DDClr-FICA
04/28/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	894.84	Fica	DDClr-FICA
04/28/2023	4019.14800.0 0000.0030	FICA Taxes		0.00	18.52	Fica	DDClr-FICA
04/28/2023	4019.14810.0 0000.0030	PERF		0.00	5,740.92	Perf	DDClr-Perf

04/28/2023	4019.14810.0 0000.0030	PERF		0.00	149.18	Perf	DDClr-Perf
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151,675.68

Effective Date	Budget Account	Acct Desc	Check	Expenditure	Payee Name 1	Comment
03/07/2023	4019.34030.0 0000.0030	Liability Insurance	844417	10,420.50	St Joseph County	
03/07/2023	4019.14840.0 0000.0030	Health Insurance	844417	56,788.50	St Joseph County	
03/07/2023	4019.35040.0 0000.0030	Heating & Fuel Oil	844413	2,764.36	Northern Indiana	
03/07/2023	4019.24120.0 0000.0030	Medical Supplies	112426	696.81	Amazon Capital	
03/07/2023	4019.39100.0 0000.0030	Laundry & Cleaning	112426	101.25	Amazon Capital	
03/07/2023	4019.24100.0 0000.0030	Food	844416	1,005.86	Prairie Farms Dairy, Inc	
03/07/2023	4019.24100.0 0000.0030	Food	844412	5,407.04	Gordon Food Service	
03/07/2023	4019.39100.0 0000.0030	Laundry & Cleaning	844412	817.11	Gordon Food Service	
03/07/2023	4019.36015.0 0000.0030	Contractual Services	844415	79.00	Policemans FCU	Text Em all
03/07/2023	4019.36015.0 0000.0030	Contractual Services	844414	85.00	Policemans FCU	Quickbooks
03/14/2023	4019.35010.0 0000.0030	Electricity	844690	5,400.12	INDIANA MICHIGAN POWER	
03/14/2023	4019.24120.0 0000.0030	Medical Supplies	844692	8.99	Kabelin Hardware Co	
03/14/2023	4019.24130.0 0000.0030	Recreation Supplies	844694	80.00	PELLEGRINO ROBERT	
03/14/2023	4019.36015.0 0000.0030	Contractual Services	844689	249.00	Accushield LLC	
03/14/2023	4019.36015.0 0000.0030	Contractual Services	844691	689.13	INTEGRA CERTIFIED DOCUMENT	
03/14/2023	4019.36010.0 0000.0030	Building Maintenance	844696	26.03	Ridge NAPA Auto Parts	
03/14/2023	4019.23011.0 0000.0030	Boiler Supplies	844693	119.59	MID-CITY SUPPLY CO. INC. (2)	
03/14/2023	4019.36015.0 0000.0030	Contractual Services	844695	149.00	RetirementH omeTV1 Corporation	
03/14/2023	4019.33025.0 0000.0030	Other Expenditures	844697	17,943.60	St Joseph County	
03/22/2023	4019.31010.0 0000.0030	Legal Services	845465	7.00	STATE OF IN, IN. STATE POLICE	

03/22/2023	4019.32200.0 0000.0030	Telephone	845460	516.87	Indiana Electronics	
03/22/2023	4019.24100.0 0000.0030	Food	845464	591.85	Prairie Farms Dairy, Inc	
03/22/2023	4019.36015.0 0000.0030	Contractual Services	845456	771.72	Eldermark Software	
03/22/2023	4019.24120.0 0000.0030	Medical Supplies	112540	239.98	Amazon Capital	
03/22/2023	4019.24010.0 0000.0030	Other Supplies	845458	999.99	Gordon Food Service	
03/22/2023	4019.24100.0 0000.0030	Food	845458	10,006.66	Gordon Food Service	
03/22/2023	4019.39100.0 0000.0030	Laundry & Cleaning	845458	1,487.26	Gordon Food Service	
03/22/2023	4019.31150.0 0000.0030	Medical Services	845457	75.00	Genoa Healthcare	
03/22/2023	4019.39100.0 0000.0030	Laundry & Cleaning	845462	71.28	Menards- Mishawaka	
03/22/2023	4019.36015.0 0000.0030	Contractual Services	845455	254.68	Arrow Services, Inc	
03/22/2023	4019.24100.0 0000.0030	Food	845454	42.42	Alpha Baking Company	
03/22/2023	4019.24120.0 0000.0030	Medical Supplies	845461	606.26	MCKESSON MEDICAL	
03/22/2023	4019.36010.0 0000.0030	Building Maintenance	845463	47.94	MID-CITY SUPPLY CO. INC. (2)	
03/22/2023	4019.36015.0 0000.0030	Contractual Services	845459	1,516.60	HIMCO WASTE- AWAY SERVICE, INC	
03/22/2023	4019.36015.0 0000.0030	Contractual Services	845466	47,482.50	Trinity Protection	
03/22/2023	4019.36010.0 0000.0030	Building Maintenance	845462	49.99	Menards- Mishawaka	
03/22/2023	4019.45510.0 0000.0030	Furniture & Fixtures	112540	78.99	Amazon Capital	
03/28/2023	4019.45510.0 0000.0030	Furniture & Fixtures	845698	50.01	Portage Manor	
03/28/2023	4019.39600.0 0000.0030	Refunds	845698	862.00	Portage Manor	
03/28/2023	4019.36200.0 0000.0030	Repairs - Other	845697	5.76	Grainger,W. W. Inc.	
03/28/2023	4019.36010.0 0000.0030	Building Maintenance	845695	2,040.00	ELITE ELECTRICAL,	

03/28/2023	4019.36015.0 0000.0030	Contractual Services	845693	3,500.00	Byron Wellness Systems Inc	
03/28/2023	4019.24010.0 0000.0030	Other Supplies	845696	713.70	Gordon Food Service	
03/28/2023	4019.24100.0 0000.0030	Food	845696	3,397.38	Gordon Food Service	
03/28/2023	4019.24130.0 0000.0030	Recreation Supplies	845700	328.84	Wal-Mart	
03/28/2023	4019.24130.0 0000.0030	Recreation Supplies	845700	443.08	Wal-Mart	
03/28/2023	4019.31010.0 0000.0030	Legal Services	845699	7.00	STATE OF IN, IN. STATE POLICE	
03/28/2023	4019.36015.0 0000.0030	Contractual Services	845694	321.25	COMCAST CABLE	
03/29/2023	4019.33025.0 0000.0030	Other Expenditures	844697	(17,943.60)	St Joseph County Treasurer	AP Adj.
03/29/2023	4019.11729.0 0000.0030	Certified Nursing Assistant	844697	11,000.00	St Joseph County Treasurer	AP Adj.
03/29/2023	4019.11702.0 0000.0030	Lic Pract'L Nurse/ Med Records	844697	6,943.60	St Joseph County Treasurer	AP Adj.

