

To: Orchard Manor – Farm Committee

Date: December 7, 2016

Subject: Agenda for December 14, 2016 meeting.

The Orchard Manor – Farm Committee will hold a meeting on **Wednesday, December 14, 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. Approval of agenda.
 5. Approval of the minutes.
 6. Farm business.
 - A. Farm vouchers and financial report.
 7. Request to bid 400-wing covered entrance.
 8. Update on city sewer extension to Orchard Manor property.
 9. Facility Dude update.
 10. 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.
 - LEAN efficiencies update.
 - Update on facility issues.
 - E. Staffing issues.
 - Discussion/possible action regarding staffing and census.
 - Future training costs.
 - F. Orchard Manor vouchers and financial report.
 11. Public comment.
 12. Set next meeting date.
 13. Adjournment.