

To: Orchard Manor – Farm Committee

Date: March 6, 2013

Subject: Agenda for March 15, 2013 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Friday, March 15, 2013** at **10:00 a.m. (note change in date)** 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. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance Supervisor's report
 - C. Administrator's report.
 - Update on facility issues.
 - Update on geriatric survey.
 - In-house personal laundry update.
 - D. Equipment purchases/sales/repairs..
 - 300 and 500 Wing day room flooring.
 - 800 module flooring.
 - E. 400-wing covered entrance.
 - F. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - G. Orchard Manor vouchers and financial report.
 9. Closed session per state statute 19.85 (1) (c) in considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically as it relates to the performance evaluation of the Administrator.
 10. Return to open session.
 11. Public comment.
 12. Set next meeting date.
 13. Adjournment.