



## ASHLAND SENIOR ADVISORY COMMITTEE (ASAC) MEETING AGENDA

October 13, 2025

Ashland Senior Center, 1699 Homes Ave – 3:30–5:00 PM

HELD HYBRID (In-Person or via Zoom) To attend via Zoom, contact the [Parks Department](#) no later than 10 AM the business day before the meeting.

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF MINUTES**

Ashland Senior Advisory Committee Meeting Minutes July 14, 2025

IV. **ADDITIONS OR DELETIONS TO THE AGENDA**

V. **PUBLIC FORUM**

VI. **BUSINESS**

- a) APRC Liaison Report (Commissioner Gardiner)
- b) APRD Director Report (Director Houston)
- c) APRD Program Manager Report (Manager Mettler)
- d) APRD Program Coordinator Report (Coordinator Holt)
- e) Draft Bylaws for ASAC (Manager Mettler) – potential action
- f) 2026 Meeting Calendar (Manager Mettler)
- g) Items from Committee Members
- h) Membership: Recognition of service for Frank and possible 2<sup>nd</sup> term appointment for Toyokawa (Manager Mettler) – potential action

VII. **NEXT MEETING**

Monday, January 12, 2026, 3:30–5:00 PM at Ashland Senior Center

VIII. **ADJOURNMENT**

*If you need special assistance to participate in this meeting, please contact Natalie Mettler at [natalie.mettler@ashlandoregon.gov](mailto:natalie.mettler@ashlandoregon.gov) or (541) 552-2482 (TTY phone number (800) 735-2900). Notification at least three business days before the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting in compliance with the Americans with Disabilities Act.*

### **Participation Instructions**

This meeting will be held in-person at Ashland Senior Center, 1699 Homes Ave. Those who wish to provide oral testimony must attend the meeting. Written testimony will be accepted via email sent to [natalie.mettler@ashlandoregon.gov](mailto:natalie.mettler@ashlandoregon.gov). Please include “**Public Testimony**” in the subject line. Written testimony submitted by 11:00 AM the business day before the meeting will be made available to the committee members before the meeting. All testimony will be included in the meeting minutes.



**MINTUES FOR REGULAR BUSINESS MEETING**  
**ASHLAND PARKS AND RECREATION COMMISSION (APRD)**  
**ASHLAND SENIOR ADVISORY COMMITTEE (ASAC)**  
**July 14, 2025**  
**ASHLAND SENIOR CENTER, 1699 HOMES AVE - 3:330PM**

Advisors Present: Johnson (Chair), Commissioner Gardiner, Frank, Talbert, Winner, Englehardt

Staff Present: Director Houston, Superintendent Mettler, Coordinator Holt

Absent: Toyokawa

- I. **CALL TO ORDER** – Chair Johnson called the meeting to order at 3:30pm.
- II. **Opening** – Chair Johnson welcomed everyone.
- III. **APPROVAL OF MINUTES**
  1. ASAC Meeting May 12, 2025
  2. Correction of Englehardt being present at May 12 meeting
  3. Chair Jonson moved for unanimous consent. Unanimous consent given. Minutes approved
- IV. **ADDITIONS OR DELETIONS TO THE AGENDA** – None
- V. **PUBLIC FORUM**

None
- VI. **BUSINESS**
  1. **ASAC Charge**
    - ASAC Charge was approved by Parks Commission

The following was covered in discussion:

- ASAC members will advise on policy
- Any items to review and discuss will be brought to Chair Johnson and Superintendent Metter

## **STANDING REPORTS**

### **1. Parks Update – Director Houston**

- PROS Plan was presented
- Director Houston looking to create working group of advisory committee members

The following was covered in discussion:

- Demographic snapshot included population, education, housing, family and living arrangements, income and poverty levels, employment, health, race and ethnicity
- 48% of population is over 50
- ASAC members would like input from other advisory committees, such as RDAC, to access all possible data.
- ASAC Mission Statement was brought up. Looking to align with the City of Ashland

### **2. Education Report – Senior Services Coordinator Holt**

- Continuing collaboration with Rogue Community Health Pharmacy Talks – Cholesterol talk was well attended.
- Senior Center Cook Out with Ashland Police Dept was a big success.
- Continuing Fall Programming with current partners – JCLS, SHIBA, Rogue Community Health and Instructors.

### **3. Senior Services Superintendent Report – Senior Services Superintendent Mettler**

Mettler highlighted the following in her Superintendent's report:

- New Fiscal Year
- Continued to see increased engagement.
- Facility upgrades: building exterior painted, kitchen sink replaced.
- ASAC members confirmed extension of term until end of their year to align with new policy
- OHSU Internship was a success.
- Superintendent Mettler invited ASAC to Ice Cream Social in August

## **VII. ITEMS FROM ASAC MEMBERS OR WORK GROUPS– Livable Ashland**

No updates

**Next meeting** – Monday, October 13, 3:30-5:00pm in person

**Adjournment** – 5:02pm

*Respectfully submitted by Shannon Holt, Senior Services Coordinator, Ashland Parks and Recreation Department*



## 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~~make recommendations to 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~~seven (79) 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) ~~non-voting~~ Ex Officio member from the APRC Ashland Parks and Recreation Commissioner
- ~~One (1) City Councilor~~

ASAC members are appointed by the APRC ~~chairperson~~Chair, ~~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 ending June 30 of their final year. Members may serve up to two (2) consecutive full terms.~~ If a position is vacated mid-term or remains unfilled at the start of a term, the APRC ~~chairperson~~Chair will appoint a member for ~~the remainder of the~~ unexpired term of that position; if there is less than one (1) year remaining in the vacated term, the new member's term will be for the remainder plus three (3) years, with the option to serve up to two (2) additional full terms as stated above.

~~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. Ex-Officio members are appointed by their respective governing bodies and do not have term limits.~~

See **Addendum A** for initial ASAC members and terms.

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Members are expected to attend and actively participate in meetings and working groups. ~~Members shall notify ASAC Chair and staff in advance about any planned absences, to ensure a quorum will be present for meetings. A member who misses more than two (2) consecutive meetings, or more than three (3) meetings in twelve (12) months, may be released from their term so that someone with more availability may participate. The APRC Chair will make these decisions, in consultation with staff.~~

#### ARTICLE IV. MEETINGS OF MEMBERS

ASAC shall meet quarterly or as needed. The Chair shall coordinate with staff to cancel or add meetings, 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 (1) 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~~ a majority of voting members. All issues to be voted on shall be decided by ~~the~~ 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 or by other~~ 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 V. OFFICERS

Each year, ASAC will accept nominations and elect a ~~chairperson~~ Chair and ~~Vice-Chair~~ vice chairperson for the following year by simple majority vote of members present at a meeting. There is no term limit on either chair or vice-chair. Elections will be held at the last meeting of each fiscal year (prior to ~~the 30<sup>th</sup> of June~~) July 1 of each year.

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#### ARTICLE V. SUBCOMMITTEES ARTICLE VI. WORKING GROUPS

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The ASAC chair shall have the authority to create ~~subcommittees~~ working groups of members equaling less than a quorum of the committee to focus on specific

assignments. All ~~subcommittees-working groups~~ shall report their findings back to ASAC in a public meeting. ~~All subcommittee meetings and communications will comply with the Oregon Public Meetings Law (ORS 192.610 to 192.690).~~

## ARTICLE VII. STAFF

The ~~Senior Services Superintendent~~ Division Manager and/or ~~APRC-APRD~~ 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 (~~or an APRD staff liaison~~) 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~~ Division Manager, 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 date] ~~October 13, 2021~~, as the Bylaws of this committee.

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~~Mike Gardiner~~ Jim Bachman, APRC Chair

