



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

December 14, 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, Ardette Isler, Bill Ciota, Carol O'Brien, Charlene Roberts, Larry Chambers, Ron Carter, Yolanda Stout and Kris Delano

Members Absent: Lorraine Brantner

Administration: Jeff Dickerson, Director

Other Residents Present: Bob Cobe, Adviser

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved. The Minutes of November 9, 2023 were approved by email.

Transportation

- There was a lengthy open discussion relative to the removal of the rails from three buses.

Jeff reported that various members of the FP Management Team representing the various facilities are working of a plan to smooth the transition for the residents who might feel disadvantaged due to the removal of the rails.

It was decided that for the residents that might need it, an opportunity for a lesson on entering and departing the buses without the railings would be offered as well as a chance to practice the skills.

- The Evertransit system which permits the members of the transportation team to more efficiently store information and communicate with each other has been a success and a big help. However, residents may be concerned that the drivers are rating each ride upon completion. They need to know that the software requires the rating before the driver is permitted to move to the next screen. They are unable to remove this feature from the system.

Safety

- Siby has purchased 6 new flower pots for the front entrance. These have been filled with poinsettias for the holidays and placed at the front entrance to FP, but there is general dissatisfaction with the pots as to size and look. New, larger pots which might be more complementary to the look of our front entrance are being sought. This is part of the continuing effort to encourage residents to use the sidewalks rather than walk through the traffic in the cul-de-sac.
- It was suggested that when there is food and/or drink on the second level above the atrium, the stairs connecting the atrium with the second level should be blocked off. Several residents have been seen trying to navigate the stairs with both hands otherwise full of some combination of food, drink and/or a cane.

Front Desk

- All the credenzas on each floor have a wall mounted telephone that is not easily accessible for the residents. There was a general discussion to determine a location for the phones that would make them

more accessible. It was thought that perhaps new phones could be obtained to be placed on the credenzas rather than on the wall above the credenzas. Jeff is going to research the matter further.

- There are few, if any, open golf cart spaces available to satisfy additional demand from residents. Jeff reports that staff are freeing up their spaces to provide needed additional spaces. Jeff will approach Siby relative to the creation of additional spaces.

New Business:

- One of our members expressed concern about the noise from the ongoing electrical project. Jeff said he would look into it and come back with a report.

There being no further business to come before the committee, Carol O'Brien adjourned the meeting at 3:15P.M.

The next meeting will be January 11, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano