

# Ashland Senior Program

## Quality Review

January 24<sup>th</sup>, 2017

# Senior Program Quality Review Revision Log

Revision No.	Date	Section	Revision Description
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# Ashland Senior Program Quality Review

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# Ashland Senior Program Quality Review

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13. Clarifications / Corrections to MATRIX Group's APRC Performance Audit  
Final Report

# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET

ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
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parksinfo@ashland.or.us

## MEMORANDUM

**TO:** Christine Dodson, Senior Program Manager

**FROM:** Michael Black, Director

**DATE:** November 28, 2016

**SUBJECT:** Preparation for Senior Center Subcommittee Meetings

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I had a chance to talk to the Commissioners who represent the Senior Center Subcommittee last week. They discussed with me their desires for the process and listed a few goals they would like to accomplish through this process. Those goals are listed below:

1. Through the gathering of information, gain a greater understanding of the senior program and the function it serves the citizens of Ashland;
2. Explore new ways of marketing and program innovation to ensure that the greatest number of citizens are benefited by the senior program;
3. Evaluate the organizational structure of the program and ensure that the organization of the senior program and the goals for innovation are aligned for efficiency and service delivery;
4. Seek advocates of the senior program and new ways to increase community involvement through volunteerism; and,
5. Evaluate the current senior program policies and create an official subcommittee of the Ashland Parks and Recreation Commission reporting directly the Commissioners to ensure collaboration and governance.

I have taken this opportunity to explore the goals of the Commissioners prior to meeting with you and prior to the beginning of the evaluation of the program with the hope that it will be clear that this process is intended to promote the success of the Senior Center and its programs. As you can see by the goals of the Commissioners, this is true.

The Commissioners have also informed me that they would like to have a few items prepared for them as they begin their evaluation. Please provide the following items for the subcommittee's review.

1. Cost Recovery Analysis for the Senior Center in the format provided;
2. Performance Audit Recommendations and Goals Summary – please provide a list of all recommendations from the performance audit related to the senior center evaluation with a reference to the performance audit;
3. Senior center advisory group agendas for the last two year – please also provide minutes if those are kept;
4. A list of who is on the advisory group including how long, when they came on and how long their terms are;
5. The current mission statement for the Senior Center;
6. An organizational chart of the Senior Center for paid employees and provide an explanation of their hours and duties;
7. A schedule showing how the Senior Center facility is used for at least a two-month time period – please include all classes including participation statistics;
8. A brief history of the Senior Center and its involvement in the community over the years;
9. A breakdown of the demographics of users and statistical use of the Senior Center for the current year – please do not include use of the center that is not managed by the Senior Center program staff;
10. An accounting of any funds that are earmarked for the Senior Center in the Ashland Parks Foundation budget; and,
11. A summary of the use of volunteers at the site and their capacity, including hours worked.

This is a pretty good list of items and I know it may take a few weeks to gather the information; however, we are considering having a meeting to discuss these items in January 2017. I would like these items delivered to me by the end of this calendar year so that I can review them with you prior to sending them to the Commissioners. I can assist with the cost recovery, however, the remaining items should be in your records and, hopefully, easily accessible.

# Ashland Senior Program

## Mission Statement

The Ashland Senior Program strives to provide a support system to the older residents of Ashland, helping to enable them to live more independently and to continue as contributing members of the community. The Senior Center provides a venue for social interaction through recreational and health related activities and educational opportunities.

# Ashland Senior Program

Advisory Board

Agendas

Minutes



## Senior Program Advisory Board Members

Jackie Bachman

*Length of service:* six months (newly appointed member)

*Professional background:* Special Education and Education Administration

*Affiliation With Senior Program:* Attends Senior Yoga, Line Dancing; Liason to Senior Program from SOU OLLI Program

David Chapman

*Length of service:* 11 years (first as city council liaison, 2005-2012, and then as a citizen member from 2012 to the present)

*Professional background:* Theater and computers

*Affiliation With Senior Program:* Attends Special Events; Fundraising/Donations

Ilse Forney, RN

*Length of service:* 5 years (2011 to present)

*Professional background:* Nursing

*Affiliation With Senior Program:* Attends Tai Chi, Special Events, Lunch; Former Meals on Wheels Delivery

Jim Galt

*Length of service:* 10 years (2006 to present)

*Professional background:* Battalion Fire Chief

*Affiliation with Senior Program:* Attends Special Events, Lunch; Fundraising

Jean Maxwell

*Length of service:* 14 years (2002 to present)

*Professional background:* SOU professor

*Affiliation with Senior Program:* Attends Special Events, SHIBA; Connects SOU Practicum Student Program with the Senior Program

Stef Seffinger

*Association with the Board:* over a 6-year period (first as Parks Commissioner Representative, 2010, and currently City Council Representative)

*Professional background:* Psychology and program development

There is no fixed term of service. This provides for continuity and for gaining more layered and integrated knowledge about the Senior Program as basis for performing an advisory role.

*Submitted by Jean Maxwell*

# Senior Program Advisory Board

## Agenda

December 23, 2016

- Introductions
- Soup Day
- Senior Program Quality Review – due 1/13/2017
- Role of the Ashland Senior Program

Thank You For Participating On Our Board

# Senior Program Advisory Board Minutes

December 23, 2016

## Introductions

Members present: Jean Maxwell, Ilse Forney, Jim Galt, David Chapman, Jackie Bachman, Stef Seffinger, Christine Dodson, Senior Program Manager

## Soup Day

Discussed the great success of Soup Day at the Center. Senior Program staff and volunteers made delicious homemade soups, breads, and desserts. College students took the food orders and served us all. The event was well attended and very appreciated by our local citizens.

## Senior Program Quality Review

Due January 13, 2017. Discussed items requested by Director Michael Black. Reviewed past minutes, trend analysis of satisfaction/use surveys, organization chart, and spreadsheet showing how seniors use the Center. Suggestions were made for how to present the information in a clear, consistent form. Discussed how to present budget given some costs included such as health insurance that is not being used. The ASC is only at 43% of its budget even with insurance costs included.

## Role of the Ashland Senior Program

## Discussed the purpose of the Program and the people the ASP serves. Currently citizens range in age from about 60 to 95. They come to the Senior Center for inexpensive, social, healthy activities such as the lunch program, cards, yoga, and exercise, and other social programs such as information and referral, SHIBA, Adv. Directives, BP and Foot Clinics, etc. Outreach is a small but important component, and provides a way to reach people that are underserved and often isolated

## The SPAB expressed their opinion that the ASP is not a recreation program, but a social services program. Given that the ASP was originally under the administration of the City of Ashland and met their social services council goals, it was suggested that we explore the concept of moving the ASP out of the Parks and Rec organization and back to the City administration.

## The Senior Program Advisory Board would like to attend the next Senior Program Subcommittee meeting in January to become more informed about the purpose and goals of the Subcommittee as the two Commissioners review the requested information about the ASP.

## The Senior Program Advisory Board requests that John Karn's be invited to the next SPAB meeting on Friday, January 6, 2016, at 1:00 pm at the Senior Center.

## Submitted by Jackie Bachman

# Senior Program Advisory Board

## Agenda

November 30<sup>th</sup>, 2016

- Introductions
- History of Senior Program and Senior Program Board
- Ongoing Programs Status:  
American Mah Jongg; Cribbage Club; Hearts and Spades – status change; Tai Chi; Senior Yoga; Somatics; Line Dancing; Foot Clinics; Blood Pressure Clinic – OHSU Nursing Students; Computer Classes – IMAC and PC; SHIBA Insurance Assistance; Weekly Movies; Discussion Group – facilitator change; Lunches – averaging 28/day; Meals on Wheels 35/day
- Recent Events
- APRC Performance Audit - comments
- Survey, etc. – review request
- APRC Subcommittee – Jim Lewis, Mike Gardner – contact

- **Upcoming Events:**  
 POLST/Advanced Directive Presentation - January  
 AARP Drivers Safety Courses Feb, April, July, May  
 Holiday Celebrations - Card Making Workshop, Holiday  
 Party, Soup Day
  
- **Energy Assistance Programs - FY 16/17**  
 Ashland Low Income Energy Assistance - 160 to date  
 HEAT Program  
     July 1, 2016 - present - 9 applications process to date  
 Senior Discount  
     190 Participants
  
- **Bus Pass Program - July 1, 2016 - present**  
 Punch Cards - 128; Valley Lift Vouchers - 70; Tokens - 59
- **Outreach; Averaging 3-4 per week**
- **Budget FY16/17 - 38% of funds used as of 11/30/2016**
- **Ashland Parks Foundation Accounts \$27,783.32**

*Thank You For Participating On Our Board!*

# Senior Program Advisory Board Minutes

November 30th, 2016

- **Introductions**

Members present: Jean Maxwell, Ilse Forney, Jim Galt, David Chapman, Jackie Bachman, Christine Dodson, Senior Program Manager

Absent: Stef Seffinger

Each member shared their past professional experience and their history with the Ashland Senior Center (ASC). Jackie Bachman was welcomed as the newest member.

- **History of Senior Program and Senior Program Board**

Discussed the history of the ASC beginning in 1973 with the Parks and Loaves and Fishes programs, then in 1984 ASC moved under City Services as the Senior Program, then in 2006 ASC was moved under the Parks and Rec Commission.

Made note of starting dates of each member on the SPAB.

- **Ongoing Programs Status**

Discussed status of 15 current programs (see agenda). All are going well with only minor changes. The Discussion Group Activity is growing to include up to 20 people per session.

Nursing students are now doing Blood Pressure Checks under supervision of instructor. Line Dancing and Yoga classes are well attended with up to 25 participants per session. Lunches are averaging 28/day and Meals on Wheels 35/day.

- **Recent Events**

Discussed great success of AFR Thanksgiving Dinner. New Food and Friends staff was mentioned and comments were made about the current positive, friendly atmosphere in the dining room and throughout the ASC. A temporary staff position will be filled soon which will help with the current workload.

- **APRC Performance Audit**

Members would like to review the report. Some had read through portions of it and had questions regarding cost recovery, given that the ASP is a social service program. The importance of highlighting the needs of the ASC at local service clubs was discussed as well as a "Donate Now" button on the computer site as possible ways of meeting the 25% cost recovery goal listed in the report. Current FY 13/14 CRR was 21%. Board members will review report and provide feedback to the Commission.

- **Survey/Review Request**

A Satisfaction Survey was distributed to ASC participants a month ago and the results were reviewed. Out of 160 surveys distributed, 150 were filled out, 80 with detailed, written comments. Most of the surveys were very positive with many comments given describing favorite events and aspects of the Senior Program. Jean Maxwell offered to look over the surveys and compile common threads of suggestions and comments.

- A list of requested items from Commissioners Jim Lewis and Mike Gardner was reviewed. Senior Program Advisory Board Members offered to help in compiling the information requested.
- **APRC Subcommittee**  
A subcommittee of two APRC Commissioners has been formed to include Jim Lewis and Mike Gardner. The purpose of this subcommittee was discussed including: gaining a better understanding of the Senior Program, exploring ways to ensure maximum benefit to senior citizens using the Senior Program, evaluating the organizational structure of the program, finding new ways to increase community involvement and support of the Senior Program, and evaluating current policies related to the Senior Program to ensure ongoing collaboration with the Parks and Recreation Commission.
- **Upcoming Events**  
Several events were discussed including: the Advanced Directive Presentations in January, AARP Drivers Safety Courses offered by David Wise in Feb, April July and Oct (not May), Holiday Celebrations including Soup Day on Dec 23rd at 11:00, Local Talent series in the beginning of the year.
- **Energy Assistance Programs—FY 16/17**  
Three programs were discussed: Ashland Low Income Energy Assistance with 160 applicants so far this FY, the HEAT Program with 9 applicants since July 2016. The Senior Discount Program currently has 190 participants, all who have had an outreach, home visit. Discussion regarding ways to recoup ASC staff costs in processing all these applicants that would have to be done by other agencies such as the Utilities and Electricity Departments.
- **Bus Pass Program—July 1, 2016 to Present**  
David Chapman started this needed program as a City Councilor many years ago. It is very well used by local senior citizens including those with disabilities. Punch Cards (128), Valley Lift Vouchers (70) and Tokens (59) have been provided so far this FY to those who need them.
- **Outreach**  
Discussed how people are referred to the ASP and staff then investigate and provide support to those in need of assistance. Needs may include referrals to Meals on Wheels or other local agencies, simple repair needs that assist residents in being able to stay in their homes, etc. Averaging 3-4 outreach calls/visits per week. The Senior Program acts as a 'safety net' in many situations.
- **Budget FY 16/17**  
Only 38% of budgeted funds have been used as of 11/30/2016. Recommendations to increase funding to the ASP were discussed including: 1. Provide two memberships to local service clubs such as Rotary, Soroptimists, for the ASP Manager, Christine Dodson, to attend and highlight the needs of the Senior Program. Three current Senior Program Advisory Board members have participated in service clubs in the past with excellent results in donations to their projects; 2. work with the IT staff to design a "Donate Now" button on the ASC web page; and 3. recoup staffing costs in processing energy applications from the local Utilities and Electricity Departments.

- Ashland Parks Foundation Accounts: Revised balance is \$29,300.51. Discussion about how to better separate this accounting item to insure it is for ASC needs and expenses and not just in a combined General Fund.

*Submitted by Jackie Bachman*



Senior Program Advisory Board  
Agenda

July 20<sup>th</sup>, 2016

*Meeting Cancelled*

# Senior Program Advisory Board

## Agenda

April 20<sup>th</sup>, 2016

- Background Check Policy
- Ongoing Programs Status:
  - Van – trips: Vortex, N Mountain Park, Shakespeare Costume
  - American Mah Jongg; Cribbage Club; Hearts and Spades;
  - Tai Chi; Senior Yoga; Somatics; Line Dancing; Foot Clinics;
  - Blood Pressure Clinic; Computer Classes – IMAC and PC;
  - SHIBA Insurance Assistance; Weekly Movies; Discussion Group;
  - Lunches – averaging 28/day; Meals on Wheels 35/day
- Upcoming Events:
  - POLST/Advanced Directive Presentation/Class April 27
  - AARP Drivers Safety Course May 11/12
  - Alzheimer's Assoc Financial/Legal Planning for LGBT Community for Alzheimer's/Related Dementia June 22
  - Ice Cream Social – July TBD
  - Britt Classical Access Festival – August 13

- Energy Assistance Programs

Ashland Low Income Energy Assistance - 394

HEAT Program

July 1, 2015 - present - 40 applications

Senior Discount

178  
140 Participants

- Bus Pass Program

Punch Cards - 128; Valley Lift Vouchers - 70; Tokens - 59

- Outreach; Averaging 3-4 per week

- Defibrillator Training/Re-training for staff; May 18

- Budget FY 15/16 - 70% of funds used as of 04/01/2016

- Ashland Parks Foundation Accounts \$27,783.32

*Thank You For Participating On Our Board!*

# ASHLAND PARKS AND RECREATION COMMISSION

340 S. PIONEER STREET

ASHLAND, OREGON 97520

COMMISSIONERS:

Mike Gardiner  
Rick Landt  
Jim Lewis  
Matt Miller  
Vanston Shaw



Michael A. Black, AICP  
Director

TEL: 541.488.5340  
FAX: 541.488.5314  
parksinfo@ashland.or.us

## ADMINISTRATIVE POLICY

TO: All APRC Employees  
FROM: Michael A. Black, Director  
DATE: January 19, 2016  
SUBJECT: Background Check Policy

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Ashland Parks & Recreation Commission conducts a criminal history background check on all potential volunteers age 18 and over. Checks are conducted at the time of application and will be conducted annually as long as the person is an active volunteer.

The following volunteer positions may be exempt from background checks:

- Drop-in park- maintenance work parties and gardening events
- One-time events
- Contracted programs through other agencies that have volunteers working on-site at APRC facilities. The contracts will state that each agency is responsible for background checks on their own volunteers.

Approved: \_\_\_\_\_

Michael A. Black, Director

Date: \_\_\_\_\_

2/8/2015

# DISCLOSURE AUTHORIZATION AND CONSENT FORM

## PLEASE READ CAREFULLY

We truly welcome your application with City of Ashland. You are applying for a position whose acceptance will place you in a category of professionalized professionals. In pursuit of that excellence we require, as a condition of employment, that all applicants consent to and authorize employment and/or continued employment verification of their background, including information submitted on their application or resume.

### DISCLOSURE

This document serves solely as a clear and conspicuous written disclosure as required by the Federal Fair Credit Reporting Act set forth in Section 604 (b) to the applicant that a social security number trace, motor vehicle verification, education, previous employment, credit and a criminal background verification. In addition, investigative consumer reports gathered from personal interviews with former employers and other past or current associates of mine to gather information regarding my work performance, character, general reputation and personal characteristics may be obtained for the purpose of this employment application. By the signature below, the Applicant acknowledges that AccuSource, Inc. has made this disclosure.

### APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

This release and authorization acknowledges that City of Ashland may now, or any time while I am employed/training, conduct a verification of my education, previous employment/work history, credit history, contact personal references, motor vehicle records, conduct drug testing and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the job requirements. The results of this verification process will be used to determine employment/training eligibility under City of Ashland employment/training policies. In the event that information from the report is utilized in whole or in part in making an adverse action decision with regard to your potential employment/training, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law. I authorize AccuSource, Inc. at 1240 E. Ontario Avenue, Suite 102-140, Corona, California 92881, 951-734-8882, customerservice@accusource-online.com, www.accusource-online.com, and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative, City of Ashland. Contact AccuSource, Inc., if you want to receive a copy of our Information Security Policy.

### I have read and understand this disclosure, and I authorize the background verification

I authorize persons, schools, current and former employers, and other organizations and Agencies to provide AccuSource, Inc. with all information that may be requested. I agree that any copy of this document is as valid as the original. According to the Federal Fair Credit Reporting Act, I am entitled to know if employment/training was denied based on information obtained by my prospective employer/training program and to receive a disclosure of the public record information and of the nature and scope of the investigative report.

### CONFIDENTIAL INFORMATION FOR POSITIVE IDENTIFICATION PURPOSES ONLY -

Applicant Last Name	First Name	Middle Name
Other Names Used	Date of Birth (For Identification only)	Social Security Number
Driver's License Number	State Driver's License Issued	Last Name on Driver's License
Current Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates
Previous Address	City/State/Zip	Dates

Applicant's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_ ← RELEASE MUST BE SIGNED

- Please provide me with a copy of my credit report (California, Oklahoma, Minnesota residents only)
- Please provide me with a copy of my investigative consumer report (California, New Jersey and New York residents only)

# Senior Program Advisory Board

## Agenda

November 4<sup>th</sup>, 2015

*Education/JAPANESE 6 13<sup>th</sup> 2-3  
NOV 23<sup>rd</sup>*

- Update on Parks - Mike Gardner, APRC Chair - Welcome!

*SAT - NOV 21 - ICE - KIMAL  
OLIVIER - GELINE*

- Ongoing Programs Status:

Van - trips: Holiday Market, Crater Rock Museum, Holiday

Sales at the Mall - January/February

American Mah Jongg (Dorothy Davis);

Cribbage Club (Earl Haveman/Mitzi Loftus);

Tai Chi at the Grove on Mondays; Senior Ctr Thurs (Char)

Senior Yoga - two classes on Wednesdays, one on Saturday

(Marion Moore)

Foot Clinics - Glenda Rackleff RN, Heidi Gottlieb RN

Computer Classes - IMAC and PC (Clarence/Claudia

Little and Bob Cox)

SHIBA - two volunteers currently, Christine Meredith and

Angela Dillon - open enrollment - Oct 15<sup>th</sup> - Dec 7<sup>th</sup>

Line Dancing (Marcia Newton)

Discussion Group (Jon Cypher)

Cards (Marty Burns)

Lunches - averaging 25/day; Meals on Wheels 35/day

- Energy Assistance Programs

Ashland Low Income Energy Assistance -

184 Nov 2013 - 492 total

147 Nov 2014 - 427 total

147 Nov 2014 -

HEAT Program

19 July 1 - Nov 1 2015

16 July 1 - Nov 1 2014

Senior Discount

140 Participants

- Outreach; Averaging 3-5 per week

- **Upcoming New Programs:**

Holiday Card Making Workshop Nov 1<sup>st</sup> 12:45p

Natural Wreath Making Workshop Dec. 8<sup>th</sup> 1:00 p

Holiday Celebration December

APD Computer Safety January

POLST/Advanced Directive Presentation February

AARP Drivers Safety Course - Nancy James retiring; new

AARP instructor to be decided by David Carroll, District

AARP Coordinator - March

Information Item - Change in Status for Chris

Discussion Item - Check from Soroptimists

Budget FY14/15 - 66% of funds used

Ashland Parks Foundation Accounts \$27,783.32

*Thank You For Participating On Our Board!*



# Senior Program Advisory Board

## Agenda

May 27<sup>th</sup>, 2015

- Update on Parks - Rachel
- New Staff: Anna Wysocki, hired 04/01/2015  
Joy Fate, Meal site manager, hired 04/01/2015
- Ongoing Programs Status: Van - trips (Micro-Trains; Lake Creek Pioneer Hall, Covered Bridge, General Store; Lavender Festival @ Lavender Fields Forever; Dancin Winery, Butte Creek Mill and Museum, Old Wood House, Harry and David in holiday packing season)  
AARP Drivers Safety Course October 14 and 15 (Nancy James)  
American Mah Jongg (Dorothy Davis);  
Cribbage Club (Earl Haveman/Mitzi Loftus);  
Tai Chi at the Grove on Mondays (Char)  
Senior Yoga - two classes on Wednesdays, one of Saturday  
Foot Clinics (Marion Moore)  
Computer Classes - I mac and PC (Clarence and Bob Cox)

SHIBA – two volunteers currently, Christine Meredith and  
Angela Dillon

Line Dancing (Marcia Newton)

Discussion Group (Jon Cypher)

Cards (Marty Burns)

- **Upcoming New Programs:** APD Identity Theft 06/17,  
Southern Oregon Repertory Singers 06/03, Seniors On  
Stage 07/15, Ice Cream Social 07/22, Britt Festival  
Classical Outreach Program – Dover Quartet 08/01, OLLI  
Lectures (Rob Casserly, Program Manager) beginning in  
Sept, AFR Thanksgiving Dinner November
- **Trespass:** Kevyn Woven
- **Ashland Parks Foundation Accounts** \$27,783.32

*Thank You For Participating On Our Board!*

# Senior Program Advisory Board

## Agenda

December 17<sup>th</sup>, 2014

- Meet our new Parks Director Michael Black
- Update on Parks - Rachel
- AARP Drivers Safety Course March 11, 12; November 4,5  
(Katherine Danner)
- Current New Programs: Holiday Card-Making; Natural Wreath-Making; Holiday Party; Habitat for Humanity programs; Van-trips, American Mah Jongg (Dorothy Davis); Cribbage Club (Richard Straub/Mitzi Loftus); Somatics (Victor Novick)
- Upcoming New Programs: OLLI Lectures (Rob Casserly, Program Manager), Music (Joe Acosta); Travelogue of Italy (Caterina Moore)
- Britt Festival Classical Outreach Program-45 participants
- AFR Thanksgiving Dinner-90 participants
- Staffing Update
- Ashland Parks Foundation Accounts \$27,950.58

*M L W A - 240 APPROVED; 220 GIVEN*  
Thank You For Participating On Our Board!

# *Ashland Parks Foundation Accounts:*

*June 30, 2014*

Carlson Account: \$11,379.42

Senior Misc. Account: \$ 3,071.16

Arsenault Account: TBD \$13,500.00

Total: \$27,950.58

# Senior Program Advisory Board

## Agenda

July 30<sup>th</sup>, 2014

- Parks Update – Parks Director position
- Van – trips, food bank field trip, OLLI Community Lectures
- AARP Drivers Safety Course
- Britt Festival Classical Outreach Program
- Holiday Card-Making; Natural Wreath-Making; Holiday Party
- AFR Thanksgiving Dinner – possibility
- Staffing
- Ashland Parks Foundation Accounts Discussion
- OAA Funds/grant writing

*Thank You For Participating On Our Board*

**Ashland Parks Foundation**  
**Balance Sheet**  
As of June 30, 2014

	Jun 30, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Rogue Federal Checking Acct	659.00
Rogue Federal Savings	28.64
Rogue Federal Money Maker	3,885.70
Sterling Checking	4,237.12
<b>Total Checking/Savings</b>	8,810.46
<b>Other Current Assets</b>	
Raymond James	
Raymond James Cash	1,928.68
Raymond James Investments	406,862.16
<b>Total Raymond James</b>	408,790.84
<b>Total Other Current Assets</b>	408,790.84
<b>Total Current Assets</b>	417,601.30
<b>TOTAL ASSETS</b>	<b>417,601.30</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
<b>Fund Balances - restricted</b>	
Parozzi Fountain	10,362.77
School Program	1,000.00
Rogue Valley Audubon	300.00
Enders Shelter	1,000.00
Discovery Room	723.00
Salmon Festival	3,295.00
Pearl Ferguson Memorial	700.00
Japanese Garden Renovation	5,000.00
Bird Day	125.00
<b>Ashland Senior Center</b>	
Carlson Grant	11,379.42
Sr Center General	3,071.16
<b>Total Ashland Senior Center</b>	14,450.58
<b>North Mt Park Nature Center</b>	
Project Feeder Watch	300.00
Bear Creek Festival	2,700.00
Migratory Bird Day	1,150.00
N Mountain Park - LaLonde	5,215.00
Nature Center	24,586.49
<b>Total North Mt Park Nature Center</b>	33,931.49
<b>Parks Department</b>	
Jerry Whitsett Mem Fund	1,360.00
General Donation	6,535.73
Field Program Scholarships	1,000.00
Hald Strawberry Park	325.00
Al Alsing Mem Fund	50.00
Cultural Trust	50.00
Dog Park	2,765.00
Field Internship	1,000.00
Greenway	3,900.00
Jean Hald Memorial	1,240.00
Lithia Park	2,022.00
Lithia Park - Lambert	10,232.50
Lithia Park from OSF	25,000.00
Memorial Benches	1,250.00
North Mountain Park	3,487.00
Patricia Lewis Memorial	100.00

# Ashland Parks Foundation Accounts:

June 30, 2014

Carlson Account:	\$11,379.42
Senior Misc. Account:	\$ 3,071.16
Arsenault Account: TBD	\$13,500.00
Total:	\$27,950.58

- SILVA SYSTEM
- REVIDA TABLES
- GRANT WRITING
- OUTDOOR EQUIPMENT
- BALL COVERS
- WOODED FLOORING
- SPEAKERS / OSF PRANS - TABLES
- WINE TASTING OR CLASS IN WINES
- OHVI
- VINH - MATCH

## Christine Dodson

---

**From:** Christine Dodson [dodsonc@ashland.or.us]  
**Sent:** Friday, August 01, 2014 10:21 AM  
**To:** 'susan.dyssegard@ashland.or.us'  
**Cc:** 'Rachel Dials'  
**Subject:** RE: still need the list

We discussed donations to the Senior Center with the Senior Program Advisory Board at our meeting on July 30<sup>th</sup>. With the proposed donation from Neal of \$13,500, our total for the Senior Program is approximately \$27,950.58. Several ideas were given as a way to enhance the Senior Program using a portion of the funds:

Two ideas were the most popular:

Replace the dining tables with round, 6 seat tables that are easy to keep clean (Neal was always frustrated with the condition of the tables and he and I often spoke of switching to a round table, less institutional) – we would need to order 8 of them. (Chris and Lodi)

Hire a grant writer (Nancy Slocum was mentioned) to write grants for the Senior Program that would help offset the cost of our program to the Parks department. It was also discussed that some of the funds could be used as “seed money” as matching funds for grants towards the purchase of a new van in the future. The van we are now using will have a limited lifespan and will eventually need to be replaced. (David Chapman and Jean Maxwell)

Additional ideas:

— A sound system for the dining room – imbedded speakers and a permanent system (Lodi)

— Outdoor exercise equipment under a cover (Stef)

Bocci Ball court outdoors (Jim Galt)

Wooden floors for the Activity Center (Lodi)

Speaker series on topics of wellness and healthy aging that would also be a community draw (Chris)

Matching funds for an addition of another Activity space. (Chris)

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**From:** Susan Dyssegard [mailto:dyssegs@ashland.or.us]  
**Sent:** Thursday, July 31, 2014 4:06 PM  
**To:** Christine Dodson  
**Subject:** still need the list

Hi Chris - yes, I do still need that list for tomorrow's board meeting.

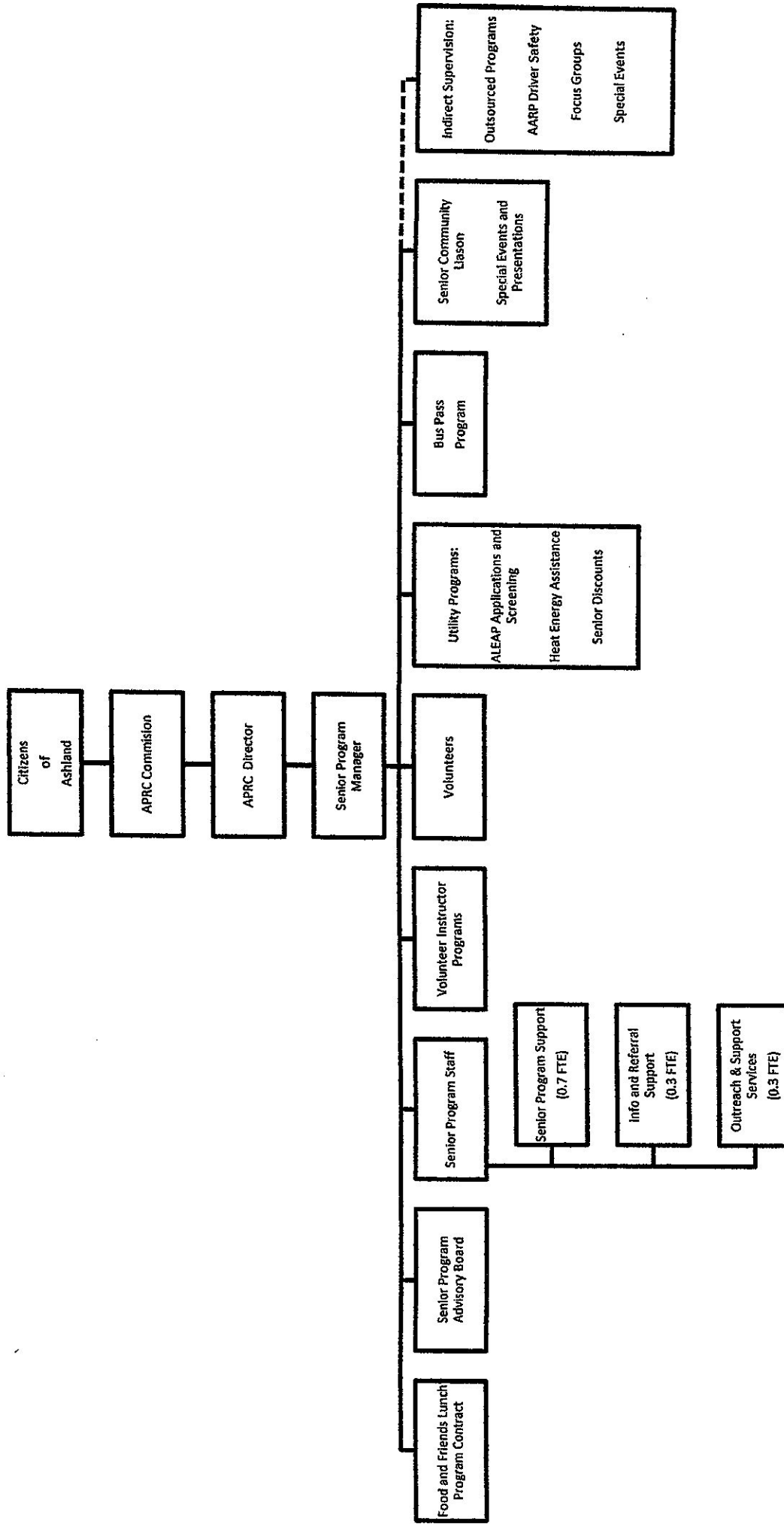
Please send by email as it's easiest possible way for me - thank you!



# Ashland Senior Program

Organizational Chart  
Position Descriptions

# Senior Program Organization Chart



## *Senior Program Support Specialist:*

Twenty Eight hours per week; responsible for opening and closing the Senior Center four days/week, Tuesday - Friday from 8:30-3:30pm.

### *JOB FUNCTIONS*

- Respond to requests for information by phone, email, or personal contact; provide information concerning sources of local, state and federal programs for seniors. Resolve problems and customer service inquiries within scope of authority.
- Counsel clients about methods for maintaining independence, applying for and accessing services.
- Coordinate services with other programs, departments and agencies; assist program participants to access other community resources.
- Create, prepare and distribute a monthly senior newsletter and maintain current mailing list.
- Make appointments for Senior Program functions.
- Assist with coordinating classes, workshops, social events, and special programs in the Senior Center; plan and implement day trips.
- Assist with administrative activities including records management; maintain inventories of supplies
- Maintain absolute confidentiality on work-related issues including but not limited to Senior Program records and City information such as the ALIEAP program, HEAT, Ashland Senior Utility Discount and bus pass programs.
- Fill in for other staff as workload and staff levels dictate
- Other duties as assigned.

## *Senior Program Information and Referral Specialist:*

Twelve hours per week; Tuesday, Wednesday, and Friday from 11:30 – 3:30pm

### *JOB FUNCTIONS*

- Respond to requests for information by phone or personal contact; provide information concerning sources of local, state and federal programs for seniors. Resolve problems and customer service inquiries within scope of authority.
- Assist in pursuing resources for clients
- Conduct wellness contact for at-risk clients
- Edit newsletter; participate in preparing newsletter for mailing; edit mailing list
- Make appointments for Senior Program functions
- Assist with activities;
- Records management
- Maintain absolute confidentiality on work-related issues including but not limited to Senior Program records and City information such as the ALIEAP program, HEAT, Ashland Senior Utility Discount and bus pass programs.
- Fill in for other staff as workload and staff levels dictate
- Other duties as assigned.

## *Senior Program Outreach Specialist*

This is an on-call, position performing Senior Program Outreach activities and office coverage on an as needed basis, approximately seven to fourteen hours per week.

### *JOB FUNCTIONS*

- Respond to requests for information by phone, personal contact, and home visits as needed; provide information concerning sources of local, state and federal programs for seniors. Resolve problems and customer service inquiries within scope of authority.
- Assist in pursuing resources for clients and developing implementation plans. Record those findings/actions in narrative form and maintain those records.
- Counsel clients about methods for maintaining independence, applying for and accessing services.
- Coordinate services with other programs, departments and agencies; assist program participants to access other community resources.
- Conduct wellness checks for at-risk clients requiring home visits.
- Maintain absolute confidentiality on work-related issues including but not limited to Senior Program records and City information such as the ALIEAP program, HEAT Ashland Senior Utility Discount and bus pass programs.
- Fill in for other staff as workload and staff levels dictate on an on-call basis
- Other duties as assigned.

## *Senior Program Manager*

Full-time, forty hours per week, Monday – Friday, flexing as needed.

### *JOB FUNCTIONS*

- Plan, organize, and manage the provision of recreational, cultural, educational, information and referral, and outreach programs for senior citizens within the community; respond to the changing needs of the older population.
- Supervise employees and volunteers in work activities involved in providing program services to senior citizens, including instruction, assigning and reviewing work, scheduling, evaluating performance, taking and/or effectively recommending necessary personnel actions.
- Plan and organize services and events for the Senior Program.
- Ensure the provision of adequate programs for holistic wellness for clients.
- Develop preliminary department budget. Approve expenditures to ensure compliance with approved budget.
- Prepare, submit, and present grant applications.
- Represent the APRC working with Senior Advisory Board and other community boards, committees, and task forces serving senior citizens and community needs. Act as liason and advocate for senior issues.
- Manage contracts for various programs and grants.
- Work with RVCOG Food and Friends program for smooth operation of on-site nutrition program and Meals on Wheels home delivery
- Create, implement and recommend adjustments to city programs, such as the ALIEAP, emergency HEAT, Senior Discount utility programs, and the bus pass and valley lift voucher program.
- Work with other professionals and community residents in determining needs and planning issues.
- Receive, investigate, and resolve problems encountered by community and patrons as they relate to program areas.
- Perform outreach, risk intervention, and individual support for clients as needed.
- Network with aligning resources, agencies, and other city departments, and coordinate services for the community benefit of seniors

# Ashland Senior Program

History

## A BRIEF HISTORY OF THE ASHLAND SENIOR PROGRAM

The Ashland Senior Program began in 1973 brought about in part by City Councilor, Roland McCannon's concerns about seniors unmet needs for basic social service assistance. He and other Ashland leaders created a plan, in cooperation with other agencies, to locate and inform isolated seniors of services that would help them maintain independence and well-being in their own homes.

The target population was the frail elderly, those at risk of institutionalization and the low-income elderly. Utilizing local funds, federal Older American funds and whatever other grant money was available, services were established to be provided by trained staff. INFORMATION & REFERRAL – In a confidential contact, information was gathered for or were provided to a senior client. OUTREACH – In a confidential visit, an assessment was made of physical, mental, financial, and living situation, nature and scope of problem and the senior's need and capacity to utilize referred service. Advocacy on senior's behalf was provided where appropriate. Basic transportation, some health screening and some social, recreational and educational services were also provided. Frequently what the seniors needed was just someone to talk to who could help them work through their problems. A common problem of aging is the loss of friends and relatives who provide the senior's support group. The Senior Program fills this gap and is a resource known by many citizens and city employees who refer people to it.

As a department of the City, the Senior Program enjoyed the support of Ashland Parks & Recreation using Park facilities for office space in the Community Center and to this day in the Hunter Park Center. APR contributed greatly to the Loaves & Fishes/Food & Friends meal program for seniors and to the addition of the Senior Activity Center in 1997. In 2006 the Senior Program was made part of Ashland Parks and Recreation.

Over four decades, five Senior Program Directors and staff have adapted and adjusted to the changing times but interestingly the basic services remain true to the original mission – to enable senior residents to maintain self-sufficiency, independence and happiness in their later years.

*Submitted by Sharon and Don Laws*