

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

MEETING SUMMARY	<p>Date: March 18, 2022</p> <p>Time: 9am – 11am</p> <p>Location: Webex</p>
MEMBERS PRESENT:	<p>Bilan Aden</p> <p>Rebecca Finkle</p> <p>Jaimée Marsh</p> <p>Jen Moss</p> <p>Barbara Rockey</p> <p>Kristin Sukys</p> <p>Tanika Thompson</p> <p>Dan Torres</p> <p>Christina Wong</p>
MEMBERS ABSENT:	<p>Barbara Baquero</p> <p>Munira Mohamed</p>
GUESTS:	<p>Office of Sustainability & Environment: Alyssa Patrick, Bridget Igoe, Jessyn Farrell, and Suzy Knutson</p> <p>Department of Neighborhoods: Cameron Clark</p> <p>Human Services Department: Sean Walsh</p>

DECISIONS MADE	<p>The CAB approved by consensus the following:</p> <ul style="list-style-type: none"> • Jen Moss and Tanika Thompson Bird will continue serving as co-chairs. • The CAB’s bylaws will be updated to allow for consecutive chair/co-chair terms as long as they are voted into the positions by the CAB. • The CAB extended its May meeting to allow more time for developing budget recommendations.
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FOLLOW-UP ACTION ITEMS			
#	ITEM	RESPONSIBLE PERSON(S)	TARGET DATE
1	Summarize existing engagements and reports for review by CAB community engagement subcommittee	A.Patrick, SBT staff liaison	4/1/22

Welcome and Introductions

T. Thompson welcomed CAB members and city staff, and everyone introduced themselves. The Office of Sustainability and Environment’s (OSE) new director, Jessyn Farrell, joined the meeting to introduce herself as well.

- Jessyn is a long-time environmental and community advocate who has worked across the public, private, non-profit, and philanthropic sectors as a state legislator from the 46th District, Executive Director of Transportation Choices and most recently as Senior Vice President at Civic Ventures.
- J. Farrell shared her efforts to preserve and regrow SNAP and interest in “safe routes to food.”

City staff Sean Walsh also shared the opportunity for CAB members to participate on the Farm to Table RFP review committee.

The agenda for the meeting is:

- Overview of work culture preferences everyone shared
- Discussing goals of community engagement
- Prioritizing what programs or other information we need to hear to make informed 2023 budget recommendations, and Starting/restarting sub-committees

Work Culture Overview - [Working culture summary](#)

Presented by T. Thompson Bird

At the March retreat, CAB members shared what they need to work well together. There are three main takeaways from the conversation, which the CAB will ground itself in, along with existing community agreements and values, to create a working environment that works for everyone.

The three main takeaways are:

- *How we work*: Create/maintain a CAB structure that includes clear goals, expectations and outcomes, time for reflection and connection, and opportunities to learn from each other. Ground this work in our community agreements (including a commitment to racial equity) and continue consensus decision making.
 - Share leadership responsibilities more broadly and provide opportunities to learn from each other
 - Establish subcommittees based on goals
- *How we are with each other*: We agree to be present and vulnerable, take risks, meet each other where we're at with open hearts and mind.
- *What we expect from the city*: Seeking transparency and clarity from the city – on funding, on CAB's role.

Community Engagement

Presented and facilitated by staff liaison Alyssa Patrick and CAB co-chair Jen Moss

A.Patrick presented opportunities and challenges related to community engagement to inform the CAB's 2023 budget recommendation.

Opportunities: There are some ongoing and recently completed engagements that are relevant to SBT investment areas.

- The Food Action Plan is doing extensive outreach, asking questions about food access priorities, urban ag needs, and more from a broad range of stakeholders.
- Several reports were published in 2021/2020 that could inform food access and child care priorities.
- Other boards and commissions could be good touchpoints for identifying community priorities. There could be opportunities to ask them to review recommendations, etc.

Challenges:

- The CAB does not have budget for community engagement this year.

- There are several community engagement activities already in the works, and community is expressing fatigue (in addition to FAP, comprehensive plan development, SDOT planning, several engagements throughout COVID)

J. Moss led a discussion on the CAB's goals for engagement and how to use existing resources/processes to meet those goals.

Q: What are goals for community engagement?

