



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, March 22, 2022

SUBJECT: March Meeting

The monthly meeting of the Portage Manor Board of Managers will meet at noon on Thursday, March 24, 2022 in the 7th Floor Conference Room at the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

Location: 7th Floor Conference Room
227 W. Jefferson Blvd, 7th Floor
South Bend, IN 46601

Zoom Info: [Join Zoom Meeting](#)
Meeting ID: 987 6548 0124
Passcode: 527825
Dial in: (312) 626-6799



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AGENDA

1. Call to Order.
2. Approve Minutes from February 10, 2021 PMBOD meeting
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 5-9 COVERS 2-1-22 through 2-28-2022 TIME PERIOD

5. Approve Payroll Warrants for last periods
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____
6. Approve Invoice Vouchers and Claim Payments as per Schedule dated
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____
7. Report of Revenue Statement for time period listed above and attached
Motion to accept the report:
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____
8. Report of Year to Date Revenue
Motion to accept the report:
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____
9. Report of Financial Statements
Motion to accept the report:
Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

TABLED AND UNFINISHED BUSINESS

None

CONTINUING BUSINESS

1. Update on DLZ work on the demo of outbuilding/garage

NEW BUSINESS

1. Presentation from MKM Architecture regarding design of new building

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: \$50,744.73

Plus Net Payroll for:

2/4/2022	\$75,664.62
2/18/2022	\$69,964.17

Total Allowance of Claims: \$196,373.52

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: \$ \$196,373.52

Dated this _____

Patty Godsey
President

Francisco C. Fotia
Vice-President

PAYROLL 02/04/2022			
Date	Amount	Budget Account Code	Description
02/04/2022	\$3,776.81	4019.14800.000.0030	FICA Taxes
02/04/2022	\$883.28	4019.14800.000.0030	FICA Taxes
02/04/2022	\$5,843.22	4019.14810.000.0030	PERF
02/04/2022	\$3,107.69	4019.11009.000.0030	Director
02/04/2022	\$11,769.91	4019.11571.000.0030	Overtime
02/04/2022	\$812.27	4019.11700.000.0030	Medical Director
02/04/2022	\$2,800.00	4019.11701.000.0030	Director Of Nursing
02/04/2022	\$1,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
02/04/2022	\$1,558.08	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
02/04/2022	\$1,296.72	4019.11706.000.0030	Food Service Supervisor
02/04/2022	\$1,656.00	4019.11708.000.0030	Admission Counselor
02/04/2022	\$3,024.00	4019.11709.000.0030	Asst. Dir. Nursing
02/04/2022	\$1,260.00	4019.11710.000.0030	Executive Housekeeper
02/04/2022	\$10,874.56	4019.11711.000.0030	Qualified Medication Aide
