

To: Orchard Manor – Farm Committee

Date: December 2, 2015

Subject: Agenda for December 9, 2015 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 9, 2015 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. Employee recognition.
  7. Quality Assurance Program presentation – Teri Koeller, DON.
  8. Farm business.
    - A. Farm vouchers and financial report.
    - B. Tour of farm buildings and current utilization review.
  9. Orchard Manor operations.
    - A. Chairperson's report.
    - B. Maintenance Supervisor's report.
      - Update on Community Services Building.
      - Update on facility.
    - C. Equipment purchases/sales/repairs.
    - D. 400-wing covered entrance update.
      - Selection of engineering proposal.
    - E. Administrator's report.
      - LEAN efficiencies update.
      - Grant updates.
      - Update on facility issues.
    - F. Staffing issues.
      - Update on staffing changes.
      - Future training costs.
    - G. Orchard Manor vouchers and financial report.
  10. Public comment.
  11. Set next meeting date.
  12. Adjournment.