



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

August 11, 2022, at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by our Chairperson, Carol O'Brien

Members Present: Al Roberts, Ron Carter, Bob Cobe, Lorraine Brantner, Charlene Roberts,
and Bill Ciota,

Members Absent: Larry Chambers (ex), Ardette Isler(ex), Carolyn O'Neill (ex), Gary Keegan
Management Present: Jeff Dickerson, Director of Administrative Services

Bob Cobe (filling in for Ardette Isler, Secretary), determined that we had a quorum.

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

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

*Jeff introduced his ideas to make better use of the almost-vacant small room across from the Front Desk and revitalizing it as a "Resident Information Center": Moving the FLICRA Payment Box, Resident Payment Box, Church/Temple Bus Sign-Up book would unclutter the Front Desk. His plan to have a glass door for it would show the tables, racks, and credenza, which he is currently looking to find in various offices.

*Developing locations to store the bicycles that are currently clogging our Plaza stairwells would improve the accessibility of the bicycles and refreshing the paint lines on the boulevard, crosswalks, and directional arrows would greatly improve the appearance of our outside areas.

Old Business:

Ron Carter reported that the installation of the carbon monoxide alert monitors for placement in GVT garages was being held up until all of the items and back up parts have arrived on campus..

New Business:

*A resident's complaint that Tram Drivers parked their vehicles in the shade while eating their lunch in them caused delays in residents being picked up was debunked. Almost all Tram pick-ups are generated by telephone calls to the front desk and those requests are immediately radioed to the drivers with no delay in wait time.

*However, the current use of our Tram being used to deliver in-room dining meals to GVT residents does impact the response time of being picked up and will be discussed when the dining labor shortage has greatly improved.

The meeting was adjourned at 3:10 PM by Carol O'Brien

Our next meeting will be on the 2nd Thursday of the month, September 8th, at 2:30 PM in the Club Room.

Respectfully Submitted, Bob Cobe, Advisor (filling for Ardette Isler, Secretary)