



City of Kingston Live Well Kingston
Meeting Agenda
Wednesday, May 16, 2018

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

CALL TO ORDER

APPROVAL OF MINUTES

Approval of Minutes

Suggested Action: Approval of Minutes

[1804 April Live Well Kingston Commission Minutes.docx](#)

ADMINISTRATIVE MATTERS

Extending Current Board Term to Decemeber

New Board Member Process and Recommendations

[Live Well Kingston Commission Rules of Procedure - Final 042018.docx](#)

Proposal to Change Meeting Time

OLD BUSINESS

2018 Action Plan

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

Event Participation

STRETCH

NEW BUSINESS

REPORTS FROM THE FOCUS TEAM CHAIRS

ANNOUNCEMENTS AND COMMUNICATIONS

ADJORNMENT

Live Well Kingston Agenda Item Report

Meeting Date: May 16, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Approval of Minutes

Subject:

Approval of Minutes

Suggested Action:

Approval of Minutes

Attachments:

[1804 April Live Well Kingston Commission Minutes.docx](#)

Live Well Kingston February Meeting Agenda

Wednesday, April 18, 2018, 4 – 5:30 pm, City Hall, Conference Room #1

I. Call to Order: 4:05pm

a. Council Members (Voting)

Amanda Stromoski	_____
Anna Brett	_____x_____
Brooke Pickering-Cole	_____
Dylan Johanson	_____x_____
Gerry Harrington	_____x_____
Kathleen Rogan	_____x_____
Marge Gagnon	_____x_____
Melinda Herzog	_____x_____
Stacy Kraft	_____x_____
Stephanie Hope	_____x_____
Walter Woodley	_____

Guests

_____Kristen Wilson_____
_____Emily Flynn_____

II. Approval of Minutes – approved by quorum with amendment by Gerry

*Addition to agenda by Emily Flynn (discussion of news that Amanda Stromoski has stepped down)

- Gerry: we could consider what our needs are and how we can fill them

- Emily: Youth member? More diversity?

- Gerry: People of color includes all non-white people

- Stacy: We could make sure that all the focus groups are represented. School district representation via student, health teacher, coach, parent.

- Melinda: Assistant superintendent of school?

→ Send names to Emily and we can move forward from there

III. Old Business

a. 2018 Goals and Action Plan – Motion approved to incorporate edits and table to next meeting

1. Play Well section was edited
2. Stacy: Suggestion to clarify the *compliance* with smoke free parks
3. Kathleen: Suggestion to include affordable options for all residents, include those whose income is too high for financial assistance but still in need of affordable options
4. Need to do better with including representatives of African American, Hispanic, Queer communities – could be a commission level goal

- Kristen: Can we learn from other communities who have and haven't been successful at diverse engagement
- Marge: We all have different cultures and there are sub cultures and divisions within cultures
- Stacy: HealthLinksNY shared a training on increasing cultural competency, training has not yet come to Ulster County.
- (a) Melinda: perhaps Healthy Ulster and Live Well Kingston could sponsor a training
- Kristin: we can start tracking our small successes
- Marge: literacy level is also an important consideration – 4th and 5th grade reading levels
- 5. Stacy: A needs assessment is going to be completed by Ulster County Health Dept with Health Alliance in 2019 and may serve our needs
 - Marge: Any surveys need to be collected also on paper for those who do not have internet
- b. [Articles of Collaboration/Rules of Procedure](#) Approved by quorum
 1. Edits made to clarify how the commission will work with the Wellness Director and Communications Coordinator
 2. Two lines added to Play Well under Rule 14
- c. [Treasurer](#)
 1. Gerry Harrington elected treasurer by quorum
- d. [Communications Update](#)
 1. Emily's hours have been increased from 17.5 to 22 hours with extra hours toward communications
 2. Communications quote
 - Strategic communications plan
 - Health and Wellness Content
 - Spanish Translation
 - Website and Social Media Traffic Reports
 - Gerry volunteers to help Emily choose a communications company
 3. Need for social media policy
 - Kristen: We have one on the drive, based on Cornell's, may need to be updated
 - Melinda: Climate Smart Kingston has also just redone their media policy that we can look at
 4. Intern May 21st to June 3rd

IV. [Stretch](#)

V. [New Business](#)

- a. [Event participation](#)
 1. Healing Salon – discussion of the details, structure, participants, etc. Invitation has been sent out and will be sent out again before the event, please share with the community.
 2. The LWK Upcoming Meetings and Events document was reviewed.

3. On an ongoing basis, Emily asked Commissioners to submit other events to her that LWK would consider getting involved or share with the community.
4. Midtown Make a Difference Day event will be added to the events for June 16. Kathleen Rogan volunteered to be at the LWK's table that day. Stacy Kraft volunteered to help develop an activity prior to the event and provide public health resources, of the group's choice, based on what is available from the Public Health Education Unit's resources.

b. **Book Club- Happy City:**

Emily presented the idea that was proposed to her from a community member for a city-wide book club. The book topics would complement the goals of the LWK's Action Plan. The book, Happy City could be the first book that the commission would promote as LWK's recommended reading. The details of how that book club would be promoted and facilitated still need to be worked out. Initial ideas included web-based discussion forums and/or working with local bookstores to have meeting spaces. Another idea proposed was to include junior editions on similar topics for younger audience to be engaged in the dialogue. If possible books for pre-school, elementary, and middle school aged recommended reading could be selected to complement the adult topic. A future book choice could include a community-created healthy cookbook.

VI. Reports

a. **Updates from Focus Team Chairs**

1. Kristen Wilson announced that the City of Kingston is moving forward with the Kingston Point Rail Trail because funding was secured.

VII. Announcements/Communications

a. **Saturday is Earth Day Festival at Forsyth Park.**

XII. Adjournment: 5:45 pm

Live Well Kingston Agenda Item Report

Meeting Date: May 16, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Administrative Matters

Subject:

Extending Current Board Term to Decemeber

Suggested Action:

Attachments:

Live Well Kingston Agenda Item Report

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[Live Well Kingston Commission Rules of Procedure - Final 042018.docx](#)

Live Well Kingston Commission Rules of Procedure

Approved April 18th, 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 living 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 1st 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 to advance projects, policies, events, and support communications related to the purpose described herein; 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, open space and other resources in order to increase safe and accessible places for physical activity for all users. Facilitates the development of programs that encourage utilization of parks and open spaces. Supports initiatives that connect people to physical activity and other play resources.
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 and employees with tools, information and links to resources that can enable a healthier lifestyle 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.

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Agenda Section: Administrative Matters

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Proposal to Change Meeting Time

Suggested Action:

Attachments:

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2018 Action Plan

Suggested Action:

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



2018 Live Well Kingston Commission Draft 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 in a culturally competent manner
		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 for residents regardless of income
(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 (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. (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 membership and regular meetings of the Play Well Focus Team
	Support the City's Parks and Rec Department	Increase communications about and compliance of the smoke-free parks policy
		Identify next project from Parks and Rec Master Plan
		Support the Play Well parks survey

Goal	Objective	Strategies
All Kingston residents have access to health services Support Health systems to encourage activity and non-medical solutions to combat obesity and chronic disease	Develop action plans	Support the HAHV & Ulster County Health assessment projects. Review the assessments when complete.
	Encourage providers to use non-medical solutions to combat obesity and lifestyle chronic disease	Enhance health and services communications

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