

To: Orchard Manor – Farm Committee

Date: March 5, 2012

Subject: Agenda for March 14, 2012 meeting.  
***(Please note change in time)***

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, March 14, 2012 at 1:00 p.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 1:00 p.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. Update on HVAC project.
  8. Update on Taylor Bros. contract.
  9. Staff donation of vacation hours.
  10. Personal leave request.
  11. Approval of Orchard Manor Personnel Policies and Guidelines.
  12. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance supervisor's report.
    - C. Administrator's report.
      - Update on facility issues.
      - Add one credit card for management.
      - Annual report for Orchard Manor.
    - D. Equipment purchases/repairs.
      - Security system update.
    - E. Staffing issues.
      - Future training costs.
      - Update on staffing changes.
    - F. Orchard Manor vouchers and financial report.
  13. Adjourn to closed session per Wisconsin Statute 19.85(1)(c). for annual performance evaluation of administrator.
  14. Reconvene to open session.
  15. Public comment.
  11. Set next meeting date.
  12. Adjournment.