



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 March 27, 2023

SUBJECT: March Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Tuesday March 21, 2023. The meeting will be held on the 4th Floor of the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

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



Portage Manor

Est 1906

Licensed Residential Care Facility

AGENDA

1. Call to Order.

2. Approve Minutes from _____ PMBOD meetings

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 3-7 COVERS 1&1/22 - \$&30/2' 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 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: _____**

Allowance of Claims: \$

Plus Net Payroll for:

12/09/2022	\$74,043.32
12/23/2022	\$68,162.16
01/06/2023	\$71,727.44
01/20/2023	\$72,085.40
02/03/2023	\$70,604.46
02/17/2023	70,103.64

Total Allowance of Claims: \$

Allowance of Claims:

We have examined the claims listed on the following Register of Claims, Consisting of 6 pages, and except for claims not allowed as shown on the Register such claims are hereby allowed in the amount of: \$ _____

Dated this 1st Day of U _____, 202

John Butler
Vice-President

Board Member

Payroll 12/09/2022

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
12/09/2022	4019.11009.00000.0030	Director	Payroll	5,223.08
12/09/2022	4019.11571.00000.0030	Overtime	Payroll	1,912.04
12/09/2022	4019.11700.00000.0030	Medical Director	Payroll	812.27
12/09/2022	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
12/09/2022	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records	Payroll	2,000.00
12/09/2022	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
12/09/2022	4019.11706.00000.0030	Food Service Supervisor	Payroll	1,440.80
12/09/2022	4019.11707.00000.0030	Activity Director	Payroll	301.88
12/09/2022	4019.11708.00000.0030	Admission Counselor	Payroll	1,840.00
12/09/2022	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,669.63
12/09/2022	4019.11710.00000.0030	Executive Housekeeper	Payroll	876.00
12/09/2022	4019.11711.00000.0030	Qualified Medication Aide	Payroll	12,358.69
12/09/2022	4019.11713.00000.0030	Housekeeper	Payroll	4,213.27
12/09/2022	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
12/09/2022	4019.11716.00000.0030	Cooks	Payroll	3,745.59
12/09/2022	4019.11717.00000.0030	Dietary Aide	Payroll	2,609.19
12/09/2022	4019.11720.00000.0030	Recreation Officers	Payroll	352.82
12/09/2022	4019.11725.00000.0030	Holiday Pay	Payroll	3,287.66
12/09/2022	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	2,084.07
12/09/2022	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	1,001.01
12/09/2022	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,788.69
12/09/2022	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	757.65
12/09/2022	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	3,995.16
12/09/2022	4019.11739.00000.0030	Business Office Manager	Payroll	1,846.15
12/09/2022	4019.11780.00000.0030	Housekeeper/Security	Payroll	1,813.30
12/09/2022	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	1,331.77
12/09/2022	4019.14800.00000.0030	FICA Taxes		3,826.56
12/09/2022	4019.14800.00000.0030	FICA Taxes		894.95
12/09/2022	4019.14810.00000.0030	PERF		5,217.09
				74,043.32

Payroll 12/23/2022

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
12/23/2022	4019.11009.00000.0030	Director	Payroll	5,223.08
12/23/2022	4019.11571.00000.0030	Overtime	Payroll	650.81
12/23/2022	4019.11700.00000.0030	Medical Director	Payroll	812.25
12/23/2022	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
12/23/2022	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records	Payroll	2,000.00
12/23/2022	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
12/23/2022	4019.11706.00000.0030	Food Service Supervisor	Payroll	1,440.80
12/23/2022	4019.11707.00000.0030	Activity Director	Payroll	678.12
12/23/2022	4019.11708.00000.0030	Admission Counselor	Payroll	1,773.30
12/23/2022	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,520.00
12/23/2022	4019.11710.00000.0030	Executive Housekeeper	Payroll	1,355.06
12/23/2022	4019.11711.00000.0030	Qualified Medication Aide	Payroll	12,601.65
12/23/2022	4019.11713.00000.0030	Housekeeper	Payroll	4,570.18
12/23/2022	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
12/23/2022	4019.11716.00000.0030	Cooks	Payroll	4,209.17
12/23/2022	4019.11717.00000.0030	Dietary Aide	Payroll	2,625.60
12/23/2022	4019.11720.00000.0030	Recreation Officers	Payroll	758.96
12/23/2022	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	1,312.80
12/23/2022	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	1,042.04
12/23/2022	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,304.59
12/23/2022	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	709.73
12/23/2022	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	2,589.45
12/23/2022	4019.11739.00000.0030	Business Office Manager	Payroll	1,846.15
12/23/2022	4019.11780.00000.0030	Housekeeper/Security	Payroll	1,398.96
12/23/2022	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	1,458.38
12/23/2022	4019.14800.00000.0030	FICA Taxes		3,539.25
12/23/2022	4019.14800.00000.0030	FICA Taxes		827.72
12/23/2022	4019.14810.00000.0030	PERF		5,070.11
				68,162.16

Payroll 01/06/2023

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
01/06/2023	4019.11009.00000.0030	Director	Payroll	5,223.08
01/06/2023	4019.11571.00000.0030	Overtime	Payroll	1,184.66
01/06/2023	4019.11700.00000.0030	Medical Director	Payroll	812.27
01/06/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
01/06/2023	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records	Payroll	2,000.00
01/06/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
01/06/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	1,600.00
01/06/2023	4019.11707.00000.0030	Activity Director	Payroll	1,172.50
01/06/2023	4019.11708.00000.0030	Admission Counselor	Payroll	1,840.00
01/06/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,520.00
01/06/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	1,460.00
01/06/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	12,711.49
01/06/2023	4019.11713.00000.0030	Housekeeper	Payroll	4,795.82
01/06/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
01/06/2023	4019.11716.00000.0030	Cooks	Payroll	4,258.39
01/06/2023	4019.11717.00000.0030	Dietary Aide	Payroll	2,625.60
01/06/2023	4019.11720.00000.0030	Recreation Officers	Payroll	467.68
01/06/2023	4019.11725.00000.0030	Holiday Pay	Payroll	595.84
01/06/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	1,534.33
01/06/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	1,103.57
01/06/2023	4019.11739.00000.0030	Business Office Manager	Payroll	1,845.62
01/06/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	1,196.00
01/06/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	959.98
01/06/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,665.62
01/06/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	3,297.27
01/06/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	1,312.80
01/06/2023	4019.14800.00000.0030	FICA Taxes		3,685.35
01/06/2023	4019.14800.00000.0030	FICA Taxes		861.92
01/06/2023	4019.14810.00000.0030	PERF		5,153.65
				71,727.44

