

Portage Manor



Est 1906

Licensed Residential Care Facility

Board of Directors

7/22/2021 Meeting Agenda

- Patty Godsey, President
 - ❖ Call to Order
 - ❖ Approve Minutes from May 2021 PMBOD meeting
 - ❖ Presidents Report
 - ❖ Administrators Report
- Michael Misch, Vice President

Staffing:

Census: 123 Residents here; 110 RCAP, 6 creative, 5 Indigent, 2 Private Pay. 10 COVID Beds held, 7 open female beds, 3 open male beds, 1 male pending admission.
- Dan Berry

Facility Pories: Staff morale. Replacing carpet. Painting/restoration work done to walls, stairwells, floors, and doors. Replacing/attending to failed equipment. Increasing census and revenue, one strategy is to train staff to oversee process. Also seeking funding as we take in indigent adults, need to talk to legal counsel and auditor to seek access to funding. I have had talks with Mike Hamann. Grounds improvement in progress.
- Randy Hein
- Mike Kruk
- Charles Leone

Master Planning: BOC presentation 6/29. DLZ has given an updated work scope to include demo, re-running gas and electric to the building. Following process laid out by County Leaders on applying for ARP grant funds for building needs and revenue loss.
- Tom McClanahan
- Tony Obringer

COVID-19 Updates: 26 employees have received COVID vaccine out of current 48 staff members (a little over half! Progress) 1 resident continues to refuse vaccine, 2 new admits are awaiting full vaccination. 9 newer admission have been fully vaccinated. A total of 120 residents are currently fully vaccinated! We continue to follow all protocols from ISDH and local health dept. We continue to phase reopening and have extended visiting hours, day pass times, and overnight LOA request. We continue surveillance testing for all unvaccinated staff. Quarantine new admits in isolation until 1 negative rapid, and 1 negative PCR test is achieved. Resident and staff that show any symptoms of COVID-19 are isolated and tested.
- Susan O'Neill
- Lynn Rhody

Finance Report:

| Fund # | Receipts' | Expenditures | 1/1/21 totals | 6/24/21 totals | Difference |
|--------|-----------|--------------|---------------|----------------|------------|
|--------|-----------|--------------|---------------|----------------|------------|

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|-----------------------|----------------|----------------|----------------|----------------|----------------|
| Operating 4019 | \$1,042,439.47 | \$1,197,381.99 | \$1,678,285.79 | \$1,523,343.27 | (\$154,942.52) |
| Gift 4109 | \$28,160.78 | \$21,490.39 | \$30,965.93 | \$37,636.32 | \$6,670.39 |
| Farm 4906 | \$7,750.00 | \$651.93 | \$21,642.70 | \$28,740.77 | \$7,098.07 |

Sara has operating fund report as discussed at last meeting and requested. If you have any questions.

- ❖ *Old Business: I hope you'll join us 7/7 for our fundraiser! Buy Port-a-pit ☺ ? Volunteer? Etc? You can purchase a paper ticket or online at:
<https://givegrove.com/historicportagemanorssummerbash2021>*
- ❖ *New Business: Request funds from gift fund or FOPM for painting party (25.00/person) cost for 20 residents is \$500.00.*
- ❖ *Open Agenda*

Adjournment

Sincerely,

Robyn Challinor, LPN/RCA

Administrator
