



ADMINISTRATIVE SERVICES COMMITTEE MINUTES OCTOBER 8TH at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by Bob Cobe (filling in for Dennis Brady) with a remembrance for Barbara Artz, a member who had passed away last month. The meeting was actually Called to Order at 2:45 when a quorum was reached.

Present: (Management) Gray Bembry
(Members) Bob Cobe, Carole Austin, Ann Bohachek, Marsha Marshall, Margery Miller, Al Roberts, “Scotty” Scott
Absent: Brigid Guarino, Janice Kimbro
(excused) Dennis Brady, Carolyn O’Neill, Betty Lance

There were no minutes to approve because no meeting was held the previous month.

This meeting’s Agenda was changed to allow an update by Gary Bembry on the Transportation Department plus a list of issues prepared by Bob Cobe to be discussed and action taken, if needed.

Some of the issues discussed were:

How secure do you feel living at Freedom Plaza?

Are all non-residents checking in at the Front Desk? Can that be improved?

Do we have adequate staffing at the Front Desk?

Would there be an increase in our fees to cover additional coverage?

Could (and should) Resident’s be used to volunteer to augment some 4-hour shifts?

Could re-positioning the location of the Front Desk be helpful?

Does the Front Desk give a list of a resident’s medications to the ambulance driver?

Is there an annual notification to update your medication lists sent to the residents?

What does a fire alarm or smoke alarm sound like?

How will you be notified that the alarm is over?

Do we have a “tornado” alarm and what does it sound like?

“Follow ups’ from the meeting for Gary Bembry to handle were to.....

- 1) Facilitate a meeting with selected Front Desk personnel and interested Committee Members about what changes to Front Desk procedures and staffing might be useful and appropriate.
- 2) Follow up with Wellness to determine where resident medical data should be kept (such as with the information the Front Desk gives to the ambulance drivers).
- 3) Also, with Wellness to develop a process for requiring the updating medications at least annually or more frequently as changes occur. And fresh lists to update their medications should be sent to all residents with instructions that they attach them to their refrigerators for consistent location in all units.

Acting Chair Cobe declared the meeting adjourned at 3:30PM

Our next meeting will be November 12th at 2:30 PM in the Club Room

Respectfully submitted:

Bob Cobe: Secretary pro-temp