



PORTAGE MANOR – A Residential Care Facility
Kortney Mullins RN, BSN, HS-BCP, RCA - Administrator

October 31, 2022

NOTICE OF MEETING

The Board of Managers of Portage Manor will hold their November meeting on Thursday, November 3, 2022 at noon in the Council Chambers, located on the 4th floor of the County-City Building, 227 W. Jefferson Blvd., South Bend, IN 46601.

[Join Zoom Meeting](#)

Meeting ID: 851 6410 5860

Passcode: 640374



Portage Manor

Est 1906

Licensed Residential Care Facility

AGENDA

1. Call to Order.

2. Approve Minutes from September 29, 2022 PMBOD meetings

Motion _____ Second _____ Discussion _____ Aye _____ Nay _____

REPORTING OF 3-7 COVERS 9/27/22 - 10/31/22 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 building next steps

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: November 3, 2022**

Allowance of Claims:	\$198,248.63
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Plus Net Payroll for:

9/30/2022	\$63,815.20
10/14/2022	\$67,699.11
10/28/2022	\$66,734.32

Total Allowance of Claims:	\$198,248.63
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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: **\$ \$198,248.63**

Dated this 3rd Day of November, 2022

Francisco C. Fotia
President

John Butler
Vice-President

PAYROLL 09/30/22

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
09/30/2022	\$ 3,635.61	4019.14800.00000.0030	FICA Taxes
09/30/2022	\$ 850.31	4019.14800.00000.0030	FICA Taxes
09/30/2022	\$ 5,034.35	4019.14810.00000.0030	PERF
09/30/2022	\$ 3,684.62	4019.11009.00000.0030	Director
09/30/2022	\$ 1,503.74	4019.11571.00000.0030	Overtime
09/30/2022	\$ 812.27	4019.11700.00000.0030	Medical Director
09/30/2022	\$ 2,800.00	4019.11701.00000.0030	Director Of Nursing
09/30/2022	\$ 2,000.00	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records
09/30/2022	\$ 1,731.20	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds
09/30/2022	\$ 1,440.80	4019.11706.00000.0030	Food Service Supervisor
09/30/2022	\$ 1,400.00	4019.11707.00000.0030	Activity Director
09/30/2022	\$ 1,840.00	4019.11708.00000.0030	Admission Counselor
09/30/2022	\$ 2,519.23	4019.11709.00000.0030	Asst. Dir. Nursing
09/30/2022	\$ 1,460.00	4019.11710.00000.0030	Executive Housekeeper
09/30/2022	\$ 10,196.50	4019.11711.00000.0030	Qualified Medication Aide
09/30/2022	\$ 776.94	4019.11712.00000.0030	Maintenance Class I
09/30/2022	\$ 2,719.96	4019.11713.00000.0030	Housekeeper
09/30/2022	\$ 1,312.80	4019.11715.00000.0030	Maintenance Class II
09/30/2022	\$ 4,200.96	4019.11716.00000.0030	Cooks
09/30/2022	\$ 2,625.60	4019.11717.00000.0030	Dietary Aide
09/30/2022	\$ 799.99	4019.11720.00000.0030	Recreation Officers
09/30/2022	\$ 787.68	4019.11780.00000.0030	Housekeeper/Security
09/30/2022	\$ 246.15	4019.11736.00000.0030	Houskeepers-P.T.
09/30/2022	\$ 968.19	4019.11734.00000.0030	Recreation Officers-P.T.
09/30/2022	\$ 1,530.22	4019.11735.00000.0030	Dietary Aide-P.T.
09/30/2022	\$ 5,297.08	4019.11737.00000.0030	Qualified Medical Aide-P.T.
09/30/2022	\$ 1,641.00	4019.11729.00000.0030	Certified Nursing Assistant

\$ 63,815.20

PAYROLL 10/14/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
10/14/2022	\$ 865.29	4019.14800.00000.0030	FICA Taxes
10/14/2022	\$ 5,505.92	4019.14810.00000.0030	PERF
10/14/2022	\$ 3,699.65	4019.14800.00000.0030	FICA Taxes
10/14/2022	\$ 3,684.62	4019.11009.00000.0030	Director
10/14/2022	\$ 812.27	4019.11700.00000.0030	Medical Director
10/14/2022	\$ 2,800.00	4019.11701.00000.0030	Director Of Nursing
10/14/2022	\$ 2,000.00	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records
10/14/2022	\$ 1,731.20	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds
10/14/2022	\$ 1,440.80	4019.11706.00000.0030	Food Service Supervisor
10/14/2022	\$ 1,386.88	4019.11707.00000.0030	Activity Director
10/14/2022	\$ 1,840.00	4019.11708.00000.0030	Admission Counselor
10/14/2022	\$ 2,520.00	4019.11709.00000.0030	Asst. Dir. Nursing
10/14/2022	\$ 1,396.12	4019.11710.00000.0030	Executive Housekeeper
10/14/2022	\$ 14,976.73	4019.11711.00000.0030	Qualified Medication Aide
10/14/2022	\$ 4,270.71	4019.11713.00000.0030	Housekeeper
10/14/2022	\$ 1,312.80	4019.11715.00000.0030	Maintenance Class II
10/14/2022	\$ 3,954.81	4019.11716.00000.0030	Cooks
10/14/2022	\$ 2,625.60	4019.11717.00000.0030	Dietary Aide
10/14/2022	\$ 799.99	4019.11720.00000.0030	Recreation Officers
10/14/2022	\$ 340.51	4019.11736.00000.0030	Houskeepers-P.T.
10/14/2022	\$ 1,058.44	4019.11734.00000.0030	Recreation Officers-P.T.
10/14/2022	\$ 1,386.66	4019.11735.00000.0030	Dietary Aide-P.T.
10/14/2022	\$ 4,580.41	4019.11737.00000.0030	Qualified Medical Aide-P.T.
10/14/2022	\$ 2,709.70	4019.11729.00000.0030	Certified Nursing Assistant

\$ 67,699.11

PAYROLL 10/28/2022

<u>Date</u>	<u>Amount</u>	<u>Budget Account Code</u>	<u>Description</u>
10/28/2022	\$ 3,739.41	4019.14800.00000.0030	FICA Taxes
10/28/2022	\$ 874.52	4019.14800.00000.0030	FICA Taxes
10/28/2022	\$ 5,336.65	4019.14810.00000.0030	PERF
10/28/2022	\$ 3,684.62	4019.11009.00000.0030	Director
10/28/2022	\$ 812.27	4019.11700.00000.0030	Medical Director
10/28/2022	\$ 2,800.00	4019.11701.00000.0030	Director Of Nursing
10/28/2022	\$ 2,000.00	4019.11702.00000.0030	Lic Pract'L Nurse/ Med Records
10/28/2022	\$ 1,731.20	4019.11704.00000.0030	Dir. Of Bldgs. & Grounds
10/28/2022	\$ 1,440.80	4019.11706.00000.0030	Food Service Supervisor
10/28/2022	\$ 1,393.00	4019.11707.00000.0030	Activity Director
10/28/2022	\$ 3,289.00	4019.11708.00000.0030	Admission Counselor
10/28/2022	\$ 2,520.00	4019.11709.00000.0030	Asst. Dir. Nursing
10/28/2022	\$ 1,460.00	4019.11710.00000.0030	Executive Housekeeper
10/28/2022	\$ 12,769.23	4019.11711.00000.0030	Qualified Medication Aide
10/28/2022	\$ 4,516.86	4019.11713.00000.0030	Housekeeper
10/28/2022	\$ 1,312.80	4019.11715.00000.0030	Maintenance Class II
10/28/2022	\$ 4,176.35	4019.11716.00000.0030	Cooks
10/28/2022	\$ 2,625.60	4019.11717.00000.0030	Dietary Aide
10/28/2022	\$ 861.52	4019.11720.00000.0030	Recreation Officers
10/28/2022	\$ 221.53	4019.11780.00000.0030	Housekeeper/Security
10/28/2022	\$ 295.38	4019.11736.00000.0030	Houskeepers-P.T.
10/28/2022	\$ 988.70	4019.11734.00000.0030	Recreation Officers-P.T.
10/28/2022	\$ 1,321.02	4019.11735.00000.0030	Dietary Aide-P.T.
10/28/2022	\$ 4,145.44	4019.11737.00000.0030	Qualified Medical Aide-P.T.
10/28/2022	\$ 2,418.42	4019.11729.00000.0030	Certified Nursing Assistant
	\$ 66,734.32		

CLAIMS PAID 9/27/22 - 10/31/22

DATE	Expenditure	Check	Budget Account Code	Acct Desc	Payee Name 1
09/27/2022	\$ 27,538.50	836446	4019.14840.00000.0030	Group Health Insurance	St Joseph County Treasurer
09/27/2022	\$ 7.00	836447	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
09/27/2022	\$ 7.00	836447	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/04/2022	\$ 4,264.70	836683	4019.36015.00000.0030	Contractual Services	Byron Wellness Systems Inc
10/04/2022	\$ 2,975.00	836683	4019.36015.00000.0030	Contractual Services	Byron Wellness Systems Inc
10/04/2022	\$ 311.97	836688	4019.36015.00000.0030	Contractual Services	Policemans FCU
10/04/2022	\$ 57.24	836682	4019.24100.00000.0030	Food	Alpha Baking Company
10/04/2022	\$ 509.90	836689	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
10/04/2022	\$ 143.78	836685	4019.24100.00000.0030	Food	Gordon Food Service
10/04/2022	\$ 39.95	836682	4019.24100.00000.0030	Food	Alpha Baking Company
10/04/2022	\$ 847.86	836686	4019.35040.00000.0030	Heating & Fuel Oil	Northern Indiana Public
10/04/2022	\$ 7.00	836690	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/04/2022	\$ 41.11	836687	4019.21030.00000.0030	Office Supplies	Office Three Sixty Inc
10/04/2022	\$ 85.00	836688	4019.21030.00000.0030	Office Supplies	Policemans FCU
10/04/2022	\$ 24.00	836688	4019.32350.00000.0030	Postage	Policemans FCU
10/04/2022	\$ 66.51	836691	4019.24130.00000.0030	Recreation Supplies	Wal-Mart
10/04/2022	\$ 57.45	836688	4019.24130.00000.0030	Recreation Supplies	Policemans FCU
10/04/2022	\$ (66.51)	836691	4019.24130.00000.0030	Recreation Supplies	Wal-Mart
10/04/2022	\$ 80.09	836684	4019.45010.00000.0030	Vehicles	Fultz Tiffany
10/11/2022	\$ 92.87	836996	4019.36010.00000.0030	Building Maintenance	Menards-Mishawaka
10/11/2022	\$ 44.94	837002	4019.36010.00000.0030	Building Maintenance	Taylor Tarshia
10/11/2022	\$ 998.13	111175	4019.32050.00000.0030	Conferences & Training	Mullins Kortney
10/11/2022	\$ 2,833.99	836991	4019.36015.00000.0030	Contractual Services	Byron Wellness Systems Inc
10/11/2022	\$ 677.76	836993	4019.36015.00000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
10/11/2022	\$ 441.57	836994	4019.36015.00000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
10/11/2022	\$ 609.50	836995	4019.36015.00000.0030	Contractual Services	Johnson Controls Inc
10/11/2022	\$ 300.00	836997	4019.36015.00000.0030	Contractual Services	MKM Architecture + Design Inc
10/11/2022	\$ 576.68	836998	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
10/11/2022	\$ 10,604.17	836992	4019.24100.00000.0030	Food	Gordon Food Service
10/11/2022	\$ 56.22	836990	4019.24100.00000.0030	Food	Alpha Baking Company
10/11/2022	\$ 1,075.76	836998	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
10/11/2022	\$ 3,629.98	836992	4019.24100.00000.0030	Food	Gordon Food Service
10/11/2022	\$ 855.93	836992	4019.24100.00000.0030	Food	Gordon Food Service
10/11/2022	\$ 61.02	836992	4019.24100.00000.0030	Food	Gordon Food Service
10/11/2022	\$ 1,139.82	836992	4019.39100.00000.0030	Laundry & Cleaning	Gordon Food Service
10/11/2022	\$ 7.00	837001	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/11/2022	\$ 7.00	837001	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/11/2022	\$ 761.51	836996	4019.44601.00000.0030	Maintenance Equipment	Menards-Mishawaka
10/11/2022	\$ 95.65	836999	4019.24130.00000.0030	Recreation Supplies	Rangel Alma
10/11/2022	\$ 2,180.19	837000	4019.35030.00000.0030	Water & Sewage	South Bend Water Works
10/18/2022	\$ 12.70	837555	4019.36010.00000.0030	Building Maintenance	Grainger,W.W. Inc.
10/18/2022	\$ 92.87	837563	4019.36010.00000.0030	Building Maintenance	Menards-Mishawaka
10/18/2022	\$ 38.88	837561	4019.36010.00000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
10/18/2022	\$ 97.37	837561	4019.36010.00000.0030	Building Maintenance	KABELIN COMMERCIAL SUPPLY
10/18/2022	\$ 155.00	837552	4019.36015.00000.0030	Contractual Services	COMCAST CABLE
10/18/2022	\$ 677.76	837557	4019.36015.00000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
10/18/2022	\$ 225.39	837548	4019.36015.00000.0030	Contractual Services	Adams Remco INC
10/18/2022	\$ 1,543.44	837553	4019.36015.00000.0030	Contractual Services	Eldermark Software
10/18/2022	\$ 684.02	837557	4019.36015.00000.0030	Contractual Services	HIMCO WASTE-AWAY SERVICE, INC
10/18/2022	\$ 550.00	837572	4019.36015.00000.0030	Contractual Services	ZINKAN ENTERPRISES INC
10/18/2022	\$ 139.00	837565	4019.36015.00000.0030	Contractual Services	RetirementHomeTV1 Corporation
10/18/2022	\$ 441.57	837560	4019.36015.00000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
10/18/2022	\$ 408.31	837556	4019.36015.00000.0030	Contractual Services	Great America Financial
10/18/2022	\$ 293.85	837560	4019.36015.00000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
10/18/2022	\$ 4,327.94	837558	4019.35010.00000.0030	Electricity	INDIANA MICHIGAN POWER
10/18/2022	\$ 1,829.49	837554	4019.24100.00000.0030	Food	Gordon Food Service

10/18/2022	\$	42.42	837549	4019.24100.00000.0030	Food	Alpha Baking Company
10/18/2022	\$	525.33	837564	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
10/18/2022	\$	56.22	837549	4019.24100.00000.0030	Food	Alpha Baking Company
10/18/2022	\$	248.77	111215	4019.45510.00000.0030	Furniture & Fixtures	Amazon Capital Services
10/18/2022	\$	47.47	837566	4019.22010.00000.0030	Gas, Oil & Lubricants	RIDGE NAPA AUTO PARTS
10/18/2022	\$	27,538.50	837567	4019.14840.00000.0030	Group Health Insurance	St Joseph County Treasurer
10/18/2022	\$	592.50	837568	4019.39100.00000.0030	Laundry & Cleaning	Stahls' Hotronix LLC
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	7.00	837569	4019.31010.00000.0030	Legal Services	STATE OF IN, IN. STATE POLICE
10/18/2022	\$	1,140.00	837559	4019.39050.00000.0030	Licenses	Indiana State Dept of Health
10/18/2022	\$	944.09	837562	4019.24120.00000.0030	Medical Supplies	MCKESSON MEDICAL
10/18/2022	\$	576.03	837554	4019.24010.00000.0030	Other Supplies	Gordon Food Service
10/18/2022	\$	60.00	837570	4019.32350.00000.0030	Postage	United States Postal Service
10/18/2022	\$	193.45	837571	4019.24130.00000.0030	Recreation Supplies	Wal-Mart
10/18/2022	\$	65.20	837571	4019.24130.00000.0030	Recreation Supplies	Wal-Mart
10/18/2022	\$	253.13	837550	4019.32200.00000.0030	Telephone	AT&T
10/18/2022	\$	589.91	837551	4019.32200.00000.0030	Telephone	AT&T Mobility
10/25/2022	\$	107.10	838057	4019.36010.00000.0030	Building Maintenance	Grainger,W.W. Inc.
10/25/2022	\$	498.15	838059	4019.36010.00000.0030	Building Maintenance	Koorsen Fire & Security
10/25/2022	\$	110.00	838061	4019.36015.00000.0030	Contractual Services	Policemans FCU
10/25/2022	\$	155.86	838054	4019.36015.00000.0030	Contractual Services	COMCAST CABLE
10/25/2022	\$	293.85	838058	4019.36015.00000.0030	Contractual Services	INTEGRA CERTIFIED DOCUMENT
10/25/2022	\$	550.00	838055	4019.36015.00000.0030	Contractual Services	County Commissioners
10/25/2022	\$	529.80	838055	4019.36015.00000.0030	Contractual Services	County Commissioners
10/25/2022	\$	9,055.47	838056	4019.24100.00000.0030	Food	Gordon Food Service
10/25/2022	\$	575.54	838062	4019.24100.00000.0030	Food	Prairie Farms Dairy, Inc
10/25/2022	\$	57.24	838052	4019.24100.00000.0030	Food	Alpha Baking Company
10/25/2022	\$	995.54	838056	4019.39100.00000.0030	Laundry & Cleaning	Gordon Food Service
10/25/2022	\$	74.59	111285	4019.21030.00000.0030	Office Supplies	Amazon Capital Services
10/25/2022	\$	68.31	838060	4019.21030.00000.0030	Office Supplies	Office Three Sixty Inc
10/25/2022	\$	175.10	838056	4019.24010.00000.0030	Other Supplies	Gordon Food Service
10/25/2022	\$	17.66	838061	4019.24130.00000.0030	Recreation Supplies	Policemans FCU
10/25/2022	\$	522.40	838051	4019.36100.00000.0030	Repairs - Vehicles	Adrock Auto Service
10/25/2022	\$	33.86	111285	4019.21010.00000.0030	Stationery & Printing	Amazon Capital Services
10/25/2022	\$	250.82	838053	4019.32200.00000.0030	Telephone	AT&T

\$ 122,551.14

RECEIPTS 9/27/22 - 10/31/22

Effective Date	Budget Account Code	Receipt	Receipts	Acct Desc	On Account of
10/04/2022	4019.02508.00000.0030	164726	\$ 117,602.03	RCAP Revenue	PORTAGE MANOR
10/05/2022	4019.02508.00000.0030	164734	\$ 64,021.95	RCAP Revenue	PORTAGE MANOR
10/28/2022	4019.06200.00000.0030	164977	\$ 150.00	Rental Of Property	PORTAGE MANOR
			\$181,773.98		

YEAR TO DATE REVENUE AS of 10/31/22

Budget Account Code	Descriptions	Estimated Revenue	Current Receipts	Current Percent	Year to Date Receipts	Year to Date Percent	Unreceived Rev Balance	Unreceived Rev Percent
4019.02508.00000.0030	RCAP Revenue	\$ 2,315,040.00	0.00	0.00	\$ 1,705,510.99	73.67	\$ 609,529.01	26.33
4019.02511.00000.0030	Private Pay Room & Board	\$ 43,800.00	0.00	0.00	\$ -	0.00	\$ 43,800.00	100.00
4019.02711.00000.0030	Reimbursements	\$ 608.46	0.00	0.00	\$ 608.46	100.00	\$ -	0.00
4019.05603.00000.0000	Return of 2 Year Warrant Funds	\$ 140.67	0.00	0.00	\$ 140.67	100.00	\$ -	0.00
4019.06101.00000.0030	Bank Account Interest	\$ 5,000.00	0.00	0.00	\$ 4,955.43	99.11	\$ 44.57	0.89
4019.06200.00000.0030	Rental Of Property	\$ 1,050.00	0.00	0.00	\$ 1,200.00	114.29	\$ (150.00)	(14.29)
4019.08400.00000.0030	Investment Interest	\$ 12,000.00	0.00	0.00	\$ 6,380.42	53.17	\$ 5,619.58	46.83
		\$2,377,639.13	\$0.00		\$ 1,711,215.55	72%	\$ 653,373.58	27%

