



City of Kingston Live Well Kingston
Meeting Agenda
Wednesday, December 18, 2019
4:00 PM
City Hall
420 Broadway
Kingston, NY 12401

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

NARCAN TRAINING

APPROVAL OF MINUTES

Meeting Minutes

[LWK 19.11 November 2019 Minutes - Google Docs.pdf](#)

[1910 October LWK Meeting Minutes.pdf](#)

[1909 September LWK Meeting Minutes.pdf](#)

[1908 August LWK Meeting Minutes.pdf](#)

ADMINISTRATIVE MATTERS

Welcome potential Commissioners

Commissioner Terms and Open Seats

Officers Slate - Chair, Vice-chair, Secretary, and Treasurer

STRETCH

NEW BUSINESS

ANNOUNCEMENTS AND COMMUNICATIONS

NoVo grant for two more years of funding

FOCUS TEAMS AND OTHER EVENTS

Live Well Kingston Meeting Minutes

Wednesday, November 20, 2019, 4 – 5:17pm, City Hall, Conference Room #1

I. Call to Order: 4:00 pm

Council Members (Voting)

Guests

a.

Anna Brett	X	Emily Flynn, Dir. Health & Wellness
Caitlin Zinsley	Excused	Kristen Wilson, Dir. Grants Management
Dylan Johanson	Excused	Kezia Cooper, UCDOH, Mental Health Systems Specialist
Gerry Harrington	Excused	Freddy Garcia (on Phone)
Kathleen Rogan	X	
Melinda Herzog	X	
Stacy Kraft	X	
Tevis Trower	Excused	
Walter Woodley	X	
Yanna Wilson		
Open		

II. Approval Of Minutes

- a. Neither the August, September, or October, minutes could be approved without a quorum present.

III. Administrative Matters

- a. Dylan will be stepping down as a commissioner.
- b. Two commission seats will be open in January, possibly 3.
- c. Due to lack of quorum, this policy was not voted on but tabled for a future meeting: the current Rules of Procedure allow a lifetime limit of two terms per board member. We discussed proposing a change to allow a board member to serve again, after taking time off. This will be discussed in November. A quorum is needed to vote on this proposed change. (Caitlyn, Gerry, Tevis and Yanna have terms that expire in December of 2020.)
- d. Two applications have been received and those individuals will be invited to the next meeting.
- e. Kathleen asked that a press release be issued advertising the commission openings.
- f. The officer position of secretary is vacant. Those interested should contact Emily. A quorum is required to elect a new officer. Any commissioner interested in holding a position for 2020 should contact Emily as all positions will be voted on in January.

- g. Stacy suggested we advertise the open seats at the January Healthy Ulster Meeting.
- h. It was discussed that a council member should be invited to serve as liaison between the commission and the common council.
- i. A list of suggestions for potential commissioners was generated through discussion: office of the aging, the YMCA Board, Center for Creative Education, RUPCO, Dept. of Parks and Rec, Play Well members.

IV. Reports

a. Travel Well Focus Team Report

Travel Well consists of: Complete Streets, The Greenline committee of the Kingston Land Trust and Bike Friendly Kingston.

At their last meeting, they came together to revisit their mission. They reviewed and made an action plan draft. They plan to focus more on communications around projects.

The Pedestrian/bicycle master plan, funded by the DEC is coordinated by Emily. They are looking for a planning firm for a strategic plan including an ADA transition plan. The plan will be a set of documents that includes a report of existing infrastructure, recommended action plans, public outreach materials, and maps that will enable the City to prioritize and secure funding for projects. This grant is actually an environmental program not just an aspect of transportation as climate change impacts health. This provides an opportunity for us to share with the community the health impacts of climate change. The CDC has climate change and health information.

There is a “Growing Kingston” tab on the city website explaining current projects. Many City of Kingston projects are scheduled to begin construction in 2020.

The use of social media to highlight a current project on a monthly basis was discussed. The “How do I get there” campaign was discussed- a social media campaign developed with The Land Trust which gives direction between two points in the city without a car.

The focus Team would like UCAT and a broader scope of transportation partners involved. A new chair/coordinator of the focus team is needed.

b. North East Sustainable Agriculture Working Groups Conference

Emily reported on her attendance at this conference including an anti-oppression training. Tools for best practices and policy assessment tools were discussed.

A NJ program encouraging corner stores to sell more healthy food options was discussed- Cooperative Extension attempted a similar program here in Ulster County previously.

Emily shared a “Community Agreement” policy. Those present expressed interest in adopting it as a LWK policy at a future meeting when a quorum is present.

V. Stretch

VI. New Business

- a. A healthy calendar project had been proposed by a community member. She did not attend the meeting. The project concept will be referred to the communications sub committee, which will meet in the new year.

VII. Announcements And Communications

- a. The chess tables have been installed and a ribbon cutting will be held on Friday.
- b. The list of meetings will be updated to indicate the next Eat Well meeting (currently showing January 1) as well as the mayor's inauguration.
- c. Dr. Woodley showed an artist's rendering of the Pine Street facility project. They hope to break ground in 2020.

VIII. Adjournment: 5:17

IX. LWK Focus Teams and Other Events

- a. Emily Visits SSIP, Dec. 2, 9:30am, Olympic Diner
- b. Heal Well Focus Team, Dec 6th, 12-1pm
- c. Age Well Focus Team, Dec. 16th, 2-3pm, Senior Hub
- d. Live Well Kingston Commission, Dec. 18th, 4-5:30, Narcan training for first half hour, then holiday potluck
- e. Complete Streets Advisory Council, Dec. 19th, 4-5:30pm
- f. Play Well December Canceled
- g. Eat Well Focus Team, January 1st, 10-12pm, Cornell Cooperative Ext

Live Well Kingston October Meeting Minutes

Wednesday, October 16, 2019, 4 – 5:30 pm, City Hall, Conference Room #1

I. Call to Order: 4:00 pm

Council Members (Voting)

Guests

a.

Anna Brett	Excused	Emily Flynn, Dir. Health & Wellness
Caitlin Zinsley	Excused	Katie Sheehan-Lopez, Chair, Eat Well
Dylan Johanson	Excused	
Gerry Harrington	X	
Kathleen Rogan	X	
Melinda Herzog	Excused	
Stacy Kraft	X	
Tevis Trower	Excused	
Walter Woodley	X	
Yanna Wilson	On Phone	
Open		

II. APPROVAL OF MINUTES

- a. Neither the August, nor September, minutes could be approved without a quorum present.

III. EAT WELL FOCUS TEAM REPORT

- a. Katie S. presented an update from Eat Well. They are discussing the meeting dates, times and frequency to possibly be more accommodating and encourage attendance.
- b. The team's two potential projects, a garden kit and community dinners, were discussed at the most recent meeting. Community dinners have been organized by the YMCA and Family of Woodstock in the past. The Kingston food co-op presented to the team at their last meeting. A Farm to Institution Initiative meeting will be held on November 6th, focusing on school meal programs. A walk was held in Kingston recently showcasing feeding programs. Stops included Peoples Place, the Salvation Army, the Hodge Center, Angel Food East (St. John's Church). The Salvation Army has grown its meals programs after the closure of the kitchen at the Clinton Avenue church. The Hodge Center is feeding 3 seatings of children dinner on a daily basis.

IV. ADMINISTRATIVE MATTERS

- a. Discussion was held concerning board membership:

- b. The current Rules of Procedure allow a lifetime limit of two terms per board member. We discussed proposing a change to allow a board member to serve again, after taking time off. This will be discussed in November. A quorum is needed to vote on this proposed change. (Caitlyn, Gerry, Tevis and Yanna have terms that expire in December of 2020.)
- c. **Commissioners whose terms are expiring are asked to reach out to Emily with their intentions as far as continuing board service.** The terms of Anna, Dylan, Kathleen, Stacy, Melinda and Walter all expire in December 2019. These board members are eligible to reapply for another term and must fill out the application once again. Emily will e-mail the application link to these members who must reapply before the end of the year.

Update: Emily confirmed with the Mayor's Office that you DO NOT need to fill out the application again, just let her know your intentions. You will then receive a new confirmation letter and will have to sign the book in the Clerk's Office.
- d. The officer position of secretary is vacant. **Those interested should contact Emily.** A quorum is required to elect a new officer.
- e. Dr. Woodley suggested that as commissioners leave the board, they be asked for future member recommendations to create a pool of potential commissioners. Stacy recommenced this question could be added to the member exit survey/evaluation. She also suggested that departing commissioners be offered the option to complete the survey via phone call with Emily.
- f. The following procedure will be utilized prior to meetings to encourage attendance. (For 2 consecutive months, meetings have not had a quorum). E-mail reminders will be sent out to all Commissioners on the Thursday prior to a meeting. **Commissioners must RSVP by Monday afternoon.** This allows 24 hours notice should a meeting be canceled due to lack of attendance.
- g. Kathleen created a [Google Doc listing all commission meetings for 2020](#), with the presenting focus team assigned. This document can be circulated with editing privileges so any commissioner can make a note in advance if they have a known conflict. (This is in addition to the monthly RSVP and is more of an advance planning tool)
- h. The phone-in option is intended for occasional use and is not intended to be a permanent means of attendance.

V. OLD BUSINESS

- a. Emily provided a Chess Table update. She met with the DPW regarding the concrete slab. A funder recognition plaque has been ordered. The application to the NoVo foundation for an additional two years of funding has been submitted. This funds the Health & Wellness department, the Director's position and all of LWK's projects and programs.

- b. Emily has requested and received brochures and resources from our partnering agencies which she makes available when she tables. Stacy brought additional materials which describe the county lead level programs.

VI. ANNOUNCEMENTS AND COMMUNICATIONS

- a. A discussion was held regarding opioid dependency. Dr. Woodley explained the collaborative project being implemented between The Institute for Family Health, Catholic Charities and Health Alliance utilizing medication to save lives. **Stacy will arrange a NARCAN training for all commissioners and focus team members at the December LWK meeting.** Gerry expressed his concern for the gap in medical services for those who are brought out of an OD crisis because of long term physical/neurological impact. Kathleen shared that the Schenectady, NY PD is advertising that anyone with an addiction problem can go to the police station and request assistance. Stacy added that Ulster County has done something similar with a trailer set up at locations such as the county fair.
- b. Stacy reported that the Ulster County Department of Health and Mental Health completed its Mid-Hudson Regional Community Health Assessment. Stacy will email a dropbox link for those interested. They will also be completing a Community Health Improvement Plan by the end of 2019.

VII. ADJOURNMENT: 5:30pm

VIII. LWK Focus Teams and Other Events

Play Well Focus Team, Oct. 18, 1pm, City Hall
 VeganFest, Oct. 19 & 20, BSP
 Travel Well Focus Team, Oct. 21, 2-3pm, City Hall
 Office for the Aging Public Hearings, Oct. 22, Senior Hub
 Kingston City School District School Wellness Committee, Oct. 23, 3-4:30pm, High School Library
 Weaving the Waterfront, Mega-Public Meeting, Oct. 26, 11am-4pm, the Kingston Waterfront
 Age Well Focus Team, Oct. 28, 2-3pm, Senior Hub
 Heal Well Focus Team, Nov. 1, 12-1pm
 Live Well Kingston Tabling at the Farmer's Market, Nov. 2, 9-2pm
 Emily Visits SSIP, Nov. 4, 9:30am, Olympic Diner
 Eat Well Kingston, Nov. 6, 10-12pm, Cornell Cooperative Ext.
 Emily goes to NESAWG Food Systems Conference, Nov. 7-9
 Healthy Ulster Council, Nov. 14, 2-4pm, UC Health Dept.
 Integrated Ulster, Nov. 18, 10:30 – 12pm. UC Health Dept.
 Trauma Informed Care Collaborative, Nov. 19, 9:15, UC Health Dept.
 Live Well Kingston Commission, Nov. 20, 4-5:30pm, City Hall

Live Well Kingston May Meeting Minutes

Wednesday, September 18, 2019, 4 – 5:30 pm, City Hall, Conference Room #1

1. CALL TO ORDER: 4:07 PM

1. Council Members (Voting)

Guests

Anna Brett	<u> X </u>
Caitlin Zinsley	Excused
Dylan Johanson	Excused
Gerry Harrington	Excused
Kathleen Rogan	<u> </u>
Melinda Herzog	Excused
Stacy Kraft	<u> X </u>
Tayne' Smith	<u> </u>
Walter Woodley	<u> X </u>
Tevis Trower	Excused
Yanna Wilson	On Phone

Emily Flynn, Director of Health & Wellness

1. APPROVAL OF MINUTES

- a. The August minutes could not be approved without a quorum present

2. ADMINISTRATIVE MATTERS

- a. Discussion was held concerning board membership.
 - i. Tevis and Yanna have filled the previously empty board seats. The commission will always actively be seeking and accept applications since turnover is inevitable.
 - ii. The current by-laws allow a lifetime limit of two terms per board member. We discussed proposing a change to allow a board member to serve again, after taking time off. This will be discussed in October.
- b. All members are asked to reach out to Emily with their intentions at this time as far as continuing board service. The terms of Ana, Dylan, Kathleen, Stacy, Melinda and Walter all expire in December. These board members are eligible to reapply for another term and must fill out the application once again.

3. OLD BUSINESS

No report was given from the Play Well Team but it was mentioned that the action plan has been amended to reflect more than support for the Parks and Rec department. It was changed to better reflect its mission statement encompassing all forms of recreation. Emily provided a Chess Table update. There will not be a pavilion but there is a shade tree present in the site.

The communications team has been looking at having a city wide event as well as a theme for posting and communications for the coming year. Some type of community participation event is under consideration that would encourage residents to engage in all forms of healthy activities.

