

# Council Study Session

June 4, 2018

<b>Title:</b>	Senior Issues Ad-Hoc Committee Discussion	
<b>Item Type:</b>	Update and Request for Direction	
<b>Requested by Council?</b>	Yes	
<b>From:</b>	Adam Hanks	Interim City Administrator
	Adam.hanks@ashland.or.us	

## **Discussion Questions:**

- 1) Is Council interested in forming a Senior Issues Ad-Hoc Committee?
- 2) If so, how should this ad-hoc relate or align with the Parks Commission Senior Program Advisory Committee (S-PAC)?
- 3) Would Council prefer to defer the formation of a Senior Issues Ad-Hoc Committee until the S-PAC has had the opportunity to hold a series of meetings so as to determine the full scope of the S-PAC and the beneficial aspects of a Council formed Senior Issues Ad-Hoc?

## **Resource Requirements:**

Aside from the soft costs of staff time for agenda, packet and minutes, the formation of a Senior Issues Ad-Hoc Committee has no impact on the current biennial budget. It is likely that staffing for such a committee would come from Administration Dept staff.

## **Suggested Next Steps:**

After Councilor meetings with Parks Commission and Parks staff as well as attendance of Councilors at the initial Parks Commission Senior Program Advisory Committee (S-PAC), Councilors Seffinger and Bachman are proposing that the City defer formation of an ad-hoc committee until the S-PAC has had an opportunity to hold a series of meetings to better understand the most beneficial method of supporting the S-PAC and furthering Council's objectives relating to addressing senior issues in the community.

Staff suggests that Council make a determination of the desire and timing for such an ad-hoc committee and discuss the scope based on the Parks Commission S-PAC purpose provided by the Parks Commission in Commission Policy #102 (attached). Should Council decide to defer the creation of such a committee, staff suggests Council provide direction for the desired level of staff involvement/participation/monitoring of the work of the S-PAC that may be beneficial for future Council decision making.

## **Policies, Plans and Goals Supported:**

3. Support and empower our community partners
5. Seek opportunities to enable all citizens to meet basic needs

**Background and Additional Information:**

At its April 30, 2018 meeting, Council provided direction for Councilors Seffinger and Bachman to lead a discussion with the Interim City Administrator exploring the usefulness, scope and charge of a potential ad-hoc committee addressing senior issues in the community. As noted above, Councilors met with Parks Commissioners and Parks Director and recommends that Council defer the formation of a City ad-hoc committee until the S-PAC has had an opportunity to have further meetings.

Another consideration for Council is to schedule a joint meeting between the Parks Commission and City Council at some point in the near future to discuss the most appropriate structure to meet the objectives of both elected bodies relating to senior issues in the community. The timing of this joint meeting, if desired, could be explored by staff and reported back to Council at a future meeting.

**Attachments:**

Parks Commission Policy #102 – Formation of the Senior Program Advisory Committee

Email from Councilors Seffinger and Bachman dated May 10, 2018

S-PAC Meeting Agenda – May 16, 2018



**Ashland Parks and  
Recreation Commission**

**COMMISSION POLICY**

<b>TITLE</b> FORMATION of the SENIOR PROGRAM ADVISORY COMMITTEE	<b>PAGE 1 of 2</b>	<b>POLICY No. 102</b>
<b>EFFECTIVE DATE</b>	<b>REVISED DATE</b>	N/A

**APPROVED BY COMMISSIONER ACTION**

*February 26, 2018; Agenda Item: IV.(b.) Recommendation from ASPAC to Form a Standing Senior Program Advisory Committee*

The Charter of the City of Ashland, **Article XIX – “Park Commission,”** gives the Ashland Parks and Recreation Commissioners the “*power to formulate and adopt rules and regulations for their government.*” This authority allows Commissioners to adopt rules and policies through the public process in order to provide organization, aide in decision making and to provide regulation for park and facility uses in order to achieve the goals of the APRC and protect people, the environment and assets and to ensure fair and equal use of parks by all users.

Additionally, RESOLUTION NO. 2007-14 of the City of Ashland specifically states that:

*“SECTION 2. The Parks and Recreation Department shall hereafter be responsible for facilitation of all senior programs and activities for the City of Ashland.”*

And:

*“SECTION 3. Parks and Recreation will have the authority to create an advisory committee for the senior program, if necessary.”*

**PURPOSE**

On 2/26/2018 the Commissioners of APRC found that it was necessary to form an advisory committee and approved the formation of the aforementioned under the following policy.

The Senior Program Advisory Committee (S-PAC) purpose is to advise the Ashland Parks and Recreation Commissioners on matters related to the Ashland Senior Services Program and to coordinate with the APRC Director and Senior Services Superintendent.

**GENERAL PROVISIONS**

***Committee Make-up***

The total membership of program participant representatives and community partner representatives should be no more than five (5) members, total. There should be a minimum of 2, maximum of 3, program participant members, and the same minimum of 2, maximum of 3, community partner members of the S-PAC.

In addition, there should be one (1) APRC Commissioner, and one (1) City Council Liaison, for a total of seven (7) Members.

***Staff Support***

The Senior Services Superintendent and/or APRC Director will attend and assist in the planning advertising and management of the S-PAC meetings.

***Term Limits***

The term of each S-PAC member will be three (3) years, with no member serving more than two (2) consecutive terms.

***Bylaws and Program Mission***

Once the S-PAC Members are appointed by the Commissioners, they will create S-PAC Bylaws in collaboration with APRC staff and approval of the Parks Commissioners at a regular business meeting. The S-PAC may also choose to develop a strategic plan and revise their mission and vision statement concurrent with the adopted goals of the Commissioners.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Mike Gardiner, APRC Chair

Approved, as to form: \_\_\_\_\_ Date: \_\_\_\_\_  
Dave Lohman, City Attorney

## Adam Hanks

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**From:** Stefani Seffinger  
**Sent:** Thursday, May 10, 2018 1:31 PM  
**To:** City Council; Parks Commissioners; Michael Black  
**Subject:** Joint Meeting with Parks Director Michel Black, Parks Commission Chair Mike Gardener and Council members Stef Seffinger and Jackie Backman

Jackie Bachman and Myself were tasked at the April 30 study session of the city council with informing the council about senior issues and needs in Ashland and addressing coordinating these efforts with the S-PAC. (SENIOR PROGRAM ADVISORY COMMITTEE) Our first action was to meet with Michel Black and Mike Gardener to gain an understanding of the structure and mission of S-PAC and the role of the new position of Senior Services Superintendent.

The first meeting of S-PAC will be Wednesday May 16. The agenda includes a discussion of guiding documents for the the new committee as well as the hiring process for senior services Superintendent. Park commission Chair Gardner and Director Mike Black asked for clarification about who the city council liaison would be since this meeting is happening next week and is time sensitive for this reason. Since Stefani Seffinger was the council Liaison to the Adhoc Senior group she will continue to represent the council on this Comission as the council liaison. This was discussed with the mayor and is at his direction. Changes in liaison assignments have not been made this year due to the change in council members and their interests and skill sets.

The council senior needs agenda item requested by counselor Slattery and counselor Seffinger was to have a discussion of how to increase understanding of senior needs in Ashland. This item was proposed before the S-PAC was formed. The addition of this body changes the discussion of what will be needed at the council level to understand and address senior issues and the role S-PAC will play as an advisory group that can assist the council in understanding senior needs , programs and services in Ashland.

One of the most important outcomes of this meeting was to propose a joint session with parks commission and council to work on coordination between the two bodies and increase communication between the two groups in working on how to coordinate S-PAC's role in addressing senior needs with implementation of council goals, strategic planning and budget priorities as well as acting in an advisory role with other commissions [transportation, housing for example], in working to create a truly age friendly city that is preparing for the future needs of an older senior demographic .

Our Best , Stef Seffinger, Jackie Bachman





**ASHLAND PARKS AND RECREATION COMMISSION  
SENIOR PROGRAM ADVISORY COMMITTEE (S-PAC)  
MEETING AGENDA  
MAY 16, 2018 @ 2pm  
ASHLAND SENIOR CENTER, 1699 HOMES AVENUE**

- I. Opening (2 min)
- II. Approval of Minutes (n/a)
- III. Additions or Deletions to the Agenda (all, 1 min)
- IV. Public Input (5 min)
- V. Establish Chair and Vice Chair for S-PAC
- VI. Senior Services Superintendent Hiring Process Update (Black, 15 min)
- VII. Discuss Process for Creating Bylaws and Other Guiding Documents for the Program (Black, 10 minutes)
- VIII. Set Meeting Schedule (Black, 5 min)
- IX. Other Housekeeping Items (10 min)
- X. Items from SPAC Members (all, 10 min)
- XI. Adjournment – 3pm

