

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, Dan Berry, Kortney Mullins

Absent: none

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