



Licensed Residential Care Facility

Established 1906

## Portage Manor Board Minutes

Regular Meeting Date: 6/24/2021 12p

Board Attendees: Dan Berry, Patty Godsey, Randy Hein, Mike Kruk, Chuck Leone, Michael Misch, Tony Obringer, Susan O'Neill, Lynn Rhody

Absent Excused: Tom McClanahan

Unexcused:

- 1) **Call to Order:** 6/24/21 at 12:08 pm
- 2) **President's Report:**
  - a) By-Laws updated and needing a vote to adopt them.
  - b) Vote on officers of the Board; recommendations sent.
- 3) **Administrator's Report:**
  - a) Census: 123
    - i) 2 Private Pay, 110 RCAP, 6 Creative Pay, 5 indigent
  - b) Staffing:
    - i) Housekeeping is fully staffed! Still in need of PT nurse and QMA's. Transportation staff completing CNA training this week, another staff to go through CNA training next mo. Dietary is fully staffed! Would like to hire another PT dietary aide and housekeeper. In need of help in Activity Department, currently seeking a PT activity aide.
    - ii) Discussed exit interviews and difficulties conducting those due to positions vacated without notice. Discussed in detail.
  - c) Current fund update:

Fund #	Receipts'	Expenditures	1/1/21 totals	6/24/21 totals	Difference
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 as requested. If you have any questions. Handout provided See attached

- d) Facility Priorities:
  - i) Staff morale.
  - ii) Replacing carpet. Painting/restoration work done to walls, stairwells, floors, and doors throughout the building.
  - iii) Replacing/attending to failed equipment. Air handler in the kitchen, drain in bathroom on 2<sup>nd</sup> floor, garbage disposal, and heat pumps in residents rooms. All work has been approved and was directed to use "reserve funds to get completed".
  - iv) 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.
  - v) Grounds improvement in progress
  - vi) Continue working with Residents to increase hygiene and cleanliness of their rooms/personal items.
  - vii) Continue plan for EMR/EHR updated system to improve our care plans and assessments.
- e) Master Planning:
  - i) BOC presentation on critical building needs/repairs scheduled 6/29. Patty and Mike will attend. Discussed concerns with the PMBOD regarding consensus and how to move forward.
  - ii) DLZ has given an updated work scope to include demo, re-running gas and electric to the building. See attached.

#### 4) **Communications:**

- a) COVID-19 at Portage Manor
  - i) COVID-19 Updates on the website: <https://www.sjcindiana.com/1852/Daily-COVID-19-Updates-for-Portage-Manor>
  - ii) Routine surveillance testing for unvaccinated staff based on the County positivity rate.
  - iii) Vaccination efforts have been favorable: 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 current residents are fully vaccinated!
  - iv) Phased re-opening with day passes, activity outings, return to clubhouse, and overnight passes to those resident who are fully vaccinated.
  - v) Per ISDH facility 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.

#### 5) **Old Business:**

- a) Contracts:
  - i) 6/22/21 BOC approved Concept Therapy to assume in house PT/OT/ST therapy 9/1/21, to better serve those living at Portage Manor. Notice of non-renewal sent to Vertis Therapy who is currently our in house therapy provider, their last day here will be 8/31/21.
- b) Financials:
  - i) Still working to resolve Resident Trust with Mike Eby, this is a work in progress due to outstanding debts and working through P&P on this.
- c) Request re-appropriation of funds and salary amendment:
  - i) Requesting re-appropriation from unused funds in account 11714, since COVID this account has been vacated due to employee choice, and has not required new hire. At this time funds are needed to split between ADON and BOM for increase in job functions/duties to ensure that all needs are met within the facility and that we don't lose valuable staff due to higher pay being offered at other facilities/businesses. Retention of staff is always more cost effective than a new hire. Council Committee meeting was on Tuesday 5/25 and sent to Council with a favorable recommendation. Public Hearing was set for Tuesday 6/2 *and passed.*

**6) New Business:**

- a) County Leaders gave instructions to all SJC department heads 6/22/21 on applying for ARP grant funds for building needs and revenue loss. Request for American Rescue Plan grant funds are due 7/6/21.
- b) Robyn Challinor request use of money from gift fund or FOPM for painting party (25.00/person) cost for 20 residents is \$500.00.

**7) Motions:**

- a) Lynn Rhody made a motion to accept minutes from May 27<sup>th</sup>, 2021 Board Meeting Minutes. Randy Hein seconded the motion. All in favor, motion passes 9-0.
- b) Susie O'Neill made a motion to adopt the amended by-laws and accept PMBOD officers that are recommended. Chuck Leone seconded the motion. All in favor, motion passes 9-0.
  - i) Patty Godsey President
  - ii) Michael Misch Vice President
- c) Susie O'Neill made a motion to approve gift fund 4109 to finance activity for canvas paint party, (25.00/person) cost for 20 residents is \$500.00. Patty Godsey seconded the motion. All in favor, motion passes 9-0.
- d) Lynn Rhody made a motion to call the meeting adjourned. Dan Berry seconded the motion. All in favor, motion passes 9-0.

**Next Regular Meeting:** Thursday, July, 22<sup>nd</sup>, 2021 at 12pm.

**Next Development Committee Meeting:** TBA

Respectfully,

Robyn Challinor LPN/RCA

Robyn Challinor

Administrator/Portage Manor