



Est 1906

Licensed Residential Care Facility

Portage Manor

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

DATE: Monday, November 28, 2022

SUBJECT: December Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Thursday, December 1, 2022. The meeting will be held on the 4th Floor of the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

Location: Council Chambers
227 W. Jefferson Blvd., 4th Fl.
South Bend, IN 46601

[Join Zoom Meeting](#)

Meeting ID: 851 6410 5860

Passcode: 640374



Portage Manor

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AGENDA

1. Call to Order.

2. Approve Minutes from November 3, 2022 PMBOD meetings

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 3-7 COVERS 11/1/22 - 11/30/22 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 new building next steps

NEW BUSINESS

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: November 3, 2022**

Allowance of Claims:	\$134,932.20
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Plus Net Payroll for:

11/10/2022	\$65,673.19
11/23/2022	\$69,259.01

Total Allowance of Claims:	\$134,932.20
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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:

\$ \$134,932.20

Dated this 1st Day of December, 2022

Francisco C. Fotia
President

John Butler
Vice-President

PAYROLL 11/10/22

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
11/10/2022	3,648.17	4019.14800.00000.0030	FICA Taxes
11/10/2022	853.20	4019.14800.00000.0030	FICA Taxes
11/10/2022	5,207.72	4019.14810.00000.0030	PERF
11/10/2022	3,684.62	4019.11009.00000.0030	Director
11/10/2022	812.27	4019.11700.00000.0030	Medical Director
11/10/2022	2,800.00	4019.11701.00000.0030	Director Of Nursing
11/10/2022	2,000.00	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records
11/10/2022	1,731.20	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds
11/10/2022	1,440.80	4019.11706.00000.0030	Food Service Supervisor
11/10/2022	1,290.62	4019.11707.00000.0030	Activity Director
11/10/2022	3,426.31	4019.11708.00000.0030	Admission Counselor
11/10/2022	2,519.98	4019.11709.00000.0030	Asst. Dir. Nursing
11/10/2022	584.00	4019.11710.00000.0030	Executive Housekeeper
11/10/2022	12,160.95	4019.11711.00000.0030	Qualified Medication Aide
11/10/2022	3,807.12	4019.11713.00000.0030	Housekeeper
11/10/2022	1,312.80	4019.11715.00000.0030	Maintenance Class II
11/10/2022	3,708.66	4019.11716.00000.0030	Cooks
11/10/2022	2,625.60	4019.11717.00000.0030	Dietary Aide
11/10/2022	795.88	4019.11720.00000.0030	Recreation Officers
11/10/2022	1,304.60	4019.11780.00000.0030	Housekeeper/Security
11/10/2022	1,037.93	4019.11736.00000.0030	Houskeepers-P.T.
11/10/2022	873.83	4019.11734.00000.0030	Recreation Officers-P.T.
11/10/2022	1,628.69	4019.11735.00000.0030	Dietary Aide-P.T.
11/10/2022	3,837.77	4019.11737.00000.0030	Qualified Medical Aide-P.T.
11/10/2022	2,580.47	4019.11729.00000.0030	Certified Nursing Assistant

\$ 65,673.19

PAYROLL 11/23/22

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
11/23/2022	3,763.97	4019.14800.00000.0030	FICA Taxes
11/23/2022	880.27	4019.14800.00000.0030	FICA Taxes
11/23/2022	5,361.97	4019.14810.00000.0030	PERF
11/23/2022	5,223.08	4019.11009.00000.0030	Director
11/23/2022	2,234.44	4019.11571.00000.0030	Overtime
11/23/2022	812.27	4019.11700.00000.0030	Medical Director
11/23/2022	3,990.00	4019.11701.00000.0030	Director Of Nursing
11/23/2022	2,000.00	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records
11/23/2022	1,731.20	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds
11/23/2022	1,440.80	4019.11706.00000.0030	Food Service Supervisor
11/23/2022	1,400.00	4019.11707.00000.0030	Activity Director
11/23/2022	1,650.25	4019.11708.00000.0030	Admission Counselor
11/23/2022	2,520.00	4019.11709.00000.0030	Asst. Dir. Nursing
11/23/2022	11,861.20	4019.11711.00000.0030	Qualified Medication Aide
11/23/2022	3,630.71	4019.11713.00000.0030	Housekeeper
11/23/2022	1,312.80	4019.11715.00000.0030	Maintenance Class II
11/23/2022	3,905.58	4019.11716.00000.0030	Cooks

11/23/2022	2,559.96	4019.11717.00000.0030	Dietary Aide
11/23/2022	402.04	4019.11720.00000.0030	Recreation Officers
11/23/2022	2,677.70	4019.11725.00000.0030	Holiday Pay
11/23/2022	1,718.95	4019.11780.00000.0030	Housekeeper/Security
11/23/2022	861.53	4019.11736.00000.0030	Houskeepers-P.T.
11/23/2022	935.37	4019.11734.00000.0030	Recreation Officers-P.T.
11/23/2022	1,591.78	4019.11735.00000.0030	Dietary Aide-P.T.
11/23/2022	2,188.05	4019.11737.00000.0030	Qualified Medical Aide-P.T.
11/23/2022	2,605.09	4019.11729.00000.0030	Certified Nursing Assistant

\$ 69,259.01

CLAIMS PAID 9/27/22 - 10/31/22

DATE	Expenditure	Check	Budget Account Code	Acct Desc	Payee Name 1
11/01/2022	3,212.50	838342	4019.36015.00000.0030	Contractual Services	MKM Architecture + Design Inc
11/01/2022	9.52	838341	4019.36010.00000.0030	Building Maintenance	Kabelin Hardware Co Inc
11/01/2022	226.08	838340	4019.39100.00000.0030	Laundry & Cleaning	Gordon Food Service
11/01/2022	135.64	111355	4019.24130.00000.0030	Recreation Supplies	Amazon Capital Services
11/01/2022	7.00	838344	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
11/01/2022	19.95	838345	4019.24130.00000.0030	Recreation Supplies	Wal-Mart
11/01/2022	1,017.28	838343	4019.35040.00000.0030	Heating & Fuel Oil	Northern Indiana Public
11/01/2022	44.88	838341	4019.36010.00000.0030	Building Maintenance	Kabelin Hardware Co Inc
11/01/2022	2,770.26	838340	4019.24100.00000.0030	Food	Gordon Food Service
11/01/2022	245.46	838340	4019.24120.00000.0030	Medical Supplies	Gordon Food Service
11/09/2022	161.56	838651	4019.32050.00000.0030	Conferences & Training	Taylor Tarshia
11/09/2022	49.98	111409	4019.21010.00000.0030	Stationery & Printing	Amazon Capital Services
11/09/2022	17.73	111409	4019.39750.00000.0030	Information Technology	Amazon Capital Services
11/09/2022	65.39	838649	4019.24130.00000.0030	Recreation Supplies	Rangel Alma
11/09/2022	84.84	838644	4019.24100.00000.0030	Food	Alpha Baking Company
11/09/2022	913.49	838648	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
11/09/2022	2,458.11	838645	4019.24100.00000.0030	Food	Gordon Food Service
11/09/2022	3,013.66	838645	4019.24100.00000.0030	Food	Gordon Food Service
11/09/2022	606.11	838645	4019.24100.00000.0030	Food	Gordon Food Service
11/09/2022	1,019.80	838646	4019.32200.00000.0030	Telephone	Indiana Electronics Corp
11/09/2022	3,573.10	838647	4019.35010.00000.0030	Electricity	INDIANA MICHIGAN POWER
11/09/2022	1,824.10	838650	4019.35030.00000.0030	Water & Sewage	South Bend Water Works
11/15/2022	96.54	838912	4019.36010.00000.0030	Building Maintenance	Menards-Mishawaka
11/15/2022	13.65	838911	4019.36010.00000.0030	Building Maintenance	Kabelin Hardware Co Inc
11/15/2022	1,505.62	838915	4019.22010.00000.0030	Gas, Oil & Lubricants	St Joseph Cty Highway Dept
11/15/2022	557.05	838914	4019.36010.00000.0030	Building Maintenance	River Bend Hose
11/15/2022	26.29	838913	4019.36200.00000.0030	Repairs - Other Equipment	RIDGE NAPA AUTO PARTS
11/15/2022	65.97	838909	4019.24130.00000.0030	Recreation Supplies	Gordon Food Service
11/15/2022	120.35	838909	4019.24130.00000.0030	Recreation Supplies	Gordon Food Service
11/15/2022	48.38	111437	4019.21010.00000.0030	Stationery & Printing	Amazon Capital Services
11/15/2022	408.31	838910	4019.38013.00000.0030	Principal on Debt	Great America Financial
11/22/2022	265.25	839951	4019.35010.00000.0030	Electricity	INDIANA MICHIGAN POWER
11/22/2022	249.00	839947	4019.36015.00000.0030	Contractual Services	Accushield LLC
11/22/2022	1,516.00	839950	4019.32200.00000.0030	Telephone	Indiana Electronics Corp
11/22/2022	295.41	839952	4019.36015.00000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
11/22/2022	139.00	839955	4019.36015.00000.0030	Contractual Services	RetirementHomeTV1 Corporation
11/22/2022	981.89	839957	4019.36010.00000.0030	Building Maintenance	Tepe Sanitary Supply
11/22/2022	813.13	839954	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
11/22/2022	96.54	839953	4019.36010.00000.0030	Building Maintenance	Menards-Mishawaka
11/22/2022	6,106.98	839948	4019.24100.00000.0030	Food	Gordon Food Service
11/22/2022	181.98	839948	4019.24100.00000.0030	Food	Gordon Food Service
11/22/2022	37,917.00	839958	4019.36015.00000.0030	Contractual Services	Wolf Commercial Roofing Inc
11/22/2022	768.50	839949	4019.36015.00000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
11/22/2022	7.00	839956	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
11/22/2022	7.00	839956	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
11/22/2022	7.00	839956	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
11/22/2022	7.00	839956	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE

\$ 73,677.28

RECEIPTS 9/27/22 - 10/31/22

Effective Date	Budget Account Code	Receipt	Receipts	Acct Desc	On Account of
11/10/2022	4019.06200.00000.0030	165158	150.00	Rental Of Property	PORTAGE MANOR
11/15/2022	4019.02508.00000.0030	165208	112,231.26	RCAP Revenue	PORTAGE MANOR
			\$112,381.26		

YEAR TO DATE REVENUE AS of 11/30/22

Budget Account Code	Descriptions	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
4019.00000.00000.0000	General Government	0.00	0.00	0.00	1,210,281.11	0.00	0.00	0.00
4019.02508.00000.0030	RCAP Revenue	2,315,040.00	112,231.26	4.85	1,817,742.25	78.52	497,297.75	21.48
4019.02711.00000.0030	Reimbursements	608.46	0.00	0.00	608.46	100.00	0.00	0.00
4019.06101.00000.0030	Bank Account Interest	5,000.00	0.00	0.00	4,955.43	99.11	44.57	0.89
4019.06200.00000.0030	Rental Of Property	1,350.00	150.00	11.11	1,350.00	100.00	0.00	0.00
4019.08400.00000.0030	Investment Interest	12,000.00	0.00	0.00	6,380.42	53.17	5,619.58	46.83
		\$2,333,998.46	\$112,381.26		\$ 1,831,036.56	78%	\$ 502,961.90	22%

View Balances by Fund



As of: 11/28/2022 Fund: 4019

The Last Posted Date is 10/31/2022.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2022 - 11/28/2022)

Normal Accounts

	11/2022 Current Month	Total
Appropriation:	37,917.00	3,052,128.50
Carry Forward Receipts:	0.00	1,210,281.11
Receipts:	112,381.26	1,831,177.23
Encumbrance:		48,643.04
Expenditure:	217,802.94	2,331,746.16
Estimated Revenue:	300.00	2,377,939.13

Grand Totals

Unreceived Revenue Balance:	546,761.90
Unexpended Balance:	720,382.34
Unencumbered Balance:	671,739.30
Cash Balance:	709,712.18
Cash Balance Including Investments:	709,712.18 **

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

From Investment System - Outstanding Investments

Beginning Balance as of 01/01/2022:	0.00
Purchased (01/01/2022 - 11/28/2022):	0.00
Sold/Redeemed (01/01/2022 - 11/28/2022):	0.00
Ending Balance as of 11/28/2022:	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 of November 03,2022

Regular Meeting Date: 11/03/22 12p

Board Attendees: Frank Fotia, Randy Hein, Mike Kruk, John Butler, Lynn Rhody, Chuck Leone ,Tony Obringer, Kortney Mullins

Absent: Dan Berry,

Zoom: Marrienne Tucker

- 1) Call to Order: 11/03/22 at 12:00 pm
- 2) President's Report:
 - i) Motion to approve financials by John Butler. Seconded by Mike Kruk. No additions or corrections.
 - ii) Motion to approve payroll warrants and claims by Tony and seconded by John Butler approved.
 - iii) Motion to approve Revenue statement approved motion by Mike and seconded by Tony
 - iv) Motion to approve financial statement with cash balance passed unanimously.
- 3) Administrator's Report:
 - a) Census: 109
 - i) 2 Private Pay, 107 RCAP,
 - b) Staffing:
 - i) Continue to post job for QMA's and a LPN. Clinical is our biggest staffing need.
 - ii) We have one part time opening for a cook
 - c) Facility Priorities:
 - i) Kortney Mullins reported that Portage Manor had their annual Trick or Treat night and it went off fabulously. Alma Rangel Activities Director worked hard and 40 bags of candy were handed out. The residents were provided with costumes if they wanted one and did not have one. Face Painting was also offered.
 - ii) We are now planning what we are going to do for our holiday festivities. At this time we know that Friends of Portage Manor is planning on getting gift cards for all residents for Christmas.
 - iii) We have been having some IT technical difficulties with phones and internet we are addressing with ATT and Comcast. We are happily awaiting
 - iv) Roof repair by Wolf Contracting has started.
- 4) Communications:
 - a) None at this time
- 5) Finance Report:
 - a) Payroll Total for 09/30/2022-10/28/2022 is 198,248.63
 - b) Total Claims for 09/27/2022-10/31/2022 is 181,773.98
 - c) YTD Revenue is 1,711,215.55
 - d) Cash Balance is 807,445.29

6) Old Business:

a) Master Planning:

i) New Building:

1. Frank Fotia presented that MKM was contracted last year to study what the cost would be to build a new building through ARP funds. County Council found that too expensive and MKM and Byron Healthcare is now researching capital stacks and location to reduce cost. At the end of the day the county council and commissioners will be the ones who decide when and where a new location will be built. At this point conversations are still in the information gathering phase.
2. MKM Dodd reported that they are researching options that will be viable well into the future. No specific plans or decisions have been made at this time. Talks are in the preliminary phase with Healthwin.
 - a. Mike Kruk asked Dodd to give the board an update on what Healthwin is. Dodd reported they are a not-for-profit nursing home. The building and land are county owned. Healthwin is leased from the county.
 - b. Frank Fotia added that Healthwin does not offer independent or assisted living and Healthwin was approached to see if they would be interested in offering these services.
3. Deb Lambert Byron reported that Byron talked to them to see if they would even be interested in having the assisted living services added to their site. The one meeting had with Healthwin was to go and introduce themselves and research any cost savings for the facilities. She reported that they are researching a revenue build that would be sustainable. Healthwin and Portage Manor serve a similar mission. The idea of sharing laundry services for example was discussed as a cost savings idea. Deb stated whatever is developed it is being designed to serve all current residents of Portage Manor.
4. Tony asked if we are still exploring affordable housing to serve all residents. Deb confirmed a mix of affordable housing as well as waiver is being explored to be able to serve all current residents.
5. Frank presented that these are all very preliminary talks and we are still in the information gathering phase. Soon as there is any concrete information is decided there will be communication from the board through Kortney to the residents and families.
6. Mike Kruk commented that he hopes that location of goods and services are also assessed such as being on the bus route. He stated current location has shopping and restaurants that residents can utilize.

7) New Business:

- a) All Board members are required to walk the property. An invitation was extended to any board members who would like to attend.

8) Privilege of the Floor:

- a) Roy Saenz- Took privilege of the floor. Spoke about the unique population that Portage Manor serves. He spoke about the need for monies to go to Portage Manor if there was a sale or monies made. He questioned the minutes from a previous meeting not being posted on the website.
- 9) Motion to adjourn- passed unanimously.

Next Regular Meeting: TBA

Respectfully,

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