



**ASHLAND PARKS AND RECREATION COMMISSION
SENIOR SERVICES ADVISORY COMMITTEE (S-SAC)
MEETING AGENDA
October 8, 2018 @ 3:00pm
ASHLAND SENIOR CENTER, 1699 HOMES AVENUE**

- I. Opening (1 min)
- II. Approval of Minutes – September 10, 2018 (all, 2 min)
- III. Additions or Deletions to the Agenda (all, 1 min)
- IV. Public Input (10 min)
- V. “What Seniors Need” Subcommittee Report (Bellegia, 10 min)
- VI. Preview of Agenda for Goal Setting Session on 11/13/18 (Theis, 10 min)
- VII. Ashland Parks Foundation, Senior Center Fund (Black, 15 min)
- BREAK (10 min)
- VIII. Ashland Fire & Rescue Home Safety Program (Glatt, 10 min)
- IX. Senior Center Thanksgiving Meal Provided Courtesy of Ashland Fire and Rescue, Monday, November 19, 2018 (Glatt, 2 min)
- X. Standing Reports (20 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)
- XI. Items from S-PAC Members (all, 15 min)
- XII. Upcoming Meetings:
 - a. Tuesday, November 13, 1:00-4:00pm, SOU Hannon Library, Rm 352 – Goal Setting
 - b. Monday, December 10, 3:00-5:00pm, Ashland Senior Center, 1699 Homes Avenue
- XIII. Adjournment – 5:00pm

City of Ashland
PARKS AND RECREATION COMMISSION
SENIOR PROGRAM ADVISORY COMMITTEE (S-PAC)
MEETING MINUTES
September 10, 2018

Committee Members Present:

- Anne Bellegia, Participant Member (Senior Services Participant, OLLI Community Outreach)
- Rob Casserly, Community Partner Member (SOU, OLLI Program Manager)
- Mike Gardiner, APRC Commissioner
- Mike Hersh, Participant Member (Senior Services Participant & Volunteer / S-PAC Vice Chair)
- Stef Seffinger, Ashland City Councilor
- Sandy Theis, Community Partner Member (RVCOG Senior Advisory Council / S-PAC Chair)

Staff Members Present:

- Michael Black, APRC Director
- Isleen Glatt, APRC Senior Services Superintendent
- Natalie Mettler, APRC Senior Services Assistant

Committee Member Absent:

- Mary Russell-Miller, Community Partner Member (SOU Faculty Member)

I. Opening (1 minute)

S-PAC Chair Sandy Theis called the meeting to order at 3:00pm at the Ashland Senior Center, 1699 Homes Ave in Ashland.

II. Approval of Minutes – August 13, 2018 (all, 2 minutes)

APRC Commissioner Mike Gardiner moved / Anne Bellegia seconded approval of the August 13 S-PAC minutes as presented. Motion passed unanimously.

Theis suggested that future S-PAC minutes could be more condensed. Seffinger added that shorter minutes would be more likely to be read; the important items to include would be motions, decisions, and who made them. Bellegia added that these could be bolded for quicker reading. Gardiner noted that all meetings are recorded and available to the public in their entirety, so it would be fine for the minute-taker to use their discretion in abbreviating the minutes. [Digital audio files of S-PAC meetings are available upon request by contacting APRC Administration at 541.488.5340]. Theis closed by affirming that future minutes be shortened sensibly, but include discussion when there are opposing sides and/or voting.

III. Additions or Deletions to the Agenda (all, 1 minute)

None.

IV. Public Input (10 minutes)

None.

V. Set date for Goal Planning Session (Glatt, 10 minutes)

Senior Services Superintendent Isleen Glatt stated, after consultation with Chair Theis, they recommend that the upcoming Goal Planning Session be longer and more process-oriented than a regular S-PAC meeting. Members agreed that the Goal Planning Session will be held on Tuesday, November 13, from 1-5pm, in lieu of the regular November S-PAC meeting. Glatt requested that this session include framing a new mission statement, in addition to working on goals. At S-PAC request, staff will draft a proposed mission statement to help start the discussion.

Theis noted that many of the goals will come from Glatt's job description and the ASPAC recommendations, which reflect the input from stakeholders. Gardiner clarified that the goals would include those proposed by S-PAC members, and member voting would determine priorities.

VI. S-PAC Bylaws Subcommittee Report (20 minutes)

Glatt requested a name change from Senior Program Advisory Committee to Senior Services Advisory Committee (S-SAC) to reflect the broader goals of the new Senior Services Division (SSD), with the Senior Center as a subset of that Division. She is striving for consistent branding for the Senior Services Division, as there are several names currently in use. All agreed to recommend the name change as part of the bylaws.

Bellegia raised a concern regarding Article III (Membership) of the draft bylaws, which states that the S-PAC must have a minimum of two (2) program participants, and currently only one S-PAC member (Mike Hersh) fits that description; Sandy Theis had been listed as a participant member in error. Bellegia expanded that "participation" may be defined more broadly than one who participates at the Senior Center; this would reflect that the Senior Services Division's (SSD) programs are not limited activities at the Senior Center. Hersh countered that being a participant at the Senior Center is important, whether as clients, staff, volunteers, or in other roles. He argued that it is essential to regularly engage with the seniors at the Senior Center to understand their feelings and needs. Bellegia responded that she spends a lot of time with seniors through her activities with Osher Lifelong Learning Institute (OLLI) and Rogue Valley Council of Governments (RVCOG); she and Casserly (OLLI) are listening to local seniors in these settings outside the Senior Center.

Bellegia offered to join a yoga class or attend some lunches to be more connected to senior patrons and fill the required second “program participant” role. This will be listed as a community partner member.

Hersh and Bellegia discussed what group of seniors the SSD should primarily serve. Hersh maintained that while Ashland has many seniors, most are well enough off (financially, mentally, physically) to not need SSD support. Hersh stated that priority should be given to those seniors who come to the Senior Center, which evidences greater need (frailty and other risk-factors). Bellegia argued that the SSD should seek to prevent frailty; the larger goal should be to provide a safety net to all seniors in the community. Based on what she’s observed at OLLI, she believes there are many more frail seniors in the community than the regular group that attends Senior Services programs. Hersh added that it is S-PAC’s challenge to identify those in the community who are vulnerable and help them come to the Senior Center, reaching out on a one-on-one basis if required.

This said that it behooves all S-PAC members to have a better sense of Senior Services programs, so that each member is better equipped to serve as an ambassador to the greater community. Seffinger tied these goals into City issues – universal housing, transportation, ADA standards for sidewalks and streets – and asked about the best way for seniors to advocate for their needs, and for the City to heed senior concerns and input. All agreed that each S-PAC member will participate at the Senior Center by engaging in some scheduled activity of their choice, to build familiarity with the population and programs and be in a better position to make recommendations to the SSD.

Bellegia noted that the current bylaw language does not reflect the working role she is hoping S-PAC will have, with members participating in programs and projects, not merely advising the Senior Services Superintendent and APRC. After some discussion, it was agreed that members have a valuable advisory role, the advocacy role named in article II, and may engage in projects that emerge from the goal setting session.

There was discussion about attendance requirements for S-PAC membership. They agreed to add “Members are expected to attend meetings and participate in subcommittees” to the end of Article III of the bylaws. If a member misses multiple meetings, the Chair will reach out to discuss whether it is best for that member to step down.

Gardiner and Black questioned whether Article VIII (Conflict of Interest) was necessary, since S-PAC members will not be making decisions that could financially benefit themselves or their families. Glatt noted that S-PAC might be involved in future decisions on how to allocate Ashland Parks Foundation money donated for senior; members agreed.

Gardiner moved / Bellegia seconded to approve the bylaws as amended:

1. Change of Committee name to Senior Services Advisory Group

2. Article III addition of attendance requirement.
3. Addendum A change of participant member from Theis to Bellegia.

Motion passed unanimously. The name change and bylaws will be recommended to APRC for adoption.

BREAK (10 minutes)

VII. “What Seniors Need” Subcommittee Report (20 minutes)

Bellegia, Glatt, Seffinger and Theis comprise the “What Seniors Need” Subcommittee. Glatt reported that the subcommittee is developing a presentation on senior needs for a joint APRC-City Council meeting. Seffinger requested that the City Council conduct a joint meeting with APRC; Mayor Stromberg and City Administrator Madding offered a joint Study Session on Monday, October 15, from 5-7:30pm. Black clarified that the format of this meeting, in line with APRC Study Sessions, will be a presentation followed by brief public comment, then Q & A with the Council and Commissioners. Bellegia has drafted a presentation outline, which will include survey data from ASPAC, data on Ashland-specific senior needs, data on general senior needs, and how the Senior Services Division and S-PAC are structured to deliver those needs. Glatt clarified that S-PAC will need to ask for the City’s support to meet senior needs.

VIII. Items from S-PAC Members (all, 20 minutes)

Hersh requested that, starting with the next monthly meeting, a short report be given to the S-PAC on APRC and City Council meeting decisions that may affect seniors. This will be added to future agendas.

