



City of Kingston Live Well Kingston
Meeting Agenda
Wednesday, August 21, 2019
4:00 PM

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

APPROVAL OF MINUTES

July Commission Minutes
[1907 July LWK Meeting Minutes.docx](#)

ADMINISTRATIVE MATTERS

New Commissioners Update

OLD BUSINESS

Commission Action Plan
[2019 08 LWK Commission Action Plan with Status Update August.pdf](#)

STRETCH

REPORTS

Heal Well Focus Team Report
[2019 Heal Well Action Plan.pdf](#)

Communications Committee Report

NEW BUSINESS

Review Membership Categories in Bylaws
[Live Well Kingston Commission Rules of Procedure - Final 042018.docx](#)

ANNOUNCEMENTS AND COMMUNICATIONS

FOCUS TEAM MEETINGS AND OTHER EVENTS -

Age Well - Next meeting to be determined
Emily is guiding an O+ Walk, Aug. 22nd, 6pm, Outdated Lite, Downs St.
Play Well, August 9th, noon, City Hall, Conference Room 1
Emily will be on Medical Monday with Gerry on WGHQ
Heal Well, Sept. 6th, noon, City Hall, Conference Room 1
Kingston Point Rail Trail Grand Opening, Sept. 4pm, Jansen Ave. Trailhead
Midtown Make a Difference Day, Sept. 7th, 11-3pm, Franklin St.
Community Baby Shower, Sept. 8th, 1-3pm, at Catholic Charities, hosted by MiSN
Pedestrian & Bicycle Count, Sept. 11, 12, 4-6pm & 14, 12-2pm. I Need volunteers!
Live Well Kingston Commission, Sept. 18th, 4-5:3pm, City Hall

Complete Streets Advisory Council, Sept. 19th, 4-5:30pm, City Hall
Greenline Block Party, Sept. 21st, 4pm, Jansen Ave Trailhead
Travel Well is working on setting up a meeting.

Live Well Kingston May Meeting Minutes

Wednesday, July 17, 2019, 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> |
| Caitlin Zinsley | <u> X </u> |
| Dylan Johanson | <u> X </u> |
| Gerry Harrington | <u> X </u> |
| Kathleen Rogan | <u> X </u> |
| Melinda Herzog | <u> X </u> |
| Stacy Kraft | <u> X </u> |
| Tayne' Smith | <u> </u> |
| Walter Woodley | <u> X </u> |
| Vacant | <u> </u> |
| Vacant | <u> </u> |

Guests

Emily Flynn, Director of Health & Wellness
Janice Cyr, Institute for Family Health
Yanna Fischer - on Phone

1. APPROVAL OF MINUTES

- a. Dylan Johanson made a motion to accept the June 2019 Minutes as presented. It was seconded by Caitlin Zinsley and approved by the Commissioners.

2. ADMINISTRATIVE MATTERS

- a. Gerry Harrington made a motion to recommend both Yanna Fischer and Tevis Trower to join the Commission. It was seconded by Anna Brett and approved by the Commissioners.

3. OLD BUSINESS

- a. Emily Flynn presented the 2019 Live Well Kingston Commission Action Plan with Status Update (July), and encouraged Commissioners to review the document and make it their own. Discussion followed about the role of LWK and included:
 - i. Roles and goals of LWK as a commission and the roles of the focus teams and the relationship between them
 - 1. A rolling reporting system should be implemented in which each month a different focus team leader reports on their group's work during a LWK Commission meeting.
 - 2. There should be "measurable outcomes" including both short and long term goals.
 - 3. Focus groups can send social media content to Emily Flynn for posting.

4. LWK Commission is growing and moving more into an overseeing and guiding role with the ability to recommend funding for the focus groups' projects.
 5. The Focus Teams will keep having meetings and encouraging new people to come, creating a more robust team.
 6. The Commission will review and take ownership of the Action Plan, with particular attention to measurable goals.
- ii. How to better communicate LWK's work to the public, especially through search engine optimization and ensuring a mobile-friendly website. The Communications/Roles & Goals subcommittee will meet on August 12th, 9:30am.

4. NEW BUSINESS

- a. Dr. Woodley and Anna may reach out to the school district about supporting chess in the KCSD elementary schools.

