



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

May 9, 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, Lorraine Brantner, Ron Carter, Charlene Roberts, Yolanda Stout and Kris Delano

Members Absent: Bill Ciota, Larry Chambers

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved. As the Committee did not meet during the month of April, there were no April minutes to be approved.

Front Desk

- A new six passenger golf cart has been given to the Marketing Department to replace the red golf cart they used previously. Jeff is seeking approval to trade-in the 36-passenger bus and another vehicle in order to purchase a new vehicle to use as a tram. He is currently using a white rented jeep.
- Jeff purchased 5 new shopping carts to be stored in the closet near the front desk. He also purchased air tags so that missing shopping carts can be located.
- Jeff reported that they got rid of the two luggage carts that were staged by doors 2 and 5. The ASC expressed concern for residents who like to drop their groceries off onto those luggage carts. They having been parking their car and returning for their groceries. Jeff promised to look into replacement luggage carts for doors 2 and 5.
- The stairwell next to the front desk has been used for storing scooters and motorized wheel chairs. They frequently blocks the stairwells. Jeff is seeking a solution to the problem.

Transportation

- Jeff reported that both Pacificas have been upgraded with extended Qstraint straps (longer wheel chair straps) to make loading easier for drivers. New running boards have also been added to make entering and exiting easier for residents.
- The Transportation team is having difficulty getting residents to get their reservations in prior to the 2 P.M. on the day prior to their medical appointments. The schedule is set, and all drivers are assigned by 3 P.M.. A subsequent request for next day transportation requires a new schedule and assignment of drivers. It was suggested that Jeff contact the residents directly to inform them of the policy. Jeff also said he would attend collaborative care meetings seeking cooperation.

OLD BUSINESS

- Their will be no committee fair this year.

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 June 13, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano