

To: Orchard Manor – Farm Committee

Date: February 21, 2011

Subject: Agenda for March 2, 2011 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, March 2, 2011 at 12:00 noon** in the Boardroom at Orchard Manor. The committee will give consideration to and/or take action on the following items:

- Agenda:
1. Call to order at 12:00 noon.
 2. Establish a quorum.
 3. Certification of compliance with the Open Meetings Law.
 4. Approval of agenda.
 5. Approval of the minutes.
 6. Adjourn to closed session per Wisconsin Statute 19.85(1)(c). for annual performance evaluation of administrator.
 7. Reconvene to open session.
 8. Farm business.
 - A. Farm Building/Lease Issues.
 - B. Farm vouchers and financial report.
 9. Update on plans for facility HVAC improvements from Robb Stone, JDR Engineering.
 10. Update on plans for roof from Scott Chyko, Delta 3 Engineering.
 11. Funding options for HVAC and roof replacement projects.
 - General fund loan.
 - Bank loan.
 12. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - Policy clarification – inclement weather.
 - D. Equipment purchases/repairs.
 - Elevator update.
 - E. Staffing issues.
 - Future training costs.
 - Social services manager starting wage from D minimum to D6.
 - Dietician/dietary supervisor.
 - Assistant dietary supervisor interim wages.
 - F. Orchard Manor vouchers and financial report.
 13. Public comment.
 11. Set next meeting date.
 12. Adjournment.