



**ASHLAND PARKS AND RECREATION COMMISSION  
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)**

**MEETING AGENDA**

**August 12, 2019 @ 3:30 – 5:00 pm**

**ASHLAND SENIOR CENTER, 1699 HOMES AVENUE**

- I. Opening (5 min)
  - a. Introduce Corey Whitaker, Senior Services Office Assistant II
- II. Approval of Minutes – July 8, 2019 (all, 2 min)
- III. Additions or Deletions to the Agenda (all, 2 min)
- IV. Public Input (10 min)
- V. Proposed Revision to ASAC Bylaws re: change number of ASAC members (Glatt, 10 min)
- VI. Program Statistics for FY 2018-19 (Glatt, 10 min)
- VII. Brainstorm fundraising options (Glatt, 10 min)
- VIII. Subcommittee Reports (15 min)
  - a. Public Awareness (Russell-Miller, convener)
  - b. Education Programs (Glatt, staff)
  - c. Advocacy (Bellegia, convener)
- IX. Standing Reports (15 min)
  - a. APRC Update, if any pertaining to seniors (Gardiner)
  - b. City Council Update, if any pertaining to seniors (Seffinger)
  - c. Senior Services Superintendent Report (Glatt)
- X. Items from ASAC Members (all, 10 min)
- XI. Upcoming Meetings
  - a. Monday, September 9 – CANCELLED
  - b. Monday, October 14, 3:30-5:00pm, at Ashland Senior Center, 1699 Homes Ave
  - c. Monday, November 4, 3:30-5:00pm, at Ashland Senior Center, 1699 Homes Ave
- XII. Adjournment – 5:00pm

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).



Please welcome our NEW  
**Senior Services Office Assistant II,**  
**COREY WHITAKER**

The Senior Services Division is pleased to announce that **Corey Whitaker** has joined us as **Senior Services Office Assistant II**, starting August 1, 2019.

Corey brings a strong customer service background and has worked with seniors in many settings. Her warm personality and passion for being with seniors shone through in her application and interview.



Corey will do reception and scheduling in the Senior Services Division office. She will open the Senior Center daily, set up for the different activities, and provide information and referral services for seniors and families. She will also provide administrative support for the Senior Services team.

Corey notes, "I have thoroughly enjoyed my experience working with seniors in my previous years as a Dental Assistant as well as while working at the Rogue Valley YMCA. I am really looking forward to this new adventure and the opportunity to work with the Senior Service Division and continue serving our wonderful community."

City of Ashland  
PARKS AND RECREATION COMMISSION (APRC)  
ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)  
Meeting Minutes  
July 8, 2019

**Committee Members Present:**

- Anne Bellegia
- Rob Casserly
- Mike Hersh, acting Chair
- Mary Russell-Miller
- Stef Seffinger

**Staff Members Present:**

- Isleen Glatt
- Natalie Mettler

**Committee Members Absent:**

- Mike Gardiner
- Sandy Theis

**CALL TO ORDER:**

Hersh called the meeting to order at 3:31pm at Ashland Senior Center, 1699 Homes Ave in Ashland.

**APPROVAL OF MINUTES:**

Bellegia/Russell-Miller m/s to approve the minutes of June 10, 2019. Voice vote – ALL AYES. Motion passed.

**ADDITIONS OR DELETIONS TO AGENDA:**

None.

**PUBLIC INPUT:**

None.

**PRESENTATION/DISCUSSION: ASHLAND HOUSING & HUMAN SERVICES COMMISSION (Rich Rodhe, HHSC Chair & Linda Reid, Housing Program Specialist):**

Reid began by outlining the work of the Housing and Human Services Commission (HHSC) and how it relates to ASAC's role in the continuum of housing and human services in Ashland. HHSC makes recommendations to the City on how the following funds should be allocated: Community Development Block Grants (CDBG), Social Service Grant Funds, and Housing Trust Grant Funds. These funds, especially from the CDBG, are mostly for capital improvement; there is little available for direct services. Rodhe added that the City cannot carry out these services directly, so needs to partner with local nonprofit groups to conceptualize and implement creative solutions to Ashland's affordable housing crisis. He also noted some of the landmark work on housing passed this session by the Oregon Legislature Assembly.

Bellegia added that the problem is that available housing stock is not being efficiently used; it is more a “privacy crisis,” defined as the expectation of having one’s own space, than a “housing crisis.” She suggested that seniors could take on student roommates. Rohde agreed and said that there is interest in having a Southern Oregon University student liaison on HHSC.

Bellegia also noted that there is a lack of caregivers in the area, as well as very limited congregate options for assisted living in Ashland. Having a student roommate might therefore be a better fit, as an older roommate might require care. Rohde stated that \$50 million is allocated by the State for permanent supportive housing, which includes assisted living.

Reid spoke about HHSC’s role in community education, particularly with developers, and exploring more congregate living options. She suggested that HHSC work with ASAC to identify community partners with whom to collaborate on creative solutions and ways to leverage available funds.

Hersh remarked that there is lots of senior housing available in Medford, and asked if HHSC could help with improving transportation to make such options more accessible. Rohde responded that the Southern Oregon Housing + Transport Coalition includes all major groups, encompassing transportation and healthcare.

Casserly asked if CDBG grants can be used for City-owned buildings such as the Senior Center. Reid said yes, as the Senior Center primarily serves an eligible population, such funds could be used for some facility improvements and expansions (such as ADA improvements) but not maintenance.

Glatt closed with ASAC’s hopes to maintain an ongoing relationship with HHSC to better assist and support local seniors.

**CONSIDER CHANGE IN NUMBER OF ASAC MEMBERS & FREQUENCY OF MEETINGS:**

Glatt reported that the APRC charter and bylaws for ASAC do constrain membership to a maximum of seven members. Any changes will therefore have to be voted on by ASAC, then submitted to APRC as a recommendation, with the option of using more general language to allow for more flexibility. She cautioned keeping a balance between having more members to do work with keeping the group manageable in terms of discussion time and burden to staff. Priority would be given to program participants, as Hersh is currently the only active program participant on ASAC. Increasing ASAC membership from seven to a maximum of nine members would allow for one City Council representative, one APRC Commissioner, 2 to 4 program participants, and 2 to 4 community partners.

Casserly/Russell-Miller m/s to ask APRC to increase ASAC maximum voting membership by two. Voice vote – ALL AYES. Motion passed.

Regarding frequency of ASAC meetings, Bellegia recommended continuing to meet monthly. Glatt noted that ASAC has already made a motion to meet monthly, with room to cancel if needed, so there is no need for a new motion. No proposal for change was made.

### **SUBCOMMITTEE REPORTS:**

#### **A. Public Awareness (Russell-Miller, convener)**

Russell-Miller reported that Public Awareness Subcommittee did not meet and has current no updates.

#### **B. Education Programs (Mettler, staff)**

Mettler reported that the Education Programs Subcommittee did not meet. Staff is working on scheduling more educational presentations for the fall and winter. Glatt shared that SSD is working to promote events in several new ways: better bulletin board displays at the Senior Center, including instructors in her email notifications of upcoming events so they can inform their students, and Mettler's pre-event brief introduction to Senior Services activities and events. Bellegia added that there is the possibility of cross-fertilization with OLLI, which will be holding three classes at the Senior Center during their fall term.

#### **C. Advocacy (Bellegia, convener)**

Bellegia reported that the Advocacy Subcommittee did not meet, and that Theis is working on a draft letter of intent to AARP for Ashland to become an Age-Friendly Community. Subcommittee members Glatt and Seffinger will help fill out the associated application. The next step will be for Seffinger to go to the Mayor with the completed letter of intent.

### **STANDING REPORTS:**

#### **A. APRC update, if any pertaining to seniors**

None.

#### **B. City Council update, if any pertaining to seniors**

Seffinger reported that the City Council would be meeting at 5:30pm today and working with their two new Ad Hoc Committees related to the City budget. Discussion about whether to pipe the TID canal will be on next week's City Council meeting agenda.

