

# Sweetened Beverage Tax Community Advisory Board (CAB)

## Meeting Notes

<b>MEETING SUMMARY</b>	<p><b>Date:</b> February 26, 2021</p> <p><b>Time:</b> 9:00 am – 11:00 am</p> <p><b>Location:</b> Virtual meeting</p>
<b>MEMBERS PRESENT:</b>	Adrian Lopez-Romero, Barbara Baquero, Jaimée Marsh, Jen Hey (Moss), Laura Flores Cantrell, Paul Sherman, Rebecca Finkle, Tanika Thompson
<b>MEMBERS ABSENT:</b>	Christina Wong, Dila Perera, Munira Mohamed <i>Seat 4 – Vacant (Community Representative, Mayor appointment)</i>
<b>GUESTS:</b>	Office of Sustainability & Environment: Bridget Igoe, Hannah Hill, and Suzy Knutson Department of Education and Early Learning: Cameron Clark and Tiffany Lee Department of Neighborhoods: Daniel Sims City Budget Office: Akshay Iyengar and Miguel Jimenez Human Services Department: Sean Walsh

### Meeting Notes

T. Thompson and J. Moss, Co-Chairs, facilitated the meeting.

#### Welcome and Introductions

- CAB members introduced themselves.
- City staff and guests from the public 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, Jaimée Marsh.

#### Prenatal-to-Three Grant Program and Healthy Food Fund Updates

*Updates from the Department of Education and Early Learning (DEEL) and Department of Neighborhoods (DON)*

Cameron Clark (DEEL) provided updates on the Prenatal-to-Three Grant Program

- C. Clark introduced T. Lee, the new PN-3 Advisor, who will lead the design and development of the Prenatal-to-Three RFP. The goal is to draft the RFP this Spring and release it this summer.
- DEEL met with Best Start for Kids and organized meetings with community-based organizations to inform the development of the RFP. Key findings from these meetings include:
  1. COVID and the resulting economic downturn must inform application processes. The grant program must center the needs of families and ensure funding is directed to organizations can center families
  2. Trauma and social emotional support must be addressed in the application

3. The grant program must support organizations and projects that are community-led and community informed
  4. The reality of one-time funding should be considered. Avoid setting up programs that will be de-funded after one year
- DEEL will establish a “design team” collaborative of community groups, CAB members, and City staff to help design the RFP. They are moving into an intense phase in the planning process where they will determine outcomes and the size of grants and they are looking forward to having CAB expertise and input.

Daniel Sims (DON) provided updates on the Healthy Fund (HFF) planning efforts.

- DON staff is working on two bodies of work: (1) extending the contracts of existing food access grantees with 2021 HFF dollars and (2) designing a new RFP that will be released later this year and funded by 2022 dollars.
- Most of the work has been focused on the first body of work:
  - DON staff have contacted all Food Access & Opportunity Fund awardees to extend their contract and funding into 2021. 16 organizations have agreed to move forward and 14 of the 16 are ready to contract or are already formally under contract.
  - After attending some recent site visits with grantees, DON is considering ways to incorporate oral applications and/or reporting into its grantmaking and contracting processes as a way to go deeper into the community and remove the barrier of a written process.
  - United Way King County (UWKC) and DON are working together to extend awards for the 26 Community Food Fund grantees into 2021. This work is nearing completion.
  - Re: the design of a new HFF RFP: DON, working in collaboration with the Office of Sustainability & Environment (OSE), is working on a landscape analysis to inform the design of the 2021 HFF RFP in terms of priority communities, investment areas, current funding, eligible and preferred applicants etc. DON will continue working in partnership with other city departments to draft the RFP and is eager to have CAB members join the planning conversations.

### **Staffing updates**

*Updates from the Office of Sustainability & Environment (OSE)*

B. Igoe provided a staffing update at OSE and the CAB

- Jessica Finn Coven is stepping away from her role as Director of OSE and is taking a position at the Energy Foundation. Sharon Lerman, currently the Food Policy and Programs Manager, is stepping into the Interim Deputy Director role. Bridget Igoe will serve as the Interim Food Policy and Programs Manager. Hannah Hill, Food Policy Advisor, will be provide CAB support in the interim.
- This is Adrián Lopez Romero’s last CAB meeting. While he is resigning from the CAB, he will continue to support its work.

