



EL CENTRO REGIONAL MEDICAL CENTER
BOARD OF TRUSTEES – REGULAR MEETING

MONDAY, March 24, 2025
5:30 PM

MOB CONFERENCE ROOM 1&2
1271 ROSS AVENUE, EL CENTRO, CA
&

TELECONFERENCE LOCATION *NOTE: Pursuant to Government Code Section 54953(b) Trustee Patty Maysent- CEO, UCSD Health will be attending the Regular Meeting via teleconference from:*

JACOBS MEDICAL CENTER, Suite 1-620
9300 CAMPUS POINT DR.
SAN DIEGO, CA 92037

ACTING-PRESIDENT: Sylvia Marroquin

MEMBERS: Sonia Carter; Claudia Camarena; Marty Ellett; Patty Maysent-CEO, UCSD Health; Christian Tomaszewski-M.D.-CMO, UCSD; Pablo Velez-CEO ECRMC

CLERK: Belen Gonzalez

ATTORNEY: Douglas Habig, ECRMC Attorney
Elizabeth Martyn, City Attorney

This is a public meeting. If you are attending in person, and there is an item on the agenda on which you wish to be heard, please come forward to the microphone. Address yourself to the president. You may be asked to complete a speaker slip; while persons wishing to address the Board are not required to identify themselves (Gov't. Code § 54953.3), this information assists the Board by ensuring that all persons wishing to address the Board are recognized and it assists the Board Executive Secretary in preparing the Board meeting minutes. The president reserves the right to place a time limit on each person asking to be heard. If you wish to address the board concerning any other matter within the board's jurisdiction, you may do so during the public comment portion of the agenda.

BOARD MEMBERS, STAFF AND THE PUBLIC MAY ATTEND VIA ZOOM.

To participate and make a public comment in person, via Zoom or telephone, please raise your hand, speak up and introduce yourself.

Join Zoom Meeting: <https://ecrmc.zoom.us/j/81538740932?pwd=MojJbnyLKL9LYFaDLY4GYggi6ahFXM.1>

Optional dial-in number: (669) 444-9171

Meeting ID: 815 3874 0932 **Passcode:** 321029

Public comments via zoom are subject to the same time limits as those in person.

OPEN SESSION AGENDA

ROLL CALL:

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: Any member of the public wishing to address the Board concerning matters within its jurisdiction may do so at this time. Three minutes is allowed per speaker with a cumulative total of 15 minutes per group, which time may be extended by the President. Additional information regarding the format for public comments may be provided at the meeting.

BOARD MEMBER COMMENTS:

CONSENT AGENDA: *(Items 1-2)*

All items appearing here will be acted upon for approval by one motion, without discussion. Should any Board member or other person request that any item be considered separately, that item will be taken up at a time as determined by the President.

1. Review and Approval of Board of Trustees Minutes of Regular Meeting of February, 2025.
2. Review and Approval of Triennial Policy: Absences and Tardiness

CHIEF EXECUTIVE OFFICER UPDATE

3. Verbal Report from the CEO to the Board of Trustees—**Informational**
4. Manager Update—Patty Maysent—**Informational**

RECESS TO CLOSED SESSION:

A. HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES. The Hospital Board will recess to closed session pursuant to Government Code Section 37624.3 for a hearing and/or deliberations concerning reports of the ___ hospital medical audit committee, or X quality assurance committees, or X staff privileges.

B. TRADE SECRETS. The Hospital Board will recess to closed session pursuant to Govt. Code Section 37606(b) for the purpose of discussion and/or deliberation of reports involving hospital trade secret(s) as defined in subdivision (d) of Section 3426.1 of the Civil Code and which is necessary, and would, if prematurely disclosed create a substantial probability of depriving the hospital of a substantial economic benefit:

<u>Discussion of:</u>	<u>Number of Items:</u>
<u>X</u> hospital service;	<u>1</u>
<u>X</u> program;	<u>1</u>
<u>X</u> hospital facility	<u>1</u>

RECONVENE TO OPEN SESSION – BOARD PRESIDENT

ANNOUNCEMENT OF CLOSED SESSION ACTIONS, IF ANY – GENERAL COUNSEL

5. Approval of Report of Medical Executive Committee’s Credentials Recommendations Report for Appointments, Reappointments, Resignations and Other Credentialing/Privileging Actions of Medical Staff and/or AHP Staff *(Approved in Closed Session)*

ADJOURNMENT: Adjourn. (Time:) Subject to additions, deletions, or changes.



El Centro Regional Medical Center
BOARD OF TRUSTEES – REGULAR MINUTES
OPEN SESSION MINUTES
 MOB CONFERENCE ROOMS 1 & 2
 1271 Ross Avenue, El Centro, CA 92243

Zoom Meeting link: <https://ecrmc.zoom.us/j/88008692546?pwd=5DJn1ndEFaZNIiKZzh1aKt6AvUmaFr.1>

Monday, February 24, 2025

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
ROLL CALL	<p>PRESENT: Oliva; Marroquin; Carter; Camarena; Ellet; Tomaszewski; Chief Executive Officer Pablo Velez; and Executive Board Secretary Belen Gonzalez</p> <p>VIA Zoom: Maysent (<i>present@ 5:32pm</i>); City of El Centro Attorney Elizabeth Martyn; UCSD Chief Health Counsel Veronica Marsich; UCSD Tammy Morita; UCSD Nick Macchione; City Clerk Norma Wyles; Wipfli Representative, Wes Thew</p> <p>ALSO PRESENT: ECRMC Attorney Douglas Habig; Interim City Manager Daniel Paramo;</p> <p>Hospital Administrative Staff: David Momberg-CFO; Luis Castro-CHRO; Kimberly Probus-CNO; Matthew Nilsen-Marketing Director; Elizabeth Reza-Nsg. Admin Assist.</p>	
CALL TO ORDER		The Board of Trustees convened in open session at 5:30 p.m. Board President Oliva called the meeting to order.
OPENING CEREMONY	The Pledge of Allegiance was recited in unison.	None

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
NOTICE OF MEETING	Notice of meeting was posted and mailed consistent with legal requirements.	None
PUBLIC COMMENTS		None
BOARD MEMBER COMMENTS	<i>Trustee Maysent</i> Brought awareness on the impact of proposed changes to Medicaid reimbursement. Acknowledge the staff and the hard work.	None
CONSENT AGENDA (Item 1) Item 1. Review and Approval of Board of Trustees Minutes of Regular Meeting of January 27, 2025.	All items appearing here were acted upon for approval by one motion (or as to information reports, acknowledged receipt by the Board and directed to be appropriately filed) without discussion.	MOTION: by Marroquin, second by Carter and carried to approve the Consent Agenda All present in favor; none opposed.
FINANCE and OPERATIONAL UPDATE Item 2. Review and Approval of the Financial Statements for Month and Year-to-Date as of January 2025.	David Momberg presented the Financial Statements for Month and Year-to-Date as of January 2025 report and answered questions. Presentation included: <ul style="list-style-type: none"> • Comparative volumes vs. Prior Month/Year • Balance Sheet vs. Prior Month comparison • Operating Statement vs. Prior Month comparison • Monthly Cash Flow (Fiscal Year to Date) 	MOTION: by Marroquin, second by Ellett and carried to approve the Financial Statements for Month and Year-to-Date as of January 2025. All present in favor; none opposed.
Item 3. Review and Approval of the Final 2018 Bond Draw	David Momberg recommended to the Board of Trustees to draw the remaining funds from 2018 Bond. Amount to be drawn and reimbursed back for project costs: \$171,019.92	MOTION: by Marroquin, second by Carter and carried to approve the Final 2018 Bond Draw. All present in favor; none opposed.

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
Item 4. Review and Approval of the Annual Financial Audit	<p>Wes Thew presented the annual auditor report for FYE 06/30/2024 and David Momberg answered questions.</p> <p>The presentation included:</p> <ul style="list-style-type: none"> • Overview of the 2024 Audit Results • Financial Statement Review • Financial Analysis • Accounting Standards Update 	<p>MOTION: by Carter, second by Camarena and carried to approve the Annual Financial Audit.</p> <p>All present in favor; none opposed.</p>
CHIEF EXECUTIVE OFFICER UPDATE Item 5. Verbal Report from the CEO to the Board of Trustees— Informational	<p>Item to be discussed in Closed Session</p>	<p>Informational</p>
Item 6. Manager Update—Patty Maysent— Informational	<p>Item to be discussed in Closed Session</p>	<p>Informational.</p>
RECESS TO CLOSED SESSION		<p>MOTION: by Marroquin, second by Carter and carried to recess to Closed Session at 6:40 p.m. for HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES, TRADE SECRETS, LABOR NEGOTIATIONS, and CONFERENCE WITH LEGAL COUNSEL.</p> <p>All present in favor to recess to Closed Session. None opposed.</p>
RECONVENE TO OPEN SESSION		<p>The Board of Trustees reconvened to Open Session at 7:43 p.m.</p>

TOPIC	DISCUSSION/CONCLUSION	RECOMMENDATION/ACTION
<p>ANNOUNCEMENT OF CLOSED SESSION ACTIONS, IF ANY— GENERAL COUNSEL</p> <p>[A. HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES—GOVERNMENT CODE SECTION 37624.3]</p>		<p>[A. HEARING/DELIBERATIONS RE MEDICAL QUALITY COMMITTEE REPORTS/STAFF PRIVILEGES—GOVERNMENT CODE SECTION 37624.3]</p> <p>MOTION: by Ellett, second by Marroquin and carried to approve the Report of Medical Executive Committee’s Credentials Recommendations Report for Appointments, Reappointments, Resignations and Other Credentialing/Privileging Actions of Medical Staff and/or AHP Staff.</p> <p>All present in favor; none opposed.</p>
<p>[C. LABOR NEGOTIATIONS—GOVERNMENT CODE SECTION 54957.6]</p> <p>Item 12. Review and Approval of Labor Union Contract for the Hospital’s Maintenance Department Group.</p>		<p>[C. LABOR NEGOTIATIONS—GOVERNMENT CODE SECTION 54957.6]</p> <p>MOTION: by Camarena, second by Carter and carried to approve the Labor Union Contract for the Hospital’s Maintenance Department Group.</p> <p>All present in favor; none opposed.</p>
<p>ADJOURNMENT</p>		<p>There being no further business, meeting was adjourned at approximately 7:45 p.m.</p>

BELEN GONZALEZ, BOARD EXECUTIVE SECRETARY

APPROVED BY

SILVIA MARROQUIN, ACTING-BOARD PRESIDENT



TO: HOSPITAL BOARD MEMBERS
FROM: Luis Castro, Chief Human Resources Officer
DATE: March 24, 2025
MEETING: Board of Trustees

SUBJECT: Review and Approval of Triennial Policy: Absences and Tardiness

BUDGET IMPACT: X Does not Apply
A. Does the action impact/affect financial resources? ___ Yes ___ No
B. If yes, what is the impact amount: _____

DISCUSSION: Suggested changes to the Absences and Tardiness Policy affecting the allowed number of absences and tardiness in efforts to reduce scheduling conflicts with stricter guidelines.

No direct changes to the intent of the policy suggested.

RECOMMENDATION: (1) Approve (2) Do not approve

ATTACHMENT(S):
• Triennial Policy: Absences and Tardiness

Approved for agenda, Chief Executive Officer

Date and Signature: Pablo Velazquez

		Department: Human Resources	
		Document Owner/Author: Chief Human Resources Officer	
		Category: Hospital Wide	Approval Type: Triennial
Date Created 08/01/17	Date Board Approved: 8/22/17	Date Last Review: <u>3/1/2025</u>	Date of Next Review: Triennial
Policy Name: Absences and Tardiness			

Deleted: 01/22/16

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28

Purpose

The purpose of this policy is to set forth El Centro Regional Medical Center’s (ECRMC) policy and procedures for handling employee absences and tardiness to promote the efficient operation of the company and minimize unscheduled absences.

Scope

This policy applies to every employee of El Centro Regional Medical Center.

Policy Statement

El Centro Regional Medical Center (ECRMC) is an acute-care medical center; it provides healthcare excellence and serves the health care needs of the Imperial Valley. Because of the urgent nature of hospital work, regular attendance and punctuality are essential.

This policy details how absences and tardiness are counted for the purposes of maintaining excellent customer service.

Responsibilities

Person/Title	Responsibilities
Chief Human Resources Officer	Updating policy and ensuring compliance throughout the hospital

Procedure/Plan

Absence.

If any employee is unable to report for work, they must notify their director/management team or house charge nurse.

Deleted: he/she

Deleted: his/her

32 Notification must be at least two (2) hours prior to the beginning of their shift, failure to do so will
33 result in a No Call/No Show.

Deleted: If it is after-hours

34
35 When reporting an absence, the expected date of return to work should be given. If unknown,
36 notice will be required each day. An employee who is absent for three (3) consecutive workdays
37 without providing notice will be deemed to have abandoned his/her job and will be considered a
38 voluntary quit.

39
40 An employee who is absent for more than three (3) consecutive days because of illness will be
41 required to submit a physician's certificate to Human Resources, releasing the employee to return
42 to work.

43
44 **Unscheduled Absences.**

45 Time off from work which is not approved at least twenty-four (24) hours in advance are
46 unscheduled absences. Unscheduled absences will be considered excessive and unacceptable when
47 they exceed three (3) occurrences in any twelve (12) month rolling period and may result in
48 disciplinary measures up to and including termination.

Deleted: six

Deleted: 6

49
50 **Tardiness.**

51 Employees are required to report to work on time and remain at their work stations, with the
52 exception of breaks and meal periods, until their shifts are completed. Clocking in one (1) minute
53 late for the start of a scheduled shift is considered tardy. An employee who arrives late or leaves
54 early in connection with scheduled work times, breaks or meal periods is tardy. An employee that
55 is tardy is subject to disciplinary measures up to and including termination. Tardiness will be
56 considered excessive and unacceptable when it exceeds three (3) instances in a rolling twelve (12)
57 month period.

Deleted: five

Deleted: 5

Deleted: s

Deleted: six

Deleted: 6

58
59 **Bargaining Union Members**

60 Bargaining union members, refer to "*Memorandum of Understanding – Attendance*

61
62 **Step Discipline**

63
64 Occurrences are counted in a rolling twelve-month period. Occurrences expire twelve months
65 from the date of the incident.

66
67 **Step one**

68
69 Three occurrences (absences or tardiness) in any twelve-month period will be the basis for a
70 coaching discussion (verbal) between the employee and direct supervisor. The purpose of the
71 coaching session is to make the employee aware that he or she has been absent or tardy
72 frequently enough to draw attention and to be certain that the employee understands this policy
73 and the consequences of violation. The coaching session will be documented in the employee's
74 personnel file.

Deleted: Six

84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125

Step two

Any additional unscheduled absence or tardiness (4th occurrence) in the same twelve-month period is cause for a written warning with documentation in the employee’s file. The written warning, delivered by the employee’s direct supervisor, serves to notify the employee that he or she is in violation of this company policy and that additional occurrences will result in further disciplinary action.

Formatted: Superscript

Step three

An additional unscheduled absence or tardiness (5th occurrence) to the above in the same twelve-month period is cause for a final written warning with a three-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

Deleted: ¶
Management must communicate with Human Resources to ensure this step is processed accordingly.¶
¶

Formatted: Superscript

Step four (final)

On the six occurrence (6th) of an unscheduled absence or tardy in the same twelve-month period is cause for termination of employment.

Formatted: Superscript

Deleted: An additional

Deleted: to the above steps

No-Call/No-Show

Not reporting to work, not calling in a minimum of two (2) hours prior to the beginning of a scheduled shift, and not calling to report the absence is a no-call/no-show and is a serious matter, creating increased administrative burdens and emotional upset. Paid Time Off (PTO) hours may not be used and will not be authorized for any instance of No Call/No Show.

The first instance of a no-call/no-show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no-call/no-show lasting three days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no-call/no-show occurs, the disciplinary process may be accelerated to the final step.

All warnings will be delivered by the direct supervisor, manager, or HR as circumstances require. Suspensions and terminations will be administered by human resources in collaboration with management.

Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

132 Although occurrences will roll off an employee's record after twelve months, habitual offenders
 133 (those who have established a pattern of absences, such as consistently having six or more
 134 occurrences in any given twelve-month period or routinely calling off on Mondays or Fridays)
 135 may trigger step discipline even though twelve-month old infractions have fallen off, if he or she
 136 continues to incur occurrences.
 137 Management reserves the right to amend or discontinue this policy at any time without notice.
 138

139 **Step Discipline—Unscheduled Absences or Tardiness in a Twelve-Month Period**

3rd occurrence total	Verbal coaching sessions documented in file
4th absence or tardiness	Written warning documented in file
5th absence or tardiness	Three day suspension without pay. Management to inform Human Resources (Human Resources processes this step).
6th absence or tardiness	Termination of employment

- Deleted: 6t
- Deleted: h
- Deleted: 7
- Deleted: 8
- Deleted: 9

140
141

Definitions

Term	Definition
NA	

142
143

Associated Policies/Plans/Protocols/Procedures/Forms


Title	Number	Location (Hyperlink)
NA		

144
145
146
147
148
149

References

None

Review History

	Category: Subcategories of Category not selected.
	Department: Human Resources
Date Reviewed By Title Procedure Notes	

01/16/2023	Luis Castro	HR Director	Separated absence policy from employee conduct to distinguish new absence guidelines and procedures
01/22/16	Luis Castro	HR Director	Approved by CET
01/09/17	Board of Trustees		Reviewed and approved
8/1/2017	Luis Castro	Chief Human Resources Officer	Annual review; minor change-policy intent not changed

155
156

draft

