

**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS  
SEQUOIA HEALTHCARE DISTRICT  
April 6, 2022  
Conference Room, 525 Veterans Boulevard  
Redwood City, CA 94063**

**Directors Present**

Director Faro via Zoom  
Director Griffin  
Director Nayfack via Zoom  
Director Shefren via Zoom

**Directors Excused**

Director Martinez

**Also Present**

Pamela Kurtzman, CEO  
Mr. Hudak, Legal Counsel  
Ms. Stamper, Recorder

**1. Call to Order**

Director Griffin called the meeting to order at 4:33PM. Roll call attendance was taken. Directors Faro, Griffin, Nayfack and Shefren were present. A quorum was present.

**2. Public Comment/Non-Agenda Items**

Director Griffin asked if there was any public comment on non-agenda items. There was none.

**3. Consent Calendar**

**Motion:** To approve consent calendar.

**By:** Director Shefren

**Seconded by:** Director Faro

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

**4.a. Presentation of Draft Annual Audit**

Ahmad Gharaibeh of Eide Bailly presented a draft of the 2021 Annual Financial report. The report is incomplete at this time as the Pension Plan still needs to be tested. The report will be finalized and presented at the next Board meeting.

Mr. Gharaibeh apologized for the tardiness of the report. Eide Bailly has experienced difficulty maintaining full staffing which has affected their ability to present a timely report. They anticipate hiring additional staff which will increase the costs associated with audits next year.

**4.b. Actuarial Report on Sequoia Pension Program**

Doug Pryor of Bartel and Associates LLC presented the actuarial report on the District Pension program. The valuations are completed on a bi-annual basis. The last full valuation was January 1, 2020 and provided a recommended contribution of \$3M per year for two years with a 10-year amortization of the unfunded liability. Due to the exceptional return on investment during 2020 of 25% which was well in excess of the anticipated return of 6%, the valuation results were updated to change the contribution for 2020 to \$1.5M with another \$1.5M scheduled for 2021. The pension plan is currently 87% funded. The recommended contribution for 2022 and 2023 is \$2.2M. The next valuation will be January 1, 2024.

**4.c. Consider Grant Request From Belmont PD for \$26,385  
To Replace Outdated AED Units**

The Belmont Police Department has 8 SHD sponsored defibrillators that were purchased in 2006. These units are over 15 years old and out of warranty. The police department is often the first responders at locations where AED's are not available and would like to request \$26,385 to purchase 12 AED units. The police department will purchase an additional two units for a total of 14 units. The Belmont Police Department will be responsible for the maintenance of the new units.

**Motion:** To approve a grant for the Belmont Police Department for \$26,385 to purchase 12 external defibrillators (AED's).

**By:** Director Faro

**Seconded by:** Director Shefren

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

**4.d. Consider Grant Request From Redwood City PD for \$24,187  
To Replace Outdated AED Units**

The Redwood City Police Department (RCPD) has 31 vehicles and 10 SHD sponsored defibrillators that were purchased over 15 years ago. The AED's are well past their warranty. The current AEDs are positioned in the SWAT truck, police boat and 8 patrol cars. As the police department is often the first responders at locations where AED's are not available and there are currently only 8 units in the RCPD fleet, there is a high likelihood that at any given time there may not be an AED available for an emergency. RCPD would like to request \$24,187 to purchase 11 AED units. The RCPD will purchase an additional four units for a total of 15 units. The RCPD will be responsible for the maintenance of the new units.

**Motion:** To approve a grant for the Redwood City Police Department for \$24,187 to purchase 11 external defibrillators (AED's).

**By:** Director Faro

**Seconded by:** Director Shefren

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

**4.e. Report By Sonrisas On Final Grant Outcomes Of Two-Year Grant**

Tracey Fletcher and Nigel Taverner of Sonrisas reported that they have increased capacity at the San Mateo clinic. They have screened over 800 children within District boundaries at the school sites. 20% of children screened from Redwood City School District had significant dental issues. They are experiencing staffing challenges, and covid has increased expenses and limited the number of appointments they can offer. The current need for care outpaces appointments available.

They would like to expand their partnership with the District and come back at the end of the fiscal year to ask for additional funding.

#### **4.f. Report On Healthy School Initiative Year-End Outcomes**

The Healthy Schools Initiative's 2021-2022 year-end review provided information about the broad scope of SHD's impact within the school districts during this past year over 5 critical areas: Alcohol Tobacco and other Drugs prevention, Mental Health data collection, continued support of Tier One Staff/Parent/Student education, enhanced Tier One mental health support with an equity lense, and school nurse support especially in relation to covid-related school health needs. The challenges this year included mental health staffing, implementing the pilot "Early Alert" Tier One universal screening tool, increasing nursing support, meeting the need for PPE and other supplies as Covid surged, anticipating and accounting for additional funding sources for schools as we fill the gaps. Five Healthy Schools team members from Redwood City, San Carlos, Belmont-Redwood Shore, Las Lomas and Menlo Park, shared highlights of their work to date.

#### **4.g. Redistricting Update and Zone Map Selection For May 14<sup>th</sup> Submission Deadline**

Ms. Bratton presented multiple zone maps created with the help of Paul Mitchell, a demographer. Ms. Bratton presented the draft maps for public input at 4 community meetings from January through March.

**Motion:** To accept Plan D as the new Sequoia Healthcare District map for redistricting.

**By:** Director Shefren

**Seconded by:** Director Faro

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

#### **4.h. Consider Staff Request Of Up To \$10,500 for Unbudgeted Building Repairs**

Included in the packet was a request for approval of roofing repairs. The actual estimated cost is \$10,900, not \$10,500 listed on the agenda.

**Motion:** To approve up to \$10,900 for the unbudgeted roofing repairs.

**By:** Director Faro

**Seconded by:** Director Griffin

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

#### **4.i. Presentation Of Draft Budget for FYE 2023**

Ms. Kurtzman presented the Sequoia Healthcare District FY2022-2023 draft budget. Ms. Kurtzman anticipates approximately \$14M in tax revenue, a decrease in rental income, a decrease in investment income and \$2.2 million in pension pass-through income. Ms. Kurtzman anticipates \$7.6M in Grants, \$5.3M for programs, \$1.6 for administration and other non-personnel expenses, and \$2.3 in pension, building and capital improvements, for a total of \$16.8M in total expenses. Ms. Kurtzman noted that the increased cost of living in the bay area have increased costs for staffing, accounting and insurance.

#### **4.j. Approve Amendment To Employment Contract Of Chief Executive Officer**

This year the Board hired an outside consultant to do an assessment of comparable health care positions to our CEO, and compared salary, benefits, and COLA. The goal is to provide a cost of living increase and increase the benefits package to bring the District's CEO compensation closer to the 50<sup>th</sup> percentile. The Board is unable to increase benefits, so have increased salary. Ms. Kurtzman's performance evaluation was excellent.

**Motion:** To approve a salary increase to \$275,500 for the Sequoia Healthcare District CEO retroactive to January 1, 2022.

**By:** Director Shefren

**Seconded by:** Director Faro

**Vote:** Ayes - Faro, Griffin, Nayfack, Shefren

Nos --

Abstain --

Absent -- Martinez

**Motion Passed: 4-0-0-1**

#### **4.k. Director Requests for Future Agenda Items per Board Policy 8.3**

Director Shefren would like ideas for additional funding areas and would like solid plans. Director Nayfack likes the branding of SequoiaSmart, SequoiaSafe and Sequoia Strong, and is interested in more information about expanding those areas.

#### **5. CEO/Staff Reports**

Ms. Kurtzman asked the Board to schedule a second Strategic Planning meeting for Thursday, April 28<sup>th</sup> from noon to 4pm to come to a consensus on future direction.

Ms. Kurtzman is exploring vision and dental coverage for staff, working on an updated employee handbook that incorporates new California laws, and will present additions to the Policies and Procedures manual.

Staff reports are included in the packet.

Ms. Garcia gave additional details regarding the upcoming Health Fair on May 21, 2022.

#### **6. Adjourn**

**Motion:** To adjourn the meeting at 7:40 PM.

**By:** Director Faro

**Seconded by:** Director Nayfack

**All in favor**

**Motion Passed**

The next regular meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 4:30 PM, Wednesday, June 1, 2022, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Aaron Nayfack, M.D.,  
Secretary