#### **C. SSD Superintendent report**

Glatt directed ASAC to the report she included in the meeting packet. She highlighted the successful Disaster Preparedness Presentation on 6/26/19, with a strong turnout and good partnership with other organizations, which can serve as a model for future presentations.

### **ITEMS FROM ASAC MEMBERS:**

Bellegia reminded ASAC about the OLLI Open House on July 20, 2019 at the RCC/SOU Higher Education Center in Medford.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 5:04 pm.

Next meeting: August 12, 3:30-5pm, Ashland Senior Center, 1699 Homes Avenue

Respectfully submitted,

Natalie Mettler, Senior & Adult Services Coordinator  
Ashland Parks and Recreation Commission

These minutes are not a verbatim record. The narrative has been condensed and paraphrased at times to reflect the material presented, discussions, and decisions made. APCR ASAC Meetings are digitally recorded; the recordings are available upon request.

# ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Joel Heller  
Rick Landt  
Jim Lewis  
Julian Bell



Michael A. Black, AICP  
Director

541.488.5340  
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**TO:** Ashland Senior Advisory Committee (ASAC)  
**FROM:** Isleen Glatt, Senior Services Superintendent  
**DATE:** August 7, 2019  
**SUBJECT:** Proposed changes to ASAC bylaws

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At the July 8 ASAC meeting, ASAC passed a motion to recommend expanding the size of ASAC up to a maximum of nine members rather than the current seven members. The Ashland Parks and Recreation Commission (APRC) approved the change at their July 22 meeting.

Proposed changes to the ASAC bylaws are attached, with the following changes:

- Article III Membership - Changed to raise the maximum number of members to nine with intention to keep representation from program participants and community partners balanced, allowing two to four members in each category.
- Article III Membership – Specified that members to shall notify ASAC chair and staff in advance about any planned absence, to ensure a quorum will be present.
- Article IV Meetings - Adjusted definition of a quorum to allow for variable size.
- Throughout - Updated to the current name of “Ashland Senior Advisory Committee” or “ASAC.”

## Recommendation

Staff is recommending that the ASAC review the proposed bylaws and approve as written or suggest changes.

## Possible Motion

*I move to approve the revised bylaws as written and recommend to APRC for adoption.*



## Ashland Parks and Recreation Commission

# Ashland Senior Advisory Committee Bylaws

### Overview

The Ashland Parks and Recreation Commission (APRC) established the Ashland Senior Advisory Committee (ASAC) on February 26, 2018.

### ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Ashland Senior Advisory Committee (ASAC).

### ARTICLE II. PURPOSE

ASAC's purpose is to advise the APRC on matters related to the Senior Services Division and to coordinate with the APRC Director and the Senior Services Superintendent on matters related to the general operations, quality, promotions and programming of the Senior Services Division. The Committee may also advocate for senior needs in City policies, with partner agencies and within other contexts.

### ARTICLE III. MEMBERSHIP

The ASAC membership shall be composed of up to nine (9) voting members, as follows:

- Up to seven (7) members representing program participants and community partners, with minimum of two (2), maximum of four (4) in each category
- One (1) Ashland Parks and Recreation Commissioner
- One (1) City Councilor

ASAC members are appointed by the APRC chairperson, with the exception of the City Councilor, who is appointed by the Mayor. The term of each program participant and community partner member will be three (3) years, with no member serving more than two (2) consecutive terms. If a position is vacated mid-term, the APRC chairperson will appoint a member for the unexpired term of that position; if there is less than one year remaining in a vacated term, the new member's term will be for the remainder plus three years.

Because membership on the APRC and City Council changes with each election, Commissioner and City Councilor members do not have a fixed term and may be reappointed or changed at discretion of the APRC Chair or Mayor, respectively.

See Addendum A for initial ASAC members and terms.

Members are expected to attend meetings and participate in subcommittees. Members shall notify ASAC chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings.

#### ARTICLE IV. MEETINGS OF MEMBERS

ASAC shall meet quarterly, or more frequently as decided by a simple majority of committee members. Notwithstanding the need for an urgent meeting, notice of each meeting shall be given to each voting member not less than one week prior to the meeting.

