

**MINUTES OF REGULAR MEETING  
BOARD OF DIRECTORS  
SEQUOIA HEALTHCARE DISTRICT  
August 9, 2023  
Conference Room, 525 Veterans Boulevard  
Redwood City, CA 94063**

<p><b><u>Directors Present</u></b> Director Fong Director Griffin Director Martinez Director Nayfack Director Shefren</p>	<p><b><u>Directors Excused</u></b></p>	<p><b><u>Also Present</u></b> Pamela Kurtzman, CEO Mr. Hudak, Legal Counsel Ms. Stamper, Recorder</p>
<p><b><u>1. Call to Order</u></b></p>		
<p>President Nayfack called the meeting to order at 4:33PM. Roll call attendance was taken. A quorum was present.</p>		
<p><b><u>2. Public Comment/Non-Agenda Items</u></b></p>		
<p>President Nayfack asked if there was any public comment on non-agenda items. Virginia Kiraly, President of the San Mateo County Harbor District, introduced herself as the new LAFCO board member representing Special Districts.</p>		
<p><b><u>3. Consent Calendar</u></b></p>		
<p><b>Motion:</b> to approve the consent calendar with addition of changes to the June 7 minutes for the vote count for “3. Consent Calendar” and “4b. Consider Grant Request From Peninsula Volunteers...” from 5-0-1-0 to 4-0-1-0.  <b>By:</b> Director Shefren  <b>Seconded by:</b> Director Nayfack  <b>Vote:</b> Ayes - Griffin, Martinez, Nayfack, Shefren          Nos --          Abstain -- Fong          Absent --  <b>Motion Passed: 4-0-1-0</b></p>		
<p><b><u>4.a. Presentation Of Draft Audit 2022-23</u></b></p>		
<p>CEO Kurtzman presented the finalized draft of the 2022 Annual Financial report. The report is complete and includes the Pension Plan testing. Richardson and Company, LLP did not identify any deficiencies or instances of noncompliance under government accounting standards.</p> <p><b>Motion:</b> to approve the 2022-23 draft financial statements.  <b>By:</b> Director Shefren  <b>Seconded by:</b> Director Fong  <b>Vote:</b> Ayes - Fong, Griffin, Martinez, Nayfack, Shefren          Nos --          Abstain -          Absent -  <b>Motion Passed: 5-0</b></p> <p>Director Shefren would like future Financial Statements to include a layman’s note regarding the pension pass-thru to make it clearer and simpler.</p>		

Director Shefren will contact Brian Nash of Richardson and Company, LLP to discuss conducting an in-depth process audit.

**4.b. 2022-23 Caring Community Grants Year-End Review**

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

Ms. Bratton presented the 2022-23 Caring Community Grants Year-End Review. The grants program supported 60 grants totaling \$4.05 million, which was an increase from the \$3.75 million granted to 59 grants in the previous 2021-22 grant cycle. Grantees served over 68,000 SHD Residents which is a slight increase over last year. All Grantees met their service unit goals and shared that rising costs in labor, food, and materials, have all affected their ability to hire and retain staff, as well as keep up with programmatic costs. However, Grantees were very grateful for the districts continued support of their services in the community.

**4.c. Update By Signature Investment Advisors (SIA)  
On Investment Performance, Services, and Fees**

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

Mr. Andrew Lin of Signature Investment Advisors (SIA) discussed current market conditions, investment strategy, performance to date, and the current fee structure of the District's investment accounts. Sequoia Healthcare District's YTD gross returns are 2.26% which is above Bloomberg's US Aggregate index. Pettinelli Financial Partners and SIA receive their fees from the annual .30 basis points collected on the accounts.

Mr. Lin believes the District is well positioned for the current rolling recession.

**4.d. Presentation of Draft Annual Report for Discussion and Board Feedback**

Ms. Bratton presented the draft 2023 Annual Report and requested feedback from Board members. Attorney Hudak provided a review of FPPC requirements. Board members liked the idea of sending a postcard to residents notifying them that the 2023 Annual Report is available online and accessible via the listed website address and QR code. The finalized postcards should be mailed out mid-September.

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

President Nayfack asked Board members for their requests for future agenda items. There were no requests.

**5. CEO/Staff Reports**

ACHD opened registration for the Annual Meeting taking place September 13-15 in Olympic Valley. Wednesday will be Governance Day.

Due to controversy that has arisen regarding the 2023-24 CC Grant recipient, WomenSV, they have been declined a CC Grant. CEO Kurtzman has contacted the organization and informed them that the District cannot fund them at this time.

Tax revenues increased this past year to \$18M.

The pension Committee met with Peninsula Advisors.  
The Dental Pilot kickoff should occur around September.

CEO Kurtzman is looking at September 28 or October 6 to schedule a Board-Staff Retreat. Board members should check their calendars and reserve the date.

The District is funding additional classes at the San Carlos Adult Community Center, for a total of 3 classes.

Ms. Bratton will be working to include the Faro Food grants on the Versaic platform. Director Shefren would like a spreadsheet detailing how the Dignity dollars are being utilized.

Healthy School's will present their first webinar on Concussion and Brain Trauma hosted by a neuroscientist speaker. Through this program we are hoping to interconnect community partners with schools.

Ms. Garia reported that the Health and Harmony Festival was a fun success and has received positive feedback.

Ms. Garcia is working with Streamline to ensure the website is current.

#### **6. Adjourn to Closed Session**

**Motion:** to adjourn to closed session for the purposes of:

- a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Government Code Section 54956.8)  
Property: 525 Veterans Blvd., Redwood City  
Agency Negotiator: Pamela Kurtzman, CEO, and Mark Hudak, Legal Counsel  
Negotiating Parties: Ravenswood  
Under negotiation: Terms of lease including tenant improvement allowance, rent, length of term, and services to be provided.
- b. Pursuant to Health and Safety Code Section 32106: Discussion involving trade secrets relative to facilities and services with Pamela Kurtzman, CEO, and Mark Hudak, Legal Counsel.

#### **7. Reconvene to Open Session**

Reconvene to Open Session. There was no reportable action taken in closed session.

#### **6. Adjourn**

**Motion:** To adjourn the meeting at 6:34PM.

**By:** Director Shefren

**Seconded by:** Director Nayfack

**All in favor**

**Motion Passed**

The next regular meeting of the Board of Directors of Sequoia Healthcare District will be scheduled for 4:30 PM, Wednesday, October 4, 2023, District Conference Room, 525 Veterans Blvd., Redwood City, CA.

Respectfully Submitted,

Kim Griffin, R.N.  
Secretary