



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

April 13, 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, Bill Ciota
Charlene Roberts, Larry Chambers, Yolanda Stout

Members Excused; Lorraine Brantner, Bob Cobe

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 gave us an update regarding issues with request for transportation to medical appointments making multiple requests for same appointments for visit to the doctor. Residents not only neglect to make the appointments in a timely manner per instructions (24 to 48 hours) prior to date and time of appointment, they do not know the address in some cases and are not sure of the doctor's name. The transportation drivers work set hours with one driver on call after hours for emergency pickups.

When an overflow occurrences of transportation needs happen, and Freedom cannot respond to the call, Uber, a Taxi driving services, or other area transportation services may be necessary for the resident. A suggestion is for residents to be familiar with other passenger carriers in the community.

When you need a private trip driver here at Freedom Plaza, if there is a Tram driver available, there could be a \$5.00 charge for non-medical trips (such as hair appointments, etc.)

Jeff Dickerson is working on a transportation road show to make all residents more aware and comfortable with arranging transportation. The Transportation Office is just across from the elevators on the second floor B/C wing and our residents are welcome to stop and discuss their needs or make reservations for their needs. Their goal is to make the transportation of our residents more effective.

Security & Safety

Larry Chambers is preparing a Power Point Presentation for July regarding security and our residents. We ask you to start wearing your name tags when you are out and about from your apartment so our security personnel and employees can identify you for your safety.

***FYI** Packages are being left at the front desk to be returned with no return address on them. When someone receives a package from a carrier at the front desk, the apartment is informed and you are expected to come and pick it up in a reasonable amount of time, after 2 weeks of packages accumulating around front desk they become a problem for the front desk to handle. Jeff will look into giving a reminder notice to residents.*

Old Business

Jeff's task force has one more meeting.

Delivers

Video call boxes have been installed at doors 2 and 5. Monitors are at front desk and they will allow entry, there will not be key cards passed out to vendors or delivery trucks anymore.

The meeting was adjourned at 3:15 PM by Carol O'Brien
Our next meeting will be May 11, 2023, at 2:30 PM in the Club Room.

Respectfully Submitted,
Ardette Isler, Secretary