

To: Orchard Manor – Farm Committee

Date: May 5, 2016

Subject: Agenda for May 11, 2016 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, May 11, 2016 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. Election of committee officers.
  5. Approval of agenda.
  6. Approval of the minutes.
  7. Farm business.
    - A. Farm vouchers and financial report.
  8. 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. Administrator's report.
      - Overview of facility for new members.
      - LEAN efficiencies update.
      - Update on facility issues.
    - E. Staffing issues.
      - Discussion/possible action regarding shift differentials.
      - Discussion/possible action on restructure of Accounts Receivable/Administrative Assistant II position.
      - Update on staffing changes.
      - Future training costs.
    - F. Orchard Manor vouchers and financial report.
  9. Public comment.
  10. Set next meeting date.
  11. Adjournment.