02/04/2022	\$2,650.22	4019.11713.000.0030	Housekeeper
02/04/2022	\$1,140.50	4019.11715.000.0030	Maintenance Class II
02/04/2022	\$2,494.32	4019.11716.000.0030	Cooks
02/04/2022	\$1,837.92	4019.11717.000.0030	Dietary Aide
02/04/2022	\$3,557.40	4019.11725.000.0030	Holiday Pay
02/04/2022	\$521.02	4019.11733.000.0030	Certified Nursing Assist.-P.T.
02/04/2022	\$2,182.50	4019.11731.000.0030	License Practical Nurse
02/04/2022	\$717.94	4019.11734.000.0030	Recreation Officers-P.T.
02/04/2022	\$2,209.00	4019.11735.000.0030	Dietary Aide-P.T.
02/04/2022	\$5,418.80	4019.11737.000.0030	Qualified Medical Aide-P.T.
02/04/2022	\$1,312.80	4019.11729.000.0030	Certified Nursing Assistant
02/04/2022	\$95.42	8146.14800.000.0030	FICA Taxes
02/04/2022	\$22.32	8146.14800.000.0030	FICA Taxes
02/04/2022	\$185.52	8146.14810.000.0030	PERF
02/04/2022	\$656.40	8146.12012.000.0030	Driver
02/04/2022	\$1,000.00	8146.12013.000.0030	Dispatch/Administrator
	\$75,664.62		
PAYROLL 02/18/22			
02/18/2022	\$3,519.31	4019.14800.000.0030	FICA Taxes
02/18/2022	\$823.07	4019.14800.000.0030	FICA Taxes
02/18/2022	\$5,243.12	4019.14810.000.0030	PERF
02/18/2022	\$3,107.69	4019.11009.000.0030	Director
02/18/2022	\$12,305.96	4019.11571.000.0030	Overtime
02/18/2022	\$812.27	4019.11700.000.0030	Medical Director
02/18/2022	\$2,800.00	4019.11701.000.0030	Director Of Nursing
02/18/2022	\$1,000.00	4019.11702.000.0030	Lic Pract'L Nurse/ Med Records
02/18/2022	\$1,731.20	4019.11704.000.0030	Dir. Of Bldgs. & Grounds
02/18/2022	\$1,440.80	4019.11706.000.0030	Food Service Supervisor
02/18/2022	\$1,840.00	4019.11708.000.0030	Admission Counselor
02/18/2022	\$2,520.00	4019.11709.000.0030	Asst. Dir. Nursing
02/18/2022	\$1,400.00	4019.11710.000.0030	Executive Housekeeper
02/18/2022	\$9,853.46	4019.11711.000.0030	Qualified Medication Aide
02/18/2022	\$2,625.60	4019.11713.000.0030	Housekeeper
02/18/2022	\$1,279.98	4019.11715.000.0030	Maintenance Class II
02/18/2022	\$2,625.60	4019.11716.000.0030	Cooks
02/18/2022	\$2,625.60	4019.11717.000.0030	Dietary Aide
02/18/2022	\$7.08	4019.11725.000.0030	Holiday Pay
02/18/2022	\$656.40	4019.11733.000.0030	Certified Nursing Assist.-P.T.
02/18/2022	\$1,965.00	4019.11731.000.0030	License Practical Nurse
02/18/2022	\$156.75	4019.11736.000.0030	Houskeepers-P.T.
02/18/2022	\$210.93	4019.11734.000.0030	Recreation Officers-P.T.
02/18/2022	\$2,025.00	4019.11735.000.0030	Dietary Aide-P.T.
02/18/2022	\$3,948.40	4019.11737.000.0030	Qualified Medical Aide-P.T.
02/18/2022	\$1,476.90	4019.11729.000.0030	Certified Nursing Assistant
02/18/2022	\$99.00	8146.14800.000.0030	FICA Taxes
02/18/2022	\$23.14	8146.14800.000.0030	FICA Taxes
02/18/2022	\$185.51	8146.14810.000.0030	PERF
02/18/2022	\$656.40	8146.12012.000.0030	Driver
02/18/2022	\$1,000.00	8146.12013.000.0030	Dispatch/Administrator
	\$69,964.17		

CLAIMS PAID 08/14/21-09/17/21

DATE	Expenditure	Check	Budget Account	Cor Acct Desc	Payee Name 1
8/17/2021	42.96	823891	4019.24100.000.0030	Food	Alpha Baking Company
9/14/2021	350.22	823892	4019.36010.000.0030	Building Maintenance	Berkheimer G W Co
8/24/2021	724.50	823893	4019.36015.000.0030	Contractual Services	Eldermark Software
9/7/2021	231.49	823894	4019.24010.000.0030	Other Supplies	Gordon Food Service
9/14/2021	4,211.30	823894	4019.24100.000.0030	Food	Gordon Food Service
8/17/2021	338.48	823895	4019.36010.000.0030	Building Maintenance	Johnstone Supply
8/24/2021	170.42	823897	4019.36010.000.0030	Building Maintenance	MID-CITY SUPPLY CO. INC. (2)
8/31/2021	1,152.34	823898	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
9/7/2021	953.34	823899	4019.22010.000.0030	Gas, Oil & Lubricants	St Joseph Cty Highway Dept
9/14/2021	1,919.76	823894	4019.24100.000.0030	Food	Gordon Food Service
8/24/2021	178.80	823894	4019.24120.000.0030	Medical Supplies	Gordon Food Service
8/31/2021	160.84	823894	4019.24010.000.0030	Other Supplies	Gordon Food Service
8/31/2021	178.56	823896	4019.36010.000.0030	Building Maintenance	Menards-Mishawaka
9/7/2021	246.00	823898	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
9/14/2021	82.69	823900	4019.36015.000.0030	Contractual Services	Stericycle Inc.
8/24/2021	52.81	824136	4019.32200.000.0030	Telephone	AT&T
8/31/2021	4,209.33	824138	4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
9/7/2021	3,296.21	824140	4019.35040.000.0030	Heating & Fuel Oil	Northern Indiana Public
9/14/2021	1,833.00	824143	4019.35030.000.0030	Water & Sewage	South Bend Water Works
9/14/2021	139.00	824142	4019.36015.000.0030	Contractual Services	RetirementHomeTV1 Corporation
9/14/2021	128.88	824135	4019.24100.000.0030	Food	Alpha Baking Company
8/17/2021	1,786.89	824137	4019.24010.000.0030	Other Supplies	Gordon Food Service
9/14/2021	955.07	824137	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
8/31/2021	2,406.36	824137	4019.24100.000.0030	Food	Gordon Food Service
8/24/2021	9,340.71	824137	4019.24100.000.0030	Food	Gordon Food Service
8/24/2021	63.48	824137	4019.24120.000.0030	Medical Supplies	Gordon Food Service
8/24/2021	378.50	824139	4019.36010.000.0030	Building Maintenance	Menards
8/24/2021	302.81	824141	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
8/24/2021	1,471.98	824141	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
9/14/2021	148.25	824433	4019.35010.000.0030	Electricity	INDIANA MICHIGAN POWER
8/24/2021	119.28	824441	4019.24120.000.0030	Medical Supplies	Wal-Mart
9/7/2021	42.77	824441	4019.21030.000.0030	Office Supplies	Wal-Mart
8/24/2021	59.22	824441	4019.24120.000.0030	Medical Supplies	Wal-Mart
9/7/2021	983.91	824437	4019.21030.000.0030	Office Supplies	Office Three Sixty Inc
9/7/2021	42.96	824428	4019.24100.000.0030	Food	Alpha Baking Company
8/31/2021	357.22	824429	4019.23011.000.0030	Boiler Supplies	Berkheimer G W Co
8/17/2021	1,262.56	824430	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
8/31/2021	371.19	824431	4019.38013.000.0030	Principal on Debt	GreatAmerica Lease
9/7/2021	471.71	824432	4019.32200.000.0030	Telephone	Indiana Electronics Corp
8/31/2021	600.00	824434	4019.23011.000.0030	Boiler Supplies	Johnson Controls Inc
9/14/2021	338.48	824435	4019.23011.000.0030	Boiler Supplies	Johnstone Supply
9/14/2021	170.42	824436	4019.36010.000.0030	Building Maintenance	MID-CITY SUPPLY CO. INC. (2)
8/17/2021	704.46	824438	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
8/24/2021	16.99	824439	4019.22120.000.0030	Garage & Motor Supplies	Ridge NAPA Auto Parts
8/31/2021	110.00	824440	4019.36015.000.0030	Contractual Services	Spin Techs Inc
8/31/2021	154.82	824890	4019.36015.000.0030	Contractual Services	COMCAST CABLE
8/24/2021	692.07	824888	4019.36015.000.0030	Contractual Services	Adams Remco INC
8/17/2021	175.00	824889	4019.36015.000.0030	Contractual Services	Arrow Services, Inc
8/17/2021	431.52	824891	4019.39100.000.0030	Laundry & Cleaning	Gordon Food Service
8/17/2021	5,189.85	824891	4019.24100.000.0030	Food	Gordon Food Service
8/24/2021	35.74	824891	4019.24010.000.0030	Other Supplies	Gordon Food Service
8/17/2021	122.59	824892	4019.36010.000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
8/17/2021	144.03	824893	4019.24120.000.0030	Medical Supplies	Menards-Mishawaka
8/31/2021	340.48	824894	4019.24100.000.0030	Food	Prairie Farms Dairy, Inc
8/17/2021	139.00	824895	4019.36015.000.0030	Contractual Services	RetirementHomeTV1 Corporation
8/24/2021	9.50	824896	4019.39100.000.0030	Laundry & Cleaning	Stahls' Hotronix LLC
8/17/2021	203.98	824931	4906.31158.000.0030	Veterinary Services	CLAYVIEW ANIMAL CLINIC, P.C.

