



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

June 8, 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, Ron Carter, Yolanda Stout,  
Lorraine Brantner, Bill Ciota, Bob Cobe (Advisor)  
Members Absent: Larry Chambers, Ardetta Isler (ex), Charlene Roberts (ex)  
Management Present: Jeff Dickerson, Director of Administrative Services

Carol O'Brien determined we had a quorum. The meeting agenda was approved.  
Last month's Minutes were automatically approved when no negative comments were received on the draft.

### **Transportation**

- Jeff announced as of this week, there will not be an on-call driver. Residents will need to use Lyft/Uber after 5:00 PM. If a wheelchair is involved, medical transport will be called. If a patient is being discharged from South Shore Hospital, a tram driver can pick up the discharged person.
- Jeff discussed the problem of needing 2 buses and 2 drivers to go places due to the increasing number of walkers and motorized vehicles.
- Jeff announced that Gina Robertson is returning as a CDL driver.
- Jeff announced that he found an excellent new mobile detailer to clean the outside of our buses for \$700/month. He will inquire about the cost to get the buses cleaned on the inside as well.
- Holiday meal buses for GVT will be listed in the Weekly so GVT residents will know when the buses run.
- Angie's parking spot as well as Associates of the Month parking spot will be made handicapped parking.

### **Security**

- Jeff informed the committee that he hired a new Security Officer. It was suggested that an announcement and picture be placed in the Weekly.
- FP Security Task Force committee will meet tomorrow to finalize the PowerPoint to be given to the residents in July at the Town Hall meeting.
- NO PARKING IN FRONT OF GARAGES AND NO PARKING IN THE DRIVEWAY signs have been posted on the entrance of GVT to inform movers, guests and delivery drivers of the rules.

### **Safety**

- Hurricane preparedness Power Point Presentation will be presented next week at the Town Hall.

### **Old Business**

- Parking for walkers in dining rooms is completed.
- Our ASC committee needs a volunteer to be our new Secretary. Carol will review names submitted to RAC.

### **New Business**

- Bob Cobe discussed how our committee helps to support our Director when we see something that needs to be addressed. Bob suggested we replace the damaged signs on the luggage trolleys.
- We discussed at length concerns to make sure our roadways are accessible for emergency vehicles because moving vans and trucks parked illegally create an unsafe roadway. If residents see something they feel is not safe they should call the front desk to have someone come to correct the situation.

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

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

Respectfully Submitted,

Carol O'Brien, Chairman