

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