



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

July 14, 2022, at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by Ardette Isler

Members Present: Carol O'Brien, Al Roberts, Ardette Isler, Ron Carter, Bob Cobe, Lorraine Brantner, Charlene Roberts, Bill Ciota, Gary Keegan  
Carolyn O'Neill,

Members Absent: Larry Chambers (ex)

Management Present: Jeff Dickerson, Director of Administrative Services

Ardette Isler determined that we had a quorum.

The agenda, approved by Bob Cobe, was seconded by Carolyn O'Neill

Last month's Minutes were automatically approved when no negative comments were received to the draft.

Carolyn O'Neill our RAC Rep. introduced our new committee members; Lorraine Brantner, Bill Ciota, and Gary Keegan, who were invited to tell us a little of their history so we could get to know them better.

Carolyn then conducted a written ballot election for a new chairman and our members elected Carol O'Brien. Congratulations to our new leader.

Bob Cobe, a member on the Administrative Services Committee since 2015 and now our Committee Advisor, presented a well-received "Committee Informational" for the benefit of our new members.

**Significant Month's Activities** were covered by Jeff Dickerson, Director of Administrative Services.

\*Jeff covered the following issues and told us:

\*A New Ford Edge that was delivered for use by transportation, that our oldest fleet car is now being used for nightly security, and that more automobiles like this are planned for next year.

\*That automobiles used for on-campus driving are really not suitable for slow pickup and delivery of residents and produce many repairs and service calls, so, he is researching types of long carts used in resort areas.

\*He has driven our campus to determine where bush overgrowth causes poor vision and has authorized removal.

\*There is still a constant problem of people walking in driving zones rather than on sidewalks provided, plus people are parking in areas with spaces designated for large commercial vehicles.

\*We should all be observant of our surroundings and report issues on bus trips off campus and anything that could harm our residents.

\*Our Transportation Vehicles are cleaned and sanitized properly; however, it is impossible to keep them completely sanitized at all times.

**Discussions on both old and new items followed as presented.**

Ron Carter reported on the installation of carbon monoxide alert monitors to be installed in GVT garages. The installations should take place near the middle of August and there are other safety monitors being considered for our campus.

The meeting was adjourned at 3:30 PM by Carol O'Brien

Our next meeting will be August 11 at 2:30 PM in the Club Room.

Respectfully Submitted,

Ardette Isler, Secretary