View Balances by Fund



As of: Fund:

The Last Posted Date is 09/30/2022.

Fund: 4019 Portage Manor Fund

Fund Type: Calendar (01/01/2022 - 11/01/2022)

Normal Accounts

	11/2022 Current Month	Total
Appropriation:	0.00	3,014,211.50
Carry Forward Receipts:	0.00	1,210,281.11
Receipts:	0.00	1,718,795.97
Encumbrance:		71,648.38
Expenditure:	7,688.57	2,121,631.79
Estimated Revenue:	0.00	2,377,639.13

Grand Totals

Unreceived Revenue Balance:	658,843.16
Unexpended Balance:	892,579.71
Unencumbered Balance:	820,931.33
Cash Balance:	807,445.29
Cash Balance Including Investments:	807,445.29 **

**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 - 11/01/2022):	0.00
Sold/Redeemed (01/01/2022 - 11/01/2022):	0.00
Ending Balance as of 11/01/2022:	0.00

From Investment System - Principal/Interest

Principal Received:	0.00
Interest Received:	0.00
Total Investment:	0.00

Portage Manor Board of Managers **Meeting of September 29, 2022**

The Board of Managers of Portage Manor met at the law offices of Anderson, Agostino & Keller, 131 S. Taylor St., South Bend, IN, with the following members present in person: Mike Kruk, John Butler, Tony Obringer, Frank Fotia and Kortney Mullins, Marianne Tucker, and Dan Berry. Deb Lambert from Byron, Jakob Lazzaro, and Jordan Smith joined via Zoom.

Minutes from the previous meeting were prepared and approved.

Payroll warrants from the last period were approved. Report of revenue statements were approved. Report of invoice vouchers and claim statements, Report of year-to-date revenue, report of revenue statement, and report of financial statements were approved with motion by Marianne Tucker and second by Tony Obringer.

There was not tabled or unfinished business.

Continuing business: Deb Lambert presented that she is researching grant options and looking into multi-use communities. Kortney provided Byron with acuity levels for waiver and Deb stated many will not qualify for waiver, so Byron is searching out mixed income housing options. Waiver beds and be dually certified as waiver beds. We are working hard to certify whichever reimbursement source the current residents need. This was met with great appreciation by the Board. This are continuing to progress on building a new building to serve the population at Portage Manor and be a win for the community and residents.

New Business: Patty Godsey resigned. A motion for election of a new president was motioned by Marianne and seconded by John. Frank was nominated by John and seconded by Dan. All were in favor for nominating Frank. Vice president nomination for John Butler passed unanimously also.

Administrators report: Kortney Mullins reported that Portage Manor is planning a family fun trick or treat night. Census is currently 112. She reported that IDOH complaint survey was completed, and no deficiencies were cited. All previous deficiencies were removed from citation. Staffing is improving and housekeeping is fully staffed, dietary is only down one part time person, the business office is looking for a resident finance clerk, and clinical is hiring QMA's and one nurse, and a social services director. Kortney reported her and Tarshia attended the INALA conference in Indy and that there are many updates that were passed on regarding the coronavirus regulations and legislative initiatives at the state level. Kortney also reported that residents have approached her about having the Board of Directors come and meet residents and see Portage Manor.

No one took privilege of the floor.

Motion to adjourn was made by Mike Kruk and seconded by all.