

**APPROVED MINUTES**  
***Sugar Sweetened Beverage Community Advisory Board***  
Human Services Department  
150 Frank H. Ogawa Plaza, 4<sup>th</sup> Flr  
Oakland, CA 94612  
**September 17, 2018 6:30pm-8:30pm**

Board Members present: Esperanza Pallana, Tonya Love, Kim Carter Martinez, Jared Fine, Donna Carey, and Julia Liou

*Board Members absent:* Renia Webb and Gabriela Regalado

City Staff Members present: Sandra Taylor, Nachele Jackson & Sharon Robinson

**1. Welcome and Call to Order**

The meeting was called to order at 6:30 pm. The Board and City Staff introduced themselves.

**2. Open Forum**

Two speakers made public comments.

1. **Francis Calpotura** – Sugar Freedom Project
2. **Neil Thapar** – Oakland Food Policy Council (OFPC)

**3. Adoption of Meeting Minutes from the Regular Meetings - April 9, 2018, & June 11, 2018**

Esperanza Palana moved and all members seconded the motion to approve the minutes. The minutes were unanimously approved with the revision of correct spelling of "Gail Myers" name on page 4. The July 17 and September 17 meeting minutes will be included in the October 8 2018 agenda packet.

**4. Discussion of By-Laws**

Tonya Love provided a new and revised draft of the bylaws to the Board and briefly highlighted the revisions.

Copies of the draft bylaws were made for the public and distributed.

Board member discussion referred to the absence of standing committees, the opportunity for staff to review, and role of City Attorney as legal advisory and feedback needed from City attorney.

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Board review and comments are due by Monday, September 24, 2018, then forwarded to City staff for review. The goal is to have the bylaws finalized at the October 8, 2018 meeting.

**5. Update on Board Seats**

The Chair explained that there are two vacancies on the Advisory Board since Renia Webb stepped down and one seat remains unfilled from last year. She will draft a letter to the Mayor to request the Board vacancies be filled.

**6. Update on RFP Timeline**

After Council's approval in the budget process, the Request for Proposal (RFP) process is being worked on but efforts have been delayed as staff time has been used to move forward SSB Board priorities such as the contract for the Sugar Freedom Project's additional work and the recommendation to restore afterschool meals at Oakland Parks and Recreation and Youth Development and Oakland Library sites. It is expected to be released in the middle of October 2018. The timeline to submit proposals is being determined but it will likely be within 4-6 weeks from the release date.

Discussion ensued and Staff responded to questions about the process:

- RFP will be posted and will be advertised in the newspaper (it will not be an online application)
- The process to ensure there are no conflicts of interest involving the Board
- Next RFP to be issued in 18 months after this one.
- City staff provides technical assistance to answer questions related to requirements for submission and will check outside resources to refer

Julia Lou referred to the RFQ timeline and suggested it should be done soon.

**7. Update on Hydration Station SSB Labels/Branding**

The Chair provided a recap of the prior discussion about the SSB sponsored hydrations stations from July's meeting and the status of the labels/branding were discussed. Staff efforts have focused on securing the contract to get all hydration stations installed this fiscal year. There are possibility 10 hydration stations up and running at OUSD sites. Staff will confirm the number of stations installed and provide an ongoing status report at Advisory meetings.

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Ad-Hoc committee, which includes Julia Liou and Donna Carey, will connect to develop simple branding/messaging for the stations. There was discussion about the possibility of joining regional efforts to provide cohesive communications and messaging about the soda tax. Jared mentioned that the Alameda County Nutrition Services has expressed interest in collaborating with the Advisory Board on this issue.

Esperanza recapped the prior discussion about the SSB sponsored hydration stations from July's meeting and asked about the status of the labels/branding. Sandra Taylor will get back to the Board with an update that includes the installation timeline. Efforts have focused on securing the contract to get all hydration stations installed this fiscal year. Jared fine noted that a status report would be good for the public to have and requested a report out at the advisory meetings. Board members requested ongoing status reports

Sandra Taylor stated that there may be 10 hydration stations up and running at OUSD sites.

Donna Carey asked for a list of the 10 stations already installed which Sandra Taylor agrees to provide by the next meeting. An ad-hoc committee will connect to develop simple branding/messaging for the stations so the community knows how the funds are being put to use.

Donna asked who will follow up on the labeling campaign. Esperanza stated that an Ad-Hoc committee which included Julia Liou and Donna Carey will connect develop simple branding/messaging for the stations. There was discussion about the possibility of joining regional efforts in order to provide cohesive communications and messaging about the soda tax. Jared mentioned that the Alameda County Nutrition Services has expressed interest in collaborating with the Advisory Board on this issue.

**8. Schedule Change and Agenda Items for the October 2018 Board Meeting**

The next meeting will take place on October 8, 2018. The following meeting will take place on November 5, 2018. The Board retreat will be scheduled after the November midterm election; aiming for early December.

Sandra Taylor reminded the Board that City staff will support retreat planning and resources are available to provide facilitation and assistance for the retreat. Esperanza asked the members to come to the October meeting with suggestions for the Board retreat to move forward.

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The agenda items for the October 8, 2018 meeting tentatively include:

- Retreat planning
- Hydration station installations and messaging/branding
- Sugar Freedom Project presentation of the Corner Store Outlet survey
- Bylaws

**9. Adjournment**

The meeting was adjourned at 7:56 pm