### **Review CAB Recruitment Materials**

*Presentation and CAB discussion*

- Although CAB appointments are the decision of the Mayor and City Council, there is an opportunity to propose an open call process to recruit new CAB members.
- Based on input from City staff, CAB members, and examples from other boards and commissions with strong race and social justice frameworks, B. Igoe developed a draft CAB recruitment process and related materials such as a position announcement, application materials, selection criteria, and interview questions.
- The CAB reviewed the materials and had the following comments:
  - Liked the idea of including CAB alumni and asked if there was a willingness from City staff to be a part of this. B. Igoe indicated staff have been supportive of participating in the process, but noted there could be scheduling conflicts.
  - Liked the idea of including CAB alumni, noted it was a big undertaking, and appreciated the transparency that would likely result.
  - Concerned this could be a lengthy and arduous process. Liked the idea of casting a wider net, but wondered if this would make the process more political. Also wondered if would be tied to two nominations.
- B. Igoe then invited feedback and questions on the minimum qualifications, preferred qualification, how to apply, and scoring criteria. CAB feedback was captured on a shared screen.
- B. Igoe will circulate recruitment materials to CAB members following the meeting to allow additional time for input. Eventually, she will share revised materials with the Mayor’s Office of Council Member Mosqueda’s office as a draft proposal.

**Post-Workshop Debrief and Action Items**

*CAB discussion*

- Following the workshop from the 1.26.21 CAB meeting, T. Thompson and J. Moss identified two actions items to discuss:
  1. Forming subgroups or workgroups to advance CAB work
  2. Revising the CAB’s Equitable Grantmaking document

CAB Subgroups

- Co-chairs suggested the CAB consider the following subgroups:

<b>Subgroup</b>	<b>POTENTIAL Roles</b>	<b>Time Commitment</b>	<b>CAB members</b>
“Executive Committee”	<ul style="list-style-type: none"> <li>• Plan CAB meetings</li> <li>• Identify desired briefings</li> <li>• Plan approach for developing budget recommendations</li> </ul>	1-2 meetings/month	Jen, Tanika, one more
Healthy Food Fund	<ul style="list-style-type: none"> <li>• Attend planning meetings with DON, as needed/ requested</li> <li>• Review and comment on draft RFP materials</li> </ul>	TBD (no more than 1-2 meetings/month)	1-2 CAB members * CAB members affiliated with organizations that

	<ul style="list-style-type: none"> <li>Participate in review panel</li> </ul>		might want to APPLY for Healthy Food Fund will need to recuse themselves at certain points in RFP development
PN3 Grant Program	<ul style="list-style-type: none"> <li>Attend planning meetings with DEEL, as needed/ requested</li> <li>Review and comment on draft RFP materials</li> <li>Participate in review panel</li> </ul>	TBD (no more than 1-2 meetings/month)	1-2 CAB members * CAB members affiliated with organizations that might want to APPLY for Healthy Food Fund will need to recuse themselves at certain points in RFP development
Strategic Communications & Stakeholder Engagement	<ul style="list-style-type: none"> <li>Provide input to CAB 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>	1 meeting/month	1-2 CAB members

- Since a few CAB members were absent, B. Igoe will circulate a survey for members to review and rank subgroups according to their preferences. Co-chairs will review survey results at the March meeting.

Equitable Grantmaking:

- At the January members, CAB members reviewed and discussed materials related to equitable grantmaking. The purpose of this activity was to clarify and/or affirm the CAB’s past recommendations on RFP processes. From this discussion, co-chairs identified two next steps for members to consider:
  - Option 1: Revise and formally issue updated RFP recommendations.
  - Option 2: Do **not** formally revise and re-issue recommendations but refer to the CAB’s notes on how these recommendations could be improved when providing input to City departments.

- CAB members used Fist to Five to test for agreement with Option 1. There was strong agreement and Option 1 was selected. As a next step, the CAB decided to convene a small group to revise the RFP recommendations. They will share revision with the CAB prior to the March meeting.

## **Informal Discussion**

### Statewide SBT Legislation

- The co-chairs were asked if they had any updates on the statewide SBT legislation ([SB 5371](#)). The co-chairs shared they had equity concerns and had not had a recent conversation with the American Heart Association.
- T. Thompson noted legislators are trying to get organizations to endorse the tax. At the last hearing, there were 200 testimonies in support of the legislation and 500 testimonies in opposition. Opposition came mainly from Teamsters Union, hospitality industry, and the American Beverage Association stating concerns about job loss despite the fact there is no evidence of job loss in areas where the sweetened beverage tax is in place. Got Green will remain neutral but shares concerns on the racial equity piece.
- The state SBT legislation would dedicate 40% of the revenue for the restoration of public health services. A question was raised about whether this means funding direct services or supporting the public health system in other ways. One CAB member shared the intent is to support “foundational public health services ([RCW 43.70](#)) and local health jurisdictions.
- There are stakeholder groups in the community who are tracking this legislation and aiming to ensure that, if passed, it funds community priorities.