

**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS  
SEQUOIA HEALTHCARE DISTRICT  
June 5, 2024  
Conference Room, 525 Veterans Boulevard  
Redwood City, CA 94063**

**Directors Present**

Director Fong  
Director Griffin  
Director Martinez  
Director Nayfack  
Director Shefren

**Directors Excused**

**Also Present**

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

**1. Call to Order and Roll Call**

President Nayfack called the meeting to order at 4:30PM. Roll call attendance was taken. A quorum was present.

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

President Nayfack asked if there was any public comment on non-agenda items. Director Martinez mentioned that there was a fire in his District on Monday and asked everyone to be supportive to the people effected.

**3. Consent Calendar**

President Nayfack asked if there was public comment on this agenda item. There was none.

**Motion:** to approve the consent calendar.

**By:** Director Shefren

**Seconded by:** Director Griffin

Director Fong would like to abstain from voting on the April 24 minutes as he was absent from that meeting.

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

Nos --

Abstain -- Fong

Absent --

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

**4. CEO/Staff Reports**

Ms. Kurtzman reported that our \$10M investment in Schwab in July 2023 has increased in value by \$536K.

ACHD's 2024 annual meeting is September 25-27 in Sacramento.

Ms. Bratton reported that DocuSign has been tested and is ready to be implemented for the new agreements. She attended the Benevity conference and SHD was a finalist for the Community Hero award. She pointed out the table of contents for EIC grants under consideration in her report and mentioned that the District received the Golden Condom award from Health Connected.

Ms. Garcia could not attend tonight. Her report is included in the packet.

**5.a. Approve Resolution 2024-2 Calling for Board Election: Zones B And D**

President Nayfack asked if there was public comment on this agenda item. There was none.

Mr. Hudak presented Resolution 2024-2, determining the date and adopting provisions for the 2024 Sequoia Healthcare District general election as November 5, 2024 for Zones B and D, and reminded the Directors that the Board authorized the District to cover the costs related to candidate statements.

Ms. Kurtzman will create a calendar of deadlines that will be emailed out to Board members.

**Motion:** To approve Resolution 2024-2.

**By:** Director Shefren

**Seconded by:** Director Nayfack

**Vote:** Ayes -- Fong, Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

**Motion Passed: 5-0**

**5.b. Consider Approval Of Community Grants Recommendations  
For FY 2024-25 For \$5,223,000**

President Nayfack asked if there was public comment on this agenda item. There was none.

The grants committee recommended awarding 73 Caring Community grants equaling \$5.223 Million for FY 2024-25.

28 two-year grants were approved last year and will be on their second year of funding for FY25 totaling \$2,256,000. 27 grants are new FY25/FY26 two-year grants totaling \$2,037,000. 18 are one-year grants totaling \$930,000. Of the 18 one-year grants 7 are new grantees, 9 are returning previously funded grantees, 2 are off-cycle grantees.

A grants reception will be held on September 19<sup>th</sup>. Location will be confirmed at a later date.

**Motion:** To approve all grants as proposed for FY25-26.

**By:** Director Shefren

**Seconded by:** Director Martinez

**Vote:** Ayes -- Fong, Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

**Motion Passed: 5-0**

**5.c. Consider Approval Of School Health Budget For 2024-2025 For Up To \$5,738,986**

President Nayfack asked if there was public comment on this agenda item. There was none.

Ms. Wasson presented the Healthy Schools Initiative budget for FY2024-25. She noted that the Sequoia High School Career Academy piloted Narcan training with students recently, and the teacher wellness programs have been impactful and appreciated. This year's goals include:

- providing leadership and relevant training opportunities for the HSI team leads

- assessing WSCC component practices align with current school climate and wellness needs
- facilitating update of School District Wellness policies
- standardizing the purpose and function of the School Wellness Advisory Councils
- strengthening MTSS Tier 1 and 2 programmatic strategies
- expanding student-facing ATOD, narcan and suicide prevention trainings
- streamlining the HSI grant application process
- fully executing the Employee Wellness Programs to further support school personnel
- strengthening the District and HSI brand awareness
- initiating an evaluation of HSI.

The overall HSI Budget request for FY2024-25 is \$5,738,986, which is a 16% increase from the current year. Ms. Wasson's request includes funding for 32 grants to nonprofits that provide services to families in our District, and \$3,280,072 in direct funding to 8 school Districts.

Directors would like Ms. Wasson to meet with school superintendents to stress the need for recognizing the tax payer contribution to their schools.

**Motion:** To approve the FY2024-25 School Health Budget For Up To \$5,738,986.

**By:** Director Nayfack

**Seconded by:** Director Shefren

**Vote:** Ayes - Fong, Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain --

Absent --

**Motion Passed: 5-0**

#### **5.d. Consider Adoption Of District Proposed Budget FY 2024-25**

President Nayfack asked if there was public comment on this agenda item. There was none.

CEO Kurtzman presented and discussed the draft budget for FY 2024-2025. The new balanced budget is a 25% increase over last year with a total proposed expenditure of \$22,820,400. Director Shefren stated that the Finance Committee rigorously reviewed and approved the draft budget.

**Motion:** To adopt the proposed FY2024-2025 Budget.

**By:** Director Shefren

**Seconded by:** Director Fong

**Vote:** Ayes - Fong, Griffin, Martinez, Nayfack, Shefren

Nos --

Abstain -

Absent --

**Motion Passed: 5-0**

#### **5.e. Presentation On Local Agency Formation Commission (LAFCO)**

President Nayfack asked if there was public comment on this agenda item. There was none.

Mr. Hudak gave a presentation on Local Agency Formation Commission, which is made up of 2 members from the county Board of Supervisors, 2 members from City councils, 2 members from Special Districts, 1 community member at large and alternate members. LAFCO's mission is to:

- prevent urban sprawl and preserve agricultural land and open spaces

- encourage efficient public services through the municipal services review process (which includes comprehensive reviews of a District’s finances, services, population growth, sustainability, and governance structure.)
- process boundary changes among local agencies.

Mr. Hudak explained LAFCO’s role in and process for expanding the District’s boundaries, and the challenges to that would be faced for approval of any service area expansion.

**5.f. Authorize CEO To Issue Nonbinding Letters Of Intent  
With Approval Of Property Search Committee**

Mr. Hudak reviewed the timeline for the District purchasing a property including building improvements, which will be longer than the time we have remaining in our building before Ravenswood is expected to begin construction. The market for commercial buildings is not good, with few properties available, and a better strategy may be to lease a property and wait to purchase.

Mr. Hudak spoke with Trask Leonard, and suggests the Board authorize the CEO to send non-binding offer letters to many vacant and under tenanted buildings to see if it can spark interest in pursuing a deal. Mr. Hudak requested the creation of a property search committee and to authorize the CEO to issue nonbinding Letters of Intent with the approval of the property search committee.

**Motion:** To authorize the CEO to issue nonbinding Letters of Intent with the approval of the property search committee.

**By:** Director Shefren

**Seconded by:** Director Nayfack

**Vote:** Ayes - Fong, Griffin, Nayfack, Martinez, Shefren

Nos --

Abstain --

Absent --

**Motion Passed: 5-0**

**5.g. Discussion Regarding Time Of Day Of Board Meetings**

President Nayfack asked if there was public comment on this agenda item. There was none.

Director Shefren discussed changing the time of board meetings to earlier in the day or later at night to not coincide with dinner. Some Board members have flexible schedules and some have busy careers. Mr. Hudak attends many board meetings for various entities and states 6pm, 6:30pm and 7pm are not uncommon and work well. No consensus was reached.

**5.h. Director Requests for Future Agenda Items per Board Policy 8.3**

President Nayfack asked Directors for any requests for future agenda items.

Director Shefren would like an administrative cost breakdown and the recategorization of all payroll to Administrative Payroll.

Director Griffin would like information on the effect of Prop 1 on county programs and how that may impact our funding to them.

Directors are interested in information on how the Healthcare worker minimum wage law will impact grantees that have mental health interns.

Director Martinez would like a timeline for when analyses of the nonprofit administrative needs survey will be available.

**6. Adjourn to Closed Session**

Adjourn to Closed Session For The Purpose Of:

a. **Pursuant to Government Code Section 54956.8 - Conference with Real Property**

**Negotiators:**

Property: 1016 Laurel Street, San Carlos, California  
Agency Negotiator(s): CEO Pamela Kurtzman legal counsel Mark Hudak  
Negotiating parties: Barnard/Shirriff Family Trust  
Under Negotiation: Terms and conditions of purchase including price

**7. Reconvene To Open Session:**

There was no reportable action taken in closed session.

**8. Adjourn**

**Motion:** To adjourn the meeting at 8:05PM.

**By:** Director Martinez

**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, August 7, 2024, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kim Griffin, R.N.

Secretary