

**Sweetened Beverage Tax Community Advisory Board (CAB)  
Meeting Notes**

<b>MEETING SUMMARY</b>	<p><b>Date:</b> March 19, 2021</p> <p><b>Time:</b> 9am – 11:10am</p> <p><b>Location:</b> Zoom</p>
<b>MEMBERS PRESENT:</b>	Barbara Baquero, Christina Wong, Jen Hey (Moss), Munira Mohamed, Rebecca Finkle, Tanika Thompson
<b>MEMBERS ABSENT:</b>	Dila Perera, Jaimée Marsh, Laura Flores Cantrell, Paul Sherman
<b>GUESTS:</b>	Office of Sustainability & Environment: Bridget Igoe, Hannah Hill, and Suzy Knutson Department of Education and Early Learning: Tiffany Lee City Budget Office: Akshay Iyengar Human Services Department: Sean Walsh, Natalie Thomson, Deborah Kuznitz, Amaury Avalos, Javier Pulido Farm to Table Implementation Team: Leika Suzumura, Kelly Okumura, Elise Levesque, Tanya Fink, Chris Hoffer, Chris Teeny, Neo Mazur, Austin Becker, Tanya Fink, Lindsay Showalter

**Meeting Notes**

Tanika Thompson and Jen Moss, Co-Chairs, facilitated the meeting

**Welcome and Introductions**

- CAB members introduced themselves.
- City staff introduced themselves.
- CAB reviewed and approved agenda.

**Public Comment**

None

T. Thompson and J. Moss facilitated a get-to-know-you activity for new CAB member, Munira Mohamed.

**Updates from the CAB co-chairs**

*Updates from Tanika Thompson and Jen Moss*

- Co-chairs instructed members of the CAB in 2020 to complete the City’s [Financial Interest Statement \(FIS\)](#), which helps the City track and manage potential conflicts of interest. Forms must be submitted by April 15, 2021. SBT staff liaison, Hannah Hill, will send a link to the form and a reminder following the meeting.
- Co-chairs provided an update on the CAB’s RFP recommendations. CAB subgroup members met to review and edit the document. A final draft will be circulated in advance of the April meeting for full CAB review and approval.

**Review and Finalize CAB Subgroups**

*Facilitated by Tanika Thompson and Jen Moss*

- T. Thompson and J. Moss reviewed the purpose of each of the four proposed subgroups and reviewed initial subgroup assignments based on CAB member survey responses.
- CAB members approved the following subgroups and subgroup assignments:

<b>Subgroup</b>	<b>Potential Role</b>	<b>Membership</b>
Healthy Food Fund (HFF)	<ul style="list-style-type: none"> <li>• Attend planning meeting with DON, as needed and requested</li> <li>• Review and comment on draft RFP materials</li> <li>• Participate in review panel</li> </ul>	Barbara & Jaimée
Prenatal-to-Three Grant Program (PN3)	<ul style="list-style-type: none"> <li>• Attend planning meeting with DEEL, as needed and requested</li> <li>• Review and comment on draft RFP materials</li> <li>• Participate in review panel</li> </ul>	Munira, Dan, Paul
Strategic Communications & Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Provide input to SBT staff on annual report</li> <li>• Develop regular updates to share with community stakeholders</li> <li>• Identify opportunities / ways to gather input from community stakeholders on budget recommendations</li> </ul>	Christina, Rebecca, Barbara, Jaimee  (Barbara and Jaimée as time allows given their participation in other subgroups)

- H. Hill will facilitate introductions for members of the HFF and PN3 subgroups with staff at the respective City departments and she will circulate a doodle poll for the Strategic Communications and Stakeholder Engagement subgroup to identify a regular meeting time.

**2020 SBT Annual Report Briefing**

*Facilitated by Hannah Hill, CAB staff liaison*

- According to the SBT Ordinance, the CAB must submit an annual report that includes:
  - Recommendations on how best to allocate the revenues raised by the Sweetened Beverage Tax;
  - A summary of the programs funded to date and their progress to date;
  - A summary of tax implementation efforts and any completed studies evaluating the implementation of the tax;
  - A summary of any completed studies on the impact of the tax on beverage prices, consumer purchasing behavior, sweetened beverage sales, related health outcomes, and economic impacts, including impacts on employment and retail revenues; and
  - Any additional information that the Board deems appropriate for inclusion.

- Using the [2019 Annual Report](#) as a template, H. Hill provided an outline of the 2020 report and focused specifically on Chapters 5 and 6, which provide an overview of the programs, services, and initiatives funded with SBT revenues.
- City department staff are currently developing content for Chapters 5 and 6. H. Hill will share the draft chapters with the CAB in advance of the April meeting. At the April meeting, City departments will present key highlights from the report to CAB members. CAB members will also have an opportunity to provide input on the content and ask questions. Information provided in Chapters 5 and 6 will be helpful as the CAB develops its budget recommendations.
- Following the April meeting, H. Hill will work with co-chairs and CAB members to develop the CAB-led chapters of the report. The goal is to submit the final report in June.

**Planning for 2022 Budget Recommendations –**

*Facilitated by Tanika Thompson*

- H. Hill provided an overview of the City’s budget process and the two critical points where the CAB weighs in. Based on this process, the CAB will submit budget recommendations in June for the Mayor to consult and consider as she develops her budget proposal. The CAB will submit additional recommendations in October as Councilmembers review and amend the Mayor’s budget.
- T. Thompson reviewed the proposed approach to develop 2022 budget recommendations.

<b>Approach for 2022 Budget Recommendations</b>
<p>Step 1: Obtain shared understanding of financial/budget/programmatic landscape</p> <ul style="list-style-type: none"> <li>• In April, the CAB will receive an update from the City on 2020 SBT-funded programs/services as well as an SBT revenue forecast and budget update</li> </ul>
<p>Step Two: Refresh CAB’s understanding of current community priorities through the following types of activities:</p> <ul style="list-style-type: none"> <li>• Reviewing EJC’s Community Conversations report (and new food justice principles, when ready)</li> <li>• Review findings and summaries from key community meetings that focused on what a just recovery from COVID looks like</li> <li>• Sharing CAB member experience and expertise</li> </ul>
<p>Step Three: Revisit CAB’s existing <a href="#">budget principles</a> (see page 2) while considering:</p> <ul style="list-style-type: none"> <li>• Current financial landscape (Federal funding available)</li> <li>• COVID response/recovery efforts</li> <li>• Community priorities (see step 2)</li> </ul>
<p>Step Four: Review 2021/22 SBT financial plan (anticipated spending on programs and services) to identify potential gaps, opportunities</p>
<p>Step Five: Develop budget priorities for several scenarios:</p> <ul style="list-style-type: none"> <li>• Funding is “flat” - no cuts needed, but no extra money to expand programs/services or create new ones</li> </ul>

- Small “surplus” - there is funding that could be used to expand programs/services or create new ones
- Small “deficit” - SBT revenue falls short and there is a need to make cuts

After reviewing the draft approach, CAB members had the following questions and comments:

- The CAB did so much work last year on this process and it is poised to do the work efficiently and effectively this year. These seem like the appropriate steps.
- Interest in learning more about federal and state funding that will support food access programs and identifying if there are gaps in funding the CAB should consider.
- In terms of community engagement, where and when will the CAB reach out to CBOs to be transparent about the CAB’s process and to invite feedback?
  - There is a great opportunity to coordinate with the Environmental Justice Committee (EJC) on community engagement. The EJC is comprised of community leaders who are dedicated to advancing environmental justice across City department programs, services, initiatives, investments and processes.
  - The EJC recently released its [Community Conversations Report](#) which highlights community priorities for COVID 19 response and recovery. Food access is a top priority. The EJC is also developing food justice principles and is interested in working with the CAB and engaging in a dialogue around their work and the CAB’s budget priorities. T. Thompson and J. Moss will be attending an EJC meeting in May to begin discussions.
  - While EJC is not the general public, it is an opportunity for CAB members to hear from leaders of communities most impacted by a lack of food access.
  - H. Hill will also compile relevant reports and findings from recent community engagement efforts to share with the CAB.
- Co-chairs reviewed draft, high-level agendas for the April and May meetings. At April meeting, CAB members will hear presentations from City departments on SBT funded programs and hear a budget update from CBO.
- At the May meeting, the CAB will begin developing its budget recommendations. Co-chairs recommended extending the until 12:30pm to allow more time for discussion. Members supported this recommendation.

### **Farm to Table Presentation**

*Presentation by Kelly Okomura & Leika Suzumura*

- The Farm to Table team provided a report back on their design process and shared findings from all phases of their community input gathering.
- Between 2019-2021, Farm to Table gathered input from childcare directors, teachers, staff, cooks, parents and caregivers, local farmers, agency partners, early childhood education experts, and community members to understand how they defined a successful, equitable, and culturally responsive food access program and to identify what resources and supports would be achieve this vision.
- The Farm to Table shared their key findings. A successful program is one that:
  - fosters a connection to place

- is built on strong relationship with childcare sites, families, and farmers, which takes time to build
- promotes holistic programming that supports ALL the following activities: food procurement and farmer connections, nutrition education and family engagement, staff training and technical assistance
- is easy to use – resources are in multiple languages, there is a program website to access additional information, the program is easy to launch and continue operating
- To achieve this, Farm to Table staff advocated for
  - Holistic, relationships-based programming
  - Clarity and coordination between food access programs at the City to eliminate confusion and enable collaboration between Farm to Table and Fresh Bucks To Go and to align Farm to Table with the City’s Food Action Plan
  - Additional investments to achieve systems-level impact on the food procurement side and in terms of program administration
- With limited time for discussion, the Farm to Table team collected questions and comments from CAB members and said they would follow up with written responses within the next 2 weeks.

**Adjourn**