

To: Orchard Manor – Farm Committee

Date: January 8, 2016

Subject: Agenda for January 15, 2016 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Friday, January 15, 2016** 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. Farm business.
 - A. Farm vouchers and financial report.
 7. 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.
 - E. Hostage situation/Active killer policy and procedure.
 - F. Restructure of support staff.
 - G. Administrator's report.
 - LEAN efficiencies update.
 - Update on facility issues.
 - H. Staffing issues.
 - Update on staffing changes.
 - Future training costs.
 - I. Orchard Manor vouchers and financial report.
 8. Public comment.
 9. Set next meeting date.
 10. Adjournment.