179,346.90

Effective Date	Budget Account	Acct Desc	Check	Expenditure	Payee Name 1	Comment
04/04/2023	4019.36015.0 0000.0030	Contractual Services	845971	85.00	Policemans FCU	Quickbooks
04/04/2023	4019.39600.0 0000.0030	Refunds	845972	14.00	Portage Manor	
04/11/2023	4019.36015.0 0000.0030	Contractual Services	846188	4,315.00	Byron Wellness Systems Inc	
04/11/2023	4019.36200.0 0000.0030	Repairs - Other Equipment	846189	114.50	DYNAMIC MECHANICAL SERVICE,	
04/11/2023	4019.36015.0 0000.0030	Contractual Services	846190	771.72	Eldermark Software	
04/11/2023	4019.31150.0 0000.0030	Medical Services	846196	465.00	Rosewood Staffing Inc	
04/11/2023	4019.24010.0 0000.0030	Other Supplies	846191	713.70	Gordon Food Service	
04/11/2023	4019.24100.0 0000.0030	Food	846191	8,185.74	Gordon Food Service	
04/11/2023	4019.36010.0 0000.0030	Building Maintenance	846193	33.76	Kabelin Hardware Co	
04/11/2023	4019.24100.0 0000.0030	Food	846195	1,151.70	Prairie Farms Dairy, Inc	
04/11/2023	4019.35040.0 0000.0030	Heating & Fuel Oil	846197	94.10	St Joseph Cty Highway Dept	
04/11/2023	4019.32200.0 0000.0030	Telephone	846187	257.28	AT&T Mobility	
04/11/2023	4019.35010.0 0000.0030	Electricity	846192	10,166.50	INDIANA MICHIGAN POWER	
04/11/2023	4019.39050.0 0000.0030	Licenses	846194	40.00	Policemans FCU	
04/19/2023	4019.24100.0 0000.0030	Food	846431	740.58	Prairie Farms Dairy, Inc	
04/19/2023	4019.36010.0 0000.0030	Building Maintenance	846430	19.95	Menards-Mishawaka	
04/19/2023	4019.24100.0 0000.0030	Food	846426	58.26	Alpha Baking Company	
04/19/2023	4019.31010.0 0000.0030	Legal Services	846433	7.00	STATE OF IN, IN. STATE POLICE	
04/19/2023	4019.36015.0 0000.0030	Contractual Services	846432	149.00	RetirementH omeTV1 Corporation	

04/19/2023	4019.24130.0 0000.0030	Recreation Supplies	846425	75.00	Alford James M	
04/19/2023	4019.24120.0 0000.0030	Medical Supplies	846429	563.98	MCKESSON MEDICAL	
04/19/2023	4019.36010.0 0000.0030	Building Maintenance	846428	377.75	Johnstone Supply	
04/19/2023	4019.32200.0 0000.0030	Telephone	846427	515.97	Indiana Electronics	
04/19/2023	4019.36015.0 0000.0030	Contractual Services	846424	249.00	Accushield LLC	
04/25/2023	4019.21030.0 0000.0030	Office Supplies	847288	64.25	Office Three Sixty Inc	
04/25/2023	4019.24100.0 0000.0030	Food	847274	157.92	Alpha Baking Company	
04/25/2023	4019.21030.0 0000.0030	Office Supplies	112760	32.73	Amazon Capital	
04/25/2023	4019.32200.0 0000.0030	Telephone	847276	503.70	AT&T	
04/25/2023	4019.39050.0 0000.0030	Licenses	847277	180.00	CLIA Laboratory	
04/25/2023	4019.24100.0 0000.0030	Food	847279	11,733.23	Gordon Food Service	
04/25/2023	4019.24010.0 0000.0030	Other Supplies	847279	644.32	Gordon Food Service	
04/25/2023	4019.39100.0 0000.0030	Laundry & Cleaning	847279	1,215.14	Gordon Food Service	
04/25/2023	4019.24120.0 0000.0030	Medical Supplies	847279	187.08	Gordon Food Service	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847282	333.10	INTEGRA CERTIFIED DOCUMENT	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847284	125.00	Koorsen Fire & Security	
04/25/2023	4019.36010.0 0000.0030	Building Maintenance	847286	50.57	Menards- Mishawaka	
04/25/2023	4019.39100.0 0000.0030	Laundry & Cleaning	847286	56.15	Menards- Mishawaka	
04/25/2023	4019.24100.0 0000.0030	Food	847290	573.98	Prairie Farms Dairy, Inc	
04/25/2023	4019.24130.0 0000.0030	Recreation Supplies	847292	311.23	Wal-Mart	
04/25/2023	4019.35030.0 0000.0030	Water & Sewage	847291	1,799.39	South Bend Water Works	

04/25/2023	4019.35040.0 0000.0030	Heating & Fuel Oil	847287	2,479.04	Northern Indiana Public	
04/25/2023	4019.36010.0 0000.0030	Building Maintenance	847283	26.99	Kabelin Hardware Co	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847275	178.00	Arrow Services, Inc	
04/25/2023	4019.36200.0 0000.0030	Repairs - Other Equipment	847278	211.50	DYNAMIC MECHANICA L SERVICE,	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847280	259.83	Great America Financial	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847281	751.96	HIMCO WASTE- AWAY SERVICE, INC	
04/25/2023	4019.24120.0 0000.0030	Medical Supplies	847285	129.12	MCKESSON MEDICAL	
04/25/2023	4019.24130.0 0000.0030	Recreation Supplies	847289	80.00	PELLEGRINO ROBERT CABE	
04/25/2023	4019.24130.0 0000.0030	Recreation Supplies	847289	80.00	PELLEGRINO ROBERT CABE	
04/25/2023	4019.36015.0 0000.0030	Contractual Services	847293	600.00	ZINKAN ENTERPRISES INC	

51,928.72

Fund	Descriptions	Budget Account Code	Location	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
4019 Portage Manor Fund	RCAP Revenue	4019.02508.0000 0.0030	0030 Portage Manor	2,262,726.00	93,513.10	4.13	609,869.16	26.95	1,652,856.84	73.05
4019 Portage Manor Fund	Resident RCAP Liability	4019.02510.0000 0.0030	0030 Portage Manor	0.00	53,996.85	0.00	53,996.85	0.00	(53,996.85)	0.00
4019 Portage Manor Fund	Private Pay Room & Board	4019.02511.0000 0.0030	0030 Portage Manor	0.00	5,170.19	0.00	5,170.19	0.00	(5,170.19)	100.00
4019 Portage Manor Fund	Miscellaneous Revenues	4019.06000.0000 0.0030	0030 Portage Manor	0.00	0.00	0.00	14.00	0.00	(14.00)	0.00
4019 Portage Manor Fund	Bank Account Interest	4019.06101.0000 0.0030	0030 Portage Manor	24,200.00	0.00	0.00	12,102.20	50.01	12,097.80	49.99
4019 Portage Manor Fund	Rent	4019.06200.0000 0.0030	0030 Portage Manor	0.00	150.00	0.00	450.00	0.00	(450.00)	0.00
4019 Portage Manor Fund	Investment Interest	4019.08400.0000 0.0030	0030 Portage Manor	900.00	0.00	0.00	410.36	45.60	489.64	54.40
4109 Portage Manor Gifts/Donations	Donations	4109.06400.0000 0.0030	0030 Portage Manor	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
8146 PM Transpo Mobility Grant	Miscellaneous Revenues	8146.06000.0000 0.0030	0030 Portage Manor	36,000.00	0.00	0.00	17,943.60	49.84	18,056.40	50.16
				2,323,826.00	152,830.14		700,006.36		1,623,819.64	AVG=36.40

As of: 04/30/2023

Fund: 4019



The Last Posted Date is 03/31/2023.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2023 - 04/30/2023)

Normal Accounts	04/2023	
	Current Month	Total
Appropriation:	0.00	3,094,456.08
Carry Forward Receipts:	0.00	806,630.33
Receipts:	152,830.14	682,012.76
Encumbrance:		58,473.68
Expenditure:	203,604.40	1,013,789.79
Estimated Revenue:	0.00	2,287,826.00

Grand Totals	
Unreceived Revenue Balance:	1,605,813.24
Unexpended Balance:	2,080,666.29
Unencumbered Balance:	2,022,192.61
Cash Balance:	474,853.30
Cash Balance Including Investments:	474,853.30**

** Total includes outstanding investments from the Investment System (ending balance).

From Investment System - Outstanding Investments	
Beginning Balance as of 01/01/2023:	0.00
Purchased (01/01/2023 - 04/30/2023):	0.00
Sold/Redeemed (01/01/2023 - 04/30/2023):	0.00
Ending Balance as of 04/30/2023:	0.00

From Investment System - Principal/Interest	
Principal Received:	0.00
Interest Received:	0.00
Total Investment:	0.00