A quorum for a meeting of the committee shall consist of at least half plus one of the current appointed members. All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place. There shall be no voting by proxy and no voting by electronic methods by members who are absent from a meeting.

All ASAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

#### ARTICLE VI. OFFICERS

Each year, ASAC will accept nominations and elect a chairperson and vice-chairperson by simple majority vote of members present at a meeting. Elections will be held at the first meeting of each fiscal year.

#### ARTICLE V. SUBCOMMITTEES

The ASAC chair shall have the authority to create working groups of members equaling less than a quorum of the committee to focus on specific assignments. All working groups, or subcommittees, shall report their findings back to ASAC in a public meeting.

#### ARTICLE VII. STAFF

The Senior Services Superintendent and/or APRC Director, or designated representative, will attend and assist in the planning, advertising and management of ASAC meetings.

## ARTICLE VIII. CONFLICT OF INTEREST

ASAC shall abide by the precepts of the City and State of Oregon conflict of interest policy/statutes.

## ARTICLE IX. MINUTES

ASAC shall keep minutes of the proceedings of committee meetings. These minutes shall be made available to the public as per City of Ashland policies and procedures.

## ARTICLE X. YEARLY REPORT

With the assistance of the Senior Services Superintendent, ASAC shall present a yearly report at a regular public meeting of the APRC.

## ARTICLE XI. DISSOLUTION

By motion of the APRC, ASAC may be dissolved or merged with another similar organization conducting substantially the same activities.

## ARTICLE XII. AMENDMENTS

ASAC may recommend amendments to these Bylaws by a simple majority vote at any meeting. Written notice setting forth the proposed amendment or summary of the changes to be affected thereby shall be given to each committee member within the time and the manner provided for the giving of notice of meetings. Amendments must be approved by the APRC.

## ADOPTION OF BYLAWS

Adopted and approved by the Ashland Parks and Recreation Commission on [Insert approval date], as the Bylaws of this committee.

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Mike Gardiner, APRC Chair

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ATTEST: Michael Black, APRC Director



## Ashland Parks and Recreation Commission

### Senior Services Advisory Committee

#### Bylaws Addendum A: Initial Appointments and Terms

| Position | Name                | Representing                | Date appointed | Current Term Expires |
|----------|---------------------|-----------------------------|----------------|----------------------|
| 1.       | Mary Russell-Miller | Community Partner           | 04/23/18       | April 2021           |
| 2.       | Robert Casserly     | Community Partner           | 04/23/18       | April 2020           |
| 3.       | Michael Hersh       | Program Participant         | 04/23/18       | April 2021           |
| 4.       | Sandra Theis        | Community Partner           | 04/23/18       | April 2020           |
| 5.       | Anne Bellegia       | Program Participant         | 07/23/18       | July 2021            |
| 6.       | Mike Gardiner       | APRC Commissioner           | 04/23/18       | N/A                  |
| 7.       | Stefani Seffinger   | City Council Representative | 04/23/18       | N/A                  |

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**TO:** Ashland Senior Advisory Committee (ASAC)  
**FROM:** Isleen Glatt, Senior Services Superintendent  
**DATE:** August 7, 2019  
**SUBJECT:** Senior Services Division program statistics for FY 2018-19

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The Senior Services Division tracks participation in activities and services for evaluation purposes. The attached spreadsheet shows trends during FY 2018-19.

Please note:

- While activity participation has been counted for some time, tracking service contacts by staff was a new procedure started in September 2018, after Superintendent Glatt started in August.
- Two activities ended and two more classes were started during this fiscal year.
- Expanded efforts at event marketing and general public awareness have resulted in increased numbers at special education and cultural events toward the end of the fiscal year and the start of FY 2019-20.

During FY 2019-20, staff are expanding evaluation with written participant evaluations for education programs and the Senior Center in general.

## Recommendation

Staff recommends that ASAC review and discuss the statistics and provide any feedback to staff.

**Senior Services Division - Program Statistics FY 2018-19**

|  | July       | August     | September   | October     | November    | December    | January     | February    | March       | April       | May         | June        | Ave. Visits/mo | Total YTD    |
|--|------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|--------------|
| <b>Fitness visits</b><br>Line dance, yoga, tai chi   | 298        | 268        | 509         | 734         | 518         | 501         | 686         | 606         | 648         | 717         | 585         | 545         | 551            | 6615         |
| <b>Recreation visits</b><br>Cribbage, Mah Jongg, Spades, Discussion, Movie, Art  | 180        | 234        | 194         | 240         | 194         | 186         | 253         | 218         | 226         | 225         | 181         | 152         | 207            | 2483         |
| <b>Education visits</b><br>Special classes, presentations  | 38         | 74         | 20          | 0           | 0           | 0           | 0           | 26          | 30          | 0           | 29          | 44          | 22             | 261          |
| <b>Special Events visits</b><br>parties, etc.  | 0          | 0          | 0           | 25          | 83          | 68          | 0           | 12          | 0           | 30          | 0           | 0           | 18             | 218          |
| <b>All Fitness, Recreation &amp; Education</b>   | <b>516</b> | <b>576</b> | <b>723</b>  | <b>999</b>  | <b>795</b>  | <b>755</b>  | <b>939</b>  | <b>862</b>  | <b>904</b>  | <b>972</b>  | <b>795</b>  | <b>741</b>  | <b>803</b>     | <b>9577</b>  |
| <b>Partner/Vol Services</b><br>ADRC, Blood Pressure, Foot Clinic, Computer Tutoring, SHIBA, Dementia Cgr Grp (Repair SO through April) | 24         | 47         | 77          | 58          | 89          | 64          | 72          | 53          | 69          | 54          | 24          | 50          | 57             | 681          |
| <b>Bus Passes Distributed</b>  | 17         | 11         | 15          | 27          | 7           | 18          | 30          | 20          | 17          | 20          | 23          | 33          | 20             | 238          |
| <b>Staff Information &amp; Referral contacts</b>   | N/A        | N/A        | 200         | 298         | 319         | 202         | 337         | 287         | 249         | 216         | 157         | 258         | 252            | 2523         |
| <b>Staff Consultations visits</b>  | N/A        | N/A        | 0           | 2           | 2           | 2           | 5           | 1           | 1           | 3           | 5           | 7           | 3              | 28           |
| <b>All Services</b>  | N/A        | N/A        | <b>292</b>  | <b>385</b>  | <b>417</b>  | <b>286</b>  | <b>444</b>  | <b>361</b>  | <b>336</b>  | <b>293</b>  | <b>209</b>  | <b>348</b>  | <b>336</b>     | <b>3470</b>  |
|  |            |            |             |             |             |             |             |             |             |             |             |             |                |              |
| <b>TOTAL PER MONTH</b>   | <b>N/A</b> | <b>N/A</b> | <b>1015</b> | <b>1384</b> | <b>1212</b> | <b>1041</b> | <b>1383</b> | <b>1223</b> | <b>1240</b> | <b>1265</b> | <b>1004</b> | <b>1089</b> | <b>1196</b>    | <b>13047</b> |

## Senior Services Superintendent Report to Ashland Senior Advisory Committee For August 12, 2019 Meeting

### Operations/Programming

- July 2019 was a busy month, with 611 visits to senior fitness classes, 214 visits to recreation activities. Three special events each drew a big crowd: 65 at the Ice Cream Social on July 17, 42 at the Britt Festival Fieldtrip on July 28, and 27 the Britt Fellow Quartet on July 29. Our office provided 237 information and referral contacts and 11 extended resource consultations. Partners and volunteers provided 44 visits for computer tutoring, blood pressure and foot care clinics. We provided 24 passes (20 rides each) for the bus or Valley Lift. RVCOG Food and Friends attendance was low in July, providing less than their average 550 meals onsite; they provided an estimated 650 meals to homebound Ashland seniors.
- A great turnout of over 50 seniors and another 20 staff, ASAC members, and community partners attended the Ice Cream Social on July 17 to enjoy the music by Jabberwocky Good Time Band (all seniors themselves!) and the ice cream sundaes provided by Village at Valley View. Many thanks to the ASAC members who attended!



- On July 19, retired screenwriter Hal Dresner offered a lively Q&A after a showing of his classic movie *Cool Hand Luke*. Twenty people attended, twice the usual participation in Movie Friday, and movie attendance has been high ever since.
- August education events include the RVTD Travel Training on August 21, and the AARP Safe Driver program on August 28-29.
- Coordinator Mettler is scheduling fall and winter education events including:
  - Oregon Relay/DTAP on free assistive devices – September 18
  - Providence Medical on fall prevention – September 25
  - Jackson County Veteran's Services November 13, the week of Veterans' Day.

### Partnerships

- Staff completed the FY 19/20 site agreement with RVCOG Food & Friends after negotiations to specify their completion of back ground checks for their volunteers and provision of liability insurance.
- Glatt participated in the Ashland Emergency Management Advisory Committee meeting on 7/8/19.
- We continue to build fruitful partnerships with community agencies. In this period, staff

met with the following organizations:

- Scienceworks will collaborate for a senior day at their Apollo exhibit, a hands on class at Ashland Senior Center, and Scienceworks participation the Senior Volunteer Fair on 1/22/20.
- Winterspring will offer a bereavement group for seniors at the Senior Center this winter or spring.
- RVCOG will offer Powerful Tools for Caregivers at the Senior Center this spring.
- Skylark Assisted Living & Memory Care is looking into sponsoring the newsletter or an event.

#### Facilities

- When the smoke started on July 25, Ashland Senior Center was ready to be a safe, clean air space for seniors. With grants from many funders and matching funds from Ashland Parks Foundation, Rebuilding Together Rogue Valley set up high-capacity air purifiers in each of the two meeting rooms the Senior Center and provided a generous supply of N95 masks to give out to patrons. They will also provide ongoing air quality assessment and maintain the air purifiers during this 2019 pilot.



#### Public Awareness

- Ashland Tidings covered our collaboration with Rebuilding Together. (See attached 8/1/19 article; the story was not posted in their online edition.) NBC5 filmed at Senior Center the same day, with the intention of later filming the Rebuilding Together Smoke Busters home program; the reporter said she would notify us when the show will air.

#### Advocacy

- Mayor Stromberg sent a letter of intent for Ashland to join the AARP Age-Friendly Communities Network. Thank you to Sandy Theis for drafting the letter and to Stef Seffinger for advocating with the Mayor. The Advocacy Subcommittee meet 8/16/19 to complete the application.

#### Staff

- Cory Whitaker started August 1 in the Senior Services Office Assistant II position and is doing well in her orientation period. See attached flyer and please join us in welcoming her aboard!
- Coordinator Mettler and Superintendent Glatt were quite stretched in July to cover a one-month office assistant vacancy, and now busy with training. A trusted volunteer offered to assist in the office in late July and continue through August. Coordinator Mettler will be taking a long-planned vacation August 12-23, and Superintendent Glatt will follow with vacation August 28-September 13. Please be patient with any slow responses during this period of short staff and new hire training.

*Respectfully submitted by Isleen Glatt, Senior Services Superintendent, 8/6/19*

8/1/19

## Ashland Senior Center offers breath of fresh air in fire season

Local report

The Ashland Senior Center is working with the nonprofit organization Rebuilding Together Rogue Valley to provide seniors with a place with safe air, instead being stranded in their homes as wild-fire season heats up in the valley, according to an Ashland Parks & Recreation press release.

The Ashland Parks Foundation provided grant funds to help cover the cost of a second air purifier at the Senior Center, the release added.

The efforts build on Rebuilding Together Rogue Valley's Smoke Busters project, which works to protect seniors with chronic lung conditions from the adverse health impacts of wildfire smoke.

The program measures air quality in the home, evaluates air conditioning systems and furnaces and determines whether the home needs an air cleaner.

The Ashland Senior Center is open from 8:30 a.m. to 3:30 p.m. Monday-Friday to all Ashland and Talent seniors.

PHOTO BY [unreadable]