



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

September 14, 2023, 2:30 P.M. in the Club Room

**Call to Order:** Chairperson Carol O'Brien called the meeting to order at 2:27 PM.

**Members Present:** Al Roberts, Ardette Isler, Bill Ciota, Carol O'Brien, Charlene Roberts, Lorraine Brantner, Ron Carter, Yolanda Stout, Kris Delano

**Members Absent:** Larry Chambers

**Administration:** Jeff Dickerson, Director

**Other Residents Present:** Bob Cobe (Advisor)

**Quorum/Approval of Minutes:** Kris Delano determined a quorum was present. The meeting agenda was approved. The Minutes of August 10, 2023 were automatically approved when no comments were received on the final draft.

### Transportation

- Jeff reported on a number of issues relative to providing medical transportation for residents:

Residents frequently don't know the name of their doctor or need help confirming appointment times. They may not know the address of their doctor and other similar information which is the responsibility of the resident. A number of suggestions were advanced.

Residents who are finished with their appointments complain about not being picked up quickly. Jeff explained that the nearest driver to the resident is assigned to pick them up, but may pick up residents at more than one location.

- The new vehicles have been requested, but are part of the 2024 budgeting process currently underway.

### Security

- Jeff is working on getting golf cart owners to register them.
- Two new luggage carts have been procured to replace two older ones. Jeff has put air tags on the carts to be able to locate them when they are not returned on a timely basis.
- There are residents who repeatedly forget their apartment access cards and ask to be let into their apartments. This happens 5 – 10 times per day. It was suggested that an extra access card be maintained for them at the front desk. They could borrow the front desk spare to let themselves in and return it to the front desk.
- Jeff reported that IHS keycards, and vendor keycards now have a lock on the drawer where they are maintained. Only the security officer can access the drawer using a fingerprint or 4-digit code.

### Safety

- The Safety Committee maintained by Jeff and his colleagues has become more active. Jeff reports that he has conducted a number of safety inspections of parking lots, outside grounds and both swimming pools and reported his findings to the responsible areas.

- The stop signs on campus have been replaced or raised, as needed to be in compliance with DOT standards.
- The problem of people walking through the front circle rather than using the sidewalks was discussed. The committee recommended that benches be strategically relocated/reoriented and planters be obtained and placed to help redirect foot traffic.

### **Old Business**

- Jeff was asked to keep the ASC informed of proposed changes to important administrative policies within the ASC's areas of responsibility such as the recent proposed changes to the transportation rules.
- It was pointed out that the RAC leadership was well informed of the proposed changes to transportation policies, but failed to bring the matter to the attention of the ASC, the committee responsible for transportation matters.
- Jeff informed the committee that Residents will continue to be transported more than 35/20 miles, as applicable but would be charged for the additional miles. He also informed the committee that there would be no changes to the rules about medical transportation vs non-medical transportation until November 1, 2023. At that time, the hope is that a vehicle will be purchased for IHS to take over non-medical transportation, but for a fee. The details of what non-medical transportation will look like on November 1<sup>st</sup> are still being worked out.

Carol O'Brien adjourned the meeting at 3:25 P.M.

The next meeting will be October 12, 2023 at 2:30 P.M.

Respectfully submitted,

Kris Delano