



City of Kingston Live Well Kingston
Meeting Agenda
Wednesday, October 17, 2018

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

CALL TO ORDER

APPROVAL OF MINUTES

September's Meeting Minutes
[Live Well Kingston Minutes 9.24.18.docx](#)

PRESENTATION

Presentation by Donna Greenfield, BFA, MA, Health Education Coordinator, Ulster County Department Of Health, on lead poisoning prevention. (10 minutes)

ADMINISTRATIVE MATTERS

Replacement Board Member

STRETCH

FOCUS TEAM REPORTS

OLD BUSINESS

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

Developing Steps for Encouraging Health Equity
Suggested Action: Review Robert Wood Johnson's Website page about health equity:
<https://www.rwjf.org/en/library/features/achieving-health-equity.html>

NEW BUSINESS

ANNOUNCEMENTS AND COMMUNICATIONS

Live Well Kingston Agenda Item Report

Meeting Date: October 17, 2018

Submitted by: Emily Flynn

Submitting Department:

Item Type: Informational Purposes

Agenda Section: Approval of Minutes

Subject:

September's Meeting Minutes

Suggested Action:

Attachments:

[Live Well Kingston Minutes 9.24.18.docx](#)

Live Well Kingston September Meeting Minutes

Wednesday, September 19, 2018, 4 – 5:30 pm, City Hall, Conference Room #1

I. Call to Order: 4:02 pm

a. Council Members (Voting)

Anna Brett	<u> x </u>
Brooke Pickering-Cole	<u> x </u>
Dylan Johanson	<u> </u>
Gerry Harrington	<u> x </u>
Kathleen Rogan	<u> x </u>
Marge Gagnon	<u> x </u>
Melinda Herzog	<u> x </u>
Stacy Kraft	<u> x </u>
Stephanie Hope	<u> </u>
Walter Woodley	<u> x </u>

Guests

Katie Sheehan-Lopez
 Emily Flynn

II. Approval of Minutes

- a. Motion to accept the minutes with edits made by Anna – Kathleen, seconded – unanimously passed.

III. Administrative Matters

a. Commission Terms

Kathleen moved that, to abide by the commission's bylaws, the board would accept that the terms of Brooke, Gerry, Marge, Amanda and Dr. Woodley would end Dec. 31, 2018; that the terms of Anna, Dylan, Melinda, Stephanie, Kathleen and Stacy would end Dec. 31, 2019; and that all terms would be renewable with an application. Dr. Woodley moved to accept the motion. The vote in favor of the motion was unanimous.

b. Replacement Board Member

Discussion about candidates and criteria, how to work toward increasing commission diversity, whether the commission should make candidate recommendations to the mayor. Dr. Woodley proposed that the commission, or a subcommittee, do 10-minute "job interviews" with the candidates so that all commission members would be able to see the candidates and ask questions of them. Anna said she'd prefer a subcommittee. Anna, Kathleen and Gerry agreed to be on the subcommittee. Dr. Woodley suggested we call the interview an "information session" rather than an interview.

Gerry made a motion to accept Dr. Woodley's proposal, with the "information session" adjustment. Melinda seconded it. The vote to accept the motion was unanimous. Emily said she would set up the information sessions with the subcommittee.

IV. Old Business

a. Commission Action Plan Progress Update

Discussion about progress with action plan items. Dr. Woodley asked for the commission to document and recognize achievements of community partners that are improving their practices due to the Live Well Kingston Commission partnership. Commission members discussed the possibility of the commission's contracted PR firm write a blog piece about the partners who are improving their practices. Kathleen suggested we get the PR firm to get the local news media to profile the local partners providing high-health foods or improving the healthfulness of the foods they provide.

b. Letters of Support

Commission members discussed providing letters of support for grant applications that align with the commission's mission. Melinda said it was important that we support all applications that align with the mission. Kathleen asked who would make the determination. The commission said the coordinator and the chair or vice chair of the commission would have to agree that the application aligns with the commission's mission. If they do not agree, then the commission will not provide a letter of support.

Stacy made a motion that the commission coordinator and chair or vice chair will be the people who determine if a grant application aligns with the commission's mission and that if they both agree, then the commission will provide a letter of support. Melinda seconded. The vote to approve the motion was unanimous.

V. New Business

a. Mission Statement Revision

Commission members discussed a revised mission statement that Gerry had proposed – a statement that put the statement's end goal at the start of the statement at the statement rather than at the end. Kathleen made a motion to accept the proposed change to rework the mission statement with "advances" instead of "creates." Stacy seconded the motion. On further discussion, Melinda made a revised motion to have the word change be that the commission "promotes the advancement of" instead of "advances," with Dr. Woodley seconding. The vote to approve was unanimous. The approved revised mission statement is: "The Live Well Kingston Commission promotes the advancement of a healthy and active community by bringing partners and residents together to facilitate policy, environmental and systems changes."

VI. Announcements/Communications

- a. Melina mentioned the High Water Festival could be a good place for tabling. She will send more information.
- b. Kathleen reported on lead concerns raised at the Ulster County Board of Health. She would like to have a short presentation at the next LWK Commission meeting.



Live Well Kingston Commission
420 Broadway
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XI. Adjournment: 5:42

- a. Kathleen made a motion to adjourn the meeting at 5:42 p.m. Dr. Woodley seconded. The vote to adjourn was unanimous.

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Agenda Section: Presentation

Subject:

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Suggested Action:

Attachments:

Live Well Kingston Agenda Item Report

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Agenda Section: Administrative Matters

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Replacement Board Member

Suggested Action:

Attachments:

Live Well Kingston Agenda Item Report

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2018 Action Plan

Suggested Action:

Attachments:

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



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. 9/18 System for endorsement created.	Still need to develop: social media policy.
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. <i>Toward a Healthier Kingston</i> was an article in the Kinston Times (9/13/18). Articles on the LWK website have been getting attention on social media. (8/18)
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? Will add to next month's agenda and will review the Robert Wood Johnson website .



		Translate key documents into Spanish	6/18 Have hired marketing company to do this	
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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.	Have more conversations about this in Eat Well.
		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. UC Health Dept. will send their restaurant qualifications.
	Increase transportation options for residents to healthy food	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. The KPRT will be under construction fall '18 or spring '19. People spoke in support of Greenline projects at the Common Council and the County Legislature (9/18).	Continue to support the projects when needed.



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	Make sure it is on the communication strategy for social media postings



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/	Conversation was started about establishing portals for seniors, the Institute for Family Health expressed interest
	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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Attachments: