



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

March 9, 2023, at 2:30 PM in the Club Room

The meeting was started at 2:30 PM by our Chairperson, Carol O'Brien,
Members Present: Carol O'Brien, Al Roberts, Ardette Isler, Ron Carter,
Charlene Roberts, Larry Chambers, Bob Cobe, Bill
Ciota, Lorraine Brantner

Members Excused Yolanda Stout

Management Present: Jeff Dickerson, Director of Administrative Services

Ardette Isler determined that we had a quorum.

The meeting agenda was approved.

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

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

Agenda Topics;

Transportation

Jeff announced we have a new gentleman hired for the front desk from 3:00 PM to 11:00 PM.

Less Johnson (who was in an accident on private time) is getting re certified in order to return as a Tram driver, and we are looking forward to seeing him.

Security & Safety

Jeff Dickerson has formed a Task Force Committee consisting of Dennis Brady, Carol O'Brien, Tim Broad, and Larry Chambers. They met with Dan Wicker from LCS. They will be meeting soon and hope to ask Deputy Merry for his suggestions on how to improve security and safety for Freedom Plaza campus.

2 DVRs in each building changed to one updated DVR hoping for remote ability and call boxes at doors 2 and 5.

Jeff will be getting someone to come with information on changing golf carts key systems to individual carts if enough people are interested.

Freedom Plaza drivers work until 5:00 PM, for after hours they come in for a two-hour shift, otherwise outreach drivers would have to be used.

Carol made a motion and Al seconded the motion regarding a body camera for Jeff to wear when on duty and there was a unanimous vote in favor and the motion passed.

Old Business

Carolyn O'Neill has been our RAC Liaison to the Administrative Services Committee and has finished her term. We appreciate her contributions and thank her for her time.

The meeting was adjourned at 3:07 PM by Carol O'Brien

Our next meeting will be April 13, 2023, at 2:30 PM in the Club Room.

Respectfully Submitted,

Ardette Isler, Secretary