

To: Orchard Manor – Farm Committee

Date: February 5, 2013

Subject: Agenda for February 13, 2013 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, February 13, 2013 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. Recognition of Orchard Manor retirees.
 7. Farm business.
 - A. Farm vouchers and financial report.
 8. Aramark discussion/presentation.
 9. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance Supervisor's report
 - C. Administrator's report.
 - Annual report.
 - Update on facility issues.
 - In-house personal laundry update.
 - D. Equipment purchases/sales/repairs.
 - Skid steer.
 - Caretracker upgrade for ICF/ID and SNF.
 - 400 Wing day room flooring and whirlpool.
 - Dietary plate heating system.
 - Laundry equipment.
 - E. Policy approval.
 - Compliance and Ethics Program Plan.
 - Personnel Policies and Guidelines including Code of Conduct and Business Ethics.
 - Personnel Recruitment/Interview/Orientation Procedures.
 - F. 400-wing covered entrance.
 - G. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - H. Orchard Manor vouchers and financial report.
 10. Public comment.
 11. Set next meeting date.
 12. Adjournment.