

Sweetened Beverage Tax Community Advisory Board (CAB) Meeting Notes

MEETING SUMMARY	Date: Friday – January 17, 2020 Time: 9-11am Location: 2100 24 th Avenue South, Seattle, WA 98144
MEMBERS PRESENT:	Christina Wong, Paul Sherman, Tanika Thompson-Bird, Jen Moss, Adrian Lopez, Lisa Chen, Dila Perera. <i>By phone:</i> Laura Flores Cantrell
MEMBERS ABSENT:	Seats 2 & 3 (Food Access Representatives, newly appointed) Seat 4 – Vacant since May 2019 (Community Representative)
CITY GUESTS:	Office of Sustainability & Environment: Alyssa Patrick, Suzy Knutson, and Sharon Lerman Department of Early Learning: Monica Liang-Aguirre King County: Wendy Harris Human Services Department: Natalie Thompson & Tara James Department of Neighborhoods: Sarah Morningstar & Kenya Freddie City Budget Office: Akshay Iyengar

DECISIONS MADE	(1) The CAB decided to hold 2020 meetings on 3 rd Friday of the month at the 2100 Building, and to have an annual planning retreat on February 28 in place of regularly scheduled meeting.
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FOLLOW-UP ACTION ITEMS			
#	ITEM	RESPONSIBLE PERSON(S)	TARGET DATE
1	Appointing an at-large member to the executive committee	Lopez-Romero is considering and will circle back	2/28/20
2	Invite OSE and HSD back for subsequent presentations	Patrick	March and April CAB meetings

Meeting Notes

J. Moss and T. Thompson-Bird facilitated the meeting

WELCOME, INTRODUCTIONS, PUBLIC COMMENT

- CAB members introduced themselves, including welcoming Adrian Lopez-Romero, the newest member of the board appointed by Council to the Early Learning Representative seat (Position 9). Lopez-Romero is a program director at the Denise Louie Education Center.
- City staff and guests from the public introduced themselves.

Public Comment

None

CAB BUSINESS

Updates from CAB members

- The [Anti-Hunger and Nutrition Coalition](#) has released its policy papers. Hunger Action Day is February 3 in Olympia, and members were invited to join.

CAB meeting times

Presented by T. Thompson, CAB Co-Chair

The CAB members discussed the best days, times and locations for on-going 2020 meetings.

*****CAB Decision Point*****

Through discussion and consensus, the CAB decided to hold ongoing meetings on the third Friday of the month, from 9-11 a.m. at the 2100 Building (pending room availability). The one exception is February, when the CAB will hold an all-day annual planning retreat on February 28 in place of the usual meeting.

CAB executive committee

Presented by J. Moss, CAB Co-Chair

J. Moss briefed the CAB on the open at-large position on the executive committee (see pp 2-3 of [CAB policies and procedures](#) for reference). At past meetings, the CAB has discussed that it would be ideal to have an early learning representative in that position. D. Perera has declined due to lack of time and bandwidth, so the invitation was extended to A. Lopez-Romero. He said he would consider this option and get back to the CAB with a decision at the February retreat.

Other business

Presented by A. Patrick, OSE Staff and SBT CAB Liaison

- **New Council Committee Assignment:** Along with OSE, the CAB now reports to the newly formed Sustainability and Renters' Rights Committee chaired by Councilmember Sawant.
- **New CAB Appointments:** Barbara Baquero and Rebecca Finkle have been approved for appointment by the Mayor's Office to the remaining Food Access Representative positions. Both will need to be confirmed by Council, which tentatively will take place in February.
- **Vida Agency Survey Input:** The Vida Agency is in the research design process for the [public awareness and counter-marketing campaign](#) and will soon be seeking feedback from interested CAB members on survey design. **L. Flores Cantrell, A. Lopez-Romero, J. Moss, and T. Thompson-Bird volunteered to provide feedback.** This is expected to take place in February.

FEBRUARY RETREAT

Presented by A. Patrick, OSE Staff and SBT CAB Liaison

The CAB broke into small groups to review and provide feedback on a proposed agenda (see **Appendix A** below) for the February annual planning retreat. The agenda was based on priority areas identified at the [November CAB meeting](#). Reconvening into a large group discussion, the CAB members made changes and highlighted priorities that are indicated with track changes in **Appendix A**.

The group also discussed facilitators for the full-day meeting. Maketa Wilborn is available and has facilitated for the CAB in the past, so there was agreement to move ahead with that option.

C. Wong and P. Sherman volunteered to participate in a retreat planning call.

SBT ANNUAL REPORT

Due to time, A. Patrick handed out an annual report production process timeline and the CAB agreed to follow up more on this topic at the annual planning retreat.

DEPARTMENT PRESENTATIONS

Three city departments presented overviews of SBT-funded programs:

Wendy Harris, King County Developmental Disabilities, provided an update on the Developmental Bridge program that is a partnership with DEEL. Monica Liang-Aguirre, HSD, introduced Harris

[Link to PowerPoint](#)

The Developmental Bridge program is managed by DEEL in partnership with King County Developmental Disabilities Division. In 2018 and 2019, the agencies planned and implemented a pilot initiative intended to align (or bridge) early intervention supports and services for infants and toddlers and their families. In 2019, the pilot served 71 children who are not eligible for Early Support for Infants and Toddlers (ESIT) but still have developmental needs.

- **Question from CAB:** Is there bias involved in the assessment that boys have more developmental issues than girls?
 - **Response (from W. Harris and other CAB members):** There are biological underpinnings related to early development that apply more to boys than girls, but that generally evens out by the time children reach the age of 5. But the ways that we socialize boys and how we expect them to behave can also play a role.
- **Question from CAB:** What languages are being served by this program?
 - **Response:** I do not have the language data on-hand, but providers we work with do serve an array of languages and will use an interpreter at times.
- **Question from CAB:** Can people enroll in the Bridge program prenatally?
 - **Response:** Yes, but this has not happened yet.
- **Question from CAB:** How do you find the balance between using evidence-based research and community input when designing the program?
 - **Response:** We model the program after elements of [Early Support for Infants and Toddlers](#) but build in more flexibility in response to community input.

Natalie Thompson, HSD, provided an update on the 2019 Food and Nutrition RFP

[Link to electronic memo](#)

The Food and Nutrition RFP is available every 4 years and funds food banks, meal programs, and the systems that support both. In 2019, the RFP budget was a little over \$5 million, 40% of which came from SBT funds. Twenty-eight organizations received grants of up to \$372,000. The grantees were selected by a review panel of 19 raters representing different communities. In order to address gaps related to geographic need and diversity, HSD is developing a second RFP for organizations and efforts in South Park, Georgetown, and Delridge. That RFP will go out in February.

HSD is also working with Public Health of Seattle and King County (PHSKC) to develop consistent, meaningful, and low-burden data collection practices with all 14 funded food banks. Questions they are considering in this work are how to define and measure the nutrition value and cultural appropriateness of food provided at food banks. CAB members had questions about this project, and it was suggested that HSD and PHSKC come to another CAB meeting to continue that dialogue and provide updates on the RFP processes.

- **Question from CAB:** How were the recommended amounts decided for each organization?
 - **Response:** The amounts were recommended by the reviewing committee. There was a robust contract negotiating process which also helped define the funding amounts.

- **Question from CAB:** How are you balancing unintended consequences of asking for data? What data do the organizations need? CAB members express interest in seeing dignity for food bank recipients as a central value.
 - **Response:** HSD is working with Public Health of Seattle/King County researchers who have engaged with the food bank community. Together they are developing data collection practices that aim to lessen the burden to both the organizations and individuals using food banks.
- **CAB Comments:** CAB members value information outside of quantitative data. They also want to make sure location and identifying data is being used responsibly and securely.

Sharon Lerman, OSE provided an update on Fresh Bucks and Healthy Food in Schools

[Link to PowerPoint](#)

Due to time constraints, the presentation focused on Fresh Bucks rather than including Healthy Food in Schools. The goal of Fresh Bucks is to make fruits and vegetables more affordable for customers in the food security gap. SBT allowed the program to expand beyond a SNAP matching program, so it can now serve individuals who do not qualify for SNAP but still experience food insecurity. In 2019, Fresh Bucks did its first voucher enrollment process to reach those without SNAP. Individuals interested in vouchers could access them through community-based organizations (CBOs) and health clinic partners, or through a public enrollment process. Recipients receive \$40 worth of vouchers per month for an annual period. The majority (73%) of enrollments came through CBOs and clinics in priority communities. Individuals redeemed nearly \$3 million in benefits throughout 2019.

In 2020, OSE is partnering with 3 additional CBOs and will implement a public lottery system (informed by listening sessions with community and service providers). CBO and clinic enrollment for 2020 is open now, and public enrollment will open March 2nd through the end of that month.

