



ADMINISTRATIVE SERVICES COMMITTEE MINUTES NOVEMBER 12TH at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by Dennis Brady

Present: (Management) Gina Robertson from the Transportation Department
(Members) Bob Cobe, Carole Austin, Ann Bohachek, Al Roberts, “Scotty” Scott, Janice Kimbro, Carolyn O’Neill,
Absent: Brigid Guarino, Marsha Marshall, Margery Miller (excused), Gary Bembry (excused)

The Secretary declared that a quorum was present

Motion to approve Agenda was unanimous: sponsor: Bob Cobe; second by Carole Austin
Minutes of the previous meeting were unanimously approved by email 10/13/20

Unfinished Business:

Transportation:

- 1) Gina gave us a long list of vehicle problems including glass needing replacement, batteries lasting less than 1 year, brake issues, rear air conditioning issues on a bus, small gas tanks, and ramps. Discussion followed that the Flex’s replacements by our new company presented a constant maintenance and down time problem. It seems there are no spare vehicles to allow damaged vehicles to be removed from service so the vehicles are often driven unrepaired. This is dangerous and unacceptable. Dennis suggested that it might be cheaper in the long run to replace the unreliable new vehicles than to keep making expensive repairs. It was agreed that transportation would prepare a list of all maintenance issues for each vehicle and discuss it with the RAC Board to get their help in resolving these issues.
- 2) Our large bus is going to have a manual door closer installed shortly.
- 3) Eye bolt installation to create storage for walkers on the buses is still unfinished after almost 1 year.

New Business:

Front Desk: Items that had been tasked to Gary Bembry will be carried forward since he was absent.

Here are the “Follow ups’ from the previous meeting for Gary Bembry to handle:

- 1) Facilitate a meeting with Carolyn Wiseman and 1 other from the Front Desk, along with our Committee about changes to Front Desk procedures and staffing that might be useful and appropriate. We would also discuss the Front Desk needs and any problems they might be having.
- 2) Follow up with Lisa Frank to determine where resident medical data should be kept (such as information the Front Desk gives to the ambulance drivers).
- 3) Wellness should develop a process for requiring residents to update medications on their medical records annually or as changes occur. Fresh lists to update medications should be distributed to all residents with instructions to attach them to their refrigerators for consistent location in all units.
- 4) Dennis said he will work on arranging the meeting with Front Desk personnel, and will talk to Lisa Frank and the EMTS to get their recommendations on items #2 and #3, and also rules for testing and retesting of electric scooter driving proficiency, and posting scooter rules.
- 5) It might be time to install vehicle charging stations for electric cars in our parking areas other than GVT.
- 6) Delivery truck parking in Resident spaces at the “circle” is an ongoing problem and is being looked into by Bob Cobe and Al Roberts as part of a total Truck Parking Evaluation they have undertaken.

Chair Brady declared the meeting adjourned at 3:20PM

Our next meeting will be December 10th at 2:30 PM in the Club Room

Respectfully submitted:

Bob Cobe: Secretary