



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

March 14, 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, Bill Ciota, Carol O'Brien, Lorraine Brantner, Ron Carter, Yolanda Stout and Kris Delano

Members Absent: Ardette Isler, Charlene Roberts and Larry Chambers

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 February 8, 2024 were approved by email.

Front Desk

- A new six passenger golf cart has been put into service as a tram. One person who was transported over to the assisted living facility complained. They found the ride too bumpy and said they didn't feel safe crossing Upper Creek Drive. Two other residents who live in GVT warned Jeff that they would be unhappy if the golf cart was used for their tram ride. As a result, the golf cart has been taken out of service and the older, previously used vehicle is being used pending a final management decision on the matter. There was considerable discussion among the members of the Committee:

WHEREUPON, after thorough discussion and there being general agreement on the matter;

UPON MOTION duly made, seconded and unanimously carried;

IT WAS RESOLVED THAT the Administrative Services Committee finds the new six passenger golf cart is more than adequate to respond to resident needs for tram service among the Freedom Plaza facilities.

- Jeff reports that there has been a problem with residents failing to return shopping carts to the designated storage areas. A sign has been posted in those areas asking for the carts to be returned after use.
- The ASC members expressed concern for the amount of trash about the campus and the lack of trash barrels should someone choose to help with picking it up. Jeff agreed to take up the matter with Siby.

TRANSPORTATION

- IHS has taken possession of a 28 Ford Transit wheelchair van which they will use to serve a variety of resident transportation needs not otherwise served by Jeff and his people in Transportation.
- Jeff discussed the matter of picking up resident drugs from the local pharmacy. If a resident is returning from a hospital stay, Transportation will stop by the pharmacy on the way back to FP from the hospital. But, Transportation is not otherwise in the business of going to pick up residents' medicines from the pharmacy.
- Some residents have complained about the difficulty of entering the new Pacificas and wish to choose the vehicles that will be used for their transport. Jeff acknowledges the vehicles are high, and has ordered running boards that will make them easier to enter.
- The 14-passenger van has been out of service for repairs. As a result, and given the licensing limitations of one of the drivers, a 10-passenger van has been temporarily put into service. Further, the vans always begin picking up GVT passengers at Building 5. Sometimes, the van is full before it has picked all the GVT passengers. A policy of alternating the starting points was discussed but rejected due to the bus entry being limited to its right side. This was thought to be a temporary problem.
- Jeff reported that appointment cards are now being given out by the Transportation Office as a reminder when residents go in and schedule an appointment.

OLD BUSINESS

- None discussed.

NEW BUSINESS

- Kathy Vore is going to arrange a committee fair this spring. Date unknown. Bob Cobe was kind enough to bring down things we can use at the fair that tells what the ASC does. Once Carol gets the date and time of the committee fair, she will be asking for volunteers to help.

There being no further business to come before the committee, Carol O'Brien adjourned the meeting at 3:30P.M.

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

Respectfully submitted,

Kris Delano