



Sugar-Sweetened Beverage
Product Panel of Experts Commission

**Sugar-Sweetened Beverage Product
Panel of Experts Commission
February 16, 2017 – 7:00 pm to 9:00 pm
North Berkeley Senior Center
1901 Hearst Street, Berkeley – Conference Room M – 1st Floor**

AGENDA

Preliminary Matters

1. Roll Call
2. Approval of Draft Minutes from 01/17/2017 meeting - **Attachment 1**
3. Public Comments

The public may comment about any item ***not*** on the agenda. Public comments are limited to two minutes per speaker. Public comments regarding agenda items will be heard while the Commission is discussing the item.

Presentation

1. Community agency funded programs mid-year presentations Pt. 2
 - a. **Lifelong Medical Care (mini-grants)** – 7:10-7:20pm plus 10 mins Q&A.
 - b. **YMCA** – 7:30-7:40 pm plus 10 mins Q&A.
 - c. **Healthy Black Families** – 7:50-8:00 pm plus 10 mins Q&A
2. Healthy Berkeley website presentation – Dechen Tsering, Program Manager

Action Items

Public comments regarding agenda items will be heard while the Commission is discussing the item. Public comments are limited to two minutes per speaker.

1. Subcommittee Reports:

- a. Allocation Process
- b. Berkeley Unified School District Funding
- c. Community Engagement
- d. Prevention Strategies and Outcomes (PS&O)
- e. Sugary Drinks Policy in Berkeley
- f. Media

2. **Action:** Commission hold officer elections for Chair and Vice-Chair. (Commissioner Browne) – **Attachment 2**

3. **Action:** Commission review the new Healthy Berkeley educational materials developed by the Public Health Division. (Commissioner Browne)

A Vibrant and Healthy Berkeley for All

Information Items

1. Report back from the Commission Liaisons:
 - a. Human Welfare and Community Action Commission: Commissioner Browne
 - b. Community Health Commission: Commissioner Namkung
 - c. Children, Youth and Recreation Commission: Commissioner Ishii
2. Memo from the City Manager to all Commissions – **Attachment 3**
3. Approved minutes from 11/17/2016 meeting – **Attachment 4**

Future Agenda Items

None

Announcements

CONFLICT OF INTEREST INFORMATION: City commissioners, pursuant to Government Code section 1090, are responsible for recusing themselves from all commission discussions and actions in which they may have a conflict of interest. If your affiliation, paid or unpaid, with other agencies has changed since the last meeting of this commission, your ability to participate in commission activities may have changed. Individual guidance is available from the City Attorney's Office (CAO). Commissioners are encouraged to consult with the CAO if they have questions, concerns, or would like clarification about matters related to potential conflicts of interest.

The CAO may be reached at:

Email: attorney@cityofberkeley.info

TEL: (510) 981-6950

TDD: (510) 981-6903, FAX: (510) 981-6960

2180 Milvia Street 4th Floor, Berkeley, CA 94704

Office Hours: Mon-Fri, 8am-5pm

Please refrain from wearing scented products to this meeting.

The next "special" meeting will be on March 6, 2017 at the NORTH Berkeley Senior Center from 6:30-9:00 pm. Please visit the City of Berkeley's Commission webpage for updates.

COMMUNICATION ACCESS INFORMATION – This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6346 (V) or 981-6345 (TDD) at least three business days before the meeting date. Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record. If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the commission secretary for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at North Berkeley Senior Center located at 1901 Hearst Street, Berkeley during regular business hours. The Commission Agenda and Minutes may be viewed on the City of Berkeley website: <http://www.cityofberkeley.info/commissions>.



Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, November 17, 2016. 7:00 – 9:00 PM
North Berkeley Senior Center
1901 Hearst Street, Berkeley – Conference Room M, 1st Floor

DRAFT MEETING MINUTES

The meeting convened at 7:07 pm.

ROLL CALL

Present: Commissioners Browne (arrived at 7:29 pm), Crawford, Fenstermacher, Ishii, Moore, Morales, Namkung (arrived at 7:29 pm), Rose and Scheider (arrived at 7:10 pm).

Absent: None

Excused: None

Staff present: Alvan Quamina and Dechen Tsering

COMMENTS FROM THE PUBLIC

One public comment.

ACTION ON MINUTES

Approval of Minutes - Moved to approve the minutes of the meeting on 11/17/2016.

M/S/C: Commissioners Moore/Rose

Ayes: Commissioners Crawford, Fenstermacher, Ishii, Moore, Morales, Rose.

Noes: None

Abstain: None

Absent from vote: Commissioners Browne, Namkung and Scheider.

Recused: None

Excused: None

Motion passed (7:20 pm)

ACTION ITEMS

A Vibrant and Healthy Berkeley for All

1. Moved to extend the meeting by twenty (20) minutes.

M/S/C: Commissioners Browne/Scheider

Ayes: Commissioners Browne, Crawford, Fenstermacher, Ishii, Moore, Morales, Namkung, Rose, and Scheider.
Noes: None
Abstain: None
Absent from vote: None
Recused: None
Excused: None

Motion passed (8:15 pm)

2. Moved to extend the meeting to 9:30 pm.

M/S/C: Commissioners Browne/Morales

Ayes: Commissioners Browne, Crawford, Fenstermacher, Ishii, Moore, Morales, Namkung, Rose, and Scheider.
Noes: None
Abstain: None
Absent from vote: None
Recused: None
Excused: None

Motion passed (9:16 pm)

3. Moved to extend the meeting by fifteen (15) minutes to 9:45 pm.

M/S/C: Commissioners Browne/Scheider

Ayes: Commissioners Browne, Crawford, Fenstermacher, Ishii, Morales, Namkung, Rose, and Scheider.
Noes: Commissioner Moore
Abstain: None
Absent from vote: None
Recused: None
Excused: None

Motion passed (9:30 pm)

4. Moved that the July 20, 2017 meeting be moved to March 6, 2017 and that the latter meeting time be changed to 6:30-9:00 pm.

M/S/C: Commissioners Scheider/Crawford

Ayes: Commissioners Browne, Crawford, Fenstermacher, Ishii, Moore, Morales, Namkung, Rose, and Scheider.
Noes: None
Abstain: None
Absent from vote: None

Recused: None

Excused: None

Motion passed (9:43 pm)

NEXT MEETING

The next meeting will be on **Thursday, February 16, 2017** from **7:00 – 9:00 pm** at the **North Berkeley Senior Center**, 1901 Hearst Ave, Berkeley, CA 94709.

This meeting adjourned at 9:45 pm.

Respectfully Submitted, Dechen Tsering, Commission Secretary
Minutes to be approved on February 16, 2017.



Health Housing and
Community Services Department
Public Health Division

MEMORANDUM

To: Sugar-Sweetened Beverage Product Panel of Experts Commission

From: Dechen Tsering, SSBPPE Commission Secretary

Date: January 23, 2017

Subject: **February Officer Elections**

Sugar-Sweetened Beverage Product Panel of Experts (SSBPPE) Commission officer elections are held each year in February. The offices established in the Commissioner Manual are Chair and Vice-Chair. The term for each office is one year. An individual chair may serve a maximum of two consecutive terms and there are no term limits for the vice chair. Elections are conducted by motion.

Besides presiding over meetings of the SSBPPE Commission, the Chair has numerous responsibilities outside the meeting. These include:

- Completing officer training;
- Meeting with staff to discuss the agenda each month;
- Approving the final agenda for each meeting;
- Drafting all Commission-approved reports and correspondence in accordance with the requirements and in a timely way, or coordinating with other Commissioners to do so;
- Approving the final version of each Commission-approved report and correspondence, signing them and submitting them to staff;
- Representing the SSBPPE Commission at Council meetings; and
- Serving as the SSBPPE Commission's media contact, subject to numerous restrictions explained in the Commissioner Manual.

The Vice Chair participates in agenda setting as well, and fills in for the Chair when the Chair is not available. For additional information on Officer Elections, Duties of Officers, and Mandatory Officer Training, please refer to pages 23 – 25 of the Commissioners' Manual: http://www.ci.berkeley.ca.us/Clerk/Commissions/Commissions_Commission_Manual.aspx.

Please let me know if you have additional questions.


Thank you.

A Vibrant and Healthy Berkeley for All



Office of the City Manager

February 1, 2017

To: All City Commissions
From:  Dee Williams-Ridley, City Manager
Subject: Provide input on the Berkeley Strategic Plan

The City is in the process of developing a Strategic Plan that will articulate the long-term goals that the City government will achieve on behalf of the community and the short-term projects designed to advance those goals. The main purpose of the Strategic Plan is to help City Council and staff throughout the organization to prioritize limited time and resources. It will be updated every two years along with the City budget.

Your input and the input of the broader community on the goals of the Strategic Plan is important.

On January 25, 2017, staff launched a survey using the City's new online engagement tool - [Berkeley Considers](#). The survey is an opportunity for you and other community members to communicate what you think are the most important issues facing Berkeley. Community input will inform the goals and priorities included in the Berkeley Strategic Plan.

The survey will be available online through February 28, 2017. Please complete the survey as an individual community member.

In addition to completing the survey yourself, I would be very appreciative if you could assist us in distributing the survey announcement and link to others in our community.

For more background on the strategic planning process and an overview of progress and next steps, please review the [report](#) and [presentation](#) that I provided to City Council on January 31, 2017.

Please feel free to contact Timothy Burroughs, Assistant to the City Manager, at 510.981.7437 or tburroughs@cityofberkeley.info, for more information.

cc: Department Directors
Matthai Chakko, Assistant to the City Manager
Tasha Tervalon, Assistant to the City Manager
Timothy Burroughs, Assistant to the City Manager



Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, November 17, 2016. 7:00 – 9:00 PM

South Berkeley Senior Center

2939 Ellis Street, Berkeley – Large Conference Room, 2nd Floor

NOTE: This *special* meeting on 11/17/16 was added with Council approval on 10/18/16. According to the City of Berkeley’s Commissioners Manual, “*any meeting not on the regular meeting schedule is a special meeting*”.

APPROVED “SPECIAL MEETING” MINUTES

The meeting convened at 7:09 pm.

ROLL CALL

Present: Commissioners Browne, Crawford (arrived at 7:24 pm), Fenstermacher, Ishii, Moore, Namkung, Rose and Scheider.
Absent: Commissioner Morales
Excused: None
Staff present: Alvan Quamina and Dechen Tsering

COMMENTS FROM THE PUBLIC

One public comment.

ACTION ON MINUTES

Approval of Minutes - Moved to approve the minutes of the meeting on 11/10/2016 with a minor edit in Action Item #1.

M/S/C: Commissioners Namkung/Scheider

Ayes: Commissioners Browne, Fenstermacher, Ishii, Moore, Namkung, Rose, and Scheider
Noes: None
Abstain: None
Absent from vote: Commissioners Crawford and Morales.
Recused: None
Excused: None
Motion passed (7:14 pm)

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ACTION ITEMS

1. Moved to approve the Commission meeting calendar for 2017.

M/S/C: Commissioners Namkung/Ishii

Ayes: Commissioners Browne, Crawford, Fenstermacher, Ishii, Moore, Namkung, Rose, and Scheider.

Noes: None

Abstain: None

Absent from vote: Commissioner Morales

Recused: None

Excused: None

Motion passed (8:29 pm)

NEXT MEETING

The next meeting will be on **Thursday, January 19, 2017** from **7:00 – 9:00 pm** at the **North Berkeley Senior Center**, 1901 Hearst Ave, Berkeley, CA 94709.

This meeting adjourned at 8:55 pm.

Respectfully Submitted, Dechen Tsering, Commission Secretary
Minutes were approved on January 19, 2017.