City of Kingston Live Well Kingston
Meeting Agenda
Wednesday, June 20, 2018

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

CALL TO ORDER

APPROVAL OF MINUTES

April's Minutes
1804 April Live Well Kingston Commission Minutes.pdf

May's Minutes
1805 May Live Well Kingston Commission Minutes.pdf

ADMINISTRATIVE MATTERS

Extending Current Board Term to December
Suggested Action: Vote to extend the current board term to end in December.

New Board Member
Suggested Action: Discuss process and steps moving forward.

Proposal to Change Meeting Time
Suggested Action: Discussion and possibly vote to change meeting time.

OLD BUSINESS

2018 Action Plan
Suggested Action: Discussion and possible vote to approve Action Plan.

Event Participation
Suggested Action: Review of LWK participation at Midtown Make a Difference day. Discuss upcoming community events to participate in.

Communications Update from Emily

STRETCH

NEW BUSINESS

REPORTS FROM THE FOCUS TEAM CHAIRS

ANNOUNCEMENTS AND COMMUNICATIONS

ADJORNMENT

Agenda Item No:

Live Well Kingston Agenda Item Report

Meeting Date: June 20, 2018
Submitted by: Emily Flynn
Submitting Department:
Item Type: Informational Purposes
Agenda Section: Approval of Minutes

Subject:
April's Minutes

Suggested Action:

Attachments:
1804 April Live Well Kingston Commission Minutes.pdf

Live Well Kingston Commission
420 Broadway
Kingston, NY, 12401
845-334-3909

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)**

Council Members (Voting)		Guests
Amanda Stromoski	________	____Kristen Wilson_______________________
Anna Brett	___x___	____Emily Flynn_________________________
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	________	

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: Health Links New York – increasing cultural competence through changes, haven 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.

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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

Agenda Item No:

Live Well Kingston Agenda Item Report

Meeting Date: June 20, 2018
Submitted by: Emily Flynn
Submitting Department:
Item Type: Informational Purposes
Agenda Section: Approval of Minutes

Subject:
May's Minutes

Suggested Action:

Attachments:
1805 May Live Well Kingston Commission Minutes.pdf

Live Well Kingston Meeting Minutes

Wednesday, May 16th, 2018, 4 – 5:30 pm, City Hall, Conference Room #1

I. Call to Order: 4:05pm

a. **Council Members (Voting)**

Council Members (Voting)		Guests
Anna Brett	________	____Emily Flynn________________________
Brooke Pickering-Cole	________	____Laurie Mozian______________________
Dylan Johanson	________	____Lyndsay von Miller_________________
Gerry Harrington	___x___	
Kathleen Rogan	___called in___	
Marge Gagnon	________	
Melinda Herzog	___x___	
Stacy Kraft	________	
Stephanie Hope	________	
Walter Woodley	Came for about 10 min	

II. Approval of Minutes

Tabled to next meeting due to lack of quorum.

III. Administrative Matters

Since we didn't have a quorum we were aware that much of the discussion may have to be had again when more commissioners are in attendance.

a) **Extending current board term to December:** Emily is suggesting that for this first term of commissioners to extend your term year to end in December. As per the bylaws, the election of officers and setting of meeting time will happen in January.

b) **New board member:** Two submissions have been sent to Emily. Conversation was had about what we are looking for in a new board member. A representative from Care Mount has been suggested, as that is another large health provider in the KCSD. Stacy has forwarded a request with info about the Commission to a contact at Care Mount. We again mentioned possibly wanting economic, cultural diversity or a student representative. Stacy has suggested an exit questionnaire for exiting board members. Emily is going to send it to Amanda.

c) **Meeting time change**: Kathleen has initiated a conversation about changing the meeting time. No one sent Emily suggested meeting times. Dr. Woodley stopped in to the meeting and said better times for him are almost any day but Wednesday. Gerry said either at the beginning or end of the day. Emily will select a few meeting times and create a doodle poll to inform our conversation at the next commission meeting.

IV. Old Business

a. **2018 Goals and Action Plan**
Emily presented an updated action plan. More edits were suggested. There was a conversation about creating this action plan to be a realistic set of goals for commission members to achieve this year. The action plan could be written in a larger-view, more overreaching way. And that the commission could set the visions for the focus teams and then the focus teams figure out how to implement the goals. The document could have end statements. Emily expressed that she has created the drafts thus far and would like to empower the commissioners to take the next steps.

b. **Event participation**
Midtown Make a Difference Day, June 16. Kathleen Rogan volunteered to make some activities and be at the event. She and Emily had an informal meeting about it. Money has already been paid to Color Page for tabling materials. Emily will get these materials made.

V. Stretch

VI. New Business

a. **Policy, Environmental and Systems change**

Emily got some feedback that some Policy, Environmental and Systems (PES) change training could valuable for the board and the coordinator (Emily). PES is about creating change to policy and systems instead of one-off events or programming. For example, instead of encouraging employees to participate in a fun run, an employee wellness program could be developed. Environmental change could be like designing our streetscape to be complete streets (designed for all users) so that more people walk and bicycle. Emily will look more into training on this topic.

b. **Emily is at maximum capacity**

Emily is not able to take on any new projects at this time.

VII. Reports

a. **Updates from Focus Team Chairs**

1. Reports were tabled until the next meeting. Laurie said she would forward the Eat Well updates by email.

VIII. Announcements/Communications

a. Health & Wellness Intern
Starts Monday.

XIII. Adjournment: 5:37 pm

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Submitting Department:
Item Type: Informational Purposes
Agenda Section: Administrative Matters

Subject:
Extending Current Board Term to December

Suggested Action:
Vote to extend the current board term to end in December.

Attachments:

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Live Well Kingston Agenda Item Report

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Submitted by: Emily Flynn
Submitting Department:
Item Type: Informational Purposes
Agenda Section: Administrative Matters

Subject:
New Board Member

Suggested Action:
Discuss process and steps moving forward.

Attachments:

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Live Well Kingston Agenda Item Report

Meeting Date: June 20, 2018
Submitted by: Emily Flynn
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Item Type: Informational Purposes
Agenda Section: Administrative Matters

Subject:
Proposal to Change Meeting Time

Suggested Action:
Discussion and possibly vote to change meeting time.

Attachments:

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Item Type: Informational Purposes
Agenda Section: Old Business

Subject:
2018 Action Plan

Suggested Action:
Discussion and possible vote to approve Action Plan.

Attachments:

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Subject:
Event Participation

Suggested Action:
Review of LWK participation at Midtown Make a Difference day. Discuss upcoming community events to participate in.

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Subject:
Communications Update from Emily

Suggested Action:

Attachments: