



OFFICE OF THE CITY ADMINISTRATOR



London N. Breed, Acting Mayor
Naomi M. Kelly, City Administrator

Sugary Drinks Distributor Tax Advisory Committee

Meeting Minutes - Draft

Thursday, December 21, 2017

5:45PM

San Francisco City Hall

1 Dr. Carlton B. Goodlett Place, Room 416

Order of Business:

1. Call to Order / Roll Call
2. Approval of Excused Absences [Action]
 - a. Rita Nguyen
3. Introductory Remarks & CAO Report
 - a. Jack Gallagher of the City Administrator's Office welcomed committee members to the meeting and reported on basic information for committee members. In Mr. Gallagher's report he addressed his role to help administrator the agenda and communicate between the committee to city agencies assisting the group. After Mr. Gallagher, Aneeka Chaudhry, Senior Advisor on Health Policy for the Office of the Mayor spoke and reported to committee members the role of the Mayor's Office. Aneeka and the Mayor's Office will assist the committee on budgetary items and issues, as well as assist the Department of Public Health on providing information to the committee in establishing their report. Ms. Chaudhry was followed by Brittni Chicuata, Legislative Aide to District 10 Supervisor Malia Cohen spoke to committee members, thanking them for their service and time with the committee, and letting them know the Supervisor's Office is available to

help or assist the committee. The introductory remarks were concluded by Christina Goette, Program Manager for the Department of Public Health. Mrs. Goette spoke on the information DPH will provide to the committee and discussed plans on how to support the committee with data and expertise for DPH.

- b. During this item, committee member asked speakers questions on specific budget and data items for presentations at later meetings.
4. Establishment of Rules and Regulations [Discussion & Action]
 - a. The committee continued the discussion on rules and regulations. Corrections and additions were requested. The committee requested the addition of a mission statement and a new description of committee officers.
5. Vote for Committee Officers [Discussion & Action]
 - a. The committee discussed and voted to establish a co-chair model, with a rule that only one chair will lead meetings, which will be announced before the next meeting.
 - b. After a vote the committee established Joi Jackson-Morgan and Roberto Vargas as co-chairs.
6. Committee Members' Comments and Announcements
 - a. Roberto Vargas announced two events at UCSF on the science and beverage tax. The announcement was sent to all committee members
7. Committee Members' Proposed Future Agenda Items [Discussion]
 - a. Voter Approved Baseline Spending Discussion
 - b. Budget Process Overview (both 1 year and 2 year budgeting process)
 - c. Data and Research (What does DPH have or other participating agencies have available)
 - d. Report Overview (what needs to included and the structure of the report)
 - e. Establishment of Subcommittees
8. Next Meeting and Possible Meeting Schedule [Discussion & Action]
 - a. January 19, 2018 2pm 25 Van Ness
9. General Public Comment:

- a. Eli Zigas, Food and Agriculture Policy Director for SPUR spoke on his excitement of the committee and provided his assistance in the future.

- At this time, members of the public may address the Citizens 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:
 - o Briefly responding to statements made or questions posed by members of the public, or
 - o Requesting staff to report back on a matter at a subsequent meeting, or
 - o Directing staff to place the item on a future agenda. (Government Code Section 54954.2(a).)

10. Adjournment

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Sunshine Ordinance Task Force
1 Dr. Carlton B Goodlett Place Room 244
San Francisco, CA 94102-4689
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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