



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

February 8, 2024, 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, Carol O'Brien, Charlene Roberts, Larry Chambers, Lorraine Brantner, Ron Carter, Yolanda Stout and Kris Delano

Members Absent: Bill Ciota

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved. The Minutes of January 11, 2024 were approved by email.

Transportation

- Jeff reported that the railing removal from the buses has been successful. He and his staff have been monitoring the matter, and he reports there have been no complaints or incidents.
- Jeff reports a problem with residents asking for same day transportation support. They continue to put out the word that they require 24-hour advance notice. He also points out that reservations may be made as much as one year in advance.
- Two new Chrysler Pacifica wheelchair vans are available for pickup from the dealer. Jeff is just waiting to receive the purchase money funds from corporate. Transit #30 is being traded in; one transit is being donated to IHS.
- There was a discussion relative to appropriate procedures when a resident gives a driver a hard time. It was suggested that Jeff ask the resident's RAC Rep for assistance.

Safety

- Jeff is searching for a videographer to assist him in the preparation of a safety video to be entered into a contest being held at corporate. The video must be submitted, if at all, no later than March 1, 2024.
- The side walk project in the golf cart parking area in front of FP has been approved. Staff is in the process of identifying a contractor.

Front Desk

- A larger area for bike racks has been created next to the previous spots in the golf cart storage facility. Two new bike racks have been ordered. Upon receipt and installation, Jeff and his staff will work with residents to remove all bicycles from the stairwells.

New Business:

- There is a concern relative to solutions available should a resident be stuck in an elevator. First, there is a button in each car which when depressed will connect the person to the front desk. Second, a person can call the front desk on their cell phone.

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 March 14, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano