

# Sugar-Sweetened Beverage Community Advisory Board

HEARING ROOM 1, OAKLAND CITY HALL  
1 FRANK H OGAWA PLAZA  
OAKLAND CA 94612

## AGENDA

February 12, 2024 ■ 6:30pm-8:30pm

### 1. Welcome and Call to Order

- Roll Call, Introductions
- Agenda Review and Adoption

### 2. Adoption of Prior Meeting Minutes: January 8, 2023

Action

### 3. Announcements

Informational

### 4. Open Forum

Action

### 5. Update from the City Administrator's Office on the Measure HH Revenue Status

Informational

### 6. Grantee Presentation – Roots Community Health Center

Action

### 7. Discussion on Grantee Funding and Policy Implementation

Informational

### 8. Committee Reports

Action

### 9. Retreat Planning and Discussion

Action

To attend the meeting, please use the following Zoom link: [Zoom Meeting Link](#)

Public Comment:

The SSB Advisory Board values your participation in its meetings.

· For topics not on the agenda, please sign up for Open Forum and await your turn.

· To address agenda-specific matters, approach the Committee when called, state your name, and share your comments.

· Please keep remarks concise and relevant to the subject. Only matters within the SSB Board's jurisdiction will be addressed. Time limitations are at the Chair's discretion.

*In accordance with Oakland's chemical allergy policy, kindly avoid wearing strongly scented products during meetings. If you require assistance to engage in Sugar-Sweetened Beverages Community Advisory Board meetings under the American Disabilities Act, please contact Michael Akanji at 510-238-6454. A 48-hour advance notice will allow for reasonable accessibility arrangements. For questions about the agenda or related materials, contact our office at the above number.*

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10. Agenda Items for the Next Board Meeting

11. Adjournment

# Sugar-Sweetened Beverage Community Advisory Board

## MINUTES TO BE APPROVED

### Regular Meeting

January 8, 2023 ■ 6:30pm-8:30pm

#### **1. Welcome and Call to Order**

- Roll Call, Introductions
- Agenda Review and Adoption

The meeting was called to order at 6:30 pm.

Board Members present: Dwayne Aikens, Nile Taylor, Ali Obad, Marjorie Freedman, Michelle Wong, Lisa Herrinton

City Staff present: Michael Akanji, Neffertice Williams

Commissioner Herrinton motioned to adopt the meeting agenda, seconded by Commissioner Wong. The motion passed unanimously.

#### **2. Adoption of Prior Meeting Minutes: December 11, 2023**

Commissioner Wong motioned to approve the minutes. Commissioner Herrinton seconded the motion, and it passed unanimously.

#### **3. Announcements**

City Staff Michael Akanji informed the commissioners about the taste test for the summer food service program at the West Oakland Senior Center. Commissioners were invited to attend to ensure program quality. Additionally, grant proposal renewal letters were sent to SSB grantees, and commissioners were encouraged to be part of the renewal discussions.

#### **4. Open Forum**

No public participation was noted in the open forum.

#### **5. Update from the City Administrator's Office on the Measure HH Revenue Status**

City staff Michael Akanji presented an overview of the current Measure HH Revenue Status. As of November 2023, the City successfully collected revenue for five months, totaling \$2,948,017.56. Some information appeared incomplete, possibly due to recent holidays, with expectations of

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subsequent months reflecting an increase. Projections indicated stable revenue in line with initial estimations.

## 6. Discussion on grant evaluation and future grantee funding

City staff Michael Akanji presented staff recommendations to guide the board's decision-making process concerning future grantee funding. He underscored the precedent of extending grantees without an RFP to preserve institutional knowledge, opening the door for a reevaluation of metrics in alignment with evolving board priorities, especially considering the board's changing composition. Michael expressed his hope for a collaborative decision-making process.

Commissioner Taylor presented three distinct options to the board: Option 1 - Proceed with staff recommendations, forgo an RFP for 2024; Option 2 - Implement a hybrid approach, continuing with the current RFP process and parameters at the grant cycle's conclusion while renewing some grantees who didn't go through the RFP process; and Option 3 - Continue with the current RFP process with no changes.

Before reaching a decision, several commissioners sought clarification. Commissioner Wong inquired about the funding period for grantees if renewed without an RFP. Commissioner Aikens sought information on the available funding for non-current grantees if some were renewed without an RFP. Commissioner Freedman sought clarification on the cumulative funding received by grantees over several cycles. Commissioner Herrinton raised questions about the City's budget cycle and highlighted the predictability of grant funding in her experience. She also expressed concerns about the unusually large number of grantees and suggested a slight reduction might be prudent. Commissioner Obad recommended allocating 50% of the funding to address the concerns raised. Commissioner Herrinton emphasized the need for an easily replicable system to prevent recurring discussions on this matter in subsequent years.

Following the comprehensive discussion, the Board considered the three options presented by Commissioner Taylor. The vote resulted in two in favor of Option 2 and four in favor of Option 3. Consequently, the Board opted for Option 3.

## 7. Committee Reports

The Board engaged in a discussion to crystallize the roles and responsibilities of its three committees. Presently, there are three committees:

*Leadership Team:* Their role involves shaping the advocacy strategy and ensuring effective communication with the City Council.

*Community Engagement Committee:* This committee is dedicated to mobilizing and galvanizing the community. Their focus is on fostering community involvement, outreach, and participation in the activities and initiatives such as the Community Health Fair.

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*Accountability Committee:* They will be responsible for conducting research and gathering data related to grantees. Their responsibilities extend to ensuring alignment on decision-making processes. This committee actively monitors and assesses the impact of grants, maintaining transparency and accountability within the board's operations.

The committees will work collaboratively to fulfill their respective mandates, thereby enhancing the board's ability to serve the community and fulfill its mission.

## **8. Retreat Planning and Discussion**

The Board engaged in deliberations regarding the upcoming retreat, considering various potential dates. Traditionally, the retreat has been scheduled in the month of April. After thoughtful consideration, the consensus was to hold the retreat on Saturday, the 27th of April, 2024.

Commissioner Taylor will take the lead in soliciting ideas for the retreat agenda from Board members when she sends out emails to invite members to sign up for committees. The retreat is anticipated to be an instrumental occasion for strategic planning, team building, and setting the direction for the SSB Advisory Board.

## **9. Agenda Items for the Board Meeting**

After considering several options, it was decided that the board would benefit from hearing from Roots Community Health Center, a prominent recipient of SSB grant funding. City Staff will contact and invite representatives from Roots Community Health Center to share insights and updates with the board.

Commissioner Freedman expressed a desire to delve into policy implementation among grantees and emphasized the importance of effective communication of the board's mission by the grantees. Specifically, Commissioner Freedman highlighted the idea of grantees tagging the SSB Advisory Board on their Instagram pages to enhance the board's visibility and increase followership.

## **10. Adjournment**

The meeting was adjourned at 8:32 pm.