ATTEST: ~~Michael Black~~ Rocky Houston, APRC ~~D~~ Director



## Ashland Parks and Recreation Commission

### Ashland Senior Advisory Committee

#### BYLAWS ADDENDUM A

#### Initial Appointments and Terms

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

#### Positions and Terms as of 9/13/2024-10/13/2025

| Position        | Name                                     | Representing                                                               | Date appointed                  | Current Term Expires   |
|-----------------|------------------------------------------|----------------------------------------------------------------------------|---------------------------------|------------------------|
| 1.              | Mike Gardiner                            | APRC Commissioner                                                          | <del>04/23/18</del> 01/08/2025  | N/A                    |
| <del>2.</del>   | <del>Stefani Seffinger</del>             | <del>City Council Representative</del>                                     | <del>04/23/18</del>             | <del>N/A</del>         |
| <del>3-2.</del> | <del>Saundra Theis</del> Barbara Talbert | Community Partner                                                          | <del>04/23/18</del> 10/09/2024  | June 2023December 2027 |
| <del>4-3.</del> | <del>Kathy McNeal</del> John Engelhardt  | <del>2025-26 Vice Chair, Community Partner &amp; Program Participant</del> | <del>1/11/2024</del> 07/05/2023 | June 2023December 2026 |
| <del>5-4.</del> | <del>Michael Hersh</del> Cori Frank      | Program Participant                                                        | <del>04/23/18</del> 09/08/2021  | June 2024December 2025 |
| <del>6-5.</del> | Debra Johnson                            | <del>2025-26 Chair, Community Partner &amp; Program Participant</del>      | 05/03/2021                      | June 2024December 2027 |
| <del>7-6.</del> | Anne BellegiaNoriko Toyokawa             | <del>Program Participant</del> Community Partner                           | <del>07/23/18</del> 07/01/2022  | June 2024December 2025 |

|                 |                                                                              |                     |                                          |                                                                           |
|-----------------|------------------------------------------------------------------------------|---------------------|------------------------------------------|---------------------------------------------------------------------------|
| <del>8-7.</del> | <del>Cori</del><br><del>Frank</del><br><del>Patty</del><br><del>Winner</del> | Program Participant | <del>9/13/21</del> <del>07/05/2023</del> | <del>June</del><br><del>2022</del> <del>December</del><br><del>2026</del> |
| <del>9-8.</del> | VACANT                                                                       |                     |                                          | <del>June 2022</del>                                                      |



## ASHLAND SENIOR ADVISORY COMMITTEE (ASAC) MEETING

### AGENDA BRIEF

**October 13, 2025**

| Agenda Item | VI.I. Senior Services Division Report                                           |                                    |
|-------------|---------------------------------------------------------------------------------|------------------------------------|
| Presenter   | Natalie Mettler                                                                 | Division Manager – Senior Services |
| Item Type   | Action <input type="checkbox"/> Information <input checked="" type="checkbox"/> |                                    |

### **PROGRAMMING & SERVICES**

- Special presentations and events since last report (7/14/2025):
  - Tech Basics for Android Phones & Tablets, presented by JCLS Technology Education Department (7/16/2025)
  - AARP Driver Safety Course (7/23/2025-7/24/2025)
  - Prepare for Your Medical Appointment, presented by Jackson County HHS/Oregon Older Adult Behavioral Health Initiative (8/11/2025)
  - RVTD Travel Training (8/20/2025)
  - Age Friendly Healthcare, presented by Jackson County HHS/Oregon Older Adult Behavioral Health Initiative (8/25/2025)
  - Senior Services annual Ice Cream Social for Seniors & Their Families was held on 8/13/2025 in Hunter Park. Live music was provided by Ashland Brass. Event sponsors were Bristol Hospice and Village at Valley View.



- Climate Incentives & Rebates Explained, presented by Ashland Climate Collaborative (9/5/2025)

- An Introduction to MyChart, presented by JCLS Technology Education Department (9/17/2025)
- Medicare 101: What you Need to Know, presented by SHIBA (9/22/2025)
- Author Talk: Ambuja Rosen, *How to Heal Your Mental Disorder: The Doctors' Step-by-Step Program for Conditions from Dementia to Schizophrenia* (10/6/2025)
- When Disaster Strikes: Medication Guide for Disasters, presented by Rogue Community Health Pharmacy Department (10/8/2025)
- New classes and services for Fall 2025:
  - Standing Steady, taught by physical therapist Lisa Ralston, at The Grove
  - Chair Yoga, taught by Gentle Yoga instructor Cheri Theobald, at Ashland Senior Center
  - Personalized Cardio & Walking Club, taught by Strength & Balance instructor Beth Morris, in Hunter Park
  - Oregon Older Adult Behavioral Health Specialist with Jackson County Health and Human Services, Jennine Greenwell, now offers free "resource hours" monthly at Ashland Senior Center, where she can meet one-on-one with community members to help connect them to services.
- Go Game group is now offered every Thursday afternoon at Ashland Senior Center, instead just on 1<sup>st</sup> & 3<sup>rd</sup> Thursdays of each month. This is for consistency with the other game groups at Ashland Senior Center, which meet weekly.
- Letters were mailed to participants and volunteers about the end of the Ashland Senior Phone Buddy program, offering alternative resources for social connection. This was a program offering social connection during the COVID-19 pandemic shutdown.

## **PARTNERSHIPS & SPONSORS**

- Manager Came and Assistant de Saram staffed the APRD table at the OLLI Open House on 8/6/2025. They reported healthy engagement with participants.
- Working with SOU to help facilitate a survey to adults 55+ about how they view elder abuse efforts in Jackson County. The survey is being conducted by Sophia Stefani, an undergraduate criminal justice student and Dr. Jessica Peterson, an SOU professor specializing in rural criminology.
- Hosting SHIBA (Senior Health Insurance Benefits Assistance) twice a week during Medicare Open Enrollment (10/15/2025-12/7/2025). Usually, SHIBA only offers weekly appointments at Ashland Senior Center.

## **VOLUNTEERS & DONATIONS**

- Victoria Leo from RVUUF donated hand-knitted scarves for Senior Center patrons. Staff will put these out bit by bit on the community free table for those in need to help themselves.

## **BUDGET/FACILITIES**

- Ashland Senior Center was recognized as being the safest City facility for the month of August 2025.
- New security cameras installed in Ashland Senior Center dining room and on deck facing Hunter Park.



## **STAFF/TRAINING**

- Manager Mettler was interviewed on KSKQ [Age of Adventure](#) to talk about services for older adults in Ashland and beyond. The interview aired on 8/1/2025 and 8/22/2025 at 1pm.
- Interviews were conducted for the Parks Administrative Assistant position. Cheryl de Saram was the top candidate and started in her new role on 9/1/25. She is now at the Grove on Monday, Wednesdays and Fridays from 9am-1pm for training and to provide general customer service. De Saram reports to Deputy Director Dials.
- In September, all City staff received Personal Action Forms (PAFs) documenting any changes in pay and title, per the City's Compensation & Class study. Mettler is now Division Manager and Holt is Program Coordinator. Internal departmental restructuring is ongoing.
- On 9/2/2025, Mettler participated on a panel about Healthy Aging at OHSU.
- On 9/22/2025, Mettler met with Ronald Moore, Health Insurance Specialist/Outreach & Engagement with the [CMS Seattle Regional Office](#), while he was in Southern Oregon for a field visit. There may be potential for future collaboration on presentations or other education about Medicare.
- On 9/23/2025, Mettler met with Bridget O'Connor, who oversees the [I-CAN program](#) at OHSU on the SOU campus. This program provides community-based, interprofessional health navigation to socially isolated and vulnerable populations, including seniors. This is a helpful connection for social service referrals.

- Assistant de Saram attended the annual Oregon Park & Recreation Association conference in Eugene during 10/7/2025-10/9/2025.

## **PUBLIC AWARENESS**

- **Senior News:** The August, September and October [Senior News](#) issues featured information about special events and highlighted selected ongoing activities. Both issues also offered information about relevant resources and services.



**PREPARED BY: Natalie Mettler**



## **Ashland Senior Advisory Committee 2026 Meeting Calendar**

**Monday, January 12, 3:30-5:00pm**

**Monday, April 13, 3:30-5:00pm**

**Monday, July 13, 3:30-5:00pm**

**Monday, October 12, 3:30-5:00pm**

Unless otherwise indicated, the Ashland Senior Advisory Committee meets on the second Monday once a quarter (January, April, July, October), 3:30-5:00pm.

Unless otherwise noted on the meeting agenda, meetings will be held in person at Ashland Senior Center; if in person is not possible, they will be held on Zoom.

All meetings are open and have an opportunity for public input. Agendas are posted at [AshlandOregon.Gov/AgendasMinutes](https://AshlandOregon.Gov/AgendasMinutes) at least 48 hours in advance of each meeting and include instructions for public participation.