



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

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

CALL TO ORDER

APPROVAL OF MINUTES

June's Meeting Minutes

[1806 June Live Well Kingston Commission Minutes 01.pdf](#)

FOCUS TEAM REPORTS

STRETCH

ADMINISTRATIVE MATTERS

Commissioner's first year term

Suggested Action: Decide how to go forward with half of the commissioners supposed to have a 1 year term.

Replacement Board Member

OLD BUSINESS

2018 Action Plan with Status Updates

[2018 LWK Commission Action Plan with Status Update June.docx](#)

Endorsement system for legislature or letters of support

NEW BUSINESS

Rewrite LWK Mission Statement

Suggested Action: Review Gerry's Proposal

[Mission Edits Proposed by Gerry.docx](#)

ANNOUNCEMENTS AND COMMUNICATIONS

Live Well Kingston Agenda Item Report

Meeting Date: July 18, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Approval of Minutes

Subject:

June's Meeting Minutes

Suggested Action:

Attachments:

[1806 June Live Well Kingston Commission Minutes 01.pdf](#)

Live Well Kingston June Meeting Minutes

Wednesday, June 20, 2018, 4 – 5:30 pm, City Hall, Conference Room #1

I. Call to Order: 4:05 pm

a. Council Members (Voting)

Anna Brett	<u> x </u>
Brooke Pickering-Cole	via phone
Dylan Johanson	<u> x </u>
Gerry Harrington	<u> </u>
Kathleen Rogan	<u> x </u>
Marge Gagnon	<u> </u>
Melinda Herzog	<u> x </u>
Stacy Kraft	<u> x </u>
Stephanie Hope	<u> x </u> (20 mins late)
Walter Woodley	<u> </u>

Guests

<u> </u> Emily Flynn <u> </u>
<u> </u> Kristen Wilson <u> </u>
<u> </u> Lindsey von Miller <u> </u>
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II. Approval of Minutes

A quorum arrived and **meeting minutes were voted on for April and May**. An edit would be made to the April meeting minutes changing the month from February to April. **Motion to accept the April minutes made by Stacy and seconded by Melinda. Approved. Motion to accept the May minutes made by Kathleen and seconded by Dylan. Approved.**

III. Administrative Matters

Extending current board term to December: **Kathleen moved to make the first year term end in December rather than June. Approved.**

Discussion took place about the considerations and planning regarding half of membership needing to roll off the commission after 1 year per the bylaws. **Emily will check if the term letters have 1 year and 2 year terms and report at next month's meeting.**

IV. Old Business

New Board Member

- Two of the suggested applicants has filled in the application, 2 others may be interested
- Lindsey has submitted the app, present at meeting - acupuncturist, mom, new Kingston resident
- Melinda - Should we have non-voting members that are expected to generally come to the meeting but that do not vote so that we have people who are prepared to fill potential absences?
 - o Emily – invitations are regularly sent to “friends of Live Well Kingston” to our meetings which are open to the public

- There is a distinction between non-voting members and voting members, non-voting members would feel more comfortable sitting at the table and making their voice heard
- Dylan – perhaps we should make our next meeting the deadline for applications to give opportunity for others but also to make it time limited
 - **Emily will communicate the deadline to interested parties**

Proposal to Change Meeting Time

- Certain members are not ever able to make this meeting, should we change the meeting time? Should members who cannot attend the meeting change their status to non-voting members?
 - Doodle survey results are that the same time as current (3rd Wed 4-5:30pm) is the majority winner
 - **Anna will reach out to Dr. Woodley to discuss if he would be willing to send a proxy from the IFH for meetings he is unable to attend**

2018 Action Plan

- Stacy – motion to **accept action plan** as is and that we could revisit In November for year two if needed
 - Seconded – Dylan
 - Approved via Quorum
- Discussion on how we will evaluate progress on commission's action plan
 - **Emily will create a form that will show a "status update" section for date and minimal comments**

