



Est 1906

Licensed Residential Care Facility

Portage Manor

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

Date: Tuesday July 25, 2023

SUBJECT: July Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Tuesday July 25, 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



AGENDA

1. Call to Order.
2. Approve Minutes from May PMBOD meetings
3. Approve Minutes from June PMBOD meetings

REPORTING COVERS 6/1/23 – 6/30/23 TIME PERIOD

3. Approve Payroll Warrants for last periods
4. Approve Invoice Vouchers and Claim Payments as per Schedule dated
5. Report of Revenue Statement for time period listed above and attached
6. Report of Year to Date Revenue

TABLED AND UNFINISHED BUSINESS

None

CONTINUING BUSINESS

1. Update on Commissioner's decision

NEW BUSINESS

ADMINISTRATOR'S REPORT

PRIVILEGE OF THE FLOOR

ADJOURNMENT

1. Motion to adjourn the meeting

Effective Date	Budget Account Code	Acct Desc	Description	Receipts	Expenditure	Payee Name 1	Comment	Loc
06/09/2023	4019.11009.00000.0030	Director	Payroll	0.00	3,316.16		Payroll Dist	0030
06/09/2023	4019.11075.00000.0030	Deputy Director	Payroll	0.00	1,538.46		Payroll Dist	0030
06/09/2023	4019.11571.00000.0030	Overtime	Payroll	0.00	1,941.85		Payroll Dist	0030
06/09/2023	4019.11700.00000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist	0030
06/09/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	0.00	2,443.08		Payroll Dist	0030
06/09/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,558.08		Payroll Dist	0030
06/09/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	0.00	1,515.00		Payroll Dist	0030
06/09/2023	4019.11707.00000.0030	Activity Director	Payroll	0.00	1,267.52		Payroll Dist	0030
06/09/2023	4019.11708.00000.0030	Admission Counselor	Payroll	0.00	1,661.75		Payroll Dist	0030
06/09/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	0.00	2,268.00		Payroll Dist	0030
06/09/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	0.00	1,195.38		Payroll Dist	0030
06/09/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	0.00	10,936.27		Payroll Dist	0030
06/09/2023	4019.11713.00000.0030	Housekeeper	Payroll	0.00	4,606.62		Payroll Dist	0030
06/09/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	0.00	1,181.52		Payroll Dist	0030
06/09/2023	4019.11716.00000.0030	Cooks	Payroll	0.00	3,684.04		Payroll Dist	0030
06/09/2023	4019.11717.00000.0030	Dietary Aide	Payroll	0.00	2,494.32		Payroll Dist	0030
06/09/2023	4019.11720.00000.0030	Recreation Officers	Payroll	0.00	209.23		Payroll Dist	0030
06/09/2023	4019.11725.00000.0030	Holiday Pay	Payroll	0.00	4,511.50		Payroll Dist	0030
06/09/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	0.00	2,346.63		Payroll Dist	0030
06/09/2023	4019.11731.00000.0030	License Practical Nurse	Payroll	0.00	1,680.00		Payroll Dist	0030
06/09/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	0.00	955.88		Payroll Dist	0030

06/09/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	0.00	2,207.14		Payroll Dist	0030
06/09/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	0.00	1,058.44		Payroll Dist	0030
06/09/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	0.00	5,501.48		Payroll Dist	0030
06/09/2023	4019.11739.00000.0030	Business Office Manager	Payroll	0.00	1,584.14		Payroll Dist	0030
06/09/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	0.00	1,024.80		Payroll Dist	0030
06/09/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	0.00	1,331.96		Payroll Dist	0030
06/09/2023	4019.14800.00000.0030	FICA Taxes		0.00	3,739.31	Fica	DDClr- FICA	0030
06/09/2023	4019.14800.00000.0030	FICA Taxes		0.00	87.88	Fica	DDClr- FICA	0030
06/09/2023	4019.14800.00000.0030	FICA Taxes		0.00	874.50	Fica	DDClr- FICA	0030
06/09/2023	4019.14800.00000.0030	FICA Taxes		0.00	20.55	Fica	DDClr- FICA	0030
06/09/2023	4019.14810.00000.0030	PERF		0.00	5,640.48	Perf	DDClr- Perf	0030
06/09/2023	4019.14810.00000.0030	PERF		0.00	165.99	Perf	DDClr- Perf	0030
	TOTAL				75,360.23			

Effective Date	Budget Account Code	Acct Desc	Description	Receipts	Expenditure	Payee Name 1	Comment	Loc
06/23/2023	4019.11009.00000.0030	Director	Payroll	0.00	3,684.62		Payroll Dist	0030
06/23/2023	4019.11075.00000.0030	Deputy Director	Payroll	0.00	1,538.46		Payroll Dist	0030
06/23/2023	4019.11571.00000.0030	Overtime	Payroll	0.00	3,240.83		Payroll Dist	0030
06/23/2023	4019.11700.00000.0030	Medical Director	Payroll	0.00	812.27		Payroll Dist	0030
06/23/2023	4019.11701.00000.0030	Director Of Nursing	Payroll	0.00	2,800.00		Payroll Dist	0030
06/23/2023	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds	Payroll	0.00	1,731.20		Payroll Dist	0030
06/23/2023	4019.11706.00000.0030	Food Service Supervisor	Payroll	0.00	1,600.00		Payroll Dist	0030
06/23/2023	4019.11707.00000.0030	Activity Director	Payroll	0.00	1,400.00		Payroll Dist	0030
06/23/2023	4019.11708.00000.0030	Admission Counselor	Payroll	0.00	1,840.00		Payroll Dist	0030
06/23/2023	4019.11709.00000.0030	Asst. Dir. Nursing	Payroll	0.00	2,520.00		Payroll Dist	0030
06/23/2023	4019.11710.00000.0030	Executive Housekeeper	Payroll	0.00	1,460.00		Payroll Dist	0030
06/23/2023	4019.11711.00000.0030	Qualified Medication Aide	Payroll	0.00	9,902.66		Payroll Dist	0030
06/23/2023	4019.11713.00000.0030	Housekeeper	Payroll	0.00	5,230.69		Payroll Dist	0030
06/23/2023	4019.11715.00000.0030	Maintenance Class II	Payroll	0.00	1,312.80		Payroll Dist	0030
06/23/2023	4019.11716.00000.0030	Cooks	Payroll	0.00	3,626.61		Payroll Dist	0030
06/23/2023	4019.11717.00000.0030	Dietary Aide	Payroll	0.00	2,625.60		Payroll Dist	0030
06/23/2023	4019.11720.00000.0030	Recreation Officers	Payroll	0.00	861.52		Payroll Dist	0030
06/23/2023	4019.11729.00000.0030	Certified Nursing Assistant	Payroll	0.00	2,605.09		Payroll Dist	0030
06/23/2023	4019.11731.00000.0030	License Practical Nurse	Payroll	0.00	1,440.00		Payroll Dist	0030
06/23/2023	4019.11734.00000.0030	Recreation Officers-P.T.	Payroll	0.00	1,037.93		Payroll Dist	0030

06/23/2023	4019.11735.00000.0030	Dietary Aide-P.T.	Payroll	0.00	2,116.89		Payroll Dist	0030
06/23/2023	4019.11736.00000.0030	Houskeepers-P.T.	Payroll	0.00	1,279.98		Payroll Dist	0030
06/23/2023	4019.11737.00000.0030	Qualified Medical Aide-P.T.	Payroll	0.00	5,262.47		Payroll Dist	0030
06/23/2023	4019.11739.00000.0030	Business Office Manager	Payroll	0.00	1,845.62		Payroll Dist	0030
06/23/2023	4019.11780.00000.0030	Housekeeper/Security	Payroll	0.00	1,833.82		Payroll Dist	0030
06/23/2023	4019.11992.00000.0030	Operations Coord/Bookkeeper	Payroll	0.00	1,481.82		Payroll Dist	0030
06/23/2023	4019.14800.00000.0030	FICA Taxes		0.00	3,795.51	Fica	DDClr- FICA	0030
06/23/2023	4019.14800.00000.0030	FICA Taxes		0.00	88.46	Fica	DDClr- FICA	0030
06/23/2023	4019.14800.00000.0030	FICA Taxes		0.00	887.70	Fica	DDClr- FICA	0030
06/23/2023	4019.14800.00000.0030	FICA Taxes		0.00	20.69	Fica	DDClr- FICA	0030
06/23/2023	4019.14810.00000.0030	PERF		0.00	5,507.61	Perf	DDClr- Perf	0030
06/23/2023	4019.14810.00000.0030	PERF		0.00	165.96	Perf	DDClr- Perf	0030

TOTAL

75,556.81

Effective Date	Budget Account Code	Acct Desc	Check	Expenditure	Payee Name 1	Comment
06/06/2023	4019.21030.00000.0030	Office Supplies	849109	49.99	Menards-Mishawaka	
06/06/2023	4019.24010.00000.0030	Other Supplies	849105	576.59	Gordon Food Service	
06/06/2023	4019.24100.00000.0030	Food	849103	114.48	Alpha Baking Company	
06/06/2023	4019.24100.00000.0030	Food	849105	8,357.97	Gordon Food Service	
06/06/2023	4019.24100.00000.0030	Food	849111	905.14	Prairie Farms Dairy, Inc	
06/06/2023	4019.24120.00000.0030	Medical Supplies	849108	731.22	MCKESSON MEDICAL	
06/06/2023	4019.35030.00000.0030	Water & Sewage	849112	3,589.68	South Bend Water Works	
06/06/2023	4019.35040.00000.0030	Heating & Fuel Oil	849110	1,122.96	Northern Indiana Public	
06/06/2023	4019.36010.00000.0030	Building Maintenance	849107	12,345.95	KOONTZ -WAGNER ELECTRIC	
06/06/2023	4019.36015.00000.0030	Contractual Services	849104	156.00	Arrow Services, Inc	
06/06/2023	4019.36015.00000.0030	Contractual Services	849106	803.59	Great America Financial	
06/06/2023	4019.39100.00000.0030	Laundry & Cleaning	849105	540.66	Gordon Food Service	
06/06/2023	4019.39100.00000.0030	Laundry & Cleaning	849109	28.98	Menards-Mishawaka	
06/13/2023	4019.24100.00000.0030	Food	849374	3,449.10	Gordon Food Service	
06/13/2023	4019.32200.00000.0030	Telephone	849371	128.50	AT&T Mobility	
06/13/2023	4019.32350.00000.0030	Postage	849380	63.00	United States Postal Service	
06/13/2023	4019.34030.00000.0030	Liability Insurance Coverage	849379	20,841.00	St Joseph County Treasurer	Wrkmns Comp
06/13/2023	4019.35010.00000.0030	Electricity	849376	2,009.80	INDIANA MICHIGAN POWER	
06/13/2023	4019.36015.00000.0030	Contractual Services	849370	498.00	Accushield LLC	
06/13/2023	4019.36015.00000.0030	Contractual Services	849373	771.72	Eldermark Software	
06/13/2023	4019.36015.00000.0030	Contractual Services	849375	310.00	Indiana Electronics Corp	
06/13/2023	4019.36015.00000.0030	Contractual Services	849377	1,469.34	Koorsen Fire & Security	
06/13/2023	4019.36015.00000.0030	Contractual Services	849378	85.00	Policemans FCU	quickbooks
06/13/2023	4019.39100.00000.0030	Laundry & Cleaning	849372	97.94	Direct Supply Inc	
06/13/2023	4019.39100.00000.0030	Laundry & Cleaning	849372	97.93	Direct Supply Inc	
06/13/2023	4109.39100.00000.0030	Laundry & Cleaning	849381	345.96	Direct Supply Inc	
06/21/2023	4019.24010.00000.0030	Other Supplies	849662	351.93	Gordon Food Service	
06/21/2023	4019.24100.00000.0030	Food	849662	3,221.36	Gordon Food Service	
06/21/2023	4019.24130.00000.0030	Recreation Supplies	849666	53.90	Menards-Mishawaka	
06/21/2023	4019.24130.00000.0030	Recreation Supplies	849668	175.85	Substanley Jessica	
06/21/2023	4019.24130.00000.0030	Recreation Supplies	113287	10.99	Amazon Capital Services	
06/21/2023	4019.31150.00000.0030	Medical Services	849663	334.77	IN TOUCH PHARMACEUTICALS	
06/21/2023	4019.36010.00000.0030	Building Maintenance	849665	8.99	Kabelin Hardware Co Inc	
06/21/2023	4019.36010.00000.0030	Building Maintenance	849665	22.32	Kabelin Hardware Co Inc	
06/21/2023	4019.36015.00000.0030	Contractual Services	849667	149.00	RetirementHomeTV1 Corporation	
06/21/2023	4019.36015.00000.0030	Contractual Services	849664	331.96	INTEGRA CERTIFIED DOCUMENT	
06/21/2023	4019.36015.00000.0030	Contractual Services	849661	256.00	Arrow Services, Inc	
06/21/2023	4019.39100.00000.0030	Laundry & Cleaning	849662	663.95	Gordon Food Service	
06/21/2023	4109.24130.00000.0030	Recreation Supplies	849669	207.50	Wal-Mart	
06/27/2023	4019.21030.00000.0030	Office Supplies	850330	60.77	Office Three Sixty Inc	
06/27/2023	4019.24010.00000.0030	Other Supplies	850325	58.97	Gordon Food Service	food
06/27/2023	4019.24100.00000.0030	Food	850325	3,589.74	Gordon Food Service	food
06/27/2023	4019.24100.00000.0030	Food	850324	57.24	Alpha Baking Company	Bread Order
06/27/2023	4019.24100.00000.0030	Food	850331	197.82	Prairie Farms Dairy, Inc	milk
06/27/2023	4019.36010.00000.0030	Building Maintenance	850329	503.66	Johnstone Supply	Heat Pump Filter
06/27/2023	4019.36015.00000.0030	Contractual Services	850326	371.19	Great America Financial	Printer Lease
06/27/2023	4019.36015.00000.0030	Contractual Services	850327	749.91	HIMCO WASTE-AWAY SERVICE, INC	Monthly Trash
06/27/2023	4019.36015.00000.0030	Contractual Services	850328	789.00	Johnson Controls Inc	File System Main
06/27/2023	4019.36015.00000.0030	Contractual Services	113386	12,896.00	Trinity Protection Group LLC	security
06/27/2023	4109.24130.00000.0030	Recreation Supplies	850335	234.22	Menards-Mishawaka	
06/27/2023	4109.24130.00000.0030	Recreation Supplies	850334	927.29	Gordon Food Service	food
				85,714.83		

Budget Account Code	Account Description	Estimated Revenue	Current Receipts	Current Receipts Percent	Year to Date Receipts	Year to Date Receipts Percent	Unreceived Rev Balance	Unreceived Rev Percent
- Fund : 4019 Portage Manor Fund								
- Location : 0030 Portage Manor								
4019.02508.00000.0030	RCAP Revenue	1,800,000.00	0.00	0.00	888,928.88	49.38	911,071.12	50.62
4019.02510.00000.0030	Resident RCAP Liability	152,000.00	0.00	0.00	151,942.53	99.96	57.47	0.04
4019.02511.00000.0030	Private Pay Room & Board	13,000.00	0.00	0.00	12,190.19	93.77	809.81	6.23
4019.02711.00000.0030	Reimbursements	200.00	0.00	0.00	154.28	77.14	45.72	22.86
4019.06000.00000.0030	Miscellaneous Revenues	50.00	0.00	0.00	28.00	56.00	22.00	44.00
4019.06101.00000.0030	Bank Account Interest	24,200.00	0.00	0.00	12,102.20	50.01	12,097.80	49.99
4019.06200.00000.0030	Rent	600.00	0.00	0.00	600.00	100.00	0.00	0.00
4019.08400.00000.0030	Investment Interest	900.00	0.00	0.00	410.36	45.60	489.64	54.40
		1,990,950.00	0.00	0.00	1,066,356.44	0.00	924,593.56	46.44
		1,990,950.00	0.00	0.00	1,066,356.44	0.00	924,593.56	46.44
- Fund : 4109 Portage Manor Gifts/Donations								
- Location : 0030 Portage Manor								
4109.06400.00000.0030	Donations	0.00	0.00	0.00	1,517.97	0.00	(1,517.97)	0.00
		0.00	0.00	0.00	1,517.97	0.00	(1,517.97)	0.00
		0.00	0.00	0.00	1,517.97	0.00	(1,517.97)	0.00
- Fund : 8146 PM Transpo Mobility Grant								
- Location : 0030 Portage Manor								
8146.06000.00000.0030	Miscellaneous Revenues	36,000.00	0.00	0.00	17,943.60	49.84	18,056.40	50.16
		36,000.00	0.00	0.00	17,943.60	0.00	18,056.40	50.16
		36,000.00	0.00	0.00	17,943.60	0.00	18,056.40	50.16
		2,026,950.00	0.00		1,085,818.01		941,131.99	

As of:

Fund:



The Last Posted Date is 06/30/2023.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2023 - 06/30/2023)

Normal Accounts	06/2023	
	Current Month	Total
Appropriation:	0.00	3,094,456.08
Carry Forward Receipts:	0.00	806,630.33
Receipts:	225,573.60	1,066,356.44
Encumbrance:		23,088.13
Expenditure:	234,916.90	1,478,268.61
Estimated Revenue:	(896,876.00)	1,390,950.00

Grand Totals	
Unreceived Revenue Balance:	324,593.56
Unexpended Balance:	1,616,187.47
Unencumbered Balance:	1,593,099.34
Cash Balance:	394,718.16
Cash Balance Including Investments:	394,718.16**

** 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 - 06/30/2023):	0.00
Sold/Redeemed (01/01/2023 - 06/30/2023):	0.00
Ending Balance as of 06/30/2023:	0.00

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