Payroll 01/20/2023

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
01/20/2023	4019.11009.00000.0030	Director	Payroll	5,223.08
01/20/2023	4019.11571.00000.0030	Overtime	Payroll	2,148.24
01/20/2023	4019.11700.00000.0030	Medical Director	Payroll	812.27
01/20/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
01/20/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
01/20/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	2,000.00
01/20/2023	4019.11707.00000.0030	Activity Director	Payroll	1,400.00
01/20/2023	4019.11708.00000.0030	Admission Counselor	Payroll	1,840.00
01/20/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,520.00
01/20/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	1,460.00
01/20/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	10,564.96
01/20/2023	4019.11713.00000.0030	Housekeeper	Payroll	5,526.07
01/20/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
01/20/2023	4019.11716.00000.0030	Cooks	Payroll	3,097.39
01/20/2023	4019.11717.00000.0030	Dietary Aide	Payroll	4,536.82
01/20/2023	4019.11720.00000.0030	Recreation Officers	Payroll	754.86
01/20/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	664.57
01/20/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	1,275.88
01/20/2023	4019.11739.00000.0030	Business Office Manager	Payroll	1,845.62
01/20/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	1,500.81
01/20/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	972.29
01/20/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,546.64
01/20/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	4,903.63
01/20/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	1,575.36
01/20/2023	4019.14800.00000.0030	FICA Taxes		3,708.20
01/20/2023	4019.14800.00000.0030	FICA Taxes		867.27
01/20/2023	4019.14810.00000.0030	PERF		5,497.44
				72,085.40

Payroll 02/03/2023

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
02/03/2023	4019.11009.00000.0030	Director	Payroll	5,223.08
02/03/2023	4019.11571.00000.0030	Overtime	Payroll	2,104.23
02/03/2023	4019.11700.00000.0030	Medical Director	Payroll	812.27
02/03/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
02/03/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
02/03/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	1,600.00
02/03/2023	4019.11707.00000.0030	Activity Director	Payroll	1,400.00
02/03/2023	4019.11708.00000.0030	Admission Counselor	Payroll	1,840.00
02/03/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,520.00
02/03/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	1,460.00
02/03/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	10,252.30
02/03/2023	4019.11713.00000.0030	Housekeeper	Payroll	5,124.02
02/03/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
02/03/2023	4019.11716.00000.0030	Cooks	Payroll	3,089.18
02/03/2023	4019.11717.00000.0030	Dietary Aide	Payroll	2,494.32
02/03/2023	4019.11720.00000.0030	Recreation Officers	Payroll	676.91
02/03/2023	4019.11725.00000.0030	Holiday Pay	Payroll	906.18
02/03/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	1,571.26
02/03/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	918.96
02/03/2023	4019.11739.00000.0030	Business Office Manager	Payroll	1,845.62
02/03/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	1,500.81
02/03/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	894.34
02/03/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,723.04
02/03/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	5,583.14
02/03/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	1,312.80
02/03/2023	4019.14800.00000.0030	FICA Taxes		3,625.72
02/03/2023	4019.14800.00000.0030	FICA Taxes		847.96
02/03/2023	4019.14810.00000.0030	PERF		5,434.32
				70,604.46

Payroll 02/17/2023

Effective Date	Budget Account Code	Acct Desc	Description	Expenditure
02/17/2023	4019.11009.00000.0030	Director	Payroll	5,223.08
02/17/2023	4019.11571.00000.0030	Overtime	Payroll	2,002.29
02/17/2023	4019.11700.00000.0030	Medical Director	Payroll	812.27
02/17/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	2,800.00
02/17/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	1,731.20
02/17/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	2,400.00
02/17/2023	4019.11707.00000.0030	Activity Director	Payroll	1,400.00
02/17/2023	4019.11708.00000.0030	Admission Counselor	Payroll	1,840.00
02/17/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	2,520.00
02/17/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	1,460.00
02/17/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	10,519.80
02/17/2023	4019.11713.00000.0030	Housekeeper	Payroll	5,251.20
02/17/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	1,312.80
02/17/2023	4019.11716.00000.0030	Cooks	Payroll	3,232.77
02/17/2023	4019.11717.00000.0030	Dietary Aide	Payroll	2,625.60
02/17/2023	4019.11720.00000.0030	Recreation Officers	Payroll	697.42
02/17/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	1,673.82
02/17/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	1,083.06
02/17/2023	4019.11739.00000.0030	Business Office Manager	Payroll	1,845.62
02/17/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	126.63
02/17/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	1,029.73
02/17/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	1,460.49
02/17/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	6,109.87
02/17/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	1,312.80
02/17/2023	4019.14800.00000.0030	FICA Taxes		3,546.66
02/17/2023	4019.14800.00000.0030	FICA Taxes		829.48
02/17/2023	4019.14810.00000.0030	PERF		5,257.05
				70,103.64

Claims Paid December 2022

Effective Date	Budget Account Code	Acct Desc	Check	Expenditure	Payee Name 1
12/06/2022	4019.36015.00000.0030	Contractual Services	840432	85.00	Policemans FCU
12/06/2022	4019.36015.00000.0030	Contractual Services	840432	75.00	Policemans FCU
12/06/2022	4019.36010.00000.0030	Building Maintenance	840429	21.58	Kabelin Hardware Co Inc
12/06/2022	4019.36010.00000.0030	Building Maintenance	840428	1,113.00	Johnson Controls Inc
12/06/2022	4019.36015.00000.0030	Contractual Services	840427	408.31	Great America Financial
12/06/2022	4019.36015.00000.0030	Contractual Services	840434	933.00	Rosewood Staffing Inc
12/06/2022	4019.24100.00000.0030	Food	840433	170.40	Prairie Farms Dairy, Inc
12/06/2022	4019.36015.00000.0030	Contractual Services	840430	2,100.00	MKM Architecture + Design Inc
12/06/2022	4019.36010.00000.0030	Building Maintenance	840426	20.99	Grainger,W.W. Inc.
12/06/2022	4019.36010.00000.0030	Building Maintenance	840426	232.09	Grainger,W.W. Inc.
12/06/2022	4019.36015.00000.0030	Contractual Services	840421	648.60	Adams Remco INC
12/06/2022	4019.31010.00000.0030	Legal Services	840436	7.00	STATE OF IN, IN. STATE POLICE
12/06/2022	4019.36015.00000.0030	Contractual Services	840435	561.76	Spin Techs Inc
12/06/2022	4019.24100.00000.0030	Food	840422	109.54	Alpha Baking Company
12/06/2022	4019.35040.00000.0030	Heating & Fuel Oil	840431	1,453.65	Northern Indiana Public
12/06/2022	4019.32200.00000.0030	Telephone	840423	250.99	AT&T
12/06/2022	4019.24100.00000.0030	Food	840437	8.72	Wal-Mart
12/06/2022	4019.36010.00000.0030	Building Maintenance	840437	18.80	Wal-Mart
12/06/2022	4019.36010.00000.0030	Building Maintenance	840437	18.80	Wal-Mart
12/06/2022	4019.24130.00000.0030	Recreation Supplies	840437	70.48	Wal-Mart
12/06/2022	4019.24120.00000.0030	Medical Supplies	840437	34.37	Wal-Mart
12/06/2022	4019.24010.00000.0030	Other Supplies	840437	8.77	Wal-Mart
12/06/2022	4019.24100.00000.0030	Food	840425	12,254.82	Gordon Food Service
12/06/2022	4019.24100.00000.0030	Food	840433	1,516.32	Prairie Farms Dairy, Inc
12/06/2022	4019.36015.00000.0030	Contractual Services	840424	155.85	COMCAST CABLE
12/06/2022	4019.24010.00000.0030	Other Supplies	840425	340.50	Gordon Food Service
12/06/2022	4019.24100.00000.0030	Food	840422	71.04	Alpha Baking Company
12/06/2022	4019.24100.00000.0030	Food	840425	178.03	Gordon Food Service
12/06/2022	4019.24010.00000.0030	Other Supplies	840425	553.44	Gordon Food Service
12/06/2022	4019.24010.00000.0030	Other Supplies	840425	623.80	Gordon Food Service
12/06/2022	4019.39100.00000.0030	Laundry & Cleaning	840425	704.19	Gordon Food Service
12/06/2022	4019.39050.00000.0030	Licenses	840432	105.56	Policemans FCU
12/07/2022	4019.36010.00000.0030	Building Maintenance	839953	(96.54)	Menards-Mishawaka
12/13/2022	4019.24100.00000.0030	Food	840894	57.24	Alpha Baking Company
12/13/2022	4019.24100.00000.0030	Food	840894	28.62	Alpha Baking Company
12/13/2022	4019.22010.00000.0030	Gas, Oil & Lubricants	840895	1,451.67	St Joseph Cty Highway Dept
12/14/2022	4019.24100.00000.0030	Food	840437	(8.72)	Wal-Mart
12/14/2022	4019.36010.00000.0030	Building Maintenance	840437	(18.80)	Wal-Mart
12/14/2022	4019.36010.00000.0030	Building Maintenance	840437	(18.80)	Wal-Mart
12/14/2022	4019.24130.00000.0030	Recreation Supplies	840437	(70.48)	Wal-Mart
12/14/2022	4019.24120.00000.0030	Medical Supplies	840437	(34.37)	Wal-Mart
12/14/2022	4019.24010.00000.0030	Other Supplies	840437	(8.77)	Wal-Mart
12/20/2022	4019.35010.00000.0030	Electricity	841174	137.54	INDIANA MICHIGAN POWER
12/20/2022	4019.32200.00000.0030	Telephone	841173	152.04	AT&T Mobility
12/20/2022	4019.35010.00000.0030	Electricity	841174	4,225.71	INDIANA MICHIGAN POWER
12/20/2022	4019.35030.00000.0030	Water & Sewage	841176	1,595.31	South Bend Water Works
12/20/2022	4019.21010.00000.0030	Stationery & Printing	841175	39.00	Smart Source LLC
12/20/2022	4019.21030.00000.0030	Office Supplies	111704	38.79	Amazon Capital Services
12/20/2022	4019.24100.00000.0030	Food	841177	8.72	Wal-Mart
12/20/2022	4019.36010.00000.0030	Building Maintenance	841177	18.80	Wal-Mart
12/20/2022	4019.24130.00000.0030	Recreation Supplies	841177	70.48	Wal-Mart
12/20/2022	4019.24120.00000.0030	Medical Supplies	841177	34.37	Wal-Mart
12/20/2022	4019.24010.00000.0030	Other Supplies	841177	8.77	Wal-Mart
12/27/2022	4019.36015.00000.0030	Contractual Services	841492	7,000.00	Byron Wellness Systems Inc
12/27/2022	4019.36015.00000.0030	Contractual Services	841492	7,000.00	Byron Wellness Systems Inc

12/27/2022	4019.22010.00000.0030	Gas, Oil & Lubricants	841506	211.57	St Joseph Cty Highway Dept
12/27/2022	4019.36015.00000.0030	Contractual Services	841505	139.00	RetirementHomeTV1 Corporation
12/27/2022	4019.36015.00000.0030	Contractual Services	841503	2,547.99	MKM Architecture + Design Inc
12/27/2022	4019.36010.00000.0030	Building Maintenance	841501	145.23	Kabelin Hardware Co Inc
12/27/2022	4019.36010.00000.0030	Building Maintenance	841500	110.99	Johnstone Supply
12/27/2022	4019.36015.00000.0030	Contractual Services	841499	600.00	Johnson Controls Inc
12/27/2022	4019.36015.00000.0030	Contractual Services	841498	764.76	HIMCO WASTE-AWAY SERVICE, INC
12/27/2022	4019.36015.00000.0030	Contractual Services	841497	816.62	Great America Financial
12/27/2022	4019.24120.00000.0030	Medical Supplies	841502	724.22	MCKESSON MEDICAL
12/27/2022	4019.24100.00000.0030	Food	841496	93.10	Gordon Food Service
12/27/2022	4019.24010.00000.0030	Other Supplies	841496	199.60	Gordon Food Service
12/27/2022	4019.11780.00000.0030	Housekeeper/Security	841496	314.02	Gordon Food Service
12/27/2022	4019.24010.00000.0030	Other Supplies	841496	330.74	Gordon Food Service
12/27/2022	4019.24100.00000.0030	Food	841496	2,070.73	Gordon Food Service
12/27/2022	4019.24120.00000.0030	Medical Supplies	841496	259.54	Gordon Food Service
12/27/2022	4019.24100.00000.0030	Food	841504	1,755.61	Prairie Farms Dairy, Inc
12/27/2022	4019.24100.00000.0030	Food	841491	57.24	Alpha Baking Company
12/27/2022	4019.36015.00000.0030	Contractual Services	841490	249.00	Accushield LLC
12/27/2022	4019.36010.00000.0030	Building Maintenance	841494	163.00	DYNAMIC MECHANICAL SERVICE,
12/27/2022	4019.36015.00000.0030	Contractual Services	841495	771.72	Eldermark Software
12/27/2022	4019.36015.00000.0030	Contractual Services	841493	155.85	COMCAST CABLE
12/27/2022	4019.24100.00000.0030	Food	841496	(93.10)	Gordon Food Service
12/27/2022	4019.24010.00000.0030	Other Supplies	841496	(199.60)	Gordon Food Service
12/27/2022	4019.11780.00000.0030	Housekeeper/Security	841496	(314.02)	Gordon Food Service
12/27/2022	4019.24010.00000.0030	Other Supplies	841496	(330.74)	Gordon Food Service
12/27/2022	4019.24100.00000.0030	Food	841496	(2,070.73)	Gordon Food Service
12/27/2022	4019.24120.00000.0030	Medical Supplies	841496	(259.54)	Gordon Food Service
12/28/2022	4019.36010.00000.0030	Building Maintenance	841494	(163.00)	DYNAMIC MECHANICAL SERVICE,
12/28/2022	4019.36015.00000.0030	Contractual Services	841493	(155.85)	COMCAST CABLE
12/29/2022	4019.24100.00000.0030	Food	841585	93.10	Gordon Food Service
12/29/2022	4019.11780.00000.0030	Housekeeper/Security	841585	314.02	Gordon Food Service
12/29/2022	4019.24010.00000.0030	Other Supplies	841585	330.74	Gordon Food Service
12/29/2022	4019.24120.00000.0030	Medical Supplies	841585	259.54	Gordon Food Service
12/29/2022	4019.24100.00000.0030	Food	841585	2,070.73	Gordon Food Service
				58,427.06	

Claims Paid January 2023

Effective Date	Budget Account Code	Acct Desc	Check	Expenditure	Payee Name 1
01/03/2023	4019.36015.00000.0030	Contractual Services	841642	406.70	County Commissioners
01/03/2023	4019.36015.00000.0030	Contractual Services	841643	375.00	Genoa Healthcare LLC
01/03/2023	4019.24100.00000.0030	Food	841639	42.42	Alpha Baking Company
01/03/2023	4019.24100.00000.0030	Food	841644	2,335.97	Gordon Food Service
01/03/2023	4019.39100.00000.0030	Laundry & Cleaning	841644	566.40	Gordon Food Service
01/03/2023	4019.32200.00000.0030	Telephone	841646	475.43	Indiana Electronics Corp
01/03/2023	4019.36015.00000.0030	Contractual Services	841645	408.31	Great America Financial
01/03/2023	4019.39100.00000.0030	Laundry & Cleaning	841647	689.68	LOOMIS BROTHERS EQUIPMENT, CO.
01/03/2023	4019.36015.00000.0030	Contractual Services	841648	6,900.00	MKM Architecture + Design Inc
01/03/2023	4019.24100.00000.0030	Food	841649	263.85	Prairie Farms Dairy, Inc
01/03/2023	4019.36015.00000.0030	Contractual Services	841650	558.00	Rosewood Staffing Inc
01/03/2023	4019.31010.00000.0030	Legal Services	841651	20.50	Ross Takisha
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	7.00	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.36015.00000.0030	Contractual Services	841641	155.85	COMCAST CABLE
01/03/2023	4019.32200.00000.0030	Telephone	841640	250.99	AT&T
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/03/2023	4019.31010.00000.0030	Legal Services	841652	(7.00)	STATE OF IN, IN. STATE POLICE
01/10/2023	4019.36015.00000.0030	Contractual Services	841868	75.00	Policemans FCU
01/10/2023	4019.36015.00000.0030	Contractual Services	841869	85.00	Policemans FCU
01/10/2023	4019.36015.00000.0030	Contractual Services	841870	256.00	Policemans FCU
01/10/2023	4019.36015.00000.0030	Contractual Services	841863	1,286.00	Arrow Services, Inc
01/10/2023	4019.24100.00000.0030	Food	841871	332.68	Prairie Farms Dairy, Inc
01/10/2023	4019.36010.00000.0030	Building Maintenance	841866	331.52	Johnstone Supply
01/10/2023	4019.24100.00000.0030	Food	841865	1,945.59	Gordon Food Service
01/10/2023	4019.39100.00000.0030	Laundry & Cleaning	841865	284.24	Gordon Food Service
01/10/2023	4019.24010.00000.0030	Other Supplies	112005	87.99	Amazon Capital Services
01/10/2023	4019.24130.00000.0030	Recreation Supplies	112005	14.87	Amazon Capital Services
01/10/2023	4019.36015.00000.0030	Contractual Services	841863	1,206.00	Arrow Services, Inc
01/10/2023	4019.24130.00000.0030	Recreation Supplies	841864	125.00	B Cause Inc
01/10/2023	4019.24100.00000.0030	Food	841871	263.85	Prairie Farms Dairy, Inc
01/10/2023	4019.35040.00000.0030	Heating & Fuel Oil	841867	2,924.17	Northern Indiana Public
01/24/2023	4019.36015.00000.0030	Contractual Services	842374	498.00	Accushield LLC
01/24/2023	4019.24100.00000.0030	Food	842375	42.42	Alpha Baking Company
01/24/2023	4019.36015.00000.0030	Contractual Services	842377	7,000.00	Byron Wellness Systems Inc
01/24/2023	4019.36015.00000.0030	Contractual Services	842378	771.72	Eldermark Software
01/24/2023	4019.24100.00000.0030	Food	842379	6,121.14	Gordon Food Service
01/24/2023	4019.36015.00000.0030	Contractual Services	842380	408.31	Great America Financial
01/24/2023	4019.36015.00000.0030	Contractual Services	842381	757.63	HIMCO WASTE-AWAY SERVICE, INC
01/24/2023	4019.32200.00000.0030	Telephone	842382	41.44	Indiana Electronics Corp
01/24/2023	4019.36010.00000.0030	Building Maintenance	842384	19.42	Kabelin Hardware Co Inc
01/24/2023	4019.36015.00000.0030	Contractual Services	842386	139.00	RetirementHomeTV1 Corporation

01/24/2023	4019.22010.00000.0030	Gas, Oil & Lubricants	842388	140.10	St Joseph Cty Highway Dept
01/24/2023	4019.24100.00000.0030	Food	842385	263.85	Prairie Farms Dairy, Inc
01/24/2023	4019.35010.00000.0030	Electricity	842383	9,705.43	INDIANA MICHIGAN POWER
01/24/2023	4019.35010.00000.0030	Electricity	842383	168.27	INDIANA MICHIGAN POWER
01/24/2023	4019.35030.00000.0030	Water & Sewage	842387	3,462.73	South Bend Water Works
01/24/2023	4019.32200.00000.0030	Telephone	842376	128.49	AT&T Mobility
01/24/2023	4019.31010.00000.0030	Legal Services	842389	7.00	STATE OF IN, IN. STATE POLICE
01/24/2023	4019.31010.00000.0030	Legal Services	842389	7.00	STATE OF IN, IN. STATE POLICE
01/31/2023	4019.24130.00000.0030	Recreation Supplies	112149	77.50	Amazon Capital Services
01/31/2023	4019.39100.00000.0030	Laundry & Cleaning	112149	15.51	Amazon Capital Services
01/31/2023	4019.24100.00000.0030	Food	842834	11,622.54	Gordon Food Service
01/31/2023	4019.24100.00000.0030	Food	842834	4,623.31	Gordon Food Service
01/31/2023	4019.39100.00000.0030	Laundry & Cleaning	842834	1,111.15	Gordon Food Service
01/31/2023	4019.24010.00000.0030	Other Supplies	842834	818.42	Gordon Food Service
01/31/2023	4019.39100.00000.0030	Laundry & Cleaning	842834	392.52	Gordon Food Service
01/31/2023	4019.24100.00000.0030	Food	842834	253.77	Gordon Food Service
01/31/2023	4019.39100.00000.0030	Laundry & Cleaning	842835	102.48	Menards-Mishawaka
01/31/2023	4019.39100.00000.0030	Laundry & Cleaning	842835	224.87	Menards-Mishawaka
01/31/2023	4019.24100.00000.0030	Food	842836	1,529.01	Prairie Farms Dairy, Inc
01/31/2023	4019.36015.00000.0030	Contractual Services	842837	550.00	ZINKAN ENTERPRISES INC
01/31/2023	4019.36200.00000.0030	Repairs - Other Equipment	842833	1,512.91	DYNAMIC MECHANICAL SERVICE,
01/31/2023	4019.36200.00000.0030	Repairs - Other Equipment	842833	1,115.00	DYNAMIC MECHANICAL SERVICE,
01/31/2023	4019.36015.00000.0030	Contractual Services	842832	178.00	Arrow Services, Inc
01/31/2023	4019.36015.00000.0030	Contractual Services	842830	357.15	Adams Remco INC
01/31/2023	4019.24100.00000.0030	Food	842831	86.88	Alpha Baking Company
				76,919.98	

Claims Paid February 2023

Effective Date	Budget Account Code	Acct Desc	Check	Expenditure	Payee Name 1
02/07/2023	4019.36015.00000.0030	Contractual Services	843103	85.00	Policemans FCU
02/07/2023	4019.39050.00000.0030	Licenses	843105	131.32	Policemans FCU
02/07/2023	4019.36015.00000.0030	Contractual Services	843104	79.00	Policemans FCU
02/07/2023	4019.35040.00000.0030	Heating & Fuel Oil	843102	3,337.30	Northern Indiana Public
02/07/2023	4019.31010.00000.0030	Legal Services	843108	7.00	STATE OF IN, IN. STATE POLICE
02/07/2023	4019.24100.00000.0030	Food	843095	42.42	Alpha Baking Company
02/07/2023	4019.36200.00000.0030	Repairs - Other Equipment	843099	291.65	DYNAMIC MECHANICAL SERVICE,
02/07/2023	4019.24100.00000.0030	Food	843100	3,104.44	Gordon Food Service
02/07/2023	4019.39100.00000.0030	Laundry & Cleaning	843100	638.76	Gordon Food Service
02/07/2023	4019.24100.00000.0030	Food	843100	2,054.01	Gordon Food Service
02/07/2023	4019.24010.00000.0030	Other Supplies	843100	2,373.96	Gordon Food Service
02/07/2023	4019.36010.00000.0030	Building Maintenance	843101	14.04	Kabelin Hardware Co Inc
02/07/2023	4019.24100.00000.0030	Food	843106	597.83	Prairie Farms Dairy, Inc
02/07/2023	4019.24100.00000.0030	Food	843106	403.45	Prairie Farms Dairy, Inc
02/07/2023	4019.32350.00000.0030	Postage	843109	63.00	United States Postal Service
02/07/2023	4019.35030.00000.0030	Water & Sewage	843107	1,731.91	South Bend Water Works
02/07/2023	4019.36015.00000.0030	Contractual Services	843098	160.13	COMCAST CABLE
02/07/2023	4019.24010.00000.0030	Other Supplies	843100	1,425.76	Gordon Food Service
02/07/2023	4019.36010.00000.0030	Building Maintenance	112208	98.00	Amazon Capital Services
02/07/2023	4019.32200.00000.0030	Telephone	843096	251.71	AT&T
02/07/2023	4019.32200.00000.0030	Telephone	843097	128.64	AT&T Mobility
02/14/2023	4019.36015.00000.0030	Contractual Services	843366	1,543.44	Eldermark Software
02/14/2023	4019.36015.00000.0030	Contractual Services	843363	249.00	Accushield LLC
02/14/2023	4019.36010.00000.0030	Building Maintenance	843371	60.39	Menards-Mishawaka
02/14/2023	4019.39100.00000.0030	Laundry & Cleaning	843371	19.40	Menards-Mishawaka
02/14/2023	4019.35010.00000.0030	Electricity	843369	107.56	INDIANA MICHIGAN POWER
02/14/2023	4019.24100.00000.0030	Food	843364	28.62	Alpha Baking Company
02/14/2023	4019.36015.00000.0030	Contractual Services	843365	78.00	Arrow Services, Inc
02/14/2023	4019.36015.00000.0030	Contractual Services	843373	1,200.00	MKM Architecture + Design Inc
02/14/2023	4019.24100.00000.0030	Food	843367	1,875.94	Gordon Food Service
02/14/2023	4019.24120.00000.0030	Medical Supplies	843370	830.89	MCKESSON MEDICAL
02/14/2023	4019.24130.00000.0030	Recreation Supplies	843376	1.44	Wal-Mart
02/14/2023	4019.21030.00000.0030	Office Supplies	843376	3.42	Wal-Mart
02/14/2023	4019.24130.00000.0030	Recreation Supplies	843376	443.65	Wal-Mart
02/14/2023	4019.36010.00000.0030	Building Maintenance	843372	79.54	MID-CITY SUPPLY CO. INC. (2)
02/14/2023	4019.32200.00000.0030	Telephone	843368	41.44	Indiana Electronics Corp
02/14/2023	4019.24130.00000.0030	Recreation Supplies	843375	80.00	PELLEGRINO ROBERT CARL
02/14/2023	4019.21010.00000.0030	Stationery & Printing	112236	118.06	Amazon Capital Services
02/14/2023	4019.21030.00000.0030	Office Supplies	112236	25.21	Amazon Capital Services
02/14/2023	4019.21010.00000.0030	Stationery & Printing	112236	118.06	Amazon Capital Services
02/14/2023	4019.21030.00000.0030	Office Supplies	112236	25.21	Amazon Capital Services
02/14/2023	4019.21030.00000.0030	Office Supplies	843374	141.61	Office Three Sixty Inc
02/14/2023	4019.21010.00000.0030	Stationery & Printing	112236	(118.06)	Amazon Capital Services
02/14/2023	4019.21030.00000.0030	Office Supplies	112236	(25.21)	Amazon Capital Services
02/14/2023	4019.21010.00000.0030	Stationery & Printing	112236	(118.06)	Amazon Capital Services
02/14/2023	4019.21030.00000.0030	Office Supplies	112236	(25.21)	Amazon Capital Services
02/23/2023	4019.21010.00000.0030	Stationery & Printing	112325	118.06	Amazon Capital Services
02/23/2023	4019.21030.00000.0030	Office Supplies	112325	25.21	Amazon Capital Services
02/23/2023	4019.39100.00000.0030	Laundry & Cleaning	843830	446.56	Policemans FCU
02/23/2023	4019.39100.00000.0030	Laundry & Cleaning	843830	168.38	Policemans FCU
02/23/2023	4019.36015.00000.0030	Contractual Services	843830	123.95	Policemans FCU
02/23/2023	4019.24120.00000.0030	Medical Supplies	843830	366.20	Policemans FCU
02/23/2023	4019.36015.00000.0030	Contractual Services	843827	80.48	HIMCO WASTE-AWAY SERVICE, INC
02/23/2023	4019.36015.00000.0030	Contractual Services	843826	7,000.00	Byron Wellness Systems Inc
02/23/2023	4019.36015.00000.0030	Contractual Services	843828	502.79	INTEGRA CERTIFIED DOCUMENT
02/23/2023	4019.36015.00000.0030	Contractual Services	843831	149.00	RetirementHomeTV1 Corporation
02/23/2023	4019.36200.00000.0030	Repairs - Other Equipment	843829	215.53	LOOMIS BROTHERS EQUIPMENT, CO.
02/23/2023	4019.36015.00000.0030	Contractual Services	843825	78.00	Arrow Services, Inc
02/28/2023	4019.32200.00000.0030	Telephone	844123	252.12	AT&T
02/28/2023	4019.24100.00000.0030	Food	844129	1,249.37	Prairie Farms Dairy, Inc
02/28/2023	4019.36015.00000.0030	Contractual Services	844128	8,000.00	MKM Architecture + Design Inc
02/28/2023	4019.39100.00000.0030	Laundry & Cleaning	844127	141.31	Menards-Mishawaka
02/28/2023	4019.24010.00000.0030	Other Supplies	844126	59.10	Gordon Food Service
02/28/2023	4019.24100.00000.0030	Food	844126	9,357.25	Gordon Food Service

02/28/2023	4019.39100.00000.0030	Laundry & Cleaning	844126	1,193.46	Gordon Food Service
02/28/2023	4019.36200.00000.0030	Repairs - Other Equipment	844125	211.50	DYNAMIC MECHANICAL SERVICE,
02/28/2023	4019.24100.00000.0030	Food	844122	70.02	Alpha Baking Company
02/28/2023	4019.36015.00000.0030	Contractual Services	844124	161.12	COMCAST CABLE
				53,773.08	

Receipts 12/1/2022 to 2/28/2023

Effective Date	Budget Account Code	Acct Desc	Receipt	Description	Receipts
12/07/2022	4019.02508.00000.0030	RCAP Revenue	165515	PORTAGE MANOR	116.00
12/07/2022	4019.02508.00000.0030	RCAP Revenue	165515	PORTAGE MANOR	500.00
12/14/2022	4019.02508.00000.0030	RCAP Revenue	165594	AUDITOR OF STATE	113,996.11
12/29/2022	4019.02508.00000.0030	RCAP Revenue	165797	SJC PORTAGE MANO	53,630.07
					168,242.18
12/28/2022	4019.02711.00000.0030	Reimbursements	165768	PORTAGE MANOR	1,331.07
12/28/2022	4019.06200.00000.0030	Rent	165767	PORTAGE MANOR	150.00
12/28/2022	4019.02510.00000.0030	Social Security Room & Board	165769	PORTAGE MANOR	930.00
				Total	170,653.25
Effective Date	Budget Account Code	Acct Desc	Receipt	Description	Receipts
01/06/2023	4019.02508.00000.0030	RCAP Revenue	165897	SJC PORTAGE MANO	600.00
01/24/2023	4019.02508.00000.0030	RCAP Revenue	166077	AUDITOR OF STATE	107,897.40
01/30/2023	4019.02508.00000.0030	RCAP Revenue	166122	SJC PORTAGE MANO	61,353.16
					169,850.56
01/30/2023	4109.06400.00000.0030	Donations	166121	SJC PORTAGE MANO	50.00
				Total	169,900.56
Effective Date	Budget Account Code	Acct Desc	Receipt	Description	Receipts
02/14/2023	4019.02508.00000.0030	RCAP Revenue	166369	AUDITOR OF STATE	111,199.93
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166415	SJC PORTAGE MANO	7,948.13
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166416	SJC PORTAGE MANO	1,100.00
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166417	PORTAGE MANOR	1,242.00
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166418	SJC PORTAGE MANO	229.75
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166420	PORTAGE MANOR	60,124.46
02/15/2023	4019.02508.00000.0030	RCAP Revenue	166421	SJC PORTAGE MANO	69.99
02/24/2023	4019.02508.00000.0030	RCAP Revenue	166506	SJC PORTAGE MANO	271.99
02/24/2023	4019.02508.00000.0030	RCAP Revenue	166506	SJC PORTAGE MANO	113.00
02/24/2023	4019.02508.00000.0030	RCAP Revenue	166506	SJC PORTAGE MANO	1,187.00
02/24/2023	4019.02508.00000.0030	RCAP Revenue	166506	SJC PORTAGE MANO	721.20
					184,207.45
02/04/2023	4019.06101.00000.0030	Bank Account Interest		July-Dec 2022 In	12,102.20
02/04/2023	4019.08400.00000.0030	Investment Interest		July-Dec 2022 In	410.36
				Total	196,720.01

Year to Date Revenue as of 12/31/2022

Descriptions	Budget Account Code	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
RCAP Revenue	4019.02508.00000.0030	2,315,040.00	168,242.18	7.27	2,112,638.19	91.26	202,401.81	8.74
Social Security Room & Board	4019.02510.00000.0030	0.00	930.00	0.00	930.00	0.00	(930.00)	0.00
Private Pay Room & Board	4019.02511.00000.0030	43,800.00	0.00	0.00	0.00	0.00	43,800.00	100.00
Reimbursements	4019.02711.00000.0030	852.46	1,331.07	156.14	2,183.21	256.11	(1,330.75)	(156.11)
Bank Account Interest	4019.06101.00000.0030	5,000.00	0.00	0.00	4,955.43	99.11	44.57	0.89
Rent	4019.06200.00000.0030	1,350.00	150.00	11.11	1,500.00	111.11	(150.00)	(11.11)
Investment Interest	4019.08400.00000.0030	12,000.00	0.00	0.00	6,380.42	53.17	5,619.58	46.83
Rent	4109.06200.00000.0030	0.00	0.00	0.00	300.00	0.00	(300.00)	0.00
Donations	4109.06400.00000.0030	0.00	0.00	0.00	250.00	0.00	(250.00)	0.00
Federal Grants/Reimbursements	8146.02708.00000.0030	40,501.00	0.00	0.00	22,557.35	55.70	17,943.65	44.30
Federal Grants/Reimbursements	8148.02708.00000.0030	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2,418,543.46	170,653.25		2,151,694.60		266,848.86	11%

Year to Date Revenue as of 12/31/2022

Descriptions	Budget Account Code	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
RCAP Revenue	4019.02508.00000.0030	2,537,277.00	184,207.45	7.26	354,058.01	13.95	2,183,218.99	86.05
Private Pay Room & Board	4019.02511.00000.0030	43,800.00	0.00	0.00	0.00	0.00	43,800.00	100.00
Bank Account Interest	4019.06101.00000.0030	24,200.00	12,102.20	50.01	12,102.20	50.01	12,097.80	49.99
Investment Interest	4019.08400.00000.0030	3,000.00	410.36	13.68	410.36	13.68	2,589.64	86.32
Donations	4109.06400.00000.0030	0.00	0.00	0.00	50.00	0.00	(50.00)	0.00
		2,608,277.00	196,720.01		366,620.57		2,241,656.43	86%

As of: 12/31/2022

Fund: 4019



The Last Posted Date is 02/28/2023.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2022 - 12/31/2022)

Normal Accounts	12/2022	Total
	Current Month	
Appropriation:	15,753.60	3,067,882.10
Carry Forward Receipts:	0.00	1,210,281.11
Receipts:	170,653.25	2,128,727.92
Encumbrance:		42,125.08
Expenditure:	200,632.54	2,532,378.70
Estimated Revenue:	244.00	2,378,183.13

Grand Totals	
Unreceived Revenue Balance:	249,455.21
Unexpended Balance:	535,503.40
Unencumbered Balance:	493,378.32
Cash Balance:	806,630.33
Cash Balance Including Investments:	806,630.33**

** 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 - 12/31/2022):	0.00
Sold/Redeemed (01/01/2022 - 12/31/2022):	0.00
Ending Balance as of 12/31/2022:	0.00

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

As of: 02/28/2023

Fund: 4019



The Last Posted Date is 02/28/2023.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2023 - 02/28/2023)

Normal Accounts	02/2023	
	Current Month	Total
Appropriation:	0.00	3,094,456.08
Carry Forward Receipts:	0.00	806,630.33
Receipts:	196,720.01	366,570.57
Encumbrance:		30,343.30
Expenditure:	194,481.18	415,214.00
Estimated Revenue:	5,200.00	2,608,277.00

Grand Totals	
Unreceived Revenue Balance:	2,241,706.43
Unexpended Balance:	2,679,242.08
Unencumbered Balance:	2,648,898.78
Cash Balance:	757,986.90
Cash Balance Including Investments:	757,986.90**

** 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 - 02/28/2023):	0.00
Sold/Redeemed (01/01/2023 - 02/28/2023):	0.00
Ending Balance as of 02/28/2023:	0.00

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

Portage Manor Board of Directors
Meeting of December 20, 2022

Regular Meeting Date: 12/20/2022 12:00pm

Board Attendees: Frank Fotia, Randy Hein, Mike Kruk, John Butler, Lynn Rhody, Chuck Leone, Dan Berry, Marrienne Tucker

Absent: Tony Obringer

Zoom: Kortney Mullins, Katie Sweet, Tiffany Fultz

1. Call to order: 12/20/2022 at 12:00 pm by the President of the Board
The first order of business was that the minutes of the November 13, 2022, had been distributed and if there were any additions or corrections to the minutes. Dan Berry wanted the minutes corrected that he was present at the meeting but had arrived late. The minutes were approved with the correction of adding Dan Berry as present at the meeting on November 13, 2022.
2. President's Report:
 - 1) Since the last meeting there were two payroll warrants. There was no discussion. The motion to approve the payroll warrants was made by Dan Berry and seconded by Chuck Leone. The motion was approved unanimously
 - 2) Invoices, vouchers and claims for the month of November 2022 were presented to the board for approval. There were no questions or discussion. A motion to approve the invoices, vouchers and claims was made by John Butler and seconded by Chuck Leone. The motion was approved unanimously.
 - 3) The board was presented with the financial statements. There is a lag in getting the receipts of RCAP funds which is why we have only 78% of the expected revenue. There was no other discussion. A motion was made to approve the financial by John Butler and seconded by Marianne Tucker. The motion was approved unanimously.
 - 4) A financial statement with cash reserves of \$709,712.00 as of November 28, 2022, was presented. No discussion was had. A motion to approve the financial statement was made by John Butler and seconded by Chuck Leone. The motion was unanimously approved.

- 5) Financial reports were presented to the Board. There was no discussion on the reports. A motion to approve the financial reports with cash balance was made by John Butler and seconded by Marrienne Tucker. The motion was unanimously approved.
- 6) An update on the building was given by the President. He informed the board the MKM, and Byron are working on updating their formula based on anticipated Medicaid reimbursements in 2024 and there should be a report on how many of our residents will qualify for Medicaid and other low-income benefits. Some of the benefits received will be from some of the wrap around services. We hope to have that report at the end of December 2022 or the first part of January 2023 for the newly elected council and commissioners to have it to review.

3. New Business – No new business.

4. Administrator's report: Kortney Mullins

Going forward for the next couple of months Tiffany Fultz, Director of Nursing and Katie Sweet, Business Office Manager, will be attending these council meetings.

For Thanksgiving we had full donations of the 16-17 turkeys that were needed and we did not have to take any money out of accounts payable. We also began to cultivate a relationship with a new local church.

We have multiple holiday events coming up, holiday cards for the residents, gift cards for the residents, hot chocolate night and snacks & cookies with NAMI. We are trying to work with local organizations to provide or help with events for the residents.

I am currently on maternity leave for the next 8-12 weeks but I am available every day working from home through zoom, email or by phone.

Our current census is 107 with 2 planned move outs.

The question was asked when Kortney needed the holiday donations from the board. She needs them by next week including wrapping paper.

Mike Kruk asked when the 2 move outs were going to be. Kortney responded that they were planned for the next day. With the planned move outs the census would then be 105.

Lynn Rhody was asked as to when the last admission was. The last admission was in November, but we are receiving a lot of referrals but because of the lack of nursing staff to meet the resident's acuity level we are not able to take on certain new residents.

5. The subject of staffing was then presented. There are currently 2 nursing positions open in spite of the numerous advertisements and personal recruiting. We are just not getting applicants.

Chuck Leone asked what the problem was as to why we were not getting applicants. Was it salary?

Kortney responded that Portage Manor is not in the ballpark as far as salary. A nurse in the Health Department received \$60,000 per year and we are paying \$48,000 per year. Tiffany also confirmed that QMAs are making \$23 - \$24.00 per hour out of school compared to Portage Manors QMA's making \$21.46 per hour, Kortney confirmed that Portage Manor's are long term QMA's for almost 20 years at this hourly rate.

A lengthy discussion followed concerning salaries of nurses, QMAs and CNAs and their duties at Portage Manor compared to other facilities.

It was decided that Tiffany will do some updating of research that Deb at Byron has already done as to increasing the number of residents to offset the salaries. The question was raised if we offer any incentives for signing. John Butler responded by saying that we don't offer incentives and also offered the information that we are paying \$2000-\$2500 every pay period in overtime to nurses. This overtime pay could be directed to another staff person either fulltime or parttime to keep the cost of benefits down as well. The money is there.

6. The President expressed his appreciation to Tiffany and Katie for filling in during Kortney's absence. The question was asked how long Kortney would be on leave and is that a problem with having no one

onsite with a license. Frank informed the board that because Kortney is working from home and available through phone, email or zoom and if she had to be present in the building, that is sufficient for the licensing purposes.

7. Privilege on the Floor – Roy Saenz

Roy took privilege on the floor and first brought up how much he appreciated the discussion about the staffing issues and what that means for the residents. He was interested in having elected officials contacted to make sure that the waiver payments be increased in 2023.

Roy was also wanting to maximize the resources that are available in the community.

And lastly Roy would like to see that Portage Manor get the word out about what the manor is all about and cultivate some relationships with area colleges and businesses to perhaps get unpaid interns to the Manor to help with shortage of staff.

8. There was a motion to adjourn and it passed unanimously.

Next Regular Meeting: TBA

Respectfully submitted,

Kathryn Sweet

Portage Manor BOM