

**MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
March 4, 2026
San Mateo County Dental Society
939 Laurel Street, Suite C
San Carlos, CA 94070**

<p><u>Directors Present</u> Director Fong Director Foust Director Lock Director Martinez (via Zoom) Director Shefren</p>	<p><u>Directors Excused</u></p>	<p><u>Also Present</u> Pamela Kurtzman, CEO Mr. Hudak, Legal Counsel Ms. Stamper, Recorder</p>
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1. Call to Order and Roll Call

Vice-President Fong called the meeting to order at 12:01PM. Roll call attendance was taken. A quorum was present.

2. Public Comment/Non-Agenda Items

Vice-President Fong asked if there was any public comment on non-agenda items. CEO Kurtzman congratulated Director Martinez on the birth of a new family member.

**3a. Approve Grant Request From Planned Parenthood
For Additional \$500,000 To Support Reproductive Health at RWC Clinic**

Sarabeth Janzen of Planned Parenthood (PPMM) thanked SHD for their past support and requested an additional \$500K emergency grant to support operations. 44% of PPMM clients at the Redwood City health clinic are SHD residents from zip code category 1 and 2. Due to funding cuts from the Federal government PPMM has had to reduce and streamline their reproductive services, and announced new concierge menopause and perimenopause cash for services to raise additional revenues.

Director Lock requested Ms. Janzen provide a report on the top 10 service codes listed for district residents so the District can identify areas of need.

Motion: to approve a grant of up to \$500,000 for Planned Parenthood to support reproductive health services at the RWC clinic.

By: Director Shefren

Seconded by: Director Foust

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

3b. Review And Approve Biannual Conflict of Interest Code

The District is required to review and approve its Conflict of Interest Code every two years. The current code was rewritten in 2024 to include a CFO position and the requirement for the CFO to file a form 700. There are no updates to the 2024 COI code.

Motion: to approve the biannual Conflict of Interest Code.

By: Director Foust

Seconded by: Director Lock

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

3c. Provide Direction To Staff Regarding Annual Review Of Internal Controls

The Grand Jury report requires the governing body to annually direct staff to review internal controls and report to the Board.

Director Fong stated that ACHD is hosting a seminar on internal controls taking place at the end of March.

Motion: to direct staff to review our internal controls policy and report back to the Board.

By: Director Shefren

Seconded by: Director Foust

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

4.a. Approve Dignity Collab Committee Recommendations To Fund Emergency Food Grant Request From PVI For \$222,300 And St. Francis Center For Magical Bridge Pocket Park Contribution For \$100,000

The Collab Committee reviewed and recommended grants to 1) Peninsula Volunteers Inc to serve meals to seniors from February 2026 to July 2026, and 2) St. Francis Center for funding the creation of a Magical Bridges Pocket Park.

Directors Shefren and Martinez would like the Board to give more direction for publicizing availability of Collab Funds to residents.

Motion: to approve the Collab committee recommendations for an emergency food grant for PVI for \$222,300 and a grant to St. Francis Center of \$100,000 for the building of a Magical Bridge Pocket Park

By: Director Shefren

Seconded by: Director Lock

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

4.b. Report On Performance Of District Investment Portfolio

Andrew Lin of SIA gave a presentation on the performance of District investments. The District has a \$45M portfolio with \$25M in US Treasury Bonds, \$16M in investment grade bonds, \$1.4M in government agency bonds, \$1M in fixed income mutual funds and \$720K in cash/money market funds. SIA has been trying to lock in rates for longer and will increase allocation to the long end of the yield curve. All investments are made with the state investment formula in

mind to maintain compliance. Directors asked Mr. Lin to confirm the investment cost to the District.

4.c. Consider Adoption Of Proposed Strategic Plan 2025-2028

Motion: to approve adoption of the 2025-2028 Strategic Plan with the additional wording on page 4 to the District service area to include “a portion of San Mateo”.

By: Director Foust

Seconded by: Director Fong

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

4.d. Consider Proposal From Zone 4 General Contractor To Provide Tenant Improvements At 1016 Laurel Street

Due to the project estimate being greater than \$25,000, the District is required to put the project out to public bid. We received 1 bid that was significantly higher than the engineering estimate. The board discussed options to accept or reject the bid. If the bid is rejected, the District can put it out for bid again, and consider appropriate value engineering to bring down costs.

Motion: to reject the bid

By: Director Foust

Seconded by: Director Shefren

Vote: Ayes -- Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

CEO Kurtzman will outreach to additional contractors for bids and investigate what caused the difference between the original engineering estimate and the proposal. Director Shefren asked CEO Kurtzman to review the current plans and see where the project can be scaled back.

5. Adjourn To Closed Session For The Purposes Of:

- a. Government Code Sections 54957 and 54957.6 for the following purposes: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (54957) PROCESS: Title: Chief Executive Officer of Sequoia Healthcare District. CONFERENCE WITH LABOR NEGOTIATOR (54957.6) Agency Designated Representative: Ivan Martinez, Board President & Rosanne Foust, Board Member And Outside Consultant Donna Vaillancourt Of RPMG. Unrepresented Employee: Chief Executive Officer, Sequoia Healthcare District.

Motion: to adjourn to closed session

By: Director Shefren

Seconded by: Director Fong

Vote: Ayes - Fong, Foust, Lock, Martinez, Shefren

Nos --

Abstain --

Absent --

Motion Passed: 5-0

6. Reconvene to Open Session:

There was no reportable action taken in closed session.

7. Adjourn

Motion: To adjourn the meeting at 2:50PM

By: Director Foust

Seconded by: Director Fong

All in favor

Motion Passed

The next meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 12:00PM, Wednesday, May 6, 2026, at the San Mateo County Dental Society, 939 Laurel Street, Suite C, San Carlos, CA.

Respectfully Submitted,

Cama Lock, Secretary