5. ANNOUNCEMENTS AND COMMUNICATIONS

- a. A chess table survey has been posted to get community input into location: <http://bit.ly/KingstonChessPlayground>
- b. Health Alliance hosts a free senior breakfast every month. They are looking for speakers, usually 24-30 people.
- c. Gerry organizes a film series called "Movies with Spirit." The next one will be at Congregation Emanuel. The film will be "Red and Tulps." 7pm Saturday.

6. ADJOURNMENT: 5:30PM

Here is list of recent and upcoming events and meetings:

Age Well - July 17th, 1pm

Play Well Pot Luck - July 25th, 5:30pm, at Forsyth Park, Stay for Music in the Parks, 6:30pm

Play Well Meeting - July 26th, noon, City Hall

Resilience Film Screening - July 29th, 2pm, U.C. Dept. of Mental Health, Golden Hill

Heal Well - August 2nd, noon, City Hall

Bringing Agencies Together - August 6th, 9am, Kingston Library

Eat Well - August 7th, 10am-noon, Cornell Cooperative Extension

"Who Are the Streets For?" – August 17th, Emily will be on a panel discussion about complete streets in Hudson, 6pm, Hudson Area Library

Live Well Kingston - August 21st, 4-5:30pm, City Hall

Travel Well - No standing meeting at this time

2019 Live Well Kingston Commission Action Plan with Status Update – August

Goal	Objective	Actions	Status	Notes/Next Steps
Oversee Focus Teams	Review Actions Plans, receive reports, and give direction, if needed.	Collect data about goals and accomplishments in Focus Team Action Plans.		Emily will schedule Focus Teams to present at LWK Commission meetings and encourage updated Action Plans.
Information about health resources are easily found and comprehensive	Collect info and publish on LWK media channels	Commissioners send Emily info. Additionally, Emily will allocate 3 hours a week to collecting and posting health info on LWK channels.		Emily will work on a simple info collection system.
LWK has active participants and community support	Increase knowledge of the LWK Commission	Commissioners promote LWK and invite participants. Communications subcommittee develops 1-year plan. Emily continues outreach.	Presented to the Healthy Ulster Council 5/9/19. FB post about Healthy Ulster Week reached 3,600 people. Emily went on Healthy Ulster Radio 6/25/19. Setting up Communications committee. Guest on O+ Radio 7/30/19. Emily presented about LWK and Complete Streets at the Hudson Area Library, 8/17/19. Guest on Christine's radio show on 8/14/19 about Day of Play.	Communications Subcommittee meets plans to meet.



2019 Heal Well Action Plan

Goal	Objective	Strategies	Status	Notes/Next Steps
Support community organizations who provide health related services and foster collaboration	Maintain active and engaged participation in Heal Well meetings to foster collaboration, break down silos, share best practices and success stories	Invite participation when we are missing a voice in the room or want to know more about a specific topic or project	Identify missing participants when it comes up naturally during conversations	Ongoing
		Collect participant updates, projects, events, etc. and help advertise	Created: http://livewellkingston.org/health-services/	Please email any updates for distribution to Emily or share at meetings
	Ask Heal Well participants how we can help. What are they looking for?			



Goal	Objective	Strategies	Status	Notes/Next Steps
Build community awareness around our mission and initiatives	Continue promoting projects and events through the LWK communication channels: Website, Facebook, Twitter, radio interviews, articles and press releases	If we do a public event, promote it using all our communication channels		
		Promoting Heal Well will continue as a part of larger LWK promotions	Ongoing	
		Meeting participants will share our activities with others		
		Are there any topics related to Heal Well that participants would like to see us write about or promote in our communications?		



Goal	Objective	Strategies	Status	Notes/Next Steps
Support community health with an awareness of reducing health disparities.	Review and educate ourselves on health disparities.	Collect data and have conversations about health disparities in our community. Consider how we can fill gaps, create resources, support other orgs, or create programing to support this goal.	Emily and Heal Well has collected some data in 2018.	Continue to collect data and share at meetings.
	Support or create public awareness of health disparities.	Consider hosting a public viewing of <i>Resilience</i> with facilitators	<i>Resilience</i> was shown 5/16/19 at George Washington Elem with KCSD and IFH.	Have a discussion about next steps.
		Publish articles about health disparities on the LWK website		

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.