



Sugar-Sweetened
Beverage Product
Panel of Experts
Commission

**Sugar-Sweetened Beverage Product
Panel of Experts Commission**
Thursday, November 20, 2025, 6:00pm – 8:00pm
Meeting Location:
South Berkeley Senior Center
2939 Ellis Street, Berkeley, CA 94703
P: 510-981-5350

MEETING AGENDA

Preliminary Matters

1. Roll Call
2. Introduction of new Commission members
3. Approval of Draft Minutes from 10/6/2025 & 10/16/2025 meetings – **Attachment 1**

The public may comment virtually 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.

Discussion and 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**
2. **Discussion 1:** Informal procurement policy survey in City Departments (Hecht)
3. **Discussion 2:** Grantee meeting plans (Morales)
4. **Discussion 3:** Healthy Checkout Spreadsheet Findings and Trends over time by store and implications (Kao)
5. **Discussion 4:** Stakeholder meeting with City personnel, Commission, and Jean Falbe's Team (Hecht)
6. **Discussion 5:** Planning of meeting for Healthy Checkout presentation to the Commission in January (Esonwune)
7. **Action 1:** Add/Remove Subcommittees/ Members (Crawford)

Information Items

1. Commission Work Plan – **Attachment 2**
2. Approved Meeting Minutes 07/17/2025 – **Attachment 3**
3. Commission Meeting Dates 2025 – **Attachment 4**
4. Subcommittee Roster– **Attachment 5**
5. City Council Timeline 2025 – **Attachment 6**
6. Soda Tax Revenues – **Attachment 7**
7. COB Department List – **Attachment 8**
8. Commission Annual Presentation – **Attachment 9**

A Vibrant and Healthy Berkeley for All

1947 Center Street, 2nd Floor, Berkeley, CA 94704 Tel: 510. 981.5300 TDD: 510.981.6903 Fax: 510. 981.5395
E-mail: publichealth@berkeleyca.gov - <https://berkeleyca.gov/safety-health/public-health>

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

THERE IS NO MEETING IN AUGUST/DECEMBER. Please visit the City of Berkeley's Commission webpage <http://www.cityofberkeley.info/commissions> for meeting details and updates.

AMERICAN DISABILITIES ACT DISCLAIMER: 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 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.

SB 343 DISCLAIMER:

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 the Public Health Division located on 1947 Center Street, Berkeley, CA 94704.

COMMUNICATION DISCLAIMER:

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.



Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, October 6th, 2025. 6:00 – 8:00 PM

Meeting Location:

South Berkeley Senior Center
2939 Ellis Street, Berkeley, CA 94703
P: 510-981-5350

DRAFT MEETING MINUTES

The meeting convened at 6:09pm.

ROLL CALL

Present: Commissioner Morales, Mashama (6:16), Kao, Lopez, Crawford, Hecht.
Absent: Commissioner Rodriguez, Esonwune, Chan.
Excused: None.
Staff present: Roberto Terrones.

COMMENTS FROM THE PUBLIC None.

ACTION ON MINUTES

Approval of Minutes - Moved to approve the draft minutes of the meeting on 07/17/2025.

M/S/C: Morales/Lopez.

Ayes: Commissioner Morales, Kao, Lopez, Crawford, Hecht.
Noes: None.
Abstain: None.
Absent from vote: Commissioner Rodriguez, Esonwune, Chan.
Recused: None.
Excused: None.

The meeting adjourned at 7:47pm.

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NEXT MEETING:

The next meeting is scheduled for **Thursday, October 16th, 2025**. Please check the SSBPPE Commission page on the City of Berkeley Commission webpage for updated information.

Respectfully Submitted, Roberto Terrones, Commission Secretary
Minutes will be approved at the October 16th, 2025 regular meeting.



Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, October 16th, 2025. 6:00 – 8:00 PM

Meeting Location:

South Berkeley Senior Center
2939 Ellis Street, Berkeley, CA 94703
P: 510-981-5350

DRAFT MEETING MINUTES

The meeting convened at 6:11pm.

ROLL CALL

Present: Commissioner Rodriguez, Kao, Lopez, Crawford, Hecht, Chan (6:18).
Absent: Commissioner Mashama, Esonwune.
Excused: Commissioner Morales.
Staff present: Roberto Terrones, Scott Gilman, Janice Chin, JoAnn Evangelista.

COMMENTS FROM THE PUBLIC None.

ACTION ON MINUTES None.

The meeting adjourned at 8:00pm.

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NEXT MEETING:

The next meeting is scheduled for **Thursday, November 20th, 2025**. Please check the SSBPPE Commission page on the City of Berkeley Commission webpage for updated information.

Respectfully Submitted, Roberto Terrones, Commission Secretary
Minutes will be approved at the November 20th regular meeting.

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) and/or to discuss options for the use of extra funds above \$2M from the last fiscal year for related services.	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						

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
12)	Grantees to host site visit by one or two commissioners	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. Healthy Berkeley grantees should plan and execute a communications strategy to share efforts and successes with the broader community. Communications requirements: - 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)	



Sugar-Sweetened Beverage Product Panel of Experts Commission

Thursday, July 17th, 2025. 6:00 – 8:00 PM

Meeting Location:

South Berkeley Senior Center
2939 Ellis Street, Berkeley, CA 94703
P: 510-981-5350

MEETING MINUTES

The meeting convened at 6:00pm.

ROLL CALL

Present: Commissioner Morales, Rodriguez, Mashama, Kao,
Lopez, Crawford, Esonwune, Hecht.
Absent: Commissioner Chan.
Excused: None.
Staff present: Roberto Terrones.

COMMENTS FROM THE PUBLIC None.

ACTION ON MINUTES

Approval of Minutes - Moved to approve the draft minutes of the meeting on 06/26/2025.

M/S/C: Morales/Hecht.

Ayes: Commissioner Morales, Mashama, Kao, Lopez, Crawford,
Esonwune, Hecht.
Noes: None.
Abstain: Commissioner Rodriguez.
Absent from vote: Commissioner Chan.
Recused: None.
Excused: None.

The meeting adjourned at 8:00pm.

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NEXT MEETING:

The next meeting is scheduled for **Thursday, September 18th, 2025**. Please check the SSBPPE Commission page on the City of Berkeley Commission webpage for updated information.

Respectfully Submitted, Roberto Terrones, Commission Secretary
Minutes were approved at the October 6th, 2025 special meeting.

2025 Commission Meeting Dates

Please complete this form and email it to the
[Commission Inbox](#)

Name of Commission: Sugar-Sweetened Beverage Product Panel of Experts Commission

Commission Secretary: Roberto Terrones

Please Note the Commission Meeting Dates for 2024 Below

Please fill in meeting date below. If no meeting for the month is scheduled please note as "No Meeting."

2025 Meeting Dates

Month	Meeting Day and Date	Time
January 2025	Thursday 1/16/2025	6:00 pm
February 2025	Thursday 2/20/2025	6:00 pm
March 2025	Thursday 3/20/2025	6:00 pm
April 2025	Thursday 4/17/2025	6:00 pm
May 2025	Thursday 5/15/2025	6:00 pm
June 2025	Thursday 6/19/2025	6:00 pm

Month	Meeting Day and Date	Time
July 2025	Thursday 7/17/2025	6:00 pm
August 2025	No Meeting	
September 2025	Thursday 9/18/2025	6:00 pm
October 2025	Thursday 10/16/2025	6:00 pm
November 2025	Thursday 11/20/2025	6:00 pm
December 2025	No Meeting	

commission@cityofberkeley.info

City Clerk Department

Please contact our office at (510) 981-6908 with any questions.

SSBPPE Subcommittee Roster

Subcommittee	Subcommittee Description	Members
Ad-hoc Work Plan	<i>Revision of 2024 Commission work plan.</i>	Xavier Morales Michael Rodriguez Pat Crawford Peace Esonwune
Media	<i>Give feedback on media materials that the Public Health Division disseminates to the public, prepare talking points for the media.</i>	Xavier Morales Janice Kao Michael Chan Themba Mashama
Prevention Strategies and Outcomes	<i>Review and revise requests for proposals, increase knowledge of the community, and evaluation.</i>	Pat Crawford Kenneth Hecht Vivian Lopez Janice Kao
Sugary Drinks Policy	<i>Recommend policies for the City Council.</i>	Pat Crawford Michael Rodriguez

Ad- Hoc Application Review Subcommittee

Members: Commissioners Morales, Hecht, Esonwune

Alternate: Commissioners Kao, Lopez, Crawford

HHCS COMMISSIONS 2026 COUNCIL MEETING TIMELINE

Attachment 6

COUNCIL MEETING	Thursday	THURSDAY 5:00 PM	THURSDAY 12:00 PM - Day 33 -	THURSDAY 12:00 PM - Day 19 -	MONDAY 2:30 PM - Day 15 -	WEDNESDAY 11:00 AM - Day 13 -	THURSDAY By 5:00 PM - Day 12 -
	Commission needs to take action by	Reports Due to Director	DEPT. REPORTS DUE TO CLERK	AGENDA COMMITTEE PACKET TO PRINT	AGENDA COMMITTEE MEETING	FINAL AGENDA MEETING (PRINT AGENDA ON WED.)	COUNCIL AGENDA DELIVERY
Winter Recess [December 3, 2025 through January 19, 2026]							
Jan 20	11/27	12/4	12/18	1/2 (Fri)	1/5	1/7	1/8
Jan 27	12/4	12/11	12/26 (Fri)	1/8	1/12	1/14	1/15
Feb 10	12/19	12/26	1/8	1/22	1/26	1/28	1/29
Feb 24	1/1	1/8	1/22	2/5	2/9	2/11	2/11 (Wed)
Mar 10	1/15	1/22	2/5	2/19	2/23	2/25	2/26
Mar 24	1/29	2/5	2/19	3/5	3/9	3/11	3/12
Spring Recess [March 25 through April 13, 2026]							
Apr 14	2/19	2/26	3/12	3/26	3/31 (Tue)	4/1	4/2
Apr 21	2/26	3/5	3/19	4/2	4/6	4/8	4/9
Apr 28	3/5	3/12	3/26	4/9	4/13	4/15	4/16
May 12	3/19	3/26	4/9	4/23	4/27	4/29	4/30
May 19	3/26	4/2	4/16	4/30	5/4	5/6	5/7
Jun 9	4/16	4/23	5/7	5/21	5/28 (Thur)	5/28 (Thur)	5/29 (Fri)
Jun 16	4/23	4/30	5/14	5/28	6/1	6/3	6/4
Jun 30	5/7	5/14	5/28	6/11	6/15	6/17	6/18
Jul 7	5/14	5/21	6/4	6/18	6/22	6/24	6/25
Jul 14	5/21	5/28	6/11	6/25	6/29	7/1	7/2
Jul 28	6/4	6/11	6/25	7/9	7/13	7/15	7/16
Summer Recess [July 29 through September 14, 2026]							
Sep 15	7/23	7/30	8/13	8/27	8/31	9/2	9/3
Sep 29	8/6	8/13	8/27	9/10	9/14	9/16	9/17
Oct 13	8/20	8/27	9/10	9/24	9/28	9/30	10/1
Oct 27	9/3	9/10	9/24	10/8	10/13 (Tue)	10/14	10/15
Nov 17	9/24	10/1	10/15	10/29	11/2	11/4	11/5
Dec 1	10/8	10/15	10/29	11/12	11/16	11/18	11/19
Dec 15	10/22	10/29	11/12	11/25 (Wed)	11/30	12/2	12/3
Winter Recess [December 16, 2026 through January 18, 2027]							

VTO Affected Dates	Holiday Affected Dates	Religious Holiday Affected Date
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Updated 10/22/25

Reports not submitted by the deadlines listed will not be included on the agenda.



City of Berkeley
Soda Tax Revenue-FY 2026
For the Months of July 2025 - June 2026

Month	Amount
Jul-25	39,978.52
Aug-25	106,489.49
Sep-25	95,184.61
Oct-25	71,152.60
Nov-25	
Dec-25	
Jan-26	
Feb-26	
Mar-26	
Apr-26	
May-26	
Jun-26	
Gross Revenue	\$ 312,805.22

FY 2017	\$ 1,578,389.00
FY 2018	\$ 1,517,949.28
FY 2019	\$ 1,606,177.73
FY 2020	\$ 1,378,196.46
FY 2021	\$ 995,387.49
FY 2022	\$ 1,047,801.97
FY 2023	\$ 1,185,893.91
FY 2024	\$ 1,110,228.70
FY 2025	\$ 1,058,432.12
FY 2026	\$ 312,805.22
Total	\$ 11,791,261.88

Departments

Find contact information for a City Department, or learn more about their leadership, organization structure, mission, and values.

City Attorney Farimah Brown, attorney@berkeleyca.gov

City Clerk Department Mark Numainville, clerk@berkeleyca.gov

City Manager's Office Paul Buddenhagen, cmanager@berkeleyca.gov

Finance Department Henry Oyekanmi, finance@berkeleyca.gov

Fire Department David Sprague, fire@berkeleyca.gov

Health, Housing, and Community Services Scott Gilman, HHCS@berkeleyca.gov

Human Resources Janelle Rodrigues, HR@berkeleyca.gov

Information Technology Kevin Fong, helpdesk@berkeleyca.gov

Parks, Recreation & Waterfront Scott Ferris, PRW@berkeleyca.gov

Planning and Development Jordan Klein, planning@berkeleyca.gov

Police Department Jennifer Louis, police@berkeleyca.gov

Public Works Terrance Davis, PublicWorks@berkeleyca.gov

<https://berkeleyca.gov/your-government/about-us/departments>