MINUTES OF REGULAR MEETING
OF
BOARD OF DIRECTORS
SEQUOIA HEALTHCARE DISTRICT
June 3, 2026
San Mateo County Dental Society
939 Laurel Street, Suite C
San Carlos, CA 94070

Directors Present	Directors Excused	Also Present
Director Fong Director Foust Director Lock Director Martinez	N/A	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 12:00PM. Roll call attendance was taken. A quorum was present.

2. Public Comment/Non-Agenda Items

President Martinez asked for any public comment on non-agenda items. A public comment was read from Kate Heister regarding the termination of the staff member in charge of the School Health Initiative, with the speaker calling for investigation and stakeholder engagement before any restructuring. CEO Kurtzman introduced our new Board Clerk and Executive Assistant Frances Allen.

3. Consent Calendar

Motion: to approve the consent calendar

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

4. CEO/Staff Reports

a. CEO Kurtzman reported the SHD Headquarters located at 1016 Laurel Street, San Carlos, will commence construction on August 8, 2026; anticipated completion date is November 20, 2026. SHD staff will be temporarily re-located to the offices of

Pettinelli Financial Partners at 555 Veterans Boulevard until the renovation is completed.

b. CEO Kurtzman will host a series of roundtables on June 16 and 17, 2026 with our Community Partners to share strategic plan and hear their challenges with delivering services. A larger gathering of grantees will be hosted in September to bring partners together.
c. CEO Kurtzman will host a Mayors breakfast scheduled for June 25, 2026 to share strategic plan and hear directly from them, about challenges their residents face.
d. CEO Kurtzman will organize a study session on the Healthy Schools Initiative (HSI) for Board members to enable a better understanding of how the Initiative is funded and related metrics. Director Fong suggested that Jenny Bratton give a short report on the new Fluxx software for the Grants program at the same study session.
e. Ms. Garcia, District Communications and Engagement, reported on three main communications interventions: (i) SHD's new website which includes ten new pages of content; (ii) SHD's Strategic Plan was disseminated via an email blast to all partners; (iii) development of a Communications Work Plan to include content creation, in-person events, organization of a Health Fair, and communicating with partners and the communities SHD serves.
f. CFO Mar indicated the financial outlook of SHD has not significantly changed since his prior presentation to the Board in April 2026. He highlighted that tax revenue was received which resulted in an increase of over $20 million for the current fiscal year. CFO Mar has requested IT to upgrade Board members' One Drive licenses to enable access to financial reports.

5.a. Appoint Director To Fill Vacant Board Of Directors Position (Board Policy 13) (Resolution 2026-03)

The proposed appointment of Dr. Lance Downing to fill the vacant Board member position was discussed and approved. Mr. Hudak will make arrangements for the Board Chair to meet with Dr. Downing to allow Dr. Downing to take the oath of office. It is anticipated that Dr. Downing will participate in the August 2026 Board Meeting.

Motion: to approve Dr. Downing to the Board

By: Director Fong
Seconded by: Director Foust
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

5.b. Approve Resolution 2026-04 Calling for Board Election: Zones A, C, and E

There are three seats up for election in Zones A, C, and E. This Resolution would authorize the County to consolidate our election with the overall country election in November 2026 and commits the SHD to paying our fair share of those costs.

Motion: to approve the recruitment process for the three seats in Zones A, C, and E

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

5.c. Presentation On Pension Plan Actuarial Report

Mr. Cole Bixenman of RVK presented a performance report on the district pension plan and highlighted the portfolio return of 3.33% for the first four months of 2026. The funded status improved significantly from the upper 60^{th} percentile in early 2024 to the current 87.5% thanks in part to positive April and May 2026 performance. The next performance report is scheduled for September 9, 2026. One Board Director suggested it would be useful to have a three-year lookback; RVK suggested a Board discussion with an actuarial specialist.

Motion: to approve the Actuarial Report

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

5.d. Approve Resolution 2026-05 Certifying Signatories on two Heritage Bank District bank accounts

The Board discussed and confirmed the proposed resolution certifying the authorized individual signers on two Heritage Bank accounts (formerly Citizen Business Bank):

SHD Operating Account	Collaboration Account with Sequoia Hospital
Pamela Kurzman	Pamela Kurtzman
William Fong	Ivan Martinez
Ivan Martinez	Geoffrey Daneff, CFO of Dignity Health
Rosanne Foust	
Cama Garcia-Lock	

Motion: to approve the authorized individual signers on two Heritage Bank accounts

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

5.e. Consider Grant Request from Sonrisas for up to $425,950 for FY2026-27 to support ongoing Clinic, School, and Senior Oral Health Programming

Ms. Tiffany Turner, CEO, Sonrisas Dental Health, made a presentation to the Board on the impact and reach of the Sonrisas clinical visits. Ms. Turner presented the three areas to be supported by the proposed funding : (i) clinic visits and community health worker services for existing patients until transition to Ravenswood Clinic by December 2026; (ii) school-based screenings and community health services for families; and (iii) community events, mobile clinics, and oral health presentations for seniors aged 65+.

Motion: to approve the grant proposal for up to $425,950 for FY2026-27

By: Director Foust
Seconded by: Director Fong
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

6.a. Approve Proposed Changes to SEQHD Board Policy and Procedures Manual

CEO Kurtzman delineated each of the proposed amendments and the proposed new additions to the Policies and Procedures Manual for Sequoia Healthcare District, which include changes to the mission and vision statements, director roles, and meeting schedules. The Board:

a. Agreed to change the estimated time commitment for Directors from 10-20 hours per month to 20-30 hours per month to reflect more realistic expectations.
b. Clarified the distinction between regular meetings (held every other month on even-numbered months) and special meetings (optional additional meetings that can be scheduled as needed), with the understanding that while they currently meet monthly, the formal structure allows flexibility in scheduling.
c. Requested that “ride-sharing services” should be added to Section 7.05A Business Travel Expenses under 3) Mileage/Ground Transportation of the **District’s Employee Handbook**.
d. Additionally, it was clarified that the three Board Committees (Investments, Finance, and Grants) are not “standing” committee due to the requirement that

standing committees would have to comply with the Brown Act. Mr. Hudak indicated he would research the viability of standing committees and prepare a recommendation for the Board's consideration.

e. Lastly, Board members requested to be alerted when mandatory training requirements are due.

Motion: to approve the proposed changes to the Board Policy and Procedures document

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain –
Absent –

Motion Passed: 4-0-0-0

6.b. Consider Adoption of New Internal Controls Policy

CFO Mar indicated that the Internal Controls Policy was presented to the Board at the May 2026 meeting. Since no comments were received from the Board since the April meeting, it is being presented for final Board approval.

Motion: to approve the new Internal Controls Policy

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

6.c. Consider Approval of School Health Budget for FY2026-27 for up to $4,552,231 and Approval of Community Grants Recommendations for 2026-2027 for up to $3,068,000

Jenny Bratton presented an overview of the School Health budget for FY26-27. The discussion clarified that the first proposed allocation ($2.62 million) represents new one-year grants while the second allocation ($3.48 million) is for continuing grants from the previous year. The proposed funding breakdown shows an approximately 30% allocation across the medical/clinical, behavioral health, health literacy, and active living priority areas, with 6% dedicated to food/nutrition priority area. The Grants Committee reviewed 71 applications (approximately 60 unique organizations) and selected 9 new grantees to present to the Board. The Board heard public comment from Kristen Sevilla from Belmont Redwood Shores School District. It was established that no Board members had a conflict of interest or needed to recuse themselves from consideration of the proposed grants. The Board requested a study session on the grants approval process, including methodology, how committee members are selected, etc. Jenny Bratton also informed the Board that an education consultant has been retained to develop a formula to analyze publicly available data to ensure equity.

Motion: to approve the proposed school health budget for FY26-27 for up to $4,552,231 and approval of community grants recommendation for FY26-27 for up to $3.068 million

By: Director Foust
Seconded by: Director Lock
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

6.d. Consider Adoption of District Proposed Budget FY2026-27

CFO Mar indicated the budget was adjusted to account for the 1016 Laurel Street renovation budget and associated depreciation and other small items (approximately $100K).

Motion: to adopt the District proposed budget for FY27

By: Director Foust
Seconded by: Director Fong
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

6.e. Consider Grant to Ravenswood Family Health Network for $150,000 to help narrow reimbursement gap resulting from federal and state funding cuts to Med-Cal and approve amendment to lease agreement commencement date

CEO Kurtzman provided the background on this proposed Resolution and CFO Mar highlighted that the $150K is really bridging a temporary funding gap. This is a proposal which will be reviewed annually.

Motion: to approve the proposed grant to Ravenswood Family Health Network for $150,000 to help narrow reimbursement gap resulting from federal and state funding cuts

By: Director Lock
Seconded by: Director Fong
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --

Absent --
Motion Passed: 4-0-0-0

6.f. Consider Two Year Grant Request of $450,000 ($225K/yr) to The San Mateo County Health Foundation to Reduce Hunger Among Hospital Patients

Mr. Hudak clarified that Board Directors did not have any conflict of interest with this request. John Jurow, San Mateo County Health Foundation, provided a brief presentation on the important work of the San Mateo County Health Foundation to reduce hunger among hospital patients.

Motion: to approve a one-year grant of up to $225,000 for FY27 to reduce hunger among hospital patients

By: Director Foust
Seconded by: Director Martinez
Vote: Ayes – Fong, Foust, Lock, Martinez
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

B R E A K

7. Adjourn to Closed Session for the Purposes of:

Government Code Sections 54957 and 54957.6 PUBLIC EMPLOYEE EVALUATION 54957(B)(1) 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 Unrepresented Employee: Chief Executive Officer, Sequoia Healthcare District

Motion: To adjourn to closed session
By: Director Fong
Seconded by: Director Faust
Vote: Ayes – Lock, Martinez, Fong, Faust
Nos --
Abstain --
Absent --
Motion Passed: 4-0-0-0

8. Reconvene to Open Session:

There was no reportable action taken in closed session.

9. Adjourn

Motion: To adjourn the meeting at 3.45pm
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, August 5, 2026, at the San Mateo County Dental Society, 939 Laurel Street, Suite C, San Carlos, CA.

Respectfully submitted,

Cama Lock, Secretary