Portage Manor Board of Managers

Meeting 04/13/2023

Regular Meeting Date: 04/13/23 12p

Board Attendees: Mike Kruk, John Butler, Chuck Leone, Tony Obringer, Jenny Piontek, Dan Berry, Lynn Rhody

Others: Kortney Mullins, Katie Sweet, Jen Studon

Absent: Marianne Tucker,

Zoom:

- 1) Call to Order: 04/13/22 at 12:00 pm
- 2) President's Report:
 - i) Approval of Minutes from December Chuck motioned, Mike seconded. Passed with no additions or corrections.
 - ii) Motion to approve claims and invoices by Tony. Seconded by Chuck. No additions or corrections.
 - iii) Motion to approve payroll warrants and claims by Chuck and seconded by Tony was passed.
 - iv) Motion to approve Revenue statement approved motion by Tony and seconded by Chuck. Motion passed.
 - v) Motion to approve financial statements approved motion by Mike and seconded by Tony. Motion passed.
 - vi) Motion to approve financial statement with cash balance passed unanimously.
 - vii) Frank Fotia, Randy Hein, Deb Fleming has resigned. Jenny Piontek was placed on the board by the commissioners.
 - viii) John suggested setting up a meeting to discuss the budget expectations for this upcoming budget season. He said reps from the auditor, PM Board, County Council, and County Commissioners should attend.
- 3) Administrator's Report:
 - a) Census: 97
 - i) 2 Private Pay, 89 RCAP, 91 residents total
 - b) Staffing:
 - i) Currently fully staffed per the current budget.
 - c) Facility Priorities:
 - i) Current state of uncertainty is having an obvious effect on the mental health of residents and staff. Regarding staff mental health New Avenues will be doing a presentation to staff on the 19th regarding getting through this tough time and will be doing a separate leadership training to help train directors and managers to help with stress reduction in staff at a later date.
 - ii) Being a resource for the various groups/options that Portage Manor is working through.
 - iii) Bi-weekly calls with FSSA, routine communication with the state ombudsmen program. We held an ombudsmen day on the 12th in which high level state

ombudsmen workers came up from Indianapolis as well as our local assigned ombudsmen team spent the day here doing group and one on one education with residents regarding their rights. This is something Kortney has wanted for a while to happen.

- iv) Resident activities is bustling planning a talent show and a singer is coming this week. We have a sock-hop on the 20th, a picnic on the 13th, a baseball party on the 27th, and a ND softball game on the 19th. Kortney praised the robust activities calendar and department. Special thank you to Jaylyn and Jessica who run the department. Kudos was given to Jen Studon regarding her amazing ability to manage the dietary department budget considering inflation of the goods she has to purchase.
 - v) Dr. Atallah has had her contractors, appraiser, and banker come and evaluate the facility. We are currently waiting on word regarding that.
 - vi) Holy Cross Village Vice president, ED, and marketing director toured the facility. At this time they do not have an interest in purchasing the property. Brandon the VP did state he emailed the commissioners the information for a non-affiliated mediator if they would like to use one for the transition.
 - vii) We had a resident pass while in rehab after surgery. Memorial was held on the 12th.
 - viii) Resident council is meeting more frequently than before. They are now planned to meet every Monday.
 - ix) In the last 2 weeks we have replaced one PTAC unit to the cost of roughly 7K and completed a fix on our generator roughly 12.K. We are having our plumbing vendor come in a quote a price to fix the most urgent needs in the piping.
 - x) May 9th is the next county council meeting in which Portage Manor will be discussed. Previously on 03/14/2023 the county council decided to give a 60 day extension on the vote.
 - xi) Team building is something we want to get more active with at Portage Manor. There are opportunities that are afforded to county staff at the county-city building that are not feasible and/or available to the staff at Portage Manor even though we are all county employees. We would like to do more team building but do not have funds available for that use so we will have to fund raise amongst staff ourselves for it.
- 4) Communications:
- a) None at this time
- 5) Finance Report:
- a) Payroll Total for 12/9/2022-2/17/2023 is 426,726.42
 - b) Total Claims for 12/9/2022-2/28/23 is 189,120.12
 - c) YTD Revenue is 366,620.57
 - d) Cash Balance is 806,630.33
- 6) Old Business:
- a) 02/07/2023 Commissioner announcement to close Portage Manor
 - b) 03/14/2023 Council and Commissioners agreed to a 60 day delay on the vote to close.
 - c) Future of Portage Manor: Mark Catanzarite reported that the council knew there was concerns with the structure and costs for the last number of years. The council was hoping there was going to be some input from PM board of managers. Mike Misch did a report in January to the council on options for PM. 02/07/2023 Commissioners made a

