



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

November 9, 2023, 2:30 P.M. in the Club Room

**Call to Order:** Chairperson Carol O'Brien called the meeting to order at 2:30 PM.

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

**Members Absent:** None

**Administration:** Jeff Dickerson, Director

**Other Residents Present:** Bob Cobe, Adviser

**Quorum/Approval of Minutes:** Carol determined a quorum was present. The meeting agenda was approved. The Minutes of October 12, 2023 were approved when no comments were received on the final draft.

### Transportation

- Jeff reported that the safety rails on the buses have been investigated and determined to be unsafe. Dan Wicker, Regional Safety Manager is expected to address the safety rail issue at the December 5, 2023 Town Hall Meeting. Other options are being explored.
- The new software that permits more efficient communication between the drivers and dispatchers is now being used. Among other things, it retains the trips of the residents so that the contact information for the residents, the medical professionals and locations do not need to be reinput for every trip.

### Safety

- Jeff is working on sourcing flashing lights to be added to stop signs along American Eagle Blvd.

### Front Desk

- Management is exploring upgrades that are available for doors and the keycard system. They are waiting for a quote.

### Old Business

- Siby has purchased 4 new planters for the front entrance to deter individuals from walking in the circle at the front of the Plaza. We are waiting for the plants.

### New Business

- It was pointed out that pushing one of the call boxes at the outside doorways of one of our residences sometimes results in the automatic opening of the door. It was generally agreed that the front desk should inquire of the purpose of the call and identify the caller prior to opening the door.

Carol O'Brien adjourned the meeting at 3:15P.M.

The Administrative Services Committee won't meet in December. The next meeting will be January 11, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano