



San Francisco Department of Public Health

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City and County of San Francisco
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Sugary Drinks Distributor Tax Advisory Committee

Meeting Minutes

August 3, 2018

1:00pm-4:00pm

25 Van Ness Avenue, Room 70

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.

** Times provided are estimated.

Order of Business:

1. Call to Order / Roll Call – 5 min
 - a. Approval of Excused Absences [Action]
2. Approval of Minutes for July 17, 2018 [Action] – 3 min
3. Review and Consideration of Regular Agenda [Action] – 3 min
4. General Public Comment – 10 min
5. DPH Staff Report [Discussion and Possible Action] – 15 min
 - a. FY 17-18 updates - media campaign, community input, data
 - b. Town Hall planning – DPH staff with RDA will provide update on locations of planned town hall meetings to report what input has been heard and collect more feedback to inform RFP process.
 - c. City attorney update
 - d. Process evaluation
6. Mayor's Budget [Discussion and Possible Action] – Ashley Groffenberger, Senior Fiscal and Policy Analyst from the Mayor's Office – 25 min
7. Rules and Regulations review and update [Discussion and Action] – 45 min
8. SDDTAC 2018/19 Timeline/Draft workplan [Discussion & Possible Action] – 45 min
9. Subcommittee Update [Discussion and Action] – 10 min
 - a. Co-chair update
 - b. Community input
 - c. Data
 - d. Infrastructure – Vote for Rita Nguyen to represent SDDTAC at Regional Messaging Campaign meetings
10. Committee Member Proposed Future Agenda Items [Discussion and Possible Action] – 5 min

11. Announcements [Discussion]
12. Adjournment

Minutes

1. Call to Order / Roll Call – 5 min – Roberto Vargas called the meeting to order at 1:15 pm.
 - a. Approval of Excused Absences [Action] – Members were reminded that an excused absence requires written notification to DPH staff 72 hours in advance. Unexcused absences: Areeya Chananudech and Jonathan Butler. Excused absences: Linda Barnard, Janna Cordeiro, Michelle Kim. Jorge Rivas made a motion to approve excused absences. The Committee voted to approve excused absences.
2. Approval of Minutes for July 17, 2018 [Action] – 3 min – Mr. Rivas made a motion to approve the July 17, 2018 minutes and the Committee voted to approve the minutes.
3. Review and Consideration of Regular Agenda [Action] – 3 min – Two members need to leave at 2:30 pm. In order to maintain quorum, Mr. Rivas made a motion to move agenda items 7, 8 and 9 after item 4. The Committee approved the motion.
4. General Public Comment – 10 min – Anne Quaintance, Chief Program and Government Relations Director of Meals on Wheels and Chair of Food Security Task Force introduced herself to the Committee.
5. Rules and Regulations review and update [Discussion and Action] – 45 min. David Klauber, RDA, reviewed the changes made to the draft Rules and Regs including order of business, technical assistance, references to CAO
 - a. Section VII on Subcommittees is new. The city attorney confirmed that subcommittees need to be noticed and will run under same rules as the full committee including Roberts' Rules of Order. Members of the public may participate, but not as members of the subcommittee. Still need some clarity around subcommittees:
 - i. Do you need quorum for subcommittees?
 - ii. Do they need DPH staffing for subcommittees?
 - iii. Standing vs. Special Committees. May members of public participate on special subcommittees?Libby Albert made a motion to approve and add subcommittees and special subcommittees to rules and regs. The Committee voted to approve the addition.
 - b. Section IV on Election of Officers and Terms of Officers. The inaugural Committee's term is up in December 2018. How can the Committee have 2 chairs identified by January? RDA will craft language by the next meeting. Irene Hilton proposed that in December, SDDTAC votes on temporary chairs for the January 2019 meeting. The newly seated Committee will vote on co-chairs in the first meeting after members are seated. Interim chair will be voted on upon the last meeting of full body before transition. The legislation states that BOS seats appoints the community seats and City department heads appoint department seats. Staff are working with city hall to determine the process. Ideally, the BOS votes on community seats by November. Re/appointing department seats should be an easier process.
 - i. Mr. Vargas's goal is to establish as much as possible for the next SDDTAC so they can get to business rather than dealing with these administrative issues. Can we get city hall and departments to define and commit to a process that can be codified in the rules and regs? DPH staff will get clarity and report back.
 - c. Joi Jackson-Morgan moved to table the rules and regs to the next meeting. The Committee approved.

6. SDDTAC 2018/19 Timeline/Draft workplan [Discussion & Possible Action] – 45 min. Amalia Freedman, RDA, facilitated a discussion to map out the collective work for the year and hope to include things the Committee has identified that they'd like to hear more about, like best practices, updates on funded projects, etc. goal is to have dependable set of work throughout the year. Refer to handout titled "[SDDTAC FY 18/19 Milestones](#)." Ms. Freedman will send the timeline to the Committee via google docs.
 - a. To add: more detail for subcommittees, town hall report back, reports on funded projects, evaluation, a recess month(s) in June/July?, report backs from other jurisdictions with soda taxes, decide on calendar of guest speakers in January, Mayor's budget office can present on the budget process in January, develop a communications plan in January.
 - b. Subcommittees – Saeeda Hafiz made a motion for subcommittees to determine how they will align with/meet the Committee's milestones. Vanessa Bohm made a motion for subcommittees to define roles/responsibilities and purpose of subcommittees. Subcommittees need to notice their meetings on SDDTAC website and at main library 72 hours in advance.

Public testimony – Chester Williams of the Community Living Campaign and representing D10 commended the committee for their hard work but reminded them not to forget their purpose and goals they are trying to achieve. The community is watching and listening and there are conversations around what committee is doing, so communicating with the community is important.

7. Mayor's Budget [Discussion and Possible Action] – Ashley Groffenberger, Senior Fiscal and Policy Analyst from the Mayor's Office – 25 min. The budget was signed on Wednesday, August 1, with no changes. Ms. Groffenberger answered the Committee's questions and welcomes more conversations with the Committee about recommendations in advance of future recommendations.
 - a. Water stations – due to time constraints, the Mayor's office (MO) allocated year 1 funding for water stations in SFUSD and left some portion unallocated in 19/20. They didn't have time to identify where in the public realm to install the water stations. SFUSD seemed more shovel ready. MO can start those conversations for 19/20 with committee and PUC.
 - b. Is DCYF is pass through for SFUSD? MO tried to call out difference between school-based CBO vs. DPH-based CBOs. DCYF could work order the money to DPH, but would need to figure out logistics and first talk to DCYF since the money is in DCYF's budget.
 - c. Oral health funding - need to make sure that surveillance piece does not get lost. SDDTAC should not contact budget office directly to avoid conflict. Dr. Hilton will have CavityFreeSF connect with DPH staff with suggestions for implementation, who will connect with Mayor's budget office. The Committee can make recommendations for allocations, but not to who it goes.
 - d. Peace Parks and Hope SF are city staffed and city programs and can be identified in the budget.
 - e. Food Security Task Force made a budget request in March/April, recommending a healthy food purchasing supplement for food security access. They made strong case and in alignment, so MO linked those two recommendations. It is up to discretion of DPH to extend an existing contract or if they choose to RFP.
 - f. Hope SF - what does "training and peer wage increases" mean? There are four wellness centers that operate in Hope SF sites. Wellness centers support peer residents to connect other residents with wellness center services. The Hope SF sites are tied to the communities that the Committee wants to impact. The funding will bring the wellness center staff to full

time. The Committee should keep an eye on how these peer leaders are reflected in evaluation process and need to start the conversation around program evaluation goals and the plan for how to ensure that SDDT investments help further the intent of the soda tax.

- g. Infrastructure Subcommittee will hire evaluation consultant to provide coordination for all funded grantees, how to coordinate the data from city departments and how we share the goals and expectations of the committee. Mr. Rivas recommended that the Infrastructure Subcommittee provide a recommendation for the evaluator to present to the full committee for feedback. Coordination with other city agencies and of data collection as a whole is one of the key purposes of the data committee.

Public testimony - Cissie Bonini clarified that Eat SF is a DPH contract with SFPHF and it's up to DPH what happens. There is flexibility in populations they focus vouchers on. Currently, 40-50% go to pregnant African American and Latino women; 30-40% to SSI recipients; and remainder go to other food insecure SF for very low income families

8. DPH Staff Report [Discussion and Possible Action] – 15 min
 - a. FY 17-18 updates - media campaign, community input, data. The comments on the media campaign concepts have been forwarded to 510 media and waiting to hear back. DPH staff have the draft focus group report and will send it to the Committee before the September 7 meeting.
 - b. Town Hall planning – DPH is now planning to do 5 town halls in Tenderloin, Western Addition, OMI, Bayview and Western Addition. Childcare and interpretation will be available, but DPH will request 48 hour notice if they are needed. Hope to hold all 5 town halls in August. DPH will share dates and locations once confirmed for the Committee to share with your networks.
 - c. City attorney update – Still need some more answers, but there was some clarity for subcommittees that was shared earlier. Sunshine attorneys are on vacation, so will report back on those questions later.
 - d. Process evaluation – DPH is in process of looking at evaluators to develop basic evaluation measures for funded programs. DPH will be connecting with city departments who expect to get funding to share expectations. RDA survey will be sending survey to continue to improve process of SDDTAC meetings early next week.
9. Subcommittee Update [Discussion and Action] – 10 min
 - a. Co-chair update – no updates
 - b. Community input – Ryan Thayer shared that Youth Speaks wants to build out their work on The Bigger Picture and this could connect with the Community Input Subcommittee around messaging, particularly around food justice. Alameda county Nutrition Services are also doing focus groups and input on HEAL messaging. Mr. Thayer can connect people if interested.
 - c. Data
 - d. Infrastructure –Mr. Rivas made a motion for Dr. Rita Nguyen to represent SDDTAC at Regional Messaging Campaign meetings. The Committee voted and approved. Dr. Nguyen will report on regional messaging during Infrastructure Subcommittee updates.
10. Committee Member Proposed Future Agenda Items [Discussion and Possible Action] – 5 min
 - a. Add the Mayor's approved budget to agenda to enhance transparency to community
 - b. Post the workplan on the website. See regular agendas posted before.
 - c. Subcommittees need to identify next meeting date so it can get noticed. Work with Mr. Klauber and Marianne Szeto, DPH staff. RDA will staff subcommittee meetings in interim. Mr. Klauber will send an email with an updated matrix. RDA can develop a discussion guide for the subcommittees to use around goals, roles. Chairs of Subcommittees will communicate with RDA on committee members and potential dates to doodle.

- d. Vote on rules and regs
 - e. Vote on timeline
11. Announcements [Discussion]
 12. Adjournment – the meeting was adjourned at 3:54 pm.

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%	