4. NEW BUSINESS

- a. A letter was presented in response to a proposed concrete business on route 28. Those present discussed and clarified the boundaries of the Commission's interest and that those boundaries are within the City of Kingston, as we are a city commission. The commission might respond if a future project had a direct effect on residents. Responding to issues outside those boundaries presents the subjective issue of "how far out is too far?"
- b. The Novo foundation invited the city to apply for another 2 year grant which funds the city position of Director of Health and Wellness.
- c. Stacy shared information about tick safety (twice a year, ticks are sampled from sites around the county) and that through the state, tick warning signs are available from the Board of Health. It was decided we should work with the parks and rec department to identify areas where new signs should be placed or worn signs could be replaced. Dr. Woodley brought up the need for a buffer zone on the new trails being developed between the trails and brush and that these buffers should be recommended to those responsible for trail maintenance. Dr. Woodley asked if poison ivy awareness signs exist and might we be able to place some of those as well. Large areas of poison ivy have been seen along the trail connecting Hannaford to midtown and they are right off the gravel.

5. ANNOUNCEMENTS AND COMMUNICATIONS

- a. Discussion was held about revisiting the concept of an "everyone reads one book" program with the library perhaps working with us to select several titles each period, so that all ages can participate.
- b. Discussion was held concerning the concept of libraries and laundromats, Dr. Woodley was aware of the concept and it is used internationally as well as in Chicago. Kathleen thought this concept was worth exploring and that if target laundromats could be identified, perhaps the Junior League would consider placement of "Free Little Libraries" at these sites. Although the programs in existence elsewhere have actual libraries with programming, the availability of books might be a first step.
- c. The Eat Well Team will be requested to present an update at the next meeting.

6. ADJOURNMENT: 5:30PM

Live Well Kingston August Meeting Minutes

Wednesday, August 21, 2019, 4 – 5:30 pm, City Hall, Conference Room #1

I. CALL TO ORDER: 4:00 PM

a. Council Members (Voting)

Anna Brett	<u> X </u>
Caitlin Zinsley	Excused
Dylan Johanson	Excused
Gerry Harrington	<u> X </u>
Kathleen Rogan	On Phone
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
 Theresa Widmann, Chair of Heal Well

II. APPROVAL OF MINUTES

- a. Gerry Harrington made a motion to accept the July, 2019, Minutes as presented. Melinda Herzog seconded and there was one abstention. The motion was approved by the Commissioners.

III. ADMINISTRATIVE MATTERS

- a. There was discussion about distinction between excused and unexcused absences. According to Rule #1 in our Live Well Kingston Commission Rules of Procedure – “Absence from three consecutive regular meetings, without excuse, shall automatically vacate the office of any member.” We will include excused/unexcused notations in our official Commission minutes.
- b. New commissioners still being approved.

IV. OLD BUSINESS

- a. Emily Flynn presented the 2019 Live Well Kingston Commission Action Plan with Status Updates (August). She recorded the edits and will update the Action Plan.

V. REPORTS

- a. Theresa Widmann, Chair of the Heal Well Focus Group, went over the details of their last meeting which was held at the beginning of August. The big initiative of the Heal Well Focus Group was to screen the film “Resilience” to bring about more trauma awareness. It was screened in May at George Washington School including a panel discussion with about 70 – 80 people in attendance. The group also wants to continue with their original project of assessment. They may develop focus groups at Health Care is a Human Right to find out community needs.
 1. E. Flynn suggested that Heal Well collect assessments from community organizations and the UC Health Department to start the baseline view of community health.

2. Dr. Woodley suggested to find an issue or challenge that is really important to the City of Kingston to help make a focus.
- b. Communication Committee Report

G. Harrington gave a report for the meeting on August 20, 2019. The Committee would like to share a message about what health means to our community. The Live Well Kingston Commission needs to do more about health awareness. The statement that Live Well Kingston (LWK) means all things wellness in Kingston was discussed. The Committee is “pitching” each other with marketing ideas. There was much discussion. The importance of hospitals was discussed with a statement that “Communities are healthier with great hospitals”.
- c. Eat Well Focus Group – M. Herzog gave a report about Eat Well
 1. The Kingston Land Trust is interested in coordinating community gardens.
 2. Kingston Food Co-op will be presenting in Oct. 2nd, and Farm to Institution NYS will be presenting November 7, 2019
- d. Next month, we will hear from the Play Well Focus group.

VI. NEW BUSINESS

- a. Gerry initiated a conversation about the language in the Rules of Procedure, Rule 1, bullet 1, that reads “Non-voting members” to change to “Guest observers.” Emily will do some research on this. Tabled until next month.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

- a. G. Harrington announced that on October 11, 2019, there will be an International Conference on Migrants and Mental Health at SUNY New Paltz.
- b. S. Kraft handed out a Tick/Tick Removal Information Card.

VIII. ADJOURNMENT: 5:40PM

Here is list of recent and upcoming events and meetings:

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, 4-5:30pm, 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.