Hersh discussed Ron Kohl, retired Ashland Police Department Crime Prevention Specialist, as an excellent resource for seniors on safety and security issues; Hersh recommended that Kohl present to S-PAC about his classes and other services for seniors. Hersh is concerned about the lack of security at many Meals on Wheels recipients’ homes, for example, when a front door is unlocked because the resident is too disabled to get up to admit the Meals on Wheels driver. Hersh wondered what the S-PAC could do to ensure better home security for such individuals.

Hersh also expressed concern about the cost to the City of fulfilling all items on AARP Checklist of Essential Features for Age-Friendly Cities. Seffinger agreed that these considerations need to be included in the City’s long-range planning and budgeting.

Theis said the Rogue Valley of Council’s (RVCOG) Senior Advisory Committee looks at national and state-level legislation that might impact seniors. She suggested that S-PAC have a subcommittee or other mechanism to monitor such incoming legislation.

IX. Next Meetings:

- **Monday, October 8, 3:00-5:00pm**, Ashland Senior Center, 1699 Homes Avenue – Regular meeting
- **Tuesday, November 13, 1:00-5:00pm**, SOU Hannon Library, Room 352 – Goal Planning Session

Glatt asked if there were items to be added to the October 8 meeting agenda. Bellegia requested a review of the Ashland Parks Foundation: what are the restrictions and opportunities for the funds, and what have they been used for in the past? She also requested a report on the new Ashland Fire & Rescue program offering home safety improvements for seniors.

XI. Adjournment – 5pm

There being no further business, the meeting was adjourned at 4:56pm.

Respectfully submitted,

Natalie Mettler, Senior Services Assistant
Ashland Parks and Recreation Commission

Ashland Parks and Recreation Commission
Senior Services Advisory Committee
Draft Plans for Upcoming Meetings

“What Seniors Need” Presentation

For Joint Study Session of APRC & City Council
Date still to be determined

Draft Agenda:

1. Presentation (40 min)
 - a. National picture of what seniors need - Sandy
 - b. Local picture of what seniors need - Anne
 - c. Senior Services Division focus, partners, City support needed - Isleen
2. Public input (10 min)
3. APRC and Council ask questions of speakers (30 min)

S-SAC Special Session for Senior Services Division Goals

November 13, 1:00-4:00pm
SOU Hannon Library, Room 352

Draft Agenda:

1. Mission draft and discussion (Glatt, 50 min)
-break-
2. Proposed Senior Services Division Goals (Glatt, 10 min)
3. S-SAC members nominates additional goals (Theis, 20 min)
4. Discussion: feasibility, resources, potential impact (Theis, 30 min)
5. “Dotmocracy” process to prioritize goals (Glatt, 5 min + working break)
-break-
6. Review results, discussion, discuss timing & implementation (Glatt, 50 min)
-break-
7. Reevaluate and narrow, consider subcommittees (Theis, 30 min)
8. Next steps: review draft at next S-SAC meeting

ASHLAND PARKS & RECREATION COMMISSION

340 S PIONEER STREET • ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner
Joel Heller
Rick Landt
Jim Lewis
Matt Miller



Michael A. Black, AICP
Director

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TO: Senior Program Advisory Committee (S-PAC)

FROM: Michael Black, Director

DATE: October 1, 2018

SUBJECT: Ashland Senior Center fund at Ashland Parks Foundation

At the September 10, 2018, Senior Services Advisory Committee (S-SAC) meeting, members requested a report on the Ashland Parks Foundation account for monies donated to the Ashland Senior Center.

The Ashland Parks Foundation (the “*Foundation*”) is an independent 501c3 organization with a board of directors that focuses their funds and efforts to promoting parks and recreation in Ashland. Providing financial support for Ashland Parks and Recreation is the Foundation’s biggest goal; however, the group also gives several thousands of dollars away per year to recreation-based organizations not related to APRC, such as baseball, soccer and other organized youth sports scholarships.

The Foundation maintains accounts and funds that are considered either “dedicated” or “general.” Dedicated funds are only used for the specified purpose as dictated by the donor and general funds can be used for whatever purpose so long as it supports the goals of the board of directors.

The Senior Services Division (the “*Division*”) has a dedicated fund account with the Foundation, meaning these funds are only for Senior Services. The current balance of the account is more the \$31,000 (see chart on page 2). The funds within the Division’s dedicated account can be used for several types of expenditures, so long as the benefit is to the senior center, or those expenses that generally support the operation of the Division.

The funds cannot be used for ongoing expenses – ie: personnel. The funds shall be used for one-time expenses related to the Division or the programming of the Division, such as furniture, remodeling, appliances or as matching funds for a grant.

The process of requesting these funds would be to identify, as a committee, a targeted expense for the funds; work with me on the “appropriateness” of the request and then present background information to the Foundation for approval and payment.

The Ashland Senior Center fund is summarized below:

Date	Ending Balance (includes earnings)	Donations	Notes	Expense
12/31/14	\$16,931.35		Includes \$11379.42 donation from Carlson family in 2011.	\$2427.80
12/31/15	\$28,573.45	\$13,357.90	\$13,357.90 donation from Arsenault family in 2015, in memory of Neal Arsenault.	\$40.00
12/31/16	\$29,300.51	\$150.00		\$0.00
12/31/17	\$29,450.51			\$242.22
4/30/18 YTD	\$31,379.48			\$0.00

ASHLAND FIRE & RESCUE HOUSING SAFETY PROGRAM FOR SENIORS AND PEOPLES WITH DISABILITIES



CITY OF
ASHLAND

What is the Ashland Fire & Rescue Housing Safety Program? The Ashland's Fire & Rescue Housing Safety Program assists eligible seniors and persons with disabilities in making Safety/Accessibility modification to their residence to ensure a home has fire safety alarms, and helping the individual attain greater mobility and remain safely in their home. The program focuses on the person's most immediate needs as they relate to improving safety and accessibility.

What is the Purpose of the Program? The Housing Safety program seeks to achieve multiple City goals; to allow seniors and peoples with disabilities to remain safely in their homes, to reduce the incidence of falls and related safety issue calls to emergency services, and last but not least, to ensure that senior and disabled households have updated and properly operating fire safety equipment in their homes.

Who is Eligible? Residents age 62 or older and/or persons with disabilities, and have annual household incomes of 80% of the area median income or less.

What Properties would be Eligible? Properties that are owner occupied and need to be modified for a person safety. Properties that need to be modified due to a person's physical mobility impairment, or modifications requested by a physician. If the property is a rental property, would need written approval of modifications proposed by the landlord or property owner.

What types of modifications are eligible? Safety and mobility features that are not subject to the HUD Housing Quality Standards checklist, smoke alarms and carbon monoxide detectors, raised toilet seats, stand-up showers, bathroom grab bars, interior handrails (replacement if unstable, or install as needed), Widening of interior and exterior doorways to accommodate accessibility, wheel chair ramps or accessibility improvements to walkways.

What incentives does the City's Housing Safety Program offer? Up to \$5,000 provided through the Housing Safety Program to complete identified safety and accommodation measures. The program will provide fire and fall safety information, property inspection, detailed scope of work, fire and fall safety devices and modification, cost estimating and contractor procurement, construction and project management, referral to other community resources as needed, annual follow up visits to replace smoke and carbon monoxide detector. (batteries may be provided upon request and as funding allows).

Income Limits by Family Size: \$/year May 2018 – May 2019

Household Size	1	2	3	4	5
80% Area Median	\$33,000	\$37,700	\$42,400	\$47,100	\$50,900

ASHLAND FIRE & RESCUE

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Ashland Parks and Recreation Commission

Senior Services Advisory Committee Bylaws

Overview

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

ARTICLE I. NAME OF ORGANIZATION

The name of this committee shall be the Senior Services Advisory Committee (S-SAC).

ARTICLE II. PURPOSE

S-SAC'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 S-SAC membership shall be composed of up to seven (7) voting members, as follows:

- Up to five (5) members representing program participants and community partners, with minimum of two (2), maximum of three (3) in each category
- One (1) Ashland Parks and Recreation Commissioner
- One (1) City Councilor

S-SAC 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 S-SAC members and terms.

Members are expected to attend meetings and participate in subcommittees.

ARTICLE IV. MEETINGS OF MEMBERS

S-SAC 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 four (4) 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 S-SAC meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).

ARTICLE VI. OFFICERS

Each year, S-SAC 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 S-SAC 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 S-SAC 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 S-SAC meetings.

ARTICLE VIII. CONFLICT OF INTEREST

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

ARTICLE IX. MINUTES

S-SAC 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, S-SAC shall present a yearly report at a regular public meeting of the APRC.

ARTICLE XI. DISSOLUTION

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

ARTICLE XII. AMENDMENTS

S-SAC 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 September 24, 2018, as the Bylaws of this committee.



Mike Gardiner, APRC Chair



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	Participant Member	04/23/18	April 2021
4.	Saundra Theis	Community Partner	04/23/18	April 2020
5.	Anne Bellegia	Participant Member	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