\$50,744.73

Estimated Revenue by Location/Account as of 02-28-2022

Saint Joseph County

Description	Estimated Revenue	Current		Year to Date		Unreceived Rev	
		Receipts	Percent	Receipts	Percent	Balance	Percent
Carry Forward		0.00		0.00			
Normal Accounts	2,404,163.78	189,005.81	7.86	304,726.18	12.67	2,099,437.60	87.33
Grand Totals		189,005.81		304,726.18			

Estimated Revenue by Location/Account as of 02-28-2022

Saint Joseph County

Fund: 4019 Portage Manor Fund
 Loc: 0030 Portage Manor

Budget Account Code	Description	Estimated Revenue	Current Receipts	Percent	Year to Date Receipts	Percent	Unreceived Rev Balance	Percent
4019.02508.000.0030	County Home-Care Of Residents	2,354,400.00	189,005.81	8.03	304,726.18	12.94	2,049,673.82	87.06
4019.06101.000.0030	Bank Account Interest	21,165.06	0.00	0.00	0.00	0.00	21,165.06	100.00
4019.08400.000.0030	Investment Interest	28,598.72	0.00	0.00	0.00	0.00	28,598.72	100.00
	Carry Forward		0.00		0.00			
	Normal Accounts	2,404,163.78	189,005.81	7.86	304,726.18	12.67	2,099,437.60	87.33
	Location Totals		189,005.81		304,726.18			

Estimated Revenue by Location/Account as of 02-28-2022

Fund: 4019 Portage Manor Fund

Saint Joseph County

Description	Estimated Revenue	Current		Year to Date		Unreceived Rev	
		Receipts	Percent	Receipts	Percent	Balance	Percent
Carry Forward		0.00		0.00			
Normal Accounts	2,404,163.78	189,005.81	7.86	304,726.18	12.67	2,099,437.60	87.33
Fund Totals		189,005.81		304,726.18			

As of: 03/18/2022

Fund: 4019



Note: Balances include transactions after the last posted date of 02/28/2022.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2022 - 03/18/2022)

Normal Accounts	03/2022	
	Current Month	Total
Appropriation:	0.00	2,725,081.09
Carry Forward Receipts:	0.00	0.00
Receipts:	64,370.66	369,096.84
Encumbrance:		8,549.71
Expenditure:	190,577.23	529,528.32
Estimated Revenue:	0.00	2,404,163.78

From Investment System - Outstanding Investments	
Beginning Balance as of 01/01/2022:	0.00
Purchased (01/01/2022 - 03/18/2022):	0.00
Sold/Redeemed (01/01/2022 - 03/18/2022):	0.00
Ending Balance as of 03/18/2022:	0.00

Grand Totals	
Unreceived Revenue Balance:	2,035,066.94
Unexpended Balance:	2,195,552.77
Unencumbered Balance:	2,187,003.06
Cash Balance:	(160,431.48)
Cash Balance Including Investments:	(160,431.48)**
** Total includes outstanding investments from the Investment System (ending balance).	

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

Portage Manor



Est. 1907

Licensed Residential Care Facility

*Robyn Challinor
Administrator*

Portage Manor Board of Managers **Meeting of February 10, 2022**

Garage Demolition

The County Engineer has forwarded to the Board a schedule for demolition of the old garage. County Engineering will solicit quotes for the demolition according to the proposed timetable of:

February 21, 2022 – Pre-bid meeting scheduled

Week of March 1, 2022 – County Commissioners to receive quotes

The Engineer will continue to update the Board as progress on the demolition moves forward.

Motels For Now

Representatives of the Motels For Now program addressed the Board regarding the potential for cooperation between their group and Portage Manor. They are also exploring options for their program moving forward.

Motels for Now are looking to establish a low-barrier facility to assist people in overcoming homelessness. Questions had been raised as to the feasibility of cooperation between their organization and Portage Manor as Portage Manor explores the possibility of a new facility.

Motels for Now has retained the architectural firm of MKM to assist them in drawing up plans for a 120 bed facility. They are currently exploring finding options. MKM is willing to share information with Portage Manor as their project progresses.

Tour of Byron Health

Portage Manor will be sending a group of staff and Board members to tour Byron Health Care's facility in Fort Wayne. There is interest in using Byron's model as a model for a new Portage Manor facility. Representatives of our architectural Firm, Dodd Kattman, will also join us for the meeting and tour of the facility.

Administrator's Report

Mr. Eby stated that COVID continues to be active at the Manor. Since January 1, we have had twenty-four residents test positive as well as eleven staff members. To date, none of the cases has required hospitalization.

Mr. Eby also reported that the Director of Nursing position has been filled and now the focus will be on filling positions in housekeeping. Christine Hinz will begin her duties as administrator on Monday, February 14, at which time Mr. Eby will assume the position of Deputy Administrator.