



## ADMINISTRATIVE SERVICES COMMITTEE MINUTES

January 11, 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, 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:** A quorum was present. The meeting agenda was approved. The Minutes of December 14, 2023 were approved by email.

### Transportation

- The bus rails will be removed January 22, 2024; provided that the rails have been removed from one bus to be used as a demonstrator. At the end of the meeting, the Committee Members and others were invited to inspect the demonstrator bus. Some residents with mobility issues were invited to inspect the bus and try out entering the vehicle without the now-removed rails. People generally seemed to find the configuration satisfactory.

Flyers have been placed in the lobbies of the GVT buildings informing residents of a planned demonstration to be performed at each GVT building. The various building RAC reps have also been informed as to date and time.

- Administration requested \$500,000.00 from Health Peak for budget year 2024 for the purchase of new vehicles. Only \$150,000.00 was approved. As a result, two wheelchair vans will be purchased and will replace two existing vehicles. All other previously budgeted for vehicles will be deferred.

### Safety

- The installation of a planned railing at the front entrance of FP has been put on hold due to the priority placed on solving extensive plumbing problems in FP.
- The front doors on the GVT buildings don't always close properly. This results in buildings that are not properly secured. It was suggested that security personnel be asked to check the doors. Eventually, the front doors need to be replaced.

### Front Desk

- There is currently a wall mounted telephone across from each set of elevators behind and above each credenza. They are not easily accessible for disabled residents. For the short-term, the phones will be removed from the wall and placed on the credenzas.
- Jeff is reviewing procedures for pendants/pullcords in the event of multiple emergencies to make sure there continues to be a response capability.
- Increasingly, residents are using the emergency pullcords for non-emergency matters.

- There was substantial discussion relative to efforts to restore an electronic answering service for calls incoming to the front desk. The answering service should reduce front desk workload and help forward calls to the various offices callers are trying to reach.

**New Business:**

- None.

There being no further business to come before the committee, Carol O'Brien adjourned the meeting at 2:55 P.M.

The next meeting will be February 8, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano