

To: Orchard Manor – Farm Committee

Date: April 30, 2013

Subject: Agenda for May 8, 2013 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, May 8, 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. Farm business.
 - A. Farm vouchers and financial report.
 7. Orchard Manor operations.
 - A. Chairperson's report.
 - B. Maintenance Supervisor's report.
 - C. Administrator's report.
 - Update on facility issues.
 - D. Personal laundry project.
 - Authorization for project budget increase to include bidding and construction.
 - E. Equipment purchases/sales/repairs.
 - Surveillance camera.
 - 700/800 dayroom and 800-wing module flooring.
 - F. Staffing issues.
 - Future training costs.
 - Update on staffing changes.
 - G. Policy approval.
 - Cell phone policy.
 - H. Orchard Manor vouchers and financial report.
 8. Private pay rate change.
 9. D.O.N. presentation, Diane Vesperman, RN.
 10. Public comment.
 11. Set next meeting date.
 12. Adjournment.