MINUTES OF REGULAR MEETING
BOARD OF DIRECTORS

SEQUOIA HEALTHCARE DISTRICT

August 5, 2026
San Mateo County Dental Society
939 Laurel Street, Suite C
San Carlos, CA 94070

Directors Present	**Directors Excused**	**Also Present**
Director Downing Director Fong Director Foust Director Martinez	Director Lock (*joined the meeting during the discussion of 5.e.*)	Ms. Kurtzman, CEO Mr. Hudak, Legal Counsel Ms. Allen, Recorder

1. Call to Order and Roll Call

President Martinez called the meeting to order at 12:00PM. 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. I. Martinez spoke on behalf of PAL Center and thanked Sequoia Healthcare District for their early support of the Pal Center's Purposeful Action Creation & Engagement (PACE) Program. The PAL Center will make a presentation to the Board on the PACE Program at a later date. I. Martinez also announced a new Community Power Path program which will receive nearly $1 million over five years from a state grant.

3. Consent Calendar

Motion: T*o approve the consent calendar*
By: Director Fong
Seconded by: Director Foust
All in favor
Motion Passed

4. CEO/Staff Reports

CEO Kurtzman introduced SHD's new Director of Strategy and Operations, Kat Tutty, who joined the team on July 27, 2026.

CEO Kurtzman briefly updated the Board on the move to the new location at 555 Veterans Blvd., Redwood City, which was completed on July 31, 2026. Construction at 1016 Laurel Street will begin on August 12, 2026.

She reminded the Board of the ACHD meeting which will be held in October in Monterey, and if they are interested in attending to contact Frances Allen, Board Clerk.

S. Mar briefed the Board on the FY26 actuals and noted that the numbers will not be changing significantly. The forthcoming audit will compare budget vs. actuals. He mentioned that an email breach at RBK occurred in June 2026, which did not impact SHD personal or personnel

information or operations. RBK initiated a new enrollment for multi-factor authentication and will continue to monitor the situation.

As regards FY26, SHD disbursed $26 million, while receiving $27 million in revenue. There will be an increased effort to disburse more in FY27. $17.5 m approved by the Board at the last meeting. In terms of budget vs. actuals, SHD is better than budget due to higher revenue than budgeted in the past. On the expense side, worse by $0.2 million due to facilities and depreciation. In addition, banking fees were higher as well as professional fees. S. Mar mentioned the forthcoming audit of FY26 for whom Brian Nash is the partner on the engagement. S. Mar clarified a question related to internal controls which has not been identified as a risk, and which will be reviewed as part of the audit. Upon conclusion, the auditors will provide a management letter identifying any deficiencies detected during the audit which will be shared with the Board.

L. Garcia shared that 8 new pages have been added to the website to make it more functional and visually appealing. The communications and engagement work plan is finalized and includes efforts to improve communication and outreach; she would appreciate feedback from the Board.

5.a. Review and discuss draft SHD Annual Report and website

L. Garcia briefed the Board on the proposed new format for the 2026 Annual Report, which will include a video, a link to the website landing page, and a printed postcard. Director Foust suggested a shorter, more impactful video, and providing two QR codes, one linking to the Strategic Plan and the second one to the video. Brief snippets should be considered, focusing not only on the dental clinic but also significant grants, for e.g., Planned Parenthood, Second Harvest, healthy schools, etc.

5b. Report on reimbursements to Directors and employees in excess of $100

S. Mar indicated that the report is a required communication to the Board, provided in August of every year. Director Foust questioned if a policy for staff reimbursements is in place and the frequency for reimbursement. SM clarified receipts are to be reimbursed monthly and staff get reimbursed quickly, and SHD management encourages quick submission of receipts for reimbursement. Director Foust suggested that a guideline be established for mandatory monthly submissions.

5c. Consider Request for additional $245,000 to fully replace roof at 1016 Laurel St.

