



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

June 13, 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: Lorraine Brantner, Ron Carter, Bill Ciota, Ardetta Isler, Carol O'Brien, Al Roberts, Charlene Roberts, Yolanda Stout and Kris Delano

Members Absent: Larry Chambers

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved. The May 9, 2024 minutes were previously approved by email.

Front Desk

- Jeff reported that golf cart storage/parking is at capacity, and Siby is looking at adding more covered shed spaces. In the mean-time, employees are asked to store company golf carts in alternative locations.
- Jennifer is bringing her list of golf locker assignments up to date. Residents who have more than one locker are asked to surrender one at the front desk.
- When a resident is on vacation and another resident has volunteered to enter their apartment to care for pets, water plants or otherwise be helpful, the front desk will make a temporary keycard for the volunteer. This will relieve (i) the front desk personnel from having to go open the apartment several times a day and (ii) the volunteer from having to get help from the front desk.

Transportation

- Vehicle 33 (2021 Ford Edge) has been in the shop for 2 weeks to fix the transmission. Ford has approved payment for the work notwithstanding the expiration of the warranty a month earlier. The 2022 Ford Edge (Vehicle 34) appears to have the same problem.
- There was a great deal of discussion relative to the need for additional vehicles. To that end, Al Roberts offered the following thought in a follow-up email:

On Thu, Jun 13, 2024 at 6:00 PM Al Roberts <alwrob111@gmail.com> wrote:

Hi Jeff,

Based on our discussion today, it seems that there are more requests for tram rides than can be filled on a timely basis by the sole tram car. At the same time, it seems that the IHS vehicle intended for "pay" rides is seriously underutilized. I'm wondering whether the IHS vehicle could be transferred to the Transportation pool and used as an additional tram. At the same time, any calls from residents for "pay" trips could be fielded by Transportation, who would fulfill them with the tram car and keep track of the fees incurred by residents and see that they are charged to the residents and credited to Transportation. Requests for "pay" trips would be given priority over tram usage in allocating vehicle time.

This would seem to me to be a win-win. IHS transportation patrons would be given priority over tram patrons, but IHS would not have to incur the expense of the vehicle and driver. The Transportation department would have an additional vehicle to enhance the capacity of the trams without having to buy one.

Just a thought; happy to discuss further if you like.

AI

On June 14, 2024 Jeff replied with the following:

Hello to the both of you. Now that I see it in writing, this probably will not work. The reason that IHS started this service was so that they would be able to assist residents while on these trips. Transportation merely drops them off with no responsibility of assisted the resident beyond that. Also, transportation is not the tram. The Security officer drives the tram, so it's a totally different department.

Jeff is working with working with Freedom Plaza administration and Healthpeak to provide the needed vehicles.

SAFETY

- Jeff agreed to put a temporary stop sign on the Plaza perimeter road where it intersects with the parking lot drive immediately in front of door 6. Work is being planned for the parking shed roadways. Additional stop signage will be added as part of that project – either painted on the street or as signage.

Yolanda Stout is retiring from the ASC. Many thanks to Yolanda for her long and faithful service.

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 July 11, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano