

Sugar-Sweetened Beverage Product Panel of Experts Commission

Proposed Work Plan –4/2025 – 3/2026

| Task | Activity | Actions Needed in Advance | 2025 | | | | | | | | | 2026 | | |
|------|---|---|-------|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|
| | | | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar |
| 1) | Conduct no more than 10 commission meetings per year | Distribution of agenda | X | X | X | X | | X | X | X | | X | X | X |
| 2) | Discuss about current revenues vs. projected revenues and discuss disbursement plan for additional \$ (quarterly) | Fiscal data requested and distributed | | X | | | | X | | X | | | X | |
| 3) | Annual grantee presentations to the commission | Grantees contacted and scheduled; Ask grantees to share how they disseminate re: SSB tax funds | | | | X | | | | X | | X | X | X |
| 4) | Discuss with city staff internal activities funded by soda tax (e.g. Media) | Schedule staff for discussion | | | | X | | X | | | | X | | |
| 5) | Discuss Epi research related to health as well as evaluation data from grantees including BUSD & YRBS. | Schedule staff for discussion Email request for health status report that incl. chronic disease data, dental caries, and any health behaviors related to sugar/diet) | | | | | | | | X | | | | |
| 6) | Discuss city beverage procurement implementation. (Scott) | Send communication to Council to obtain beverage procurement data; Roberto will help get request into right template | | | | | | | | X | | | | |
| 7) | Discuss creation of a system to evaluate city beverage procurement (Scott) | Obtain information of current beverage procurement data | | | | | | | | X | | | | |
| 8) | Discuss status of healthy checkout policy implementation | Arrange meeting with public health nutrition staff/get update from nutritionist (Angelica) | | | | | | | | X | | | | |
| 9) | Discuss numbers of stores assessed and outcomes by public health environmental department. | Arrange meeting with public health environmental health department | | | | | | | | X | | | | |
| 10) | Organize a meeting for sharing information and resources among the grantees. | Gather information and resources for grantees (Workplan subcommittee responsible for this). Within 3 months of receiving funding, each grantee will attend a group meeting, facilitated by the commission to share information and resources. The meeting will be attended by representatives from all funded grantees. | | | | | | | | X | | | | |
| 11) | Write report for council, press, etc. | Gather data and information for report | | | | | | | X | | | | | |

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| 12) | Grantees to host site visit by one or two commissioners | <p>Grantees will plan and host a short site visit by one or two commissioners for the purpose of meeting each other, and sharing activities, successes and challenges. The plan for the site visit will be solely determined by the grantee as it will vary from organization to organization. The site visit can include attendance at one of the grantee’s events or activities.</p> <p>Healthy Berkeley grantees should plan and execute a communications strategy to share efforts and successes with the broader community.</p> <p>Communications requirements:</p> <ul style="list-style-type: none"> • Produce at least one document each funding cycle that tells the public what the agency does and that this is made possible by funds from the soda tax. • Send the Commission a copy of the document or product and share the dissemination plan during a commission meeting. • Examples of communications products may include, but are not limited to: websites, social media posts, posters, flyers, contests, school assemblies, event announcements, community outreach etc. | | | | | | | X Q3/4 (2024-25) | | | | | | X Q1/2 (2025-26) | |