



City of Kingston Live Well Kingston  
Meeting Agenda  
Wednesday, April 18, 2018

**LOCATION: CONFERENCE ROOM 1, TOP FLOOR, CITY HALL**

**CALL TO ORDER**

**APPROVAL OF MINUTES**

Approval of Minutes

[180221 February Live Well Kingston Commission Minutes.docx](#)

**OLD BUSINESS**

2018 Goals and Action Plan

**Suggested Action: Approve the 2018 Action Plan**

[2018 LWK Commission Action Plan.docx](#)

Rules of Procedure

**Suggested Action: Approve the Rules of Procedure**

[08 Draft 032018 Live Well Kingston Commission Rules of Procedure.docx](#)

Elect a Treasurer

**Suggested Action: The role of the treasurer could include: creating and reviewing a budget for the commission, and then submitted to the Mayor by Sept. 1st; and working with Emily to review a communications budget.**

LWK Communications Update

**Suggested Action: Update from Emily**

**STRETCH**

**NEW BUSINESS**

Event Participation

Book Club - "Happy City"

**REPORTS FROM FOCUS TEAM CHAIRS**

**ANNOUNCEMENTS/COMMUNICATIONS**

**ADJORNMENT**

## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Approval of Minutes

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**Subject:**

Approval of Minutes

**Suggested Action:**

**Attachments:**

[180221 February Live Well Kingston Commission Minutes.docx](#)

## Live Well Kingston February Meeting Minutes

Wednesday, February 21, 2018, 4 – 5:30 pm, City Hall, Conference Room #1

### I. Call to Order: 4:04pm

#### a. Council Members (Voting)

|                       |                          |
|-----------------------|--------------------------|
| Amanda Stromoski      | ___ Tried to Call In ___ |
| Anna Brett            | ___ x ___                |
| Brooke Pickering-Cole | ___ x ___                |
| Dylan Johanson        | ___ x ___                |
| Gerry Harrington      | _____                    |
| Kathleen Rogan        | _____                    |
| Marge Gagnon          | ___ call ___             |
| Melinda Herzog        | ___ call ___             |
| Stacy Kraft           | ___ x ___                |
| Stephanie Hope        | ___ x ___                |
| Walter Woodley        | ___ x ___                |

#### b. Guests:

1. Aimee Gardner (via conference call)
2. Kristen Wilson
3. Emily Flynn

### II. Approval of Minutes

Motioned by Stacy Kraft, seconded Dylan Johanson, approved by quorum.

### III. Old Business

#### a. 2018 Goals and Action Plan

Details listed in document circulated during meeting

Feedback:

(Kristen) Differentiating between goals that currently exist for focus teams and new goals that relate to commissioner specific goals

(Kristen) Goal missing relating to health equity

- Have focus groups report on equity
- Heal Well
  - o Use data that we have to identify targets
  - o Inviting members from Hispanic, African American and Queer communities to the next meeting
- Translating key documents into Spanish

(Stephanie) Will do research on Health in All Policies for next time

b. Project Criteria document

Motion for approval Stephanie, seconded Stacy, approved by quorum

c. Articles of Collaboration/Rules of Procedure

- Rule 1.1 Discussion of rules from the resolution that ½ the commissioners in the first term shall only serve for one year (to stagger)
- Solution: At the end of the first year (in June), ½ the commissioners will request to be reappointed for another 2 year term (in order to fulfill the terms of the resolution)
- Rule 3.1 – need to break into two separate bullets

d. Theme/Mayor's Initiative

(Stacy) Wellness communication strategy

(Kristen) Year of wellness with monthly highlights (mental health awareness month, healthy food month, etc)

- Vote for top 3 selections for national health observances for each month – Stacy will send the list, and then we will select one of the top voted themes for each month

(Emily) Marquis event?

- Hold it in a park?
- Would need to be all hands on deck
- Maybe we don't need to have our own event but can make more of an effort to have a presence to other events that are already going on, public appearances, radio shows, etc.

#### IV. Stretch

#### V. New Business

a. Hashtag Campaign #livehealthykingstonny

1. E. Flynn suggested we wait to discuss this until the next meeting when K. Rogan will be in attendance. Kristen said there is already a hashtag for LWK: #LiveWellKingston.

b. Need to Elect a Treasurer

1. According to our Rules of Order, we need to elect a Commission member as Treasurer. A. Brett suggested that E. Flynn email all of the Commissioners and see if anyone is interested in the position. It was suggested to also include the responsibilities of the Treasurer.

c. Snow Policy

1. After much discussion, it was decided that we go with the school schedule. If schools are closed or if they close early, we will cancel our meeting. If there are any pressing issues, the Coordinator and Chair will either set up another meeting, do a conference call or have a "Go To" meeting. We need to find out if we are able to do a "Go To" meeting due to the fact that we are a public group and need to be open to the public.

