



ADMINISTRATIVE SERVICES COMMITTEE MINUTES

August 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: Lorraine Brantner, Ron Carter, Larry Chambers, Bill Ciota, Emily Lahti, Carol O'Brien, Al Roberts, Charlene Roberts and Kris Delano

Members Absent: Ardette Isler

Administration: Jeff Dickerson, Director

Other Residents Present: None

Quorum/Approval of Minutes: A quorum was present. The meeting agenda was approved, and the July 11, 2024 minutes were approved by unanimous email vote.

Transportation

- All four buses have had their DOT inspections, all necessary repairs and are back in rotation. The monthly vehicle expense budget of \$12,677 was exceeded by \$6,525.00 due to the repair work.
- Recently there have been issues with residents disputing transportation charges for Lyft and for mileage exceeding the 35-mile radius. Currently, if residents do not schedule a ride in advance as required, and if we cannot accommodate them, they will be charged a Lyft fee or for mileage beyond the 35 mile limit. The transportation people will require such residents to provide a written acknowledgement of their awareness of the fees to be charged.
- Some GVT residents had expressed concern about the lack of ramps on the dinner bus. Transportation is reviewing the policy previously implemented regarding the use of the wheelchair ramps. New information has been obtained and submitted to Angie and Mary Mackey that could change the current policy. We may possibly be putting the ramps back into service.

Front Desk

- The front desk has updated all of its records in regards to persons assigned to standup lockers, golf cart parking and covered resident parking. The parking move-up list has also been updated.

Safety/Security

- The Employee Safety Fair was a huge success. The campus achieved our biggest participation turnout to date.
- The covered parking project is completed.
- The front entrance had been repaired and was operational. Unfortunately, the door mechanism broke again on Monday. On this point, Al suggested that Maintenance look into using air curtains to replace the doors.
- The Comprehensive Emergency Management Plan (CEMP) has been submitted last week and awaiting approval from county.

- There was a substantial discussion relative to the details of our responses to a fire alarm. Jeff agreed to discuss the matter with management with a view toward ironing out the issues.

Old Business:

- The resolution we adopted on July 11, 2024 for additional medical vehicles is in the hands of Bill Turcotte, Angie Roher, Kathy Vore and Dennis Kimble. Bill has indicated we still have a shot at a vehicle.

New Business:

- Uber or Lyft. The pros and cons of possibly using Uber or Lyft as a replacement for our own transportation fleet was discussed. The prospects appeared to be doubtful in the foreseeable future.

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 September 12, 2024 at 2:30 P.M.

Respectfully submitted,

Kris Delano