

To: Orchard Manor – Farm Committee

Date: December 6, 2011

Subject: Agenda for December 14, 2011 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 14, 2011 at 10:00 a.m.** 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. Approval of agenda.
  5. Approval of the minutes.
  6. Farm business.
    - A. Farm vouchers and financial report.
  7. JDR Engineering and Myers Mechanical Solutions.
    - Update on HVAC project.
  8. Orchard Manor policies.
    - Holiday policy.
    - Leave of absence policy.
    - Attendance policy.
  9. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance supervisor's report.
    - C. Administrator's report.
      - Update on facility issues.
      - Personal laundry update.
    - D. Equipment purchases/repairs.
      - Security system.
    - E. Staffing issues.
      - Future training costs.
      - Update on staffing changes.
    - F. Orchard Manor vouchers and financial report.
  10. Public comment.
  11. Set next meeting date.
  12. Adjournment.