P. Kurtzman briefed the Board on the background to the issue. While the initial building inspection indicated 1-3 years of remining life for the roof, recent leaks have required immediate attention. Zone 4 (the 1016 contractors) gave options for a (i) patch and repair job and moving a problematic window linked to the leaking, or (ii) a new roof. The Board packet proposal is for the second option in the amount of $245,00 which would finance a new roof and which would solve the problem rather than just offer a short-term solution. Zone 4 prepared the cost estimate, together with EASA Architecture. A buffer of 30% was included to provide EASA Architecture some leeway. The actual cost could be less (based on a time and materials basis). The work would be done as a change order with Zone 4, who would manage the coordination with the roofers. This approach would save time rather than bidding it out as a separate contract.

EASA Architecture shared their opinion that the proposed price was fair and opined that a relationship has been established with Zone 4, based on good coordination and trust. Zone 4 is recognized for being on time and within budget. It would be somewhat complicated to bid this piece out separately to a new contractor.

The Board had a robust discussion on the pros and cons of doing the cheaper and simpler patching option vs the more expensive new roof option and expressed concern that the cost estimate had increased from $49k to $240K, and the need to be mindful of the overall cost. Director Martinez asked for a breakdown of the original cost proposal of $49k for the new roof and to see if any possible recourse was overlooked, possibly by the broker.

After further discussion, the Board agreed that SHD should revert back to Zone 4 and indicate that a lower cost of $200k was approved. SHD needs to closely monitor the contract to ensure costs do not rise without prior approval. M. Hudak requested to see the draft change order.

Amended Motion: to add $200k to the existing tenant improvement order to fully replace the roof at 1016 Laurel St.

By: Director Foust
Seconded by: Director Fong
Vote: Ayes --
Nos --
Abstain --
Absent --
Motion Passed: All

5d. Report on Caring Community Grant Outcomes

J. Bratton briefed the Board on the outcomes of the Caring Community Grants program. She presented data on funding buckets and priority health areas, highlighting a total spend of over $6 million covering the period of July 1, 2025 through June 30, 2026. Data included breakdowns by zip code showing service reach to approximately 102,000 residents SHD residents (out of 248,000).

Board members had several questions related to possible duplication number of residents served, and J. Bratton clarified that grantee organizations try to provide unduplicated numbers.

Overall, the Caring Community Grant program outcomes have been met or even exceeded all performance targets.

J. Bratton updated the Board on grant cycle implementation, including transitioning all grantees to one-year grants and implementing a new grants platform. She outlined upcoming tasks including technical platform work, grant intelligence tools implementation, and interim reporting in December. The Board discussed funding allocation challenges due to federal Medicaid and MediCal cuts and emphasized the need for SHD to remain the focus when reviewing grant requests.

5.e. Presentation by Peninsula Volunteers, Pride Center and Vista Center for the Blind

The three organizations made presentations to the Board, although approval of their proposal grant amounts will not be up for consideration until September 2026. Board members encouraged enforcing a strong focus on SHD district residents only and that funds are reimbursed based on zip codes. P. Kurtzman responded that a robust internal review process by the SHD accounting team is in place which verifies all transactions.

[*Director Lock joined the Board Meeting during the discussion of 5.e.*]

B R E A K

6. Adjourn to Closed Session for Purpose of: Government Code Sections 54957 and 54957.6 for the following purposes: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (54957) Title: Chief Executive Officer of Sequoia Healthcare District. CONFERENCE WITH LABOR NEGOTIATOR (54957.6) Agency Designated Representative: Ivan Martinez, Board President and 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 Fong
Seconded by: Faust
All in favor
Motion passed

7. Reconvene to Open Session:

There was no reportable action taken in closed session.

8. Adjourn

Motion: ***To adjourn the meeting at 4.00pm***
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, September 2, 2026, at the San Mateo County Dental Society, 939 Laurel Street, Suite C, San Carlos, CA.

Respectfully submitted,

Cama Lock, Secretary