- Deeper insight to inform decision making process. People's lived experience and how it informs these decisions. What is missing?
- There are a lot of initiatives funded through SBT. How much do people know about those initiatives? And what is the overlap of folks that receive funding?
- Tier out info from community to find out how people are accessing services and where are gaps? Are the partners we are funding aware of services and are they utilizing them? Are there unheard efforts that we need to learn about? Folks will then learn about connection to SBT through these efforts.
- We need to meet the community and learn who is using resources funded by SBT to find out if they are meeting needs. Essentially, CAB presence in community needs to be increased. This way, community will then have the ability to give feedback directly to the CAB.
- The CAB has led community engagement in the past, and has heard and tried to incorporate feedback that engagement needs to be more of an ongoing relationship than one transaction.
 - The CAB's most recent engagement did a better job of this – hiring a consultant with a familiarity in priority communities who connected with CBOs and community leaders to host focus groups and surveys. CAB was interested in inviting those who engaged to a future meeting or public engagement opportunity to continue the relationship, but COVID paused the ability to meet in-person.

Q: How can existing resources and processes meet the goals we have?

- If we had funding, ideal situation would be to gather questions and groups to get input from and then work backwards from there. Gather grantee feedback and redirect funds towards infrastructure. Finding out what has been helpful and what has not. What barriers remain regardless of funding?
- We also need to look at program sustainability. What are the outcomes of funded programs, and are they meeting community needs? How do they continue to evolve and what challenges do they face through that evolution? We'd like to know this information without adding additional reporting requirements, acknowledging that can be a burden to organizations.
 - Another CAB member emphasized that existing reporting requirements are exhausting for organizations. Would not want to add additional requirements/questions.
- Prenatal to 3 grant process is not a formal community engagement structure, but the applications did ask for solutions to Prenatal-to-Three challenges. I wonder what themes arose from that and how it could inform our recommendations?
- We are also hearing from organizations that they are fatigued from being asked for input over and over. Often they have shared what the need is, but then do not see any action. People want to see is the action.
 - Other CAB members expressed agreement with this point – we've heard from community they are tired of one-off engagement. Let's look at what we already know.

Q: Do we have access to the reports that organizations funded by SBT provide to the contracting city department?

- Answer from S. Walsh – HSD: Our department has a section at the end of invoices where folks can provide outcomes and reflections. We could do a summary of findings from those reports. We also get feedback from regular meetings of food bank and meal program coalitions – could gather and share themes from those conversations
- Answer from C. Clark – DEEL: King County’s Best Starts for Kids is also embarking on a community process to inform their home visiting investments for the new county levy, that could be a resource.

Next Steps on Community Engagement

- SBT staff liaison will compile information from engagements and reports we already have access to and summarize for CAB to review.
 - CAB members agreed with this approach and believed it would demonstrate to community that the CAB is listening to the recommendations they’ve already shared, and incorporating them where it aligns with SBT investments.

SBT Funded Program Overview

Facilitated by A. Patrick, SBT staff liaison

CAB members reviewed descriptions of currently-funded SBT programs to inform a discussion about how to spend their time at upcoming CAB meetings. Since the CAB does not have time for full presentations from all funded programs, they needed to narrow down to those they have the most questions about. As a result of the discussion, the following programs were highlighted for a deeper dive presentation. The questions CAB members had about each program are also included.

Program	Questions/Areas of Interest
Food Action Plan	<ul style="list-style-type: none"> • Where does it make sense for us to plug in on this development and implementation? • Want to learn more since it is a foundational and grounding document. Presents opportunities to be more collaborative. Interested in EJC’s involvement - what are they prioritizing here? What community input have they possible received that could share? (and in general building stronger relationship) • Want to learn more and how we can coordinate
Food Equity Fund	<ul style="list-style-type: none"> • Questions about grant administration - how to not be taxing to orgs w/reporting, etc. • Honing what we can learn from grantees
Healthy Food in Schools	<ul style="list-style-type: none"> • FFVP - how is it going, how much they are able to meet goal of purchasing from small, BIPOC farmers • it would be good to learn more about how the efforts to give fresh foods directly to students and families is working given the larger structural problems of SPS schools not having the infrastructure to do more scratch cooking.

Prenatal-to-3 grants	<ul style="list-style-type: none"> • This is an area of interest since is new grant program of this type • This is specified focus in the ordinance - was traditionally underfunded, have the most to learn. What have been the community-driven efforts and learnings • Curious about challenges and needs coming from this area - but understand it may be early to hear from the grantees themselves. • Want to hear more - but want to not overly burden the grantees themselves. What have learned from grant admin process? Because it was more equitable process, what information are they hearing from grantees at this point?
Childcare Assistance Program	<ul style="list-style-type: none"> • What has changed in this program? What is increasing the need in this area? What is driving the increase in funding for CCAP? • Last year looked at in-depth report on CCAP reach in King County. Several gaps were identified there - folks who live outside of Seattle but work in Seattle, not eligible for CCAP. As we increase funding, interested to hear from the program itself in how it is addressing those gaps. What are plans to improve program's reach?
Support for children with developmental delays (developmental bridge and health development specialists)	<ul style="list-style-type: none"> • Budget has grown - two different types of programs so opportunity for learning and engagement w/Boyer's • From an equity perspective - this is a group that it's important to hear from. A lot of need here.

Other questions/considerations that came up during the discussion include:

- Is there overlap between HSD Farm to Table, Hunger Relief Distribution, and Meal Program and Food Delivery? What do we know about their budgets?
 - **Answer from S. Walsh at HSD:** The food banks, meal programs, and food distribution are all part of the same funding pools – all supporting hunger relief efforts.
 - Also, SBT is not necessarily the only source of funding for many of these hunger relief programs, as well as programs in other departments. SBT often adds capacity to what is funded through general fund.
- On prenatal/early learning: What are big picture questions around what's working and what isn't? What are the gaps? What do we need to understand about the bigger picture – the landscape of child care and child health and wellbeing needs?
- Interested in learning more about programs that may have had a significant increase in funding from 2021 to 2022. What accounts for the change?
- Reporting in general - are there adjustments that need to be made in how grants are administered and reported on overall? To not be overly taxing to grantees

CAB Business

Co-chair elections - Discussion facilitated by A. Patrick

The CAB holds annual elections for CAB co-chairs. At the end of 2021, we invited members to express interest in running, and no one did so. Current co-chairs, Jen and Tanika, were willing to continue

serving if agreed upon by the CAB. If the CAB votes to have Jen and Tanika continue for another year, the CAB will also need to update the bylaws. The CAB held two votes to make decisions on these points

*****DECISION POINT***** Using Fist-to-Five voting, do you elect Jen and Tanika to serve as co-chairs again in 2022?

- The CAB unanimously voted yes (all members gave a 5).

*****DECISION POINT***** Using Fist-to-Five voting, do you agree with updating the CAB's bylaws to allow for consecutive one-year chair/co-chair terms if they are annually approved by a vote of the CAB?

- The CAB unanimously voted yes (all members gave a 5).

CAB subcommittees

Discussion facilitated by T. Thompson Bird

At the CAB's last meeting, members expressed an interest in establishing subcommittees to split the work of the CAB across different groups. The co-chairs discussed this and propose maintaining similar committees that were set up last year. These are:

- **Community engagement:** This can include reviewing and planning for community engagement, as well as identifying subject matter experts the CAB would like to hear from.
- **Strategic communications:** This can include cultivating SBT awareness among elected officials and the general public. We have a few different ideas/possibilities for engaging with electeds that we can work through with this group.
- **Executive committee:** Join the co-chairs to develop proposed budget recommendation approach and other executive needs. We recommend someone who was at least here for the last budget cycle so you have some awareness of how it typically goes.

DISCUSSION QUESTIONS:

- Do these sound right to everyone? Any you would add or change?
 - No changes needed!
- What are you interested in joining? If not sure today, let Alyssa know by next week
 - Kristin – Strategic Communications and Executive Committee (may not have the best network for the community work though).
 - Dan – Executive Committee
 - Bilan – Community Engagement
 - Barbara r – Community Engagement

May meeting:

Discussion facilitated by T. Thompson Bird

We often have a longer May meeting, or two meetings in May or June to finalize budget recommendations.

*****DECISION POINT***** Would you be ok with extending the May meeting to be 3-4 hours?

- The CAB unanimously voted yes (all members gave a 5).
- All 5s. Go later not start earlier! Likely 9-12:30 and Alyssa will send out invite today.

Close out/Adjourn