

MINUTES OF SPECIAL MEETING
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
January 7, 2026
San Mateo County Dental Society
939 Laurel Street, Suite C
San Carlos, CA 94070

Directors Present

Director Fong
Director Foust
Director Lock
Director Martinez
Director Shefren

Directors Excused

Also Present

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

1. Call to Order and Roll Call

President Martinez called the meeting to order at 12:03PM. Roll call attendance was taken. A quorum was present.

2. Public Comment/Non-Agenda Items

President Martinez asked if there was any public comment on non-agenda items. There was none.

3.a. Approve Grant Request From Second Harvest for \$850,000

Leslie Bacho, CEO of Second Harvest Food Bank, presented a request for an \$850K grant to help cover their increasing costs due to cuts to SNAP, reductions in ACA subsidies, and Medicaid funding from the HR1 bill that is expected to impact 67,000 clients.

The number of SHD residents served and the total pounds of food distributed increased dramatically from first quarter of 2023 to first quarter of 2025. During that time frame, Second Harvest has seen a 50% increase in clients and 29% increase in pounds of food distributed. They work with 57 partners agencies at over 100 distribution sites. They are serving 1 of 6 residents, and have increased variety and amount of food provided to help residents with lack of basic staples.

Director Shefren noted that Peninsula Health Care District has contributed \$140,000

Motion: to approve the grant request from Second Harvest Food Bank for \$850,000

By: Director Shefren

Seconded by: Director Foust

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

Nos --

Abstain --

Absent --

Motion Passed: 5-0

**3.b. Approve \$100,000 Grant Request From Ability Path
For Art-Based Interventional Therapist To Improve Health Outcomes
For People With Developmental Disabilities**

Bryan Neider of AbilityPath presented a request for \$100K to re-launch an art therapy program for people with developmental disabilities that closed down due to the Pandemic. He would

like to restart the program at all 15 of their sites and expand access to the community at large. The program gives the participants an opportunity for self-expression, self-realization and increased well-being. Art therapy reduces anxiety and depression, improves coping skills, and helps with emotional regulation. The funding would be a onetime request to establish the program, train staff and purchase supplies.

Motion: to approve the grant request from AbilityPath for \$100,000

By: Director Foust

Seconded by: Director Shefren

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

Nos --

Abstain --

Absent --

Motion Passed: 5-0

4.a. Update From LifeMoves On SHD Support Of Licensed Vocational Nurse (LVN) Services At The Navigation Center

Janelle Nunez of Life Moves and Kelly the LVN at the Navigation Center discussed their work with clients at the Maple Street Navigation Center. The Navigation Center is a non-congregate housing site that contains 240 private housing units, with an onsite medical and dental clinic. The staff provides employment and substance use services, and guidance accessing social services and medical systems. Over 65% of their clients are over 60 years old, and many of the clients have chronic illnesses and mobility issues. The onsite LVN helps them connect with primary care services, processing referrals to onsite and offsite medical and dental services, helping with injections, medication education, coordinates access to durable medical equipment, and medical and mental health bed referrals. The LVN has been instrumental in providing 390 medical and dental referrals in 2025. In addition, she has been training LVN's at other sites with best practices.

4.b. Board Discussion; Proposed Amendments To Board Policies and Procedures

CEO Kurtzman reviewed the redlined version of the Policies and Procedures document (P&P) with the Board and discussed proposed changes for clarification.

The updates to the P&P include:

- Policy 1.1 and 1.2 - update with new Mission and Vision statements developed during strategic planning
- Policy 2.6 - update to role of Directors
- Policy 6.3 - update address for board meeting location
- Policy 8.4 - update address of District on agendas
- Policy 14.1 - include clarification that health benefits are provided by CalPers
- Policy 14.5 - update wording that District covers costs for candidate statements. Director Foust is against the use of public funds for candidate statements.
- Policy 16.7 - update wording stating Director "...may be required to report..."
- Policy 22 - Director Shefren requested that Mr. Hudak and Mr. Mar revise the wording regarding who is responsible for review of investments, when they should report to the Board, and that investments will meet government mandated guidelines.
- Policy 23.1 - clarify language regarding funding foundations and the definition of foundations. Directors would like Mr. Hudak to draft a policy.

Further review of the P&P was tabled for another meeting.

4.c. Presentation On Plan To Invest Up To \$4M For Urgent Needs and
4.d. Update On Strategic Planning Progress

Agenda Items 4.c. and 4.d. were tabled and will be presented at the February board meeting.

4.e. Director Requests for Future Agenda Items per Board Policy 8.3

President Martinez asked if there were any requests for future agenda items. Director Fong would like a presentation and documentation of any updates to the Brown Act.

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 Martinez

Seconded by: Director Shefren

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 3:50PM

By: Director Foust

Seconded by: Director Lock

All in favor

Motion Passed

The next meeting of the Board of Directors of Sequoia Healthcare District is scheduled for 12:00PM, Wednesday, February 4, 2026, at the San Mateo County Dental Society, 939 Laurel Street, Suite C, San Carlos, CA.

Respectfully Submitted,

Cama Lock, Secretary