

Sweetened Beverage Tax Community Advisory Board Meeting Notes

MEETING SUMMARY	Date: Wednesday, June 20, 2018
	Time: 10:00AM – 1:00PM
	Location: Seattle Municipal Tower, 16 Floor, Room 1610 700 Fifth Ave, Seattle 98104
MEMBERS PRESENT:	Ahmed Ali, Christina Wong, Dila Perera, Jen Hey, Jim Krieger, Leika Suzumura, Mackenzie Chase, Yolanda Matthews
MEMBERS ABSENT:	Laura Cantrell Flores, Lisa Chen, Seat 8 – Vacant (Public Health Representative)
GUESTS:	Katya Matanovic, Facilitator, Pomegranate Center Office of Sustainability & Environment: Sharon Lerman, Bridget Igoe Human Services Department: Tara James, Pamela Calderon Department of Education and Early Learning: Monica Liang-Aguirre, Cameron Clark City Budget Office: Chris Godwin

DECISIONS MADE	<ul style="list-style-type: none"> The Board approved notes from the June 6 and May 16 meetings The Board unanimously approved the early learning recommendations, conditional on including language about supporting good nutrition and the development of lifelong healthy eating habits for children. The Board unanimously agreed its budget recommendations would not specify that 100% of the 2018 set-aside funds go to community-led activities, but it would issue supplemental recommendations on the RFP that addressed the need for authentic and meaningful community engagement and shared decision making. The Board unanimously approved its recommended budget framework for the 2019 revenues.
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FOLLOW-UP ACTION ITEMS			
#	ITEM	RESPONSIBLE PERSON(S)	TARGET DATE
1	Finalize and transmit recommendations	See last page for process and timeline details	

Meeting Notes

Christina Wong, Co-Chair, facilitated the meeting

Welcome and Introductions

- Board members introduced themselves by sharing their names and organizations. City staff and other guests introduced themselves by sharing their names and departments.
- Board reviewed agenda and major goals of the meeting—to finalize key features of the 2018 and 2019 budget recommendations and discuss the process for getting a letter ready for transmission to the Mayor and City Council.

Public Comment

None

Recommendations for birth-to-three services and early learning activities

Dila Perera and Mackenzie Chase, early learning Board members, presented their recommendations for the SBT funds that will support, per the ordinance, *Evidence-based programs that improve social, emotional, educational, physical health, and mental health for children, especially those services that seek to reduce the disparities in outcomes for children and families based on race, gender, or other socioeconomic factors and prepare children for a strong and fair start in kindergarten.*

After clarifying questions and discussion, the Board approved the early learning recommendations, conditional on including language that programs should support good nutrition and the development of lifelong healthy eating habits for children.

City vs. community-led activities

The Board revisited a budget principle that came up at the April meetings which would specify that 100% of the \$2.8M set-aside funds go to community-led activities.

The Executive Committee proposed the Board should not constrain itself by City-led versus community-led activities but rather lead with its priority activities while recommending the City maximize the role of community-based organizations at every opportunity. Rationale for this proposal:

- Feedback from the community input survey suggested SBT funds should be split 50/50 for City vs. community-led activities
- Some of the Board's most highly prioritized activities might be most efficiently implemented by the City or other institutions

Key discussion points in response to this proposal:

- "Partnering" with CBOs and asking for input isn't enough – CBOs need to be resourced
- The Board's recommendations should call out and define authentic partnership and engagement, e.g.:
 - Meetings need to be in spaces that are convenient, accessible and comfortable for community members
 - Interactions need to happen in community context
 - Outreach and engagement need to be representative of community groups
 - Future recommendations should address what equal decision making power looks like. City needs to go beyond asking for community input but actually be responsive to it. There should be an entity comprised of City and community decision makers with equal authority. The CBOs that are community-led and doing the work should be on equal footing with the City when it comes to designing, planning and implementing the work.
- What are ways the City could operationalize shared decision making with community?
 - Establish a low barrier MOU/MOA between City and community groups that specifies equal decision making power.
 - The RFP and contracting should not dictate to community groups how to do the work.
 - The RFP selection panel should have City and community members on a review panel together.
- Even for City-led or other institution-led projects, there should be community involved in the implementation of the program

Using fist to five to test for consensus, the Board unanimously agreed its recommendations would not specify that 100% of the 2018 set-aside funds go to community-led activities, but it would issue supplemental recommendations on the RFP that address the need for authentic and meaningful community engagement and shared decision making.

2019 Budget Recommendations

Facilitated by Katya Matanovic

The Board reviewed and discussed the results from its 2019 budget activity in which Board members worked as individuals and in small group to apportion the 2019 revenues amongst the six focus areas. This was a continuation of the discussion started at the June 6 meeting (see [meeting notes](#) for details).

Using fist to five to test for consensus, the Board unanimously agreed on the following framework for the 2019 budget recommendations:

Focus Area	% of 2019 revenues*
Healthy Food and Beverage Access	32.5
Early Learning and Kindergarten Readiness	30.0
Community-based nutrition and physical activity programs	15.0
Support for people with obesity and diabetes	9.5
Public awareness campaign	10.0
Evaluation support for CBOs	3.0

*Excludes the one-time funds and funds for tax administration, tax evaluation, and Board administration.

Next, the Board worked in small groups to prioritize the activities that fall within each focus area. Results from the group prioritization exercise were posted on the wall for discussion and deliberation.

Using fist to five to test for consensus, the Board unanimously agreed on the following programs and activities:

Healthy food and beverage access	32.5%
Activities (in order of priority):	
<ol style="list-style-type: none"> 1. Healthy food vouchers for people in the “food security gap” 2. <i>Fresh Bucks (OSE)</i> 3. Safe, high-quality water and water bottles 4. Subsidies to schools to provide more fresh fruits and vegetables 5. Scratch-cooking programs in school food services 6. “Pop-up” and small, mobile food retailers and food pantries 7. <i>Food banks (HSD)</i> 	
Birth-to-Three Services and Kindergarten Readiness	30.0%
Activities (in order of priority):	
<ol style="list-style-type: none"> 8. <i>Home visiting programs (includes Parent Child Home Program)</i> 9. Resource support for families from birth-to-three 10. <i>Support for children with developmental delays</i> 11. Social support and peer learning for families 12. <i>Birth-to-Three services (DEEL)</i> 	
Community-based programs and activities to support good nutrition and physical activity	15.0%
Activities (in order of priority):	
<ol style="list-style-type: none"> 13. Community-based food and nutrition education 14. Physical activity vouchers, incentives, and scholarship programs 15. Good food bag/voucher programs in schools and childcare 16. <i>Fresh Bucks to Go (HSD)</i> 17. <i>Out-of-School Time Nutrition Programs (HSD)</i> 18. <i>Farm to Table (HSD)</i> 19. Community-based meal providers and programs 	
Public awareness campaign about sugary drinks	9.5%
Activities (coordinated and complementary):	
<ol style="list-style-type: none"> 20. Mass media counter-marketing campaign led by a community-based organization 21. Youth-led counter-marketing campaign led by a community-based organization 	
Support for people with obesity and diabetes	10.0%
Activities	
<ol style="list-style-type: none"> 22. Provision of healthy foods to people with diabetes or obesity 23. Community-based food and nutrition education 	
Evaluation support for community-based organizations	3.0%
2019 SBT Revenues*	100.0%

*Excludes the one-time funds and funds for tax administration, tax evaluation, and Board administration.

2018 Budget Recommendations

Facilitated by Katya Matanovic, Pomegranate Center

The Board discussed a draft of the 2018 recommendation letter and provided the following feedback:

- The information is well organized
- It's concise and well written
- Include the Board's vision/values in narrative letter
- Add more elements of the process to show our due diligence, e.g. we spoke with academic experts, community, City departments, Boards in other cities, etc.
- Describe the entire 2018 revenue package to give context to the \$2.8M set aside
- Emphasize our process for the \$2.8M was intentional
- Reiterate how the Board's priorities are connected to ordinance
- Offer to discuss further with Mayor, Council and staff
- Add a list of all Board members and their affiliations
- Include summaries from both community input surveys
- Activity #15 (under support for people with diabetes and obesity) needs editing – Jim and Ahmed will work on this

The Board discussed and agreed to the following process and timeline for finalizing and transmitting the letter:

- June 22 – Bridget will send the 2018 and 2019 draft letters to Executive Committee (EC) for review
- June 25 – Comments from EC due to Bridget
- June 26 – Bridget will revise letters and send revised versions to Board for review (if there are any significant inconsistencies in EC comments, EC will briefly discuss to resolve)
- June 28 – Comments from Board due to Bridget and shared with EC
- June 29 – Bridget will revise and send final draft to EC for final review
- July 2 – EC final edits due
- July 2 – Bridget will transmit letters

The meeting adjourned at 1:00pm.