Since Lerman did not get the full time to present, there was discussion of inviting her back for a subsequent presentation.

Appendix A: CAB Annual Planning Retreat Proposed Agenda

Proposed Annual Planning Agenda

The following proposed agenda is based on the topics discussed at the November 2019 CAB meeting. Please review with 1-2 others and discuss the highlighted questions. As you're reviewing, consider and answer these over-arching questions:

- Are there any overall topics missing from this proposed agenda?
- Are there elements of the agenda you do not think we should cover?

Each proposed agenda item also has an associated question. If you don't think that particular agenda item is necessary/should be prioritized – feel free to just provide that feedback rather than answering the question.

- **Team Building Activity** (45 minutes - estimate)
OUTCOME: Get to know each other, especially since will be welcoming 3 new members.
 - What kind of team building are members interested in? For instance – sharing identities/communities, trust-building activities, group dynamic activities, etc.
 - CAB is interested in two elements of team building:
 - 1. Getting to know each other as individuals – moving beyond the professional to understand each other's cultural backgrounds, lived experiences, etc. The goal of getting to know each other at this level is to build more authentic trust with each other and again a deeper understanding of how racial equity and social justice topics may be at play within the group dynamic.
 - 2. Developing an effective group dynamic that roots everyone in shared values despite different professional backgrounds and focus areas.
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- **Level-Setting: Reviewing Values, Priorities, And Policies** (45 minutes - estimate)
OUTCOME: All board members on same page in terms of values and principles; identify potential areas to update and methods for doing so.
 - Review vision, values, budget principals, and meeting agreements to align new members
 - Review policies and procedures, specifically considering:
 - How could we update policies/procedures to incorporate early learning needs earlier in decision making processes?
 - Do we need to build an equity filter into our policies/procedures? If so, how do we want to proceed with doing so in 2020?
 - Building an equity filter into CAB processes is a priority for members. They would like to consider questions such as: when developing budget recommendations, where are the equity cracks? How should the CAB consider impact and how it's measured?
 - Are there other elements of policies/procedures you want to discuss?

- **2019 Reflection: What Did and Didn't Work** (~~60~~ 45-minutes - estimate)
OUTCOME: Identify activities/practices to continue and things that need to change as we move into 2020.
 - Developing 2020 budget recommendations: successes and challenges
 - Responding to Council and Mayoral action: successes and challenges
 - Developing 2019 annual report: successes and challenges
 - Board operations: successes and challenges
 - This could be an area to discuss what types of training might have been helpful to conducting board activities and decision-making, as well as administrative elements such as timing and location of meetings.
 - Other areas to review from 2019? Or any specific points you'd like to cover in the suggested topics?
- ~~Lunch (45 minutes)~~ CAB prefers to do a working lunch
- **Community Engagement: Review Findings** (~~3045~~ 60-min - estimate)
OUTCOME: Identify how community engagement findings may drive CAB activities in 2020.
 - Brief overview of phase 1 findings: What were key takeaways? Limitations?
 - Overview and key findings of community engagement phase 2
 - Reflection: How can the CAB apply community engagement findings to 2020 and ongoing work?
 - Do you think discussing the community engagement findings at the retreat makes sense? If so, is there anything specific you'd like to know? If not, is there a different area you'd rather cover at the retreat?
 - The CAB is interested in getting a high-level overview of the key findings from phase 2 of community engagement to consider when developing the 2020 workplan. Having a longer presentation about community engagement at a later CAB meeting is preferred to give more time to this topic, and focusing the planning meeting more on internal workplan, budget and group dynamics.
- **2020 Workplan and Budget** (~~60+~~ 45 min - estimate)
OUTCOME: Solidify outline of 2020 workplan based on feedback from sessions earlier in the day; develop preliminary ideas on how to direct funds allocated for consultant reports.
 - Briefly review 2020 workplan draft (from November CAB meeting) and identify if anything is missing or should be added based on the day's discussion.
 - 2020 CAB budget
 - Briefly review proposed spending on facilitators, annual report, meetings, etc.
 - Discuss prioritization of funds for consultant support to "analyze key issue areas, such as opportunities and gaps in prenatal-to-age 3 programs and services" included as part of the one-time funding outline in OSE-2-D-

1. How might conversation from earlier in the day inform how the CAB directs this funding?

- Are there any other elements of the workplan or budget you'd like to discuss?