

To: Orchard Manor – Farm Committee

Date: January 7, 2013

Subject: Amended agenda for January 10, 2013 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Thursday, January 10, 2013 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. Discussion and approval of policies.
  7. Farm business.
    - A. Update on forester.
    - B. Farm vouchers and financial report.
  8. Orchard Manor operations.
    - Chairperson's report.
    - Maintenance supervisor's report
    - Administrator's report.
      - Update on facility issues.
      - In-house personal laundry update.
    - Equipment purchases/sales/repairs.
      - Laundry equipment.
      - Skid steer.
    - Policies.
      - Compliance and Ethics Program Plan.
    - 400-wing covered entrance.
    - Staffing issues.
      - Future training costs.
      - Update on staffing changes.
    - Orchard Manor vouchers and financial report.
  9. Public comment.
  11. Set next meeting date.
  12. Adjournment.