V. Stretch

VI. New Business

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

- Emily – reporting that Kathleen manned the LWK table at Midtown Make a Difference Day
 - Kathleen – great day, children were very knowledgeable and enthusiastic about health, kids and adults were engaged with the booth, looked very professional, able to articulate the message that the government cares about citizens' health
 - Kathleen – is there a budget for tabling materials?
 - **Emily will research the process for how Kathleen can be reimbursed via communications budget**

Communications Update from Emily

- Emily – Kingston Creative has been hired as local marketing company for: communications plan, health and wellness content for blogs/social media posts, Spanish translation, and social media monthly analytic reports

- Our intern has been doing a great job on social media posts in the meantime, also created 3 pages on website (healthy food, physical activity, health services), needs to be approved by focus teams
 - o Livewellkingston.org/healthy-food/
 - o Livewellkingston.org/physical-activity/
 - o Livewellkingston.org/health-services/

Fireworks

- Fireworks – community feedback is that they are often used very late into the evening and proposes that we make social media posts about 1) safe use of fireworks and 2) encouraging going to professional fireworks displays that are time and space limited
 - o Noise ordinance is construction is 8am-6pm, snowblowers and lawnmowers between 6am-10pm...etc...fireworks not specified but nothing is later than 10pm
 - o **Emily will add to the social media cue for an awareness campaign**

Communications

- Melinda - Mayor made an announcement at Hodge Center that Eat Well would have liked to have supported but was not aware of it in time, can we create a better mechanism of communication?
 - o Will be **agenda item** for next meeting to discuss how focus teams can be presented with opportunities to endorse activities

VII. Reports

- Updates from Focus Team Chairs – **Tabled to next month and will have it at the beginning of the agenda**

VIII. Announcements/Communications

- Stacy – announcement: January 1st 2019 Ulster County will be a Tobacco-21 County (minimum age of purchase will be 21 for tobacco products)
- Stacy – Drug Takeback Bill was approved, will come into effect in 180 days (pharmacies will accept unused medications i.e opioids)
- Kristen – public meeting for the Wayfinding Plan (signage for vehicles, pedestrians, cyclists) next week the 28th
- Kristen – announcement – Kingston Point Rail Trail going to go out to bid in July, expect to start construction this fall

XIII. Adjournment: 5:35pm

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2018 Action Plan with Status Updates

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2018 Live Well Kingston Commission Action Plan with Status Update

General Goals for the Commission

Goal	Objective	Strategies	Status	Notes/Next Steps
Develop LWK Commission	Work with Coordinator to develop commission	Develop Rules of Procedure, Project/Initiative Criteria, Policies	6/18 Rules of Procedure, Project Criteria, 2018 Action Plan all passed by the commission	Still need to develop: social media policy, policy endorsement criteria?
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	Have decided to not push this forward at this time.	LWK has tabled at the Midtown Make a Difference Day (6/16/18) and Bike Well Fair at Peoples Place (7/11/18). Emily has been on 3 different radio shows talking about LWK.
Encourage health equity	Ask Focus Teams to report on their progress about health equity	Research and share info about health equity in a culturally competent manner	Discussions on this topic have been started in Heal Well	What more can we do? What are the next steps?
		Translate key documents into Spanish	6/18 Have hired marketing company to do this	



Goals for the Commission related to Eat Well

Goal	Objective	Strategies	Status	Notes/Next Steps
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	Have not made progress on formal system. Currently, Emily is attending the Eat Well meetings and connecting with stakeholders casually.	Ask to have this on the Eat Well agenda?
	Increase transportation options for residents to healthy food	Use LWK website and social media to promote locations where residents can get free or low-cost healthy food regardless of income	5/18 Have created a healthy food map at http://livewellkingston.org/healthy-food/	Need to formalize endorsement qualifications
		Advocate for an improved busing plan for more access to healthy food.	Waiting on next stage of the busing plan merging the county and city bus systems.	6/18 There was a failed project to get a business to donate the use of a van to pick up seniors and bring them to Community Action. The barrier was the insurance wouldn't cover non-employees riding in the van.

Goals for the Commission related to Travel Well

Goal	Objective	Strategies	Status	Notes/Next Steps
All users are able to safely and easily navigate Kingston's streets on foot, on bicycle, or in a wheelchair	Support Complete Streets practices	Research and become an advocate for complete streets philosophy and practices	N/A	Provide the commissioners with resources about Complete Streets philosophy
	Support a culture of walking and biking	Support sidewalk improvement districts policy	Waiting on Sidewalk District project announcement	
		Support the consideration of pedestrians and cyclists in all transportation projects	LWK members have been involved in and supporting transportation projects	
	Support the vision of the Kingston Greenline	Liaison with the Kingston Land Trust and support transportation, land, and trail projects	Coordinator participating in regular meetings between the City and the KLT	Are commissioners aware of the Greenline project?



Goals for the Commission related to Age Well

Goal	Objective	Strategies	Status	Notes/Next Steps
Senior citizens have ample, accessible opportunities for physical activity, healthy eating and social interaction.	Become aware of Senior issues	Research and become aware of senior issues in our community	No updates	Have Age Well focus team update at next LWK Commission meeting.
	Enhance senior communications	Develop LWK communications	6/18 Have hired marketing company 4/18 Have developed a senior calendar at KingstonHappenings.com 5/18 Have created cheap phone service research page	Discuss and work on this in Age Well
	Improve access to transportation	Support Travel Well initiatives	6/18 There was a failed project to get a business to donate the use of a van to pick up seniors and bring them to Community Action. The barrier was the insurance wouldn't cover non-employees riding in the van.	
		Increase participation of volunteers in the UC Office for the Aging transportation volunteer program	Have posted to social media about it	Post more about it Write blog post about it?
	Support the development of a senior center	Talk with Mayor and interested parties and develop action plan	There has been some conversations about a senior space at the upcoming "Medical Village" at HAHV's Broadway campus	

Goals for the Commission related to Play Well

Goal	Objective	Strategies	Status	Notes/Next Steps
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	Play Well has been meeting regularly. Attendance has been spotty.	A simple accomplishment may draw more attendees
		Support the Play Well parks survey	6/18 Survey has been completed one full time	Considering 2.0 version
	Support the City's Parks and Rec Department	Identify next project from Parks and Rec Master Plan	Have started brainstorming about this	
		Advocate for safe routes and inviting accessible entrances to public spaces	No progress	
		Research history of, increase communications about, and encourage compliance of the smoke-free parks policy	No progress	



Goals for the Commission related to Heal Well

Goal	Objective	Strategies	Status	Notes/Next Steps
All Kingston residents have access to health services	Support and grow Heal Well Focus Team	Support Heal Well to develop action plans	3/18 Heal Well has made an action plan	
		Support Heal Well's Healing Salon	4/26/18 LWK commission members attended the pilot event	
	Increase community knowledge about health options and access	Enhance health services communications	7/18 Created http://livewellkingston.org/health-services/	
	Encourage health providers to use non-medical solutions to combat obesity and lifestyle chronic disease		No progress	
	Support the HAHV & Ulster County Health assessment projects. Review the assessments when complete.			Emily will reach out to HAHV and County Health to find out what will be expected by when.

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Rewrite LWK Mission Statement

Suggested Action:

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[Mission Edits Proposed by Gerry.docx](#)

Re-write LWK's Mission

Live Well Kingston's Current Mission:

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

Gerry says:

"I'd like us to consider reworking the Live Well Kingston Commission's mission statement so the key points are at the front of it rather than at the end. For example, the revised mission statement could read, "The Live Well Kingston Commission creates a healthy and active community by bringing partners and residents together to facilitate policy, environmental and systems changes."

The beauty of putting the end goal -- "creates a healthy and active community by" -- at the start of the mission statement rather than at any other place is that all the focus teams can then complete the statement with their own sub-missions. So the Heal Well statement would say, "The Heal Well Kingston focus team creates a healthy and active community by . . ." and then we would explain how we do it. The same thing would be done by all the other teams.

Doing a mission statement this way gives us all the same starting point and gets all the focus teams working toward the same goal through their own sub-missions."