resolution to recommend to close PM. Council met 03/14/2023 to discuss this and ultimately voted a 60 day reprieve. We know that keeping PM open is not in the best interest for the. The PM task force is working on finding a third party to buy and take over PM. The council wants the resident welfare to remain at the top of the list when finding a third party. There are task force meetings at the Portage Township Trustees office weekly. Operations group, advocacy group, legal group all exist as part of this PM task force. The PM task force wants to hear from the PM Board of Managers. There was a lawsuit filed by the county in the 80's forcing the commissioners to invest in repairs to PM. Mark read an article speaking about the renovations by Father Hesburg. Mark think it is appropriate to think about everyone who has made PM a home during its time in existence. There are at least 2 interested parties in PM. One is Dr. Atallah and the other is Holy Cross Village. The 60 days reprieve is giving us breathing room, but it needs 6 months to a year to find a buying and get a plan together. Council passed retention bonus resolution for PM staff last Tuesday. This Sunday there is a PM task force meeting at the Portage Township Trustees office. Mark stated that anyone who is qualified is welcome to the meeting Sunday. Mark then passed out the Hesburg quote to the board members. Tony asked Mark what options are being discussed and Mark said none really. St. Paul's has expressed that after renovations they are willing to take residents on if it closes. He stated St. Paul's is an option but it is not the first option the residents would want speaking to staying in their Portage Manor home as opposed to moving. Jenny stated that we owe it to the residents to take care of them. She stated since probably the 1970's the county has been negligent on making repairs to the building. Tony said the problem with PM is an income problem and that we need more income. He stated the only way the facility would work is have a bathroom in every room. Jenny disagreed. She said that is only for waiver. They both agreed there needs to be an increase in RCAP. Jenny said that we cannot fill a building with the structural issues it has. Mike stated that prior to the pandemic there was a 3 million dollar surplus in the reserves and that during the pandemic the facility was forced to increase wages, deal with a inflation on food etc and there has not been an increase in RCAP revenue. Without an increase in RCAP is it forcing PM to use reserves. Jenny stated other streams of revenue is being looked at. She stated she is friends with a lot of the residents and that we do not want to move people in with uncertainty of the future.

7) New Business:

8) Privilege of the Floor:

- a) Mark Catanzarite: Reported a bill was passed by state this morning without an increase to RCAP. Indiana legislators might look at this again next year. They are asking Senator Mishler to help get funding for Portage Manor before this. Commissioners and Council have passed a resolution asking the state for an increase in RCAP. We need to lean on FSSA harder to release funds to help keep Portage Manor open. Jenny Brown the director of humane society budgets 190\$ per day per animal. RCAP pays 54.51\$ per day per resident. He used this example to show the need for an increase in RCAP. 317-232-9814 Senator Ryan Mishler's contact phone number was shared with the board so they are able to contact him. Mark spoke to Jenny's comments about not taking care of the facility. He stated that it is a solid old building. He said in the last 5 years the county did place a fire alarm system but it is not a fire suppression system. He stated the boiler on the news was an old obsolete boiler and that there is 4 boilers that are new. Mark

stated we still are operating a safe facility and is not as bad as portrayed in the media.
Kortney echoed that this is a safe facility.

9) Motion to adjourn- passed unanimously.

Next Regular Meeting: 05/11/2023 at 12:00 p.m.

Respectfully,

Kortney Mullins RN, BSN, HS-BCP, RCA
Administrator/Portage Manor