

To: Orchard Manor – Farm Committee

Date: June 1, 2011

Subject: Agenda for June 15, 2011 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, June 15, 2011 at 10:00 a.m.** in the **Inservice classroom** and will continue 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 10:00 a.m..
 2. Establish a quorum.
 3. Certification of compliance with the Open Meetings Law.
 4. Public bid opening for Orchard Manor roof project.
 5. Approval of agenda.
 6. Approval of the minutes.
 7. Scott Chyko, Delta 3 Engineering, bid summary and award; selection of shingle and color.
 8. Farm business.
 - A. Farm building/insurance listing.
 - B. Farm vouchers and financial report.
 9. Update on HVAC project.
 10. Annual compliance maintenance resolution.
 11. Orchard Manor operations:
 - A. Chairperson's report.
 - B. Maintenance supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - D. Equipment purchases/repairs.
 - Nurse call system update.
 - Laundry facilities update.
 - E. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - F. Orchard Manor vouchers and financial report.
 12. Adjourn to closed session per Wisconsin Statute 19.85(1)(f) for preliminary consideration of a specific personnel problem.
 13. Reconvene to open session.
 14. Public comment.
 11. Set next meeting date.
 12. Adjournment.