



ADMINISTRATIVE SERVICES COMMITTEE MINUTES FEBRUARY 11TH at 2:30 PM in the Club Room

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

Present: (Management) Gary Bemby

(Members) Bob Cobe, Carole Austin, Ann Bohachek, Al Roberts, “Scotty” Scott, Janice

Kimbro, Carolyn O’Neill, Brigid Guarino, Margery Miller Absent:, Marsha Marshall

The Secretary declared that a quorum was present

Motion to approve Agenda was unanimous: sponsor: Bob Cobe; second by Janice Kimbro
Last month’s meeting was cancelled. A report was sent to RAC but no “minutes” current to approve
Minutes of the last meeting held had been unanimously approved by email

Our speaker, Lisa Frank, gave us information, answered questions, and listened to suggestions on issues like how medical information is stored to be given to ambulance drivers, how medical records get updated, how residents are reminded to update them, where to post them, where to post DNR requests, and more.

Transportation:

1. Gary Bemby updated items on vehicle conditions, repairs needed, and how scheduling of repairs is done.
2. It was decided to ask David Nicholson and Bob Cobe who had designed the automatic safety railings, to check if the person who had manufactured the first one would make railings for the other 2 ramp buses.

Action Items:

Gary was asked to make a list for the committee listing all vehicles with their ages and condition.

Bob Cobe will speak to David Nicholson to see if he can contact his friend who was the manufacturer.

Security and Safety:

1. Scooter testing information was given by member “Scotty” Scott who told us what he had been given for a test and that there would be re-testing in the future.
2. A brief update on parking in the circle and general truck parking was given by Bob Cobe and it was decided that issue would now be handled by the Maintenance Department.
3. Dennis Brady, realizing that his 6th floor alone has many people using scooters and walkers who need to know how they might be evacuated in an emergency, opened a discussion about the need for emergency evacuation directions. A visit by our local Fire Chief about that and related issues got cancelled and there had been talk of a video being made, but we have heard nothing further.

Action Items:

Gary will turn over 4 safety issues to the Maintenance Department.

- a. Paint a dividing strip on the Visitor Parking driveway to indicate both in and out lanes.
- b. Add a stop sign and painted line to stop exiting cars from stopping PAST the sidewalk.
- c. Replace the golf cart sidewalk STOP sign at our entrance to American Eagle Blvd.
- d. Paint additional directional pavement arrows to direct traffic around the Plaza Circle

Front Desk:

Gary explained that the new sign-in kiosk equipment will take and record temperatures when signing in.

Action Item:

Gary will ask 1- 2 Front Desk personnel to attend our next meeting to discuss any of issues and ideas.

Chair Brady declared the meeting adjourned at 3:20PM

Our next meeting will be March 11th at 2:30 PM in the Club Room

Respectfully submitted:

Bob Cobe: Secretary