

# Sugar-Sweetened Beverage Community Advisory Board

## MINUTES TO BE APPROVED

### Regular Meeting

October 14<sup>th</sup>, 2019 • 6:30pm-8:30pm

#### **Oakland City Hall, Hearing Room #4**

1 Frank H. Ogawa Plaza, 1<sup>st</sup> floor • Oakland California

Board Members present: Esperanza Pallana, Laurie Lawson, Julia Liou, Donna Carey and Tonya Love

*Board Members absent: Justin Watkins*

City Staff present: Sharon Robinson

#### 1. Welcome and Call to Order

Meeting was called to order at 6:34PM

- Roll Call, Introductions & Announcements
- Agenda Review and Adoption

No changes were made to the meeting agenda.

#### 2. Open Forum

There were no speaker cards received for Open Forum.

#### 3. Adoption of Prior Meeting Minutes: July 8, 2019 and September 16, 2019

Julia Liou moved to approve meeting minutes, all members present voted to approve the minutes, except Donna Carey who abstained as she was not present at the July or September meetings. The minutes were not approved and were held over until the November meeting.

#### 4. Presentation from Bay Area Nutrition and Physical Activity Collaborative (BANPAC) on Organizational Wellness Policies and Promising Practices Around Creating Healthier Communities Presented by Reba Meigs, BANPAC Co-Chair and Chief Executive Officer, Innovative Healthy Solutions and Nori Grossmann, BANPAC Co-Chair and Public Health Nutritionist, Alameda County Public Health

**Public Comment:**

The SSB Advisory Board welcomes you to its meetings and your interest is appreciated.

- If you wish to speak before the Board, please fill out a speaker card and hand it to the staff supporting the Board.
- If you wish to speak on a matter not on the agenda, please sign up for Open Forum and wait for your name to be called.
- If you wish to speak on a matter on the agenda, please approach the Committee when called, give your name, and your comments.

Please be brief and limit your comments to the specific subject under discussion. Only matters within the SSB Board's jurisdiction may be addressed. Time limitations shall be at the discretion of the Chair.

*In compliance with Oakland's policy for people with chemical allergies, please refrain from wearing strongly scented products to meetings. In compliance with the American Disabilities Act, if you need assistance to participate in the meetings for the Sugar-Sweetened Beverages Community Advisory Board, please contact the Human Services Department at 510-238-3088. Notification 48 hours prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. If you have questions regarding this agenda or related materials, please contact our office at the number above.*

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Reba Meigs presented information about BANPAC's organizational wellness policies and promising practices to engage the community and other stakeholders in creating healthier communities. BANPAC no longer offers funding but is available to provide technical assistance to grantees and other stakeholders. Sample evaluation reports of wellness policies are available for review. They will provide a copy of the Drinking Water Promotion Project evaluation report.

## 5. Board Debrief on the BANPAC Presentation and Considerations for Next Steps and Timeline for Possible Actions

Tonya will talk with City administration staff to discuss the possibility of adopting a wellness policy for City agencies receiving SSB tax revenue funds and to determine the mechanics necessary to have a City wellness policy.

## 6. Informational Report from the Finance Department on the Sugar-Sweetened Beverage Tax Revenue Report.

Staff from the Finance Department were unable to attend the meeting and provided the Tax Revenue report which Sharon Robinson, Human Services Department Planner, provided on behalf of the Finance Department. The following questions were raised by the Advisory Board and the community:

1. FY2020 1Q revenues are significantly lower than the prior period. Please confirm that this [\$1,474,987] is the actual revenue for Q1.
2. Provide an explanation of any trends you might be seeing in description of decrease in previous year.
3. Is it possible to get a month-by-month breakdown [of revenues] over the last three years?
4. Is it possible to get the final budget document sent out as an email blast?
5. What line item in the final budget includes the administrative fees for Muni Services?

City Staff will forward these questions to the Finance Department to address.

One speaker spoke:

Katie Ettman, SPUR

## 7. Update on Board Vacancies

City staff reported that the Mayor's Office is reviewing applications and is planning on filing these vacancies before the December Board retreat.

## 8. Administrative Update

- **FY 19-21 Printed Budget:** The final budget is expected to post to the City website later this week and can be accessed at: [oaklandca.gov/budget](http://oaklandca.gov/budget).
- **Marketing, Evaluation and Research Contractors:** Staff is working to get availability of potential contractors to be interviewed and the Board's updated availability to participate in interviews.
- **Board Retreat Saturday, December 7, 10am-4pm**
  - Staff is working to secure the retreat facilitator
  - The retreat will be held at Citizens Engagement Lab which is located at 1330 Broadway, 3rd Floor

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- Staff suggested the Board reconsider if there will be a December 9 regular meeting since the Board retreat is scheduled for December 7.
- **Community Grants Program:** Efforts for are moving forward to execute all community grants agreements for both round 1 and round 2 awards.

## 9. Adjournment

Meeting was adjourned at 7:24PM