



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

November 11, 2021, at 2:30 PM in the Club Room

The meeting started at 2:32 PM by Al Roberts, filling in as chair

Members Present: Al Roberts, Bob Cobe, Ann Bohachek, Larry Chambers, David Nicholson, Ardette Isler, Ron Carter, Charlene Roberts, Carolyn O'Neill

Members Absent: Dennis Brady (ex), Bob Youngblood (ex), Carole Austin (ex)

Management Representative Absent: Jeff Dickerson

Ardette reported that a quorum was present.

Upon motion duly made and seconded, the meeting agenda was approved.

Prior month minutes, having been circulated and no comments received, were deemed approved.

### **Significant Month's Activity**

Jeff Dickerson was ill and unable to attend the meeting to report on activity during the month. (On Wednesday, November 17, Dennis and Al met with Jeff to review the agenda items with him, and obtain his input, if any, on them. Those comments are shown parenthetically after each relevant item below.)

### **Old Business**

New arrangements for managing the front desk and who has what responsibility, no report. Jeff Dickerson

### **Transportation**

- \*First aid kits and water for busses. (Jeff said he is working on this.)
- \*Retread vs. new tires for busses. Bob reported that retreads and new tires are equally safe and are used interchangeably in today's market. (Jeff is aware of this.)
- \*Update on vehicle maintenance records. (Jeff is not aware of any system in place or in prospect to record and classify maintenance expenses. However, he talked at some length about the various improvements he has made in vehicle maintenance, including introduction of preventive maintenance procedures and changes in maintenance service providers.)

### **Security and Safety**

\*Update on parking for delivery vehicles. The new parking on the side of the main building doors 2 and 5 for delivery vehicles is complete and is being used, relieving the problems in the front. However, visitors and residents are also using the spaces so additional signs are needed. (Jeff commented on recent problems and his ongoing efforts to police the parking.)

\*GVT safety devices report. No progress, safety still in review. Bob Youngblood is away for several months. Bob Cobe will be working on this and holding further discussions on the scope of the project with Jeff.

\*Update on Door modification for Club Room. Fire Marshall scheduled to meet with Jeff and Siby next week. (Jeff expects to be involved in this meeting and will try to keep Ron Carter involved.)

\*Cameras at GVT entrances-update. Bob Cobe is tracking this. (Jeff is also working on this.)

\*Communications doors 2 and 5-update. Bob Cobe is working on this. (Jeff and Siby are also working on it.)

\*Security breach at GVT main entrances-update. (Jeff tested the codes and found generic codes opened the doors for buildings 5 and 10. We will update the issue of the GVT entry keypad door codes as soon as Siby and Jeff determine what codes should be installed in each building's keypad.

Report of transportation trips. Committee members and others encouraged to report on driver performance and vehicle status, positive or negative, to Gina or Jeff.

Entry door GVT Bldg. 5 malfunction update. (Jeff reported that IT consultant Jacob and the door company representative have been working on this for weeks. Jeff thinks the problem probably lies in the sensor above the exit door, and that the best solution would be to eliminate that sensor and just use the push plate to open the door, as is done in other buildings on the campus.)

**New Business**

Lighting outages on boulevard and throughout campus. Problem has been discussed with Siby, who has explained current procedures in use to identify and fix burned out lights. (In discussion with Jeff, the idea arose that perhaps FP maintenance could use the high lift maintained on campus to replace the lights. This would eliminate the trouble and expense of depending on TECO, whose service record is not good.)

Review ASC Mission Statement and update. Ardette to do.

Upon motion duly made and seconded, the meeting adjourned at 3:15 PM.

The next meeting will be December 9th at 2:30 PM in the Club Room.

Respectfully submitted,  
Ardette Isler, Secretary  
Al Roberts, as to discussion with Jeff Dickerson