



City and County of San Francisco
London N. Breed
Mayor

San Francisco Department of Public Health

Greg Wagner
Acting Director of Health

Sugary Drinks Distributor Tax Advisory Committee Subcommittee: Infrastructure Draft Minutes

Wednesday, October 17th, 2018
3:00pm-4:30pm
25 Van Ness Avenue, Room 610
San Francisco, CA 94102

Please note that public comment will be held after every agenda item. If a member of the public would like to comment on a topic that is *not* on the agenda, they may do so during general public comment at the start of the meeting. Please see the *Notes* section of this document for additional information about public comment.

Order of Business:

1. Call to Order and Roll Call

- Meeting called to order, followed by roll call of voting members.
 - Jorge Rivas, Linda Barnard, Roberto Vargas, Michelle Kim, and Rita Nguyen are present.
- Nonvoting attendees: David Klauber (RDA), Valerie Lua (RDA), Marianne Szeto (DPH), Christine Goette (DPH)

2. Approval of Agenda [Action]

- Motion to approve 10/17 meeting agenda
 - Members suggest tabling agenda items 7 – 9 to prioritize time sensitive business
 - Motion to approve amended agenda carries unanimously.
- Motion to approve meeting minutes from 9/17 Infrastructure Subcommittee Meeting
 - RDA will add that the town hall brief will be reviewed once it has been made available to the public
 - Motion to approve the amended notes carries unanimously. RDA will send out revised minutes.



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3. General Public Comment

- No public comment.

4. Finalize CBO Survey

- Members discuss SDDTAC recommended revisions and finalize survey for departments awarded 17/18 SDDT funding.
 - Members discuss the need to further brainstorm how to collect data from CBOs that received SDDT funding.
 - The survey that was drafted is to be distributed to city departments that received 17/18 SDDT funding.
 - The Infrastructure Subcommittee did not receive any additional feedback on the survey than was provided during the last full committee meeting and from Rita's notes.
- The purpose of this survey is to build accountability for 17/18 SDDT funding and inform future funding recommendations
 - This survey will be further developed and incorporated into the work plan for future funding recommendations.
 - The goal of the survey is to get city departments thinking about the funding they received from the SDDT, whether they had been aware of it at all, how it was spent, as well as their procurement process.
 - DPH notified city departments that received SDDT funding in advance that they will be receiving a survey that asks questions about SDDT funding.
- Feedback for the survey
 - Linda suggests adding a question that asks departments how far the allocated SDDT funds went to covering their program expenses and/or expansion.
 - Members suggest requesting that departments identify programs funded by SDDT money to highlight.
 - Members suggest adding a preamble that lets city departments know that it is okay not to know the answers to some of the survey questions.
- Timeline for finalizing survey and distribution
 - Jorge will send out survey 10/17
 - Subcommittee members will have until Friday 10/19 to submit any edits/feedback to Jorge so that he may review and finalize the survey by that same day, Friday COB.
 - DPH will send the survey out to city departments on Monday 10/22 with a potential response deadline of Thursday, 11/15

5. Draft Guidelines for CBO/department report-backs

- Members discuss the potential role of the subcommittee in the evaluation process



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- DPH plans to hire an evaluator to perform the evaluation process
- Members suggest that the Data and Evidence Subcommittee provide the content, data, and metrics for the evaluation and that Infrastructure subcommittee reviews the timeline and provides feedback on the process and operations at the full committee meeting
- Members agree to wait until the content for evaluation is presented before drafting guidelines for the logistics of the evaluation process

6. 19/20 and 20/21 Recommendations

- Members discuss 19/20 recommendations
 - Members discuss suggest allocating the \$400,000 left in 19/20 SDDT funds along similar lines as Data and Evidence Subcommittee:
 - \$200,000 for Infrastructure
 - \$135,000 for CBO grants
 - \$65,000 towards water stations in communities that do not already have them
 - Jorge suggests that infrastructure may need more funding, and members agree to discuss the Infrastructure budget needs at the next full committee meeting before making final 19/20 recommendations
- Members discuss 20/21 recommendations
 - Members agree to provide their 20/21 funding recommendations in January 2019
 - Duties leading up to 20/21 recommendations:
 - Check-in with DPH to see how much support they need around infrastructure/administrative duties
 - Ensuring sufficient funding is allocated to infrastructure costs how they are being spent,; track what resources are still needed
- Members pose questions about the potential duties of their subcommittee
 - Should Infrastructure Subcommittee provide guidance on the structure and content of the Annual Report?
 - Is DPH holding this subcommittee accountable for the SDDTAC timeline for report writing and funding recommendations?
 - In the future, members propose creating guidelines for allocating SDDT funds
- Other duties:
 - Draft a justification for media and messaging (the different types of media and their importance) before the next subcommittee meeting to highlight and elevate the importance of media when it comes to allocating funds

7. Finalize Mission Statement and Duties [Action]



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- Motion to table this agenda item until next meeting was passed earlier in meeting.

8. Finalize Subcommittee Work Plan

- Motion to table this agenda item until next meeting was passed earlier in meeting
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9. Check in with DPH to Identify Needed Support for Report

- Motion to table this agenda item until next meeting was passed earlier in meeting

10. Reschedule November Meeting

- Next Subcommittee meeting has been scheduled for Tuesday, November 20th 2:30-4pm
- Location of meeting is TBD

11. Plan November Agenda

- Review Community Input Recommendations for Resource Needs
- Review Identified Evaluation Needs and Resources from Data and Evidence Committee
- 19/20 and 20/21 Recommendations
- Check in with DPH to Identify Needed Support for Report
- Finalize Mission Statement and Duties [Action]
- Finalize Subcommittee Workplan
- Plan December Agenda

12. Adjourn

PUBLIC COMMENT

General Public Comment: At this time, members of the public may address the SDDTAC Advisory Committee on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda.

With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting. Each member of the public may address the Committee for up to three minutes.

The Brown Act forbids a Committee from taking action or discussing any item not appearing on the posted agenda, including those items raised at Public Comment. In response to public comment on an item that is not on the agenda, the Committee is limited to:

- Briefly responding to statements made or questions posed by members of the public, or
- Requesting staff to report back on a matter at a subsequent meeting, or



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- Directing staff to place the item on a future agenda. (Government Code Section 54954.2(a).) 10.

Each action item will hold public comment before a vote is made

Explanatory documents are available at the 25 Van Ness Ave, Suite 500 during regular business hours. If any materials related to an item on this agenda have been distributed to the SDDTAC after distribution of the agenda packet, those materials are available for public inspection at the address above during normal business hours.

RINGING AND THE USE OF CELLPHONES

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Sunshine Ordinance Task Force 1 Dr. Carlton B Goodlett Place Room 244, San Francisco, CA 94102
Phone: 415-554-7724, Fax: 415-554-5784; Email: sotf@sfgov.org

Copies of the Sunshine Ordinance can be obtained from the Administrator of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org

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To obtain a disability-related modification or accommodation, including auxiliary aids or services, to participate in the meeting, please contact Christina Goette christina.goette@sfdph.org at least 48 hours before the meeting, except for Monday meetings, for which the deadline is 4:00pm the previous Friday. In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that others may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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SDDTAC RECOMMENDATIONS for FY 18-19 SDDT REVENUE

Item	Amount	Funding	Department
Community-Based Grants	\$4,680,000	45% (7% School-based)	DPH/CHEP
School Food, Nutrition Education & Student Led Action	\$1,000,000	15.0%	SFUSD
	\$500,000		SFUSD
Food Access	\$1,000,000	9.6%	DPH
Healthy Retail	\$150,000	1.4%	OEWD
Oral Health	\$1,000,000	10.0% (5.5% School-based)	DPH
Infrastructure	\$1,000,000	10.0%	DPH/CHEP
Water Access - SFUSD	\$300,000	4.0% (3% School-based)	SFUSD
Water Access – Public Spaces	\$150,000		PUC/DPH
SF Recreation & Parks	\$520,000	5.0%	SF Rec & Parks
Total	\$10,400,000	100%	