

To: Orchard Manor – Farm Committee

Date: July 2, 2014

Subject: Agenda for July 9, 2014 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, July 9, 2014** 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. Updated absenteeism policy approval.
  8. Updated cellular phones and electronic devices policy approval.
  9. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance Supervisor's report.
      - Update on Community Services Building.
      - Update on facility.
    - C. Administrator's report.
      - Update on facility issues.
    - D. Equipment purchases/sales/repairs.
    - E. Staffing issues.
      - CNA recruitment update.
      - Update on staffing changes.
      - Future training costs.
    - F. Orchard Manor vouchers and financial report.
  10. Closed session per state statute 19.85 (1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility as it relates to the compensation of the Director of Finance.
  11. Return to open session.
  12. Public comment.
  13. Set next meeting date.
  14. Adjournment.