## VI. Reports

- a. Updates from Focus Team Chairs
  1. Play Well – D. Johanson reported that there will be a Committee Meeting on Friday, February 23, 2018 at 12 noon at City Hall.
  2. Travel Well – K. Wilson will be emailing the quarterly report for Travel Well along with the document regarding the update on grants. She reported there has been some frustration with DOT but there has been significant work completed by the design group working on the Kingston Greenline. E. Flynn added information about the ordinance regarding registration of bicycles in the City of Kingston.
  3. Age Well – M. Gagnon (by conference call) reported that there was a ribbon-cutting ceremony for the computer program with senior citizens and area students. At this time, the program continues to be developed for residents of Yosman Tower. Also, they may be extending the program into Ellenville. M. Gagnon also reported that has been working on the “Paint the Town Yellow” project.
  4. Heal Well – S. Hope (by conference call) asked if the Commissioners could recommend some people to join this group.

## VII. Announcements/Communications

- a) Dr. Woodley is very concerned about our area students. As a result of the recent incident in Florida, students are very anxious and are afraid to go to school. He asked if there is anything we can do as a Commission. We discussed possible ways we can include this concern into our initiatives. There is a need for further discussion.
- b) E. Flynn announced that there will be an adult bicycle class given at the YMCA. She will send out more information to all Commission members.

## XII. Adjournment: 5:45pm

## Live Well Kingston Agenda Item Report

Meeting Date: April 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Old Business

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**Subject:**

2018 Goals and Action Plan

**Suggested Action:**

Approve the 2018 Action Plan

**Attachments:**

[2018 LWK Commission Action Plan.docx](#)



## 2018 Live Well Kingston Commission Action Plan

| Goal                                     | Objective                                    | Strategies                                                                                                                             |
|------------------------------------------|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Develop LWK Commission                   | Work with Coordinator to develop commission  | Develop Rules of Procedure, Project/Initiative Criteria, Policies                                                                      |
| Increase knowledge of the LWK Commission | Theme, marquee event or advertising campaign | For event or campaign: define demographic and desired outcome. Could be a public service announcement or health encouragement campaign |
| Encourage health equity                  | Ask Focus Groups to report on their progress | Research and share info about health equity                                                                                            |
|                                          |                                              | Translate key documents into Spanish                                                                                                   |

| Goal                                                   | Objective                                                     | Strategies                                                                                                                                           |
|--------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Healthy and affordable food available to all residents | Enhance communications about available healthy food           | Design a system for capturing regular updates about Eat Well-related initiatives happening in Kingston                                               |
|                                                        |                                                               | Use LWK website and social media to promote locations where residents can get free or low-cost healthy food (i.e. use SNAP, WIC, and/or FMNP checks) |
| (See Eat Well for more details)                        | Increase transportation options for residents to healthy food | Advocate for the new busing plan. Advertise the UC Office for the Aging transportation volunteer program                                             |
|                                                        |                                                               |                                                                                                                                                      |



| Goal                                                                                                                                                  | Objective                                    | Strategies                                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|-------------------------------------------------------------------------------------------|
| All users are able to safely and easily navigate Kingston's streets on foot, on bicycle, or in a wheelchair<br><br>(See Travel Well for more details) | Support Complete Streets practices           | Research and become an advocate for complete streets philosophy and practices             |
|                                                                                                                                                       | Support a culture of walking and biking      | Support sidewalk improvement districts policy                                             |
|                                                                                                                                                       | Support the vision of the Kingston Greenline | Support the consideration of pedestrians and cyclists in all transportation projects      |
|                                                                                                                                                       |                                              | Liaison with the Kingston Land Trust and support transportation, land, and trail projects |

| Goal                                                                                                                                                      | Objective                                  | Strategies                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------|
| Senior citizens have ample, accessible opportunities for physical activity, healthy eating and social interaction.<br><br>(See Age Well for more details) | Become aware of Senior issues              | Research and become aware of senior issues in our community.                                |
|                                                                                                                                                           | Enhance senior communications              | Develop LWK communications                                                                  |
|                                                                                                                                                           | Improve access to transportation           | Support Travel Well initiatives                                                             |
|                                                                                                                                                           | Support the development of a senior center | Regarding the Senior Center: talk with Mayor and interested parties and develop action plan |





| Goal                                                                           | Objective                                   | Strategies                                           |
|--------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------|
| Kingston's parks and play spaces are safe and attractive to all ages of people | Support the Play Well Focus Team            | Encourage the Play Well team to become more robust   |
|                                                                                | Support the City's Parks and Rec Department | Develop Smoke Free Parks Initiative                  |
|                                                                                |                                             | Identify next project from Parks and Rec Master Plan |
|                                                                                |                                             |                                                      |

| Goal                                                                                                                                                                      | Objective                                                                                        | Strategies                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------|
| All Kingston residents have access to health services<br><br>Support Health systems to encourage activity and non-medical solutions to combat obesity and chronic disease | Develop action plans                                                                             | Consider needs assessment for Kingston     |
|                                                                                                                                                                           | Encourage providers to use non-medical solutions to combat obesity and lifestyle chronic disease | Enhance health and services communications |
|                                                                                                                                                                           |                                                                                                  |                                            |
|                                                                                                                                                                           |                                                                                                  |                                            |

## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Old Business

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**Subject:**

Rules of Procedure

**Suggested Action:**

Approve the Rules of Procedure

**Attachments:**

[08 Draft 032018 Live Well Kingston Commission Rules of Procedure.docx](#)



## Live Well Kingston Commission Rules of Procedure

Draft March 20th, 2018

### Vision Mission and Purpose

**Vision** - The Live Well Kingston Commission (hereinafter “the Commission”) envisions a community environment that promotes and supports healthier lifestyle choices for people of all ages.

**Mission** – The Live Well Kingston Commission brings partners and residents together to facilitate policy, environmental, and systems changes that result in a healthy and active community.

**Purpose** - The Live Well Kingston Commission’s purpose is to facilitate policy, environmental, and systems changes that result in a healthy and active community, through partnership and collaboration, by:

- Educating and engaging in initiatives to promote healthier lifestyle choices;
- Conduct research, facilitating action, and undertaking initiatives that improve the City of Kingston’s (hereinafter “the City”) physical environment, cultivate a culture of health and expand available opportunities for residents to lead healthier lives;
- Advising the Common Council and serving as a collaborative partner to elected officials, staff, boards, committees and commissions on issues and topics related to healthy living;
- Promoting access to healthy food, physical activity, quality health and wellness services, quality of life amenities, and other resources that are necessary for healthy livings-for all people;
- Coordinating and facilitating the acquisition of grants and other in-kind resources by the commission, the City or any other partner(s) in order to support the purposes above; and
- Creates synergies among organizations and promote the efforts of the focus teams and partners (see Rule 12 for more about focus teams).

### Rules of Procedure

#### Rule 1: Officers and Membership Classes

1. Voting members and officers - Per the establishing resolution #29 of 2017, Section 5, the Commission shall be composed of eleven (11) voting members, each appointed by the Mayor, who are committed to a community environment that promotes and supports healthy living, and who collectively represent different sectors of the community and reflect the diversity of the community. The term of office for voting members shall be two (2) years, and each voting member may serve no more than two (2) consecutive terms, except that the voting members of such Commission first appointed shall be appointed for such terms that the first term of half the voting members shall be one (1) year.

2. Non-voting members, focus team chairs or representatives, the City coordinator and guests – Do not having voting rights. The Commission shall encourage the focus team chairs or representatives of the focus team and any standing committee facilitators, which are not also commission members, to attend the Commission meetings. The Commission shall appoint the focus team chairs every year. The Mayor shall designate a coordinator for the Commission, whose duties shall include the provision of support to the voting members in executing the tasks and activities identified in the annual action plan.

## Rule 2: Procedure for Filling Commission Vacancies

As terms expire and if appointment is not renewed or as vacancies occur for other reasons, the Commission shall solicit applications beginning with the September meeting each year and make recommendations to the Mayor for appointment. New Commissioners shall sign the ledger at the City Clerk's office. If a term needs to be filled immediately the mayor shall appoint someone, recommended by the existing Commission, for the remainder of the unexpired term.

## Rule 3: Responsibilities of Voting Members

To fulfill its purpose the Commission shall:

1. Prepare applications for funding as necessary in coordination with and approval by the City of Kingston; to provide assistance where appropriate to the City or other partners in preparation of applications, for grants related to the purpose described herein; and
2. Have the power to provide support or endorsement of applications by the City and other organizations, with the approval of the City of Kingston, for grants related to the purposes described herein; and
3. Foster policy changes that advance the purposes described herein, and to promote messages about healthy living to the public via any such media and format as may be determined to be effective by the Commission, subject to the City's approval of content and to any applicable local, state or federal laws or regulations; and
4. Prepare and present annual action plans for the Commission and its members, which action plans may also be incorporated into Ulster County's Community Health Improvement Plan and the Community Service Plan of the local hospital; To oversee the action plans of its focus teams and to refer projects, monitor and report on the work of the focus teams; and
5. Prepare and submit to the Mayor annually, by September 1<sup>st</sup> of each year, a recommended budget of expenditures for its operations in pursuit of the purposes described herein, which budget may be approved, in whole or part, or added to or subtracted from as determined by the Mayor and Common Council, and shall clearly show proposed allocated costs of and proposed expenditures for the Commission's programs and activities and shall reference the contents of the Commission's annual action plans as justification for all such costs and expenditures; and

6. Adopt these rules of procedure of the conduct of all business within its jurisdiction and consistent herewith, such rules thereafter being and continuing in effect except as modified, changed, or amended by the Commission; and
7. Work with the Coordinator of the LWK Commission; and
8. Implement any other such powers or duties as may be given to, imposed on or required of the Commission under the appropriate laws of the State of New York or the City of Kingston.

#### Rule 4: Appointment and Responsibilities of Officers

At the first meeting of the Commission of each calendar year, its members shall elect from among themselves a Chair, Vice-Chair, Secretary and Treasurer. All officers shall be voting members unless the position of Chair is held by virtue of an individual's appointment as coordinator, in which case the Chair shall have no vote.

1. The Chair shall be the principal officer of the Commission and shall preside over all Commission meetings. The Chair shall serve as the liaison between the Commission and the Coordinator.
2. The Vice-Chair shall carry out the powers, duties and responsibilities in the absence of the Chair.
3. The Secretary shall keep accurate records of the meetings and activities and shall provide the Commission Coordinator or the Chair the minutes of the meetings no later than 5 days after the meeting.
4. The Treasurer will review and support the creation of a budget and report annually to the Commission and the Mayor as needed.

#### Rule 5: Meeting Time and Place

The Commission shall meet at least once every two months at the Kingston City Hall. At the first meeting of the year, the Commission shall set the date and time of regular planned meetings for the year. Additional meetings may be at a time and place called at the discretion of the Chairperson with approval by a majority of the members.

#### Rule 6: Quorum

A majority of the voting members of the Commission constitutes a quorum to transact business. Less than a quorum may adjourn any meeting.

#### Rule 7: Attendance

Absence from three consecutive regular meetings, without excuse, shall automatically vacate the office of any member. Any member may be excused from attendance for good cause by reason of business or absence from the City or other good cause, which shall be entered into the minutes of such meeting. Any vacancy shall be reported by the Chairperson to the Mayor of the City of Kingston. Ideally the Chair or a representative from all active focus teams shall be in attendance as guests.

## Rule 8: Agenda

Whenever possible, the Commission meetings shall follow a formal agenda. The Chairperson or City Coordinator shall be responsible for the preparation of the agenda. Matters to be placed on the agenda must be presented no later than 12:00 noon seven days preceding the meeting date. No matter other than those listed on the regular agenda shall be discussed or voted on at any meeting except when a majority of Commissioners votes to add it to the agenda at the beginning of the meeting. The agenda shall consist of those items placed thereon by order or direction of any member.

## Rule 9: Order of Business

The order of business at all meetings shall be as follows:

- Call to Order
- Public Comment
- Approval of Minutes
- Presentations
- Administrative Matters
- Old Business
- Healthy Break – Stretch or Movement
- New Business
- Reports
- Announcements/Communications
- Adjournment

## Rule 10: Public Participation

Any person interested or affected by any item on the agenda shall be entitled to speak on such subject provided, however, the total time period of public participation will be capped at fifteen minutes or three minutes per person, whatever is shortest and that the Chairperson shall have the right to terminate said discussion at any time where the same is repetitious, irrelevant or adds nothing new to the proceedings. Any person addressing the Commission shall state his or her name and address for the record.

## Rule 11: Motions

Motions to be acted upon must be seconded. When a motion is made and seconded, it shall, at the request of the Chairperson or any member of the Commission, be restated by the Secretary before a vote is taken thereon. A motion may not be withdrawn by the maker without the consent of the second.

## Rule 12: Adoption of Motions

Motions can only be adopted when there is a quorum. It should be the intention of the Chairperson, supported by all the Commissioners, that, once a motion is made and seconded, that any further action is the result of full discussion with all diversity of viewpoints aired with the goal of obtaining consensus. Consistent with this intent, motions may be adopted by the Chairperson stating to the effect that the motion is adopted. If there are no objections the motion shall be deemed adopted by unanimous vote.

However, in the event of any objection by any member, a vote shall be taken and the motion shall be adopted by majority vote of those members present.

### Rule 13: Reporting

Per the establishing resolution #29 of 2017, Section 4, the Commission shall report on matters within its purview to the Mayor and the City Council at least once per year with progress made toward a healthy community. Additionally, from time to time, the Commission shall submit such reports and recommendation as may be necessary to fulfill the purposes of the Commission.

### Rule 14: Establishing Focus Team Chairs and Standing Committees Facilitators

The focus team chairs shall oversee the implementation of assignments for their respective groups and report to the Commission on the progress of their group's strategies and actions as they relate to the Live Well Kingston action plan. The Commission may create an ad hoc committee for any purpose the Commission deems appropriate. Focus teams can include: Grow-up Well, Learn Well, Eat Well, Play Well, Travel Well, Work Well, Worship Well, Heal Well, and Age Well. The Commission has the authority to create additional focus teams as needed. All focus teams will review research, model practices, assess local needs and cultivate collaborative initiatives among partners. Focus teams will practice cultural competency to address the needs of diverse people of all ages and abilities.

1. Grow Up Well - Develops, implements and/or supports policy, systems and environmental change within child care and after school settings, making healthy choices the easy choices for children and families served by center programs.
2. Learn Well – Develops, implements and/or supports policy, systems and environmental change supporting students in public and private schools to get sufficient physical activity and have improved access to healthy foods at school.
3. Eat Well - Develops, implements and/or supports policy, systems and environmental change by supporting and promoting local efforts to improve access to healthy foods throughout the community. Coordinates with gardening/urban agriculture efforts and organizations addressing food insecurity and healthy eating in Kingston.
4. Play Well - Develops, implements and/or supports policy, systems and environmental change to facilitate growth and maintenance of public parks, recreational facilities and open space in order to increase safe and accessible places for physical activity. Facilitates the development of programs that encourage utilization of parks and open spaces.
5. Travel Well - Develops, implements and/or supports policy, systems and environmental change by providing transportation and public transit agencies with tools and recommendations to develop a more complete system that fosters healthy living. Develops the capacity of local transportation advocacy groups.
6. Work Well - Develops, implements and/or supports policy, systems and environmental change by providing employers with tools and information and links to resources that can help employees live well at work.

7. Worship Well – Develops, implements, and/or supports policy, systems, and environmental change by providing places of worship and congregations with tools, information and links to resources that encourage healthy eating and active living during organizational activities and in the lives of faith-based community members.
8. Heal Well - Develops, implements and/or supports policy, systems and environmental change by providing health care providers and patients with tools to better prevent and treat obesity and lifestyle-related chronic disease and reduce health disparities at the interface between providers and clients.
9. Age Well – Develops, implements, and or supports policy, systems and environmental change that improve Senior Citizens' access to opportunities for active living, healthy eating, and community involvement.

#### Rule 15: Initiative Criteria

To be a Live Well Kingston initiative the Commission must approve that the project is in compliance as described in the Initiatives Criteria document. The City is the fiscal agent for all Live Well Kingston initiatives. Any grant writing or fundraising done on behalf of the Live Well Kingston Commission or any of its focus teams must be approved by the City and/or the Mayor.

#### Rule 16: Amendments

These rules and regulations shall remain in full force and effective until amended or modified by the Commission by majority vote.

#### Rule 17: Construction

If there is any conflict between the provisions of establishing resolution #129 of 2017 and these Rules of Procedure, the provisions of the Resolution shall govern.



## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Old Business

---

### **Subject:**

Elect a Treasurer

### **Suggested Action:**

The role of the treasurer could include: creating and reviewing a budget for the commission, and then submitted to the Mayor by Sept. 1st; and working with Emily to review a communications budget.

### **Attachments:**

## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

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Agenda Section: Old Business

---

**Subject:**

LWK Communications Update

**Suggested Action:**

Update from Emily

**Attachments:**

## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: New Business

---

**Subject:**

Event Participation

**Suggested Action:**

**Attachments:**

## **Live Well Kingston Agenda Item Report**

Meeting Date: April 18, 2018

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Submitting Department:

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Agenda Section: New Business

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**Subject:**

Book Club - "Happy City"

**Suggested Action:**

**Attachments:**