

# Ashland Senior Program Schedule and Participant Stats

- November 2016
- December 2016
- Participation Stats Submitted to the MATRIX Consulting Group Representative 02/19/2016

# Senior Program Calendar

## November 2016

| <b>Date:</b> | <b>Time, Activity,</b> | <b>Number of Participants</b>      |            |          |
|--------------|------------------------|------------------------------------|------------|----------|
| Nov 1:       | 9:30 – 11:30,          | Discussion Group, 15               |            |          |
|              | 12:30                  | Mac Instruction, 2                 |            |          |
|              | 1:00                   | Line Dancing, 17                   |            |          |
|              | 1:00                   | Cribbage, 8                        |            |          |
|              | 2:45 – 4:30            | Somatics, 10                       |            |          |
|              | 9:30 – 1:00            | Food and Friends Average 38        |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 99       |
| Nov 2        | 9:15                   | Yoga, 20                           |            |          |
|              | 10:30                  | Yoga, 15                           |            |          |
|              | 11:00                  | Computer Tutor, 2                  |            |          |
|              | 9:30 – 1:00            | Food and Friends Average 38        |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 84       |
| Nov 3        | 9:00-10:30             | Advanced Tai Chi, 18               |            |          |
|              | 10:45                  | Advanced Line Dancing, 12          |            |          |
|              | 1:00                   | Hearts and Spades, 5               |            |          |
|              | 2:00                   | Mac Instruction, 2                 |            |          |
|              | 1:00 – 4:00            | Mah Jongg, 8                       |            |          |
|              | 9:30 – 1:00            | Food and Friends Average 38        |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 92       |
| Nov 4        | 10:00 – 1:00           | Insurance Assistance, 5            |            |          |
|              | 11:00 – 12:00          | Blood Pressure Check, 12           |            |          |
|              | 12:30                  | Movie, 6                           |            |          |
|              | 9:30 – 1:00            | Food and Friends Average 38        |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 70 (345) |
| Nov 7        | 9:15 – 11:00           | Begin/Intermed Tai Chi [Grove], 25 |            |          |
|              | 11:00                  | Computer Tutor, 2                  |            |          |
|              | 1:00                   | Line Dancing, 18                   |            |          |
|              | 9:30 – 1:00            | Food and Friends Average 38        |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 92       |
| Nov 8:       | 9:30 – 11:30,          | Discussion Group, 20               |            |          |
|              | 12:30                  | Mac Instruction, 2                 |            |          |
|              | 1:00                   | Line Dancing, 16                   |            |          |
|              | 1:00                   | Cribbage, 6                        |            |          |
|              | 2:45 – 4:30            | Somatics, 16                       |            |          |
|              | 9:30 – 1:00            | Food and Friends 38                |            |          |
|              | All Day                | Walk-Ins Average 9                 | Sub Total: | 107      |

|               |               |                                    |            |          |
|---------------|---------------|------------------------------------|------------|----------|
| Nov 9         | 9:15          | Yoga, 19                           |            |          |
|               | 10:30         | Yoga, 18                           |            |          |
|               | 11:00         | Computer Tutor, 2                  |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 86       |
| Nov 10        | 9:00-10:30    | Advanced Tai Chi, 14               |            |          |
|               | 10:45         | Advanced Line Dancing, 12          |            |          |
|               | 1:00          | Hearts and Spades, 4               |            |          |
|               | 2:00          | Mac Instruction, 2                 |            |          |
|               | 1:00 – 4:00   | Mah Jongg, 7                       |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 86 (371) |
| <b>Nov 11</b> |               | <b>Closed for Veteran's Day</b>    |            |          |
| Nov 14        | 9:15 – 11:00  | Begin/Intermed Tai Chi [Grove], 25 |            |          |
|               | 11:00         | Computer Tutor, 2                  |            |          |
|               | 1:00          | Line Dancing, 21                   |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 95       |
| Nov 15        | 9:30 – 11:30, | Discussion Group, 18               |            |          |
|               | 12:30         | Mac Instruction, 2                 |            |          |
|               | 1:00          | Line Dancing, 17                   |            |          |
|               | 1:00          | Cribbage, 6                        |            |          |
|               | 2:45 – 4:30   | Somatics, 10                       |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 100      |
| Nov 16        | 9:15          | Yoga, 19                           |            |          |
|               | 10:30         | Yoga, 19                           |            |          |
|               | 11:00         | Computer Tutor, 2                  |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 87       |
| Nov 17        | 9:00-10:30    | Advanced Tai Chi, 13               |            |          |
|               | 10:45         | Advanced Line Dancing, 12          |            |          |
|               | 1:00          | Hearts and Spades, 5               |            |          |
|               | 2:00          | Mac Instruction, 2                 |            |          |
|               | 1:00 – 4:00   | Mah Jongg, 9                       |            |          |
|               | 9:30 – 1:00   | Food and Friends 38                |            |          |
|               | All Day       | Walk-Ins Average 9                 | Sub Total: | 88       |

|        |               |                          |               |       |
|--------|---------------|--------------------------|---------------|-------|
| Nov 18 | 10:00 – 1:00  | Insurance Assistance, 7  |               |       |
|        | 11:00 – 12:00 | Blood Pressure Check, 17 |               |       |
|        | 12:30         | Movie, 9                 |               |       |
|        | 9:30 – 1:00   | Food and Friends 38      |               |       |
|        | All Day       | Walk-Ins Average 9       | Sub Total: 80 | (450) |

|        |              |                                    |                |  |
|--------|--------------|------------------------------------|----------------|--|
| Nov 21 | 9:15 – 11:00 | Begin/Intermed Tai Chi [Grove], 25 |                |  |
|        | 11:00        | Computer Tutor, 2                  |                |  |
|        | 1:00         | Line Dancing, 17                   |                |  |
|        |              | AFR Thanksgiving Dinner, 110       |                |  |
|        | 9:30 – 1:00  | Food and Friends 38                |                |  |
|        | All Day      | Walk-Ins Average 9                 | Sub Total: 201 |  |

|        |               |                      |                |  |
|--------|---------------|----------------------|----------------|--|
| Nov 22 | 9:30 – 11:30, | Discussion Group, 20 |                |  |
|        | 12:30         | Mac Instruction, 2   |                |  |
|        | 1:00          | Line Dancing, 17     |                |  |
|        | 1:00          | Cribbage, 8          |                |  |
|        | 2:45 – 4:14   | Somatics, 10         |                |  |
|        | 9:30 – 1:00   | Food and Friends 38  |                |  |
|        | All Day       | Walk-Ins Average 9   | Sub Total: 104 |  |

|        |             |                     |               |       |
|--------|-------------|---------------------|---------------|-------|
| Nov 23 | 9:15        | Yoga, 18            |               |       |
|        | 10:30       | Yoga, 21            |               |       |
|        | 11:00       | Computer Tutor, 2   |               |       |
|        | 9:30 – 1:00 | Food and Friends 38 |               |       |
|        | All Day     | Walk-Ins Average 9  | Sub Total: 88 | (393) |

**Nov 24                    Closed for Thanksgiving Holiday**

**Nov 25                    Closed for Holiday**

|        |               |                                    |            |          |
|--------|---------------|------------------------------------|------------|----------|
| Nov 28 | 9:15 – 11:00  | Begin/Intermed Tai Chi [Grove], 25 |            |          |
|        | 11:00         | Computer Tutor, 2                  |            |          |
|        | 1:00          | Line Dancing, 20                   |            |          |
|        | 9:30 – 1:00   | Food and Friends 38                |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 94       |
| Nov 29 | 9:30 – 11:30, | Discussion Group, 15               |            |          |
|        | 12:30         | Mac Instruction, 2                 |            |          |
|        | 1:00          | Line Dancing, 17                   |            |          |
|        | 1:00          | Cribbage, 4                        |            |          |
|        | 2:45 – 4:14   | Somatics, 10                       |            |          |
|        | 12:30         | Newsletters, 6                     |            |          |
|        | 9:30 – 1:00   | Food and Friends 38                |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 101      |
| Nov 30 | 9:15          | Yoga, 15                           |            |          |
|        | 10:30         | Yoga, 19                           |            |          |
|        | 11:00         | Computer Tutor, 2                  |            |          |
|        | 12:30         | Advisory Board Meeting, 7          |            |          |
|        | 12:45         | Holiday Card Workshop, 6           |            |          |
|        | 9:30 – 1:00   | Food and Friends 38                |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 97 (292) |

**Totals For November, 2016**

**1851**

\*\*Does not include average 27 calls/emails/web visits per day

\*\*\*Does Include volunteers

# Senior Program Calendar

## December 2016

| Date:  | Time, Activity, | Number of Participants             |            |          |
|--------|-----------------|------------------------------------|------------|----------|
| Dec 1  | 9:00-10:30      | Advanced Tai Chi, 8                |            |          |
|        | 10:45           | Advanced Line Dancing, 18          |            |          |
|        | 1:00            | Hearts and Spades, 3               |            |          |
|        | 2:00            | Mac Instruction, 2                 |            |          |
|        | 1:00 – 4:00     | Mah Jongg, 8                       |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 86       |
| Dec 2  | 10:00 – 1:00    | Insurance Assistance, 6            |            |          |
|        | 11:00 – 12:00   | Blood Pressure Check, 8            |            |          |
|        | 12:30           | Movie, 3                           |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 64 (150) |
| Dec 5  | 9:15 – 11:00    | Begin/Intermed Tai Chi [Grove], 25 |            |          |
|        | 11:00           | Computer Tutor, 2                  |            |          |
|        | 1:00            | Line Dancing, 25                   |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 99       |
| Dec 6: | 9:30 – 11:30,   | Discussion Group, 15               |            |          |
|        | 12:30           | Mac Instruction, 0                 |            |          |
|        | 1:00            | Line Dancing, 19                   |            |          |
|        | 1:00            | Cribbage, 8                        |            |          |
|        | 2:45 – 4:30     | Somatics, 0                        |            |          |
|        |                 | SHIBA, 3                           |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 92       |
| Dec 7  | 9:15            | Yoga, 22                           |            |          |
|        | 10:30           | Yoga, 15                           |            |          |
|        | 11:00           | Computer Tutor, 2                  |            |          |
|        | 12:45           | Christmas Cards in French, 34      |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 120      |
| Dec 8  | 9:00-10:30      | Advanced Tai Chi, 10               |            |          |
|        | 10:45           | Advanced Line Dancing, 6           |            |          |
|        | 1:00            | Hearts and Spades, 6               |            |          |
|        | 2:00            | Mac Instruction, 2                 |            |          |
|        | 1:00 – 4:00     | Mah Jongg, 8                       |            |          |
|        | 9:30 – 1:00     | Food and Friends Average 38        |            |          |
|        | All Day         | Walk-Ins Average 9                 | Sub Total: | 79       |

|        |               |                                    |               |       |
|--------|---------------|------------------------------------|---------------|-------|
| Dec 9  | 10:00 – 1:00  | Insurance Assistance, 6            |               |       |
|        | 12:30         | Movie, 3                           |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 56 | (446) |
| Dec 12 | 9:15 – 11:00  | Begin/Intermed Tai Chi [Grove], 25 |               |       |
|        | 11:00         | Computer Tutor, 2                  |               |       |
|        | 1:00          | Line Dancing, 18                   |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 92 |       |
| Dec 13 | 9:30 – 11:30, | Discussion Group, 18               |               |       |
|        | 12:30         | Mac Instruction, 2                 |               |       |
|        | 1:00          | Line Dancing, 15                   |               |       |
|        | 1:00          | Cribbage, 8                        |               |       |
|        | 2:45 – 4:30   | Somatics,                          |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 90 |       |
| Dec 14 | 9:15          | Yoga, 22                           |               |       |
|        | 10:30         | Yoga, 15                           |               |       |
|        | 11:00         | Computer Tutor, 2                  |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 86 |       |
| Dec 15 | 9:00-10:30    | Advanced Tai Chi, 10               |               |       |
|        | 10:45         | Advanced Line Dancing, 8           |               |       |
|        | 2:00          | Mac Instruction, 2                 |               |       |
|        | 1:00 – 4:00   | Mah Jongg, 9                       |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 76 |       |
| Dec 16 | 10:00 – 1:00  | Insurance Assistance, 2            |               |       |
|        | 11:00 – 12:00 | Blood Pressure Check, 2            |               |       |
|        | 12:30         | Movie, 5                           |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 56 | (400) |
| Dec 19 | 9:15 – 11:00  | Begin/Intermed Tai Chi [Grove], 25 |               |       |
|        | 11:00         | Computer Tutor, 2                  |               |       |
|        | 1:00          | Line Dancing, 25                   |               |       |
|        | 9:30 – 1:00   | Food and Friends Average 38        |               |       |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: 99 |       |

|        |               |                                    |            |          |
|--------|---------------|------------------------------------|------------|----------|
| Dec 20 | 9:30 – 11:30, | Discussion Group, 16               |            |          |
|        | 12:30         | Mac Instruction, 2                 |            |          |
|        | 1:00          | Line Dancing, 12                   |            |          |
|        | 1:00          | Cribbage, 5                        |            |          |
|        | 2:45 – 4:14   | Somatics, 6                        |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 88       |
| Dec 21 | 9:15          | Yoga, 22                           |            |          |
|        | 10:30         | Yoga, 15                           |            |          |
|        | 11:00         | Computer Tutor, 2                  |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 86       |
| Dec 22 | 9:00-10:30    | Advanced Tai Chi, 12               |            |          |
|        | 10:45         | Advanced Line Dancing, 6           |            |          |
|        | 2:00          | Mac Instruction, 0                 |            |          |
|        | 1:00 – 4:00   | Mah Jongg, 9                       |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 74       |
| Dec 23 | 10:00 – 1:00  | Insurance Assistance, 1            |            |          |
|        | 11:30-1:00    | 'Soup Day' 42                      |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | 12:30         | Advisory Board Meeting, 6          |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 96 (443) |
| Dec 26 |               | Senior Program Closed for holiday  |            |          |
|        | 9:15 – 11:00  | Begin/Intermed Tai Chi [Grove], 22 |            |          |
|        |               |                                    | Sub Total: | 22       |
| Dec 27 | 9:30 – 11:30, | Discussion Group, 18               |            |          |
|        | 12:30         | Mac Instruction, 2                 |            |          |
|        | 1:00          | Cribbage, 9                        |            |          |
|        | 2:45 – 4:14   | Somatics, 8                        |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 84       |
| Dec 28 | 9:15          | Yoga,                              |            |          |
|        | 10:30         | Yoga,                              |            |          |
|        | 11:00         | Computer Tutor, 2                  |            |          |
|        | 9:30 – 1:00   | Food and Friends Average 38        |            |          |
|        | 12:30         | Newsletters, 6                     |            |          |
|        | All Day       | Walk-Ins Average 9                 | Sub Total: | 55       |



|                                  |              |                             |            |             |
|----------------------------------|--------------|-----------------------------|------------|-------------|
| Dec 29                           | 9:00-10:30   | Advanced Tai Chi, 8         |            |             |
|                                  | 10:45        | Advanced Line Dancing, 0    |            |             |
|                                  | 1:00 – 4:00  | Mah Jongg,                  |            |             |
|                                  | 9:30 – 1:00  | Food and Friends Average 38 |            |             |
|                                  | All Day      | Walk-Ins Average 9          | Sub Total: | 55          |
|                                  |              |                             |            |             |
| Dec 30                           | 10:00 – 1:00 | Insurance Assistance, 3     |            |             |
|                                  | 12:30        | Movie, 3                    |            |             |
|                                  | 9:30 – 1:00  | Food and Friends Average 38 |            |             |
|                                  | All Day      | Walk-Ins Average 9          | Sub Total: | 53 (269)    |
| <b>Totals For December, 2016</b> |              |                             |            | <b>1708</b> |

\*\*Does not include average 27 calls/emails/web visits per day

\*\*\*Does Include volunteers

February 19<sup>th</sup>, 2016  
Ashland Senior Program  
Participation Stats

07/01/2015 - 02/19/2016

ALIEAP (Ashland Low Income Energy Assistance Program), partnering with Utility Dept and Electric Dept, coordination with ACCESS - Process applications for low income citizens of Ashland, beginning Oct 2015 - Feb 2016

Total: 394 Approved: 341 Denied: 8 On Senior Discount: 26 Incomplete: 19

HEAT (Emergency Shut-off applications requiring on-site interview), partnering with faith based groups, St. Vincent De Paul, Salvation Army, Jackson County Fuel, Ashland Resource Center, ACCESS, and Utility Dept: Total: 31

Free Bus Pass/Para-Transit Voucher Program, partnering with Public Works Dept and DHS South Valley Community Human Services

Total Distributed: Passes - 116 (20 ride) Tokens - 59 (packets of 10)  
Valley Lift Vouchers (requiring home visit) - 64 (packets of 10)

Information and Referral Contacts (includes phone, walk-in, email, website visits)

Total: 1100/month average

Outreach (requiring home visit): 49 initial visits

Food and Friends Lunch Program,) in partnership with the Rogue Valley Council of Governments (AAA):

Total On-site: 3612      Total Meals on Wheels: 5932

Foot Clinics: 34 people seen

SHIBA (Senior Health Insurance Benefits Assistance), in partnership with State of Oregon Dept of Consumer and Business Services - 167 people seen

Computer Instruction (one on one) - 128 people seen

Day Trips - 52 people

#### Ongoing Activities:

Senior Yoga - 70 people/week

Tai Chi - 43 people/week

Line Dancing - 52 people/week

Issues and Options Discussion Group - 15 people/week

Somatics - 7 people/week

Cribbage Club - 4 people/week

Hearts and Spades Cards - 12 people/week

Mah Jongg - 6 people/week

Movies - 12 people/week

Blood Pressure Clinics - 15 people/month

POLST Advanced Directives - 4 people/month

Newsletters Folding/Posting - 7 people/month

| Special Events/Presentations                    | Total |
|---|-------|
| Ice Cream Social                                | 48    |
| Seniors on Stage                                | 21    |
| Internet Safety                                 | 15    |
| Habitat for Humanity                            | 8     |
| AARP Drivers Safety Course (2 days)             | 44    |
| Music as Medicine                               | 8     |
| Holiday Card Making Workshop                    | 8     |
| Thanksgiving Dinner (with AFR)                  | 90    |
| Christmas Carols in French (with OLLI)          | 33    |
| Christmas Eve Soup Day                          | 42    |
| Personal Safety (with APD)                      | 12    |
| Healthy Living for your Brain (with Alz. Assoc) | 15    |

Senior Program Staffing: One Full-time, Two Part-time, One Temp. Part-time,  
One Meal Site Manager.

# Ashland Senior Program

Current Volunteers  
Representative Sample Log of Volunteer Hours

## Senior Program Volunteers 12/2016

| Name (Redacted) | Volunteer Activity                     |
|-----------------|--|
|                 | A, B, C – On hiatus due to injury      |
|                 | A                                      |
|                 | A                                      |
|                 | B, C                                   |
|                 | A                                      |
|                 | C                                      |
|                 | B                                      |
|                 | A                                      |
|                 | A                                      |
|                 | C                                      |
|                 | B, C                                   |
|                 | C                                      |
|                 | B, C                                   |
|                 | A                                      |
|                 | No Longer Available                    |
|                 | A, B, C                                |
|                 | C                                      |
|                 | A, B, C                                |
|                 | A                                      |
|                 | C                                      |
|                 | A                                      |
|                 | A                                      |
|                 | A                                      |
|                 | C                                      |
|                 | A                                      |
|                 | B, C On hiatus due to work obligations |
|                 | A                                      |

A = Healthy Living Activities

B = Capacity Building

C = Miscellaneous Tasks

## Senior Program Volunteers 12/2016

| Name (Redacted) | Volunteer Activity |
|-----------------|--------------------|
|                 | A                  |
|                 | B, C               |
|                 | A                  |
|                 | C                  |
|                 | C                  |
|                 | B                  |
|                 | B                  |
|                 | B                  |
|                 | B                  |
|                 | B, C               |
|                 |                    |
|                 |                    |
|                 |                    |

**A = Healthy Living Activities:**

Activities that are impactful for wellness for seniors, including class or individual instruction, lending library maintenance, clinics such as blood pressure, workshops, listening post, etc.

**B = Capacity Building**

Miscellaneous tasks that relieve/enhance staff, including newsletter participation, office help, special projects, tracking systems, program information distribution/greeting, Advisory Board, etc.

**C – Miscellaneous Tasks**

Occasional and intermittent tasks that improve the Senior Program including, sweeping the walks and pathways to the building, flowers for the center, watering plants, magazine sorting/distributing, errands (books to other facilities, p/u food bank donations), help with parties decorating/serving treats/photography, providing entertainment (music, poetry readings, etc.), basic equipment maintenance (cleaning wheelchairs, wiping down refrigerator, etc.)

\* Indicates volunteer also works with the Food and Friends Program





# Ashland Senior Program

Ashland Parks Foundation  
Current Senior Program Balance

1:51 PM  
 11/14/16  
 Cash Basis

## Ashland Parks Foundation Balance Sheet As of October 31, 2016

Oct 31, 16

| <b>ASSETS</b>                            |                   | Oct 31, 16 |
|--|-------------------|------------|
| <b>Current Assets</b>                    |                   |            |
| <b>Checking/Savings</b>                  |                   |            |
| Banner Bank                              | 780.39            |            |
| Rogue CU Ownership                       | 5.33              |            |
| Rogue CU Checking                        | 659.00            |            |
| Rogue CU Savings                         | 28.64             |            |
| Rogue CU Money Maker                     | 3,894.80          |            |
| Umpqua Checking                          | 32,765.00         |            |
| <b>Total Checking/Savings</b>            | <b>38,133.16</b>  |            |
| <b>Other Current Assets</b>              |                   |            |
| Raymond James                            |                   | 6,860.01   |
| Raymond James Cash                       |                   | 424,458.79 |
| Raymond James Investments                |                   |            |
| <b>Total Raymond James</b>               | <b>431,318.80</b> |            |
| <b>Total Other Current Assets</b>        | <b>431,318.80</b> |            |
| <b>Total Current Assets</b>              | <b>469,451.96</b> |            |
| <b>TOTAL ASSETS</b>                      | <b>469,461.96</b> |            |
| <b>LIABILITIES &amp; EQUITY</b>          |                   |            |
| <b>Equity</b>                            |                   |            |
| <b>Fund Balances - restricted</b>        |                   |            |
| OKGC                                     |                   | 83.00      |
| Perozzi Fountain                         |                   | 11,835.32  |
| Enders Shelter                           |                   | 1,000.00   |
| Japanese Garden Renovation               |                   | 351.72     |
| <b>Ashland Senior Center</b>             |                   |            |
| Carlson Grant                            | 11,379.42         |            |
| Sr Center General                        | 17,891.09         |            |
| Ashland Senior Center - Other            | 30.00             |            |
| <b>Total Ashland Senior Center</b>       | <b>29,300.51</b>  |            |
| <b>North Mt Park Nature Center</b>       |                   |            |
| NMP Engraved Paver                       | 850.00            |            |
| Pearl Ferguson Memorial                  | 700.00            |            |
| Field Internship                         | 1,000.00          |            |
| Discovery Room                           | 723.00            |            |
| Rogue Valley Audubon                     | 300.00            |            |
| School Program Scholarship               | 4,439.00          |            |
| Project Feeder Watch                     | 300.00            |            |
| Bear Creek Salmon Festival               | 11,645.00         |            |
| Migratory Bird Day                       | 1,375.00          |            |
| N Mountain Park - LaLande                | 5,215.00          |            |
| Nature Center                            | 35,553.24         |            |
| <b>Total North Mt Park Nature Center</b> | <b>62,100.24</b>  |            |
| <b>Parks Department</b>                  |                   |            |
| Jerry Whitsett Mem Fund                  | 1,360.00          |            |
| General Donation                         | 7,765.58          |            |
| Hald Strawberry Park                     | 325.00            |            |
| Grants                                   | 5,674.69          |            |
| Al Aising Mem Fund                       | 50.00             |            |
| Cultural Trust                           | 50.00             |            |
| Dog Park                                 | 2,765.00          |            |
| Greenway                                 | 3,900.00          |            |
| Jean Hald Memorial                       | 1,240.00          |            |
| Lithia Park                              | 11,384.10         |            |
| Lithia Park - Lambert                    | 10,232.50         |            |
| Lithia Park from OSF                     | 25,000.00         |            |
| Memorial Benches                         | 1,250.00          |            |

**Ashland Parks Foundation  
General Ledger  
As of October 31, 2016**

1:52 PM  
11/14/16  
Accrual Basis

| Type                                 | Date     | Num    | Name | Memo           | Split             | Amount   | Balance     |
|--------------------------------------|----------|--------|------|----------------|-------------------|----------|-------------|
| <b>Payroll Liabilities</b>           |          |        |      |                |                   |          | 0.00        |
| Total Payroll Liabilities            |          |        |      |                |                   |          | 0.00        |
| <b>Fund Balances - restricted</b>    |          |        |      |                |                   |          | -376,504.26 |
| <b>OKGC</b>                          |          |        |      |                |                   |          | 0.00        |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | -83.00   | -83.00      |
| Total OKGC                           |          |        |      |                |                   |          | -83.00      |
| <b>Perozzi Fountain</b>              |          |        |      |                |                   |          | -11,757.14  |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | -78.18   | -11,835.32  |
| Total Perozzi Fountain               |          |        |      |                |                   |          | -11,835.32  |
| <b>Enders Shelter</b>                |          |        |      |                |                   |          | -1,000.00   |
| Total Enders Shelter                 |          |        |      |                |                   |          | -1,000.00   |
| <b>Japanese Garden Renovation</b>    |          |        |      |                |                   |          | -5,000.00   |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | 4,648.28 | -351.72     |
| Total Japanese Garden Renovation     |          |        |      |                |                   | 4,648.28 | -351.72     |
| <b>Ashland Senior Center</b>         |          |        |      |                |                   |          | -28,573.45  |
| <b>Senior Center - Arsenaault</b>    |          |        |      |                |                   |          | 0.00        |
| Total Senior Center - Arsenaault     |          |        |      |                |                   |          | 0.00        |
| <b>Carlson Grant</b>                 |          |        |      |                |                   |          | -11,379.42  |
| Total Carlson Grant                  |          |        |      |                |                   |          | -11,379.42  |
| <b>Sr Center General</b>             |          |        |      |                |                   |          | -17,194.03  |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | -697.06  | -17,891.09  |
| Total Sr Center General              |          |        |      |                |                   | -697.06  | -17,891.09  |
| <b>Ashland Senior Center - Other</b> |          |        |      |                |                   |          | 0.00        |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | -30.00   | -30.00      |
| Total Ashland Senior Center - Other  |          |        |      |                |                   | -30.00   | -30.00      |
| Total Ashland Senior Center          |          |        |      |                |                   | -727.06  | -29,300.51  |
| <b>North Mt Park Nature Center</b>   |          |        |      |                |                   |          | -55,521.24  |
| <b>Bee City USA</b>                  |          |        |      |                |                   |          | 0.00        |
| Total Bee City USA                   |          |        |      |                |                   |          | 0.00        |
| <b>NMP Engraved Paver</b>            |          |        |      |                |                   |          | 0.00        |
| General Journal                      | 1/1/2016 | Equity |      | move to equity | Unrestricted F... | -850.00  | -850.00     |
| Total NMP Engraved Paver             |          |        |      |                |                   | -850.00  | -850.00     |
| <b>Pearl Ferguson Memorial</b>       |          |        |      |                |                   |          | -700.00     |
| Total Pearl Ferguson Memorial        |          |        |      |                |                   |          | -700.00     |

# Ashland Senior Program

## Cost Recovery

Currently the Senior Program operates as a donation model and not a cost recovery model. All activities are by donation and are given directly to the instructor or the contracted agency and are not funneled through the Senior Program office.

The activities that have been chosen as part of the offering of the Senior Program have a holistic wellness concept for aging adults in mind. Tai Chi, for example, improves balance and spatial awareness, and the benefits of gentle yoga are numerous; improvement of mental acuity, chronic pain relief, meditation and stress reduction, etc. Line dancing is a social and physical activity where a partner is not needed. It provides exercise while improving physical coordination, and takes place in a social club setting. Similarly, the Food and Friends program provides a congregate lunch and Meals on Wheels to the homebound. It offers nutrition and social contact and is also by donation. All of these activities help aging adults maintain and improve their health and independence, and provide a venue for socialization.

The following spreadsheet highlights the revenue in the form of a stipend for rent from the Tai Chi, Yoga, and Line Dancing activities. It identifies the cost of offering the activities, and the associated revenue.

2015/2016 Senior Program Cost Analysis

Ashland Parks & Recreation Commission

1/12/2017

| ACTUAL REVENUE | ACTUAL EXPENSES | COST RECOVERY | TOTAL VISITS FY16 | PARKS FUND SUBSIDY | SUBSIDY PER VISIT | COST PER VISIT | REVENUE PER VISIT |
|----------------|-----------------|---------------|-------------------|--------------------|-------------------|----------------|-------------------|
| \$4,166.85     | \$10,070.09     | 41%           | 22,212            | \$5,903.24         | \$0.27            | \$0.45         | \$0.19            |

**REVENUES & EXPENSES**

**REVENUES**

|                                   |                          |
|-----------------------------------|--------------------------|
| 2015 2016 Senior Program Revenues | <b>REVENUES</b>          |
| Fees for space use                | <u>\$4,166.85</u>        |
| total                             | <u><b>\$4,166.85</b></u> |

**EXPENSES**

|   |           | <b>EXPENSES</b>                           |
|---|-----------|---|
| Operating Costs: based on percentage of building used |           | 10%                                       |
| Office Supplies                                       |           | \$ 365.33                                 |
| Rental Repairs Maintenance                            |           | \$ 278.07                                 |
| Communications  |           | \$ 3.63                                   |
| Contractual Services                                  |           | \$ 127.00                                 |
| Misc Charges & Fees                                   |           | \$ -                                      |
| Other Purchased Services                              |           | \$ 219.40                                 |
|   | sub-total | <u>\$ 993.42</u>                          |
| Personnel Cost: based on time expended                |           |   |
| Senior Program Manager                                | 3 hr/week | \$ 6,394.91                               |
| Senior Program Support Staff                          | 2 hr/week | \$ 2,681.76                               |
|   | sub-total | <u>\$ 9,076.67</u>                        |
|   | total     | <u><b>\$4,166.85      \$10,070.09</b></u> |

# Ashland Senior Program References

Performance Audit of Parks and Recreation Services  
Ashland Parks and Recreation Commission, Oregon

August 12, 2016  
MATRIX consulting group

# Performance Audit Recommendations and Goals Summary

## Page 32

**Goal:** Evaluate parks and recreation facilities and programs to ensure the quality of relevant programming and the highest and best use of facilities.

**Objective:** Evaluate expanded and alternative use of the Senior Center to meet community needs.

## Page 51

**Underserved Group:** Senior Citizens and Elderly

### **Program Suggestions:**

\*Fitness, Strength and Balance Classes (Chair Yoga, Pilates, Feldenkrais, Chair Aerobics, Tai Chi)

- Computer Instruction and Lab (digital scrapbooking, family research, Facebook, digital photography)
- Arts Classes and Open Studio (knitting, crochet, jewelry, quilting)
- Music Classes (guitar, ukulele, vocal)
- Bocce Ball
- Trips
- Card and Game Room/Events
- Indoor Sports (ping pong, pool)
- Speaker Series (health, nutrition, travel)
- Fundraising Activities (rummage sales, Art sales)

## Page 52, 53

The APRC currently operates a Senior Center program, based in the Administration Division, with its primary focus to provide a much needed congregate and home delivered meal program along with utility discount programs, information and referral services and a variety of important social service programs. While the current Senior Center program does also provide some recreational experiences for its participants, the project team believes there are opportunities to expand the recreation and leisure experiences offered at the center and, therefore, has identified senior citizen and the elderly as an underserved population group. The project team believes that increased recreational opportunities at the senior center will increase participation in the program, establish it as a full-service center and provide greater services to the senior and elderly residents in Ashland. There are opportunities and resources from county and regional programs serving seniors to maximize services to Ashland residents. The project team believes these recreational opportunities can be provided with support from existing center staff and volunteers but also recognizes that it is critical that additional revenues be generated to support the center. There are a number of strategies that should be pursued by center staff to generate added support for the senior center:

- Research and apply for grant opportunities from the Rogue Valley Council of Governments and other state and federal agencies and foundations offering grant funds for programs and services directly related to senior citizens and the elderly.
- Create an annual membership fee for seniors participating in programs at the senior center.
- Establish a center fundraising program with assistance from the Advisory Committee and volunteers that generates added revenues to the center from community based programs such as monthly rummage sales, arts and crafts fairs and other similar events.
- Work with the APRC Foundation to develop a senior center partner/sponsorship program that generates added support from individuals, businesses and community organizations to support the center.

## Page 141

**Performance Target:** A long-range facility plan is in place to identify facility and space needs required to support recreation programs and services

**Strengths:** Programming spaces and facilities are at a premium for use by the Recreation Division. Spaces at the Senior Center for programs and services are inadequate.

**Opportunities for Improvement:** The development of a facility plan that identifies the facility, field and space needs for future indoor and outdoor spaces required to support current and expanded recreation programs will identify future capital improvement requirements and accommodate future program needs.

## Page 7 Best Management Practices

**Performance Target:** An advisory committee is in place to provide input on programs and services.

**Strengths:** Advisory committees exist for the Senior Center and the Nature Center

**Opportunities for Improvement:** As programs expand or new program areas are developed the inclusion of program advisory committees can exist staff in developing, promoting and generating support for selected programs.

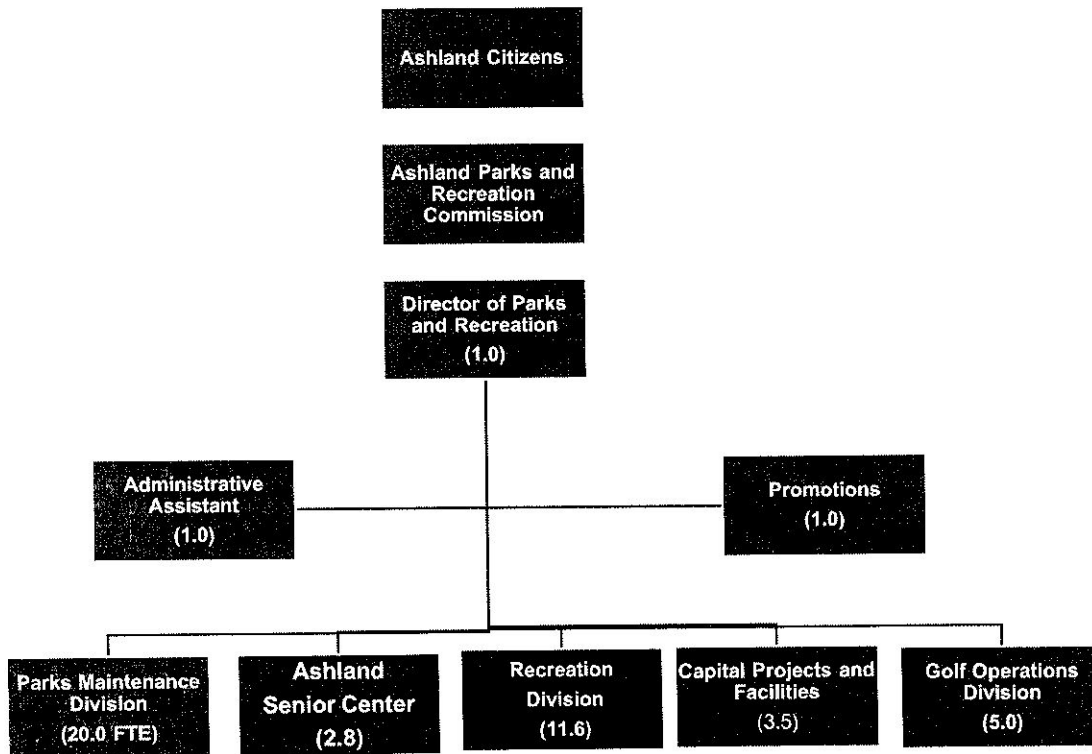


**Program Function:** Senior Center

**Description of Programs and Services:**

\*Offers a venue for social interaction through recreational and health related activities and access to social services for seniors.

- Prepares meals on site and provides home delivered meals to 85 seniors and service congregate meals to 266 individual seniors during the year.
- Program averages 1100 contacts annually for information and referral services.
- Provides home visits to seniors as required.
- Provides opportunities for low income seniors to participate in senior utility discount programs.
- Provides bus passes and para-transit vouchers for seniors.
- Offers day trips, recreational activities, instructional classes and special events and presentations for seniors at center.
- Works with numerous community agencies and organizations to provide quality of life services to seniors.



Given these current and previous staffing changes made over the course of the last several years and as the Director of Parks and Recreation has established the appropriate staffing team for the APRC, the roles and responsibilities for staff positions may have changed. As a result, the Administration Division should work with the City's Human Resources Department to update all of the full-time and part-time job descriptions in the APRC to reflect recent changes in the scope, roles and responsibilities of the positions.

***Recommendation: Adopt the proposed Administration Division organization chart reflecting the creation of the Golf Course Operations Division reporting to the Director of Parks and Recreation.***

# Ashland Senior Program Corrections

Performance Audit of Parks and Recreation Services  
Ashland Parks and Recreation Commission, Oregon

August 12, 2016  
MATRIX consulting group

# MATRIX

## Performance Audit

### Corrections

**Page 123:** "Program averages 1 100 contacts annually for information and referral services."

s/b "Program averages 1 100 *a month* for information and referral services, from calls, walk-ins, emails, and website visits."

**Page 123:** "Prepares meals on site and provides home delivered meals to 85 seniors and service congregate meals to 266 individual seniors during the year."

s/b "Prepares on-site home delivered meals to 85 seniors and serves congregate meals to 266 individual seniors during the year. Total count, over **16,500 meals** served annually."

**Program Function:** Senior Center

**Description of Programs and Services:**

\*Offers a venue for social interaction through recreational and health related activities and access to social services for seniors.

- Prepares meals on site and provides home delivered meals to 85 seniors and service congregate meals to 266 individual seniors during the year.
- Program averages 1100 contacts annually for information and referral services.
- Provides home visits to seniors as required.
- Provides opportunities for low income seniors to participate in senior utility discount programs.
- Provides bus passes and para-transit vouchers for seniors.
- Offers day trips, recreational activities, instructional classes and special events and presentations for seniors at center.
- Works with numerous community agencies and organizations to provide quality of life services to seniors.

February 19<sup>th</sup>, 2016  
Ashland Senior Program  
Participation Stats

07/01/2015 - 02/19/2016

ALIEAP (Ashland Low Income Energy Assistance Program), partnering with Utility Dept and Electric Dept, coordination with ACCESS - Process applications for low income citizens of Ashland, beginning Oct 2015 - Feb 2016

Total: 394 Approved: 341 Denied: 8 On Senior Discount: 26 Incomplete: 19

HEAT (Emergency Shut-off applications requiring on-site interview), partnering with faith based groups, St. Vincent De Paul, Salvation Army, Jackson County Fuel, Ashland Resource Center, ACCESS, and Utility Dept: Total: 31

Free Bus Pass/Para-Transit Voucher Program, partnering with Public Works Dept and DHS South Valley Community Human Services

Total Distributed: Passes - 116 (20 ride) Tokens - 59 (packets of 10)  
Valley Lift Vouchers (requiring home visit) - 64 (packets of 10)

Information and Referral Contacts (includes phone, walk-in, email, website visits)

Total: 1100/month average

Outreach (requiring home visit): 49 initial visits

Food and Friends Lunch Program,) in partnership with the Rogue Valley Council of Governments (AAA):

Total On-site: 3612      Total Meals on Wheels: 5932

Foot Clinics: 34 people seen

SHIBA (Senior Health Insurance Benefits Assistance), in partnership with State of Oregon Dept of Consumer and Business Services - 167 people seen

Computer Instruction (one on one) - 128 people seen

Day Trips - 52 people

#### Ongoing Activities:

Senior Yoga - 70 people/week

Tai Chi - 43 people/week

Line Dancing - 52 people/week

Issues and Options Discussion Group - 15 people/week

Somatics - 7 people/week

Cribbage Club - 4 people/week

Hearts and Spades Cards - 12 people/week

Mah Jongg - 6 people/week

Movies - 12 people/week

Blood Pressure Clinics - 15 people/month

POLST Advanced Directives - 4 people/month

Newsletters Folding/Posting - 7 people/month

| Special Events/Presentations                    | Total |
|---|-------|
| Ice Cream Social                                | 48    |
| Seniors on Stage                                | 21    |
| Internet Safety                                 | 15    |
| Habitat for Humanity                            | 8     |
| AARP Drivers Safety Course (2 days)             | 44    |
| Music as Medicine                               | 8     |
| Holiday Card Making Workshop                    | 8     |
| Thanksgiving Dinner (with AFR)                  | 90    |
| Christmas Carols in French (with OLLI)          | 33    |
| Christmas Eve Soup Day                          | 42    |
| Personal Safety (with APD)                      | 12    |
| Healthy Living for your Brain (with Alz. Assoc) | 15    |

Senior Program Staffing: One Full-time, Two Part-time, One Temp